



Summer Intensive Portuguese Institute

UNIVERSITY OF WISCONSIN-MADISON

Introduction and Welcome

Welcome to the Summer Intensive Portuguese Institute at the University of Wisconsin-Madison. We are delighted that you have chosen to spend the summer learning language with us, at one of the best programs of its kind for Brazilian Portuguese in the United States. For almost 36 years, this program has provided language training to students from a wide variety of backgrounds, from those requiring language skills for research, professional development, or study abroad, to students of Brazilian heritage studying for those reasons and more.

In this handbook, we will introduce you to the program and the university to help you prepare for, and make the most of, your SIPI experience. Your main concern and source of information will be your class and instructors, but this handbook can facilitate your transition into SIPI, answering some of the general questions you may have about the program. For any further questions or concerns, you are welcome to contact any member of the SIPI staff.

Contact Information

SIPI Contact Information
SIPI staff is working in person and remotely. Staff members can be reached by email (sipi@lpo.wisc.edu) Monday to Friday during working hours.
Administrative Contacts
Letícia Barbosa, Program Coordinator <u>Office hours:</u> In-person: by appointment Zoom: on Wednesdays from 11:40-12:40 pm (https://uwmadison.zoom.us/my/leticia Barbosa) <u>Office address:</u> L50 Pyle Center 702 Langdon St. Madison, WI 53706 sipi@lacs.wisc.edu

Academic Contacts	
Levi Cross <u>Office hours:</u> your instructor will share their preferred method of contact. <u>Office address:</u> 1058 Van Hise Hall 1220 Linden Dr. Madison, WI 53706	Jared Hendrickson <u>Office hours:</u> your instructor will share their preferred method of contact. <u>Office address:</u> 1058 Van Hise Hall 1220 Linden Dr. Madison, WI 53706

Academics

Learning a Language

It is important when entering any courses and learning situations, including an intensive language course, to remember that most learning is actually self-instruction. Although instructors will help you practice and learn new skills to cultivate your competence in Portuguese, your actions outside of class will ultimately determine your improvement while participating in SIPI.

Circumstances may prevent you from adhering to a strict study plan, but you should try to leave a significant part of your non-class time open for individual study. This will need to go beyond simply completing your homework assignments if you are to keep pace with the intensity of the program. Remember, cramming is not an effective technique for learning a language. Your own background, ability, and experience with a language will affect how well you take on the challenge of a SIPI course, but, with thoughtful planning, everyone can do it successfully!

For most people, the best plan of action is to dedicate your late afternoon to practice what you learned in class that morning. Following this plan (class in the morning and studying/homework in the afternoon) will also leave you free to enjoy yourself at night and on the weekends – guilt-free! While working is not recommended during SIPI if you must work, try to schedule your hours in a way that let you spend some of the afternoons after you get off class working on that day’s material. A large gap between class and study time makes it harder to reinforce class material.

The next thing to remember when learning a language is that you must make mistakes. No one ever learned a language without making mistakes. In the past, language-teaching methods punished errors severely. We now know that communication can occur even when basic mistakes are present. Similarly, as uncomfortable as it may be, you must learn to talk about yourself. Everyone is taking a SIPI course for different reasons: different majors, interests, goals, etc. Learning the basic vocabulary to describe yourself can help facilitate many conversations.

Managing Intensive Courses

For many SIPI students, the summer flies by without any major obstacles. By the end of the program, you will be able to speak and communicate in a language you may have not previously studied. Many students also experience some stress during SIPI. Whether it be the long hours on Zoom or the intensity of the class, some students struggle with stress and emotional frustration during the summer. If you find yourself struggling, here are some suggestions of what you can do:

First, avoid missing class. Remember that each day of SIPI equals one week during the academic year. If you miss even two days in a row due to illness, you can imagine how hard it will be to catch up; and, you are risking a grade deduction. Get enough rest, eat well, and take time away from the screen. You are the expert on keeping yourself healthy.

Second, even if you make every session, you may still feel lost in class, not be able to understand the instructor, etc. In such cases, there are many options for students. Remember, skipping class is never the right way to address these feelings. Instead, reach out to the support network you have in your classmates, teachers, and SIPI administration to help get you back on track. Try finding study buddies and going to office hours. Studying with classmates can be a great way to share learning strategies, review, and practice language skills acquired in class. This can be done via any videoconferencing service, such as Zoom or Microsoft Teams. Your teachers are also available during office hours to help answer questions – we encourage you to visit with them early and often.

At the first sight of trouble, it is best to seek advice from your instructor. Your instructor may even approach you if they notice you struggling. If you continue to struggle after speaking with your instructor and making study changes, the Program Director or Pedagogy Coordinator is always available to help.

Guidelines for virtual classes/events

SIPI classes for the summer of 2022 will be held in person. However, we acknowledge that some factors might affect a student's availability to be in-person in class. Therefore, the following guidelines were tough to help students that 1) cannot go to class due to health problems, 2) are taking SIPI's classes in long-distance mode, or 3) for any other reason will have to attend a class/lecture or event remotely.

Remember these tips to get the most out of your virtual learning:

- Have your zoom set up in a private, well-lit workspace.
- Keep your lighting front-facing (behind your monitor). If you have windows in the background, close the blinds to keep them from being darkened by the incoming light.

- Keep your background minimal. If the line between classroom and home is beginning to blur, using a virtual background may help you set boundaries.
- Take a break from looking at yourself by turning off the “self-view” option.
- Join the session early to ensure your connection is good.
- Make sure you are the main user of the internet bandwidth in your household during class time. Turn off gadgets like Alexa, iPads, and Google Home if you are having trouble maintaining a strong connection.
- Be respectful during class. It is easy to talk over one another in a virtual setting. Make use of the “raise hand” option and the chat box to keep class communication running smoothly. Talk with your instructor if you are unsure about the best way to speak up during class.
- Mute yourself when you are not speaking. Background noise can be distracting and make it hard to hear your instructor.

UW’s Knowledge Base Zoom page helps you get started with zoom and answers FAQs-
<https://kb.wisc.edu/zoom/>

Tips for Virtual Learning: <https://covidresponse.wisc.edu/students/virtual-learning/>

Tips for Remote Language Learning: <https://languages.wisc.edu/tips-for-remote-language-learning/>

Expectations

What You Should Expect from SIPI

- Inspiration and encouragement to learn your chosen language
- Well-prepared lessons and class activities
- Respect and empathy for the difficulties of learning a language
- Worthwhile co-curricular films and lectures, as well as social events
- Openness and promptness in dealing with student problems and concerns

What SIPI Expects of You

- Daily attendance in class
- Your full effort in learning a language, including after class assignments and study
- Respect and courtesy toward your instructors and classmates
- Promptness in dealing with administrative matters (registration, payment, etc.)
- Openness to participating in SIPI events

Individual students and instructors hold the primary responsibilities for the SIPI experience. Instructors control how classes run and have complete autonomy to determine lesson plans, class activities, syllabi, grading, and the like. At the same time, they also have the responsibility of meeting student and classroom needs. The Pedagogy Coordinator is here to ensure academic progress and can meet with individual students regarding academic issues, questions, assistance, etc. The Program Director primarily works with instructors to ensure and enable an efficient and enjoyable SIPI experience for everyone. They also work with students regarding administrative and academic concerns/details. In general, our mutual expectations might look something like this:

“Above all, have respect for your teachers, classmates, and yourself. Be mindful of your interactions with others and acknowledge that the impact of your words and actions may not always match your intent. Do your best to have a positive impact on your class and on yourself.”

SIPI is a full-time job. Make sure to attend class every day—missing one day of class at SIPI is like missing a whole week during the academic year! Be prompt in submitting assignments and addressing administrative matters. Be open to class and program activities. In addition to language learning, you will also engage in many cultural activities this summer.

Co-Curricular Events

WISLI organizes events for all participants of WISLI institutes. Additionally, many other institutes also host their own events which SIPI students are typically welcome to attend. Check the institutes’ event calendars to see when these events are occurring (program websites can be found linked at <https://wisli.wisc.edu/institutes/>)

Resources

University Health Services (UHS)

If you would like to seek medical or mental health services, the university has excellent resources that are free to all SIPI students, including Tele-mental health appointments.

UHS Website: <https://www.uhs.wisc.edu/>

UHS Medical Services Website: <https://www.uhs.wisc.edu/medical/>

UHS Mental Health Website: <https://www.uhs.wisc.edu/mental-health/>

UHS Phone: 608-265-5600

Option 1: Medical/Behavioral Health

Option 2: Mental Health/Counseling

Option 3: Confidential Victim Advocacy

Option 9: 24/7 Mental Health Crisis Services

McBurney Disability Resource Center

At SIPI, we make every effort to meet the needs of our students. If your classroom presents accessibility issues, please talk to your instructor or contact the McBurney Center to inquire about accommodations. The McBurney Center offers a wide array of services for students with disabilities. If you are in need of any of the services provided by the Center, please feel free to contact the McBurney Center staff directly. For a list of the services provided, please visit the website: <https://mcburney.wisc.edu/>.

McBurney Phone: 608-263-2741

McBurney Text: 608-225-7956

McBurney Fax: 608-265-2998

702 West Johnson Street, Suite 2104

Madison, WI 53715

Gender & Sexuality Campus Center

The Gender and Sexuality Campus Center (GSCC) provides education, outreach, advocacy, and resources for UW-Madison student communities and their allies to improve campus climate and their daily intersectional experiences. The GSCC envisions a UW-Madison that actively addresses oppression in all its forms and affirms, includes, and celebrates people across the spectrum of gender identity, gender expression, and sexual orientation, including their intersectional experiences and perspectives. Visit them online at <https://lgbt.wisc.edu>.

The GSCC has resources geared toward LGBTQ+ members of the Asian/Asian American communities, as well as resource guides for students, faculty, and staff. GSCC staff can also help you prepare for your overseas trip or study abroad.

****Special Note on Sexual Harassment****

SIPI and the University of Wisconsin-Madison take any sexual harassment situation very seriously. If you have any issues that arise during your appointment at SIPI, please come to the program coordinator or director to discuss the situation. If you are uncomfortable contacting any of us, please feel free to go directly to Equity & Diversity Resource Center (179A Bascom Hall, 608-263-2378). More information: <https://oed.wisc.edu/>

Multicultural Student Center

The primary mission of the Multicultural Student Center (MSC) is to collaboratively strengthen and sustain an inclusive campus where all students, particularly students of color and other historically underserved students, can realize an authentic Wisconsin Experience. Visit them online at msc.wisc.edu.

MSC Guiding Principles:

- Social Justice and Inclusion
- Support for Students of Color
- Advising and Advocacy
- Leadership, Academic, and Career Development
- Community Building

Computing

NetID

Your NetID is your username and password used to access MyUW, Canvas, and your university email.

New students must activate their NetID before it can be used. For instructions, please see:

<https://kb.wisc.edu/iam/page.php?id=1140>

For those of you returning to UW-Madison, you can test your NetID and password at:

<https://www.mynetid.wisc.edu/activate>

Please make sure to save your NetID and password somewhere. If you have forgotten your NetID and password, please call the DoIT help desk at 608-264-4357. They will be able to reset your password and supply your NetID.

MyUW

MyUW is a secure, web-based portal that provides a variety of resources to those at UW. You will need to use your NetID and password to log in at: <https://my.wisc.edu/>. Please login to MyUW and become familiar with the platform. You may set up a calendar, access links to academic resources, see your final grades, etc. You will gain access to your student center through MyUW as well, where you will be able to pay any fees.

Duo Mobile

As a part of new security measures, you will be required to also use Duo Mobile, a security authentication app. When you attempt to login into your MyWisc account or use any features requiring your Net ID, you will be sent a “push” (either a 6 digit passcode or digital button) to ensure that the person accessing the account is who they say they are. To download Duo, click here: <https://it.wisc.edu/learn/guides/how-to-use-multi-factor-authentication-mfa-duo/>.

Forwarding Emails

You need to check your wisc.edu email. Even if you communicate with SIPI instructors and staff using your personal email, most automated emails, including bills and other important information from UW-Madison, will go to your wisc.edu email.

Canvas

Canvas is a web-based learning management system. You will use Canvas to access the online portal of your course. The Canvas page for your course will be available once your instructor has published it and opened it for view.

Policies and Procedures

Attendance at SIPI

It is the policy of SIPI that students are expected to attend class every day during the summer due to the intensive nature of the classes. Students with extenuating circumstances must discuss the situation with their instructor and with SIPI administrative staff. Absences, other than illness, will be worked out on a case-by-case basis. Vacation is not a valid excuse for a student to have an extended absence. If a student misses class, it is their responsibility to make up the work and to keep up with the other students in the class.

SIPI's policies regarding tardiness and absence are as follows:

Tardiness

Up to 30 minutes late (habitual tardiness of less than 30 minutes may also be considered a violation)

1st time = warning

2nd time = grade deduction

3rd time = referred to SIPI staff/possible additional grade deduction

Absence

Tardiness of over 30 minutes late will be considered an absence

1st unexcused absence = warning + grade deduction

2nd unexcused absence = referred to SIPI staff + grade deduction

Excused and unexcused absences cannot equal more than 2 per semester. Once a student has a 3rd absence, they must speak with either the program director or coordinator.

NOTE: An unexcused absence is any absence with no prior approval from the instructor.

Unanticipated medical/other emergencies may require additional documentation and approval from the SIPI administration in order to be considered "excused."

Special Note for Students on Fellowships/Scholarships

For students attending SIPI on a Foreign Language and Area Studies (FLAS) Fellowship or other institutional funding sources/scholarships, absences, whether excused or unexcused, can affect a student's fellowship or scholarship.

Pre- and post-program FLAS evaluations are required of all students receiving awards. These evaluations will be conducted by your instructors. It's very important that both the pre- and post-program evaluations are conducted by the same instructors so that they can verify your progress, regardless of whether or not they remain your primary instructor at the end of the program.

Refunds

SIPI cannot offer refunds following the start of the program.

Transcripts after Completion of SIPI

Student grades are due within a week of the completion of SIPI. Once the grades have been submitted and processed by the registrar, you will be able to access your grade in an online report through your Student Center using the following procedure:

- Login to your My UW account.
- Select "Student Center" from your modules.
- Once in your Student Center, select "My Academics".

From here, you can either request to have a copy of your unofficial transcript sent to your email using the "Request my student record" option, or you can have your official transcript sent to an institution using the "Request official transcript" option.

Steps to Take Before Leaving UW-Madison

If you are joining the UW-Madison community just for the duration of SIPI, or you are concluding your degree with our program, please ensure you take the appropriate steps to retain all information and receive your student transcript. The steps you should take have been laid out by UW-Madison: <https://kb.wisc.edu/helpdesk/page.php?id=78565>

Religious Observances

SIPI follows the UW-Madison policy for religious observances. In accordance with the regent and faculty policy, instructors should not schedule mandatory exercises on days when religious observances may cause substantial numbers of students to be absent from the university. UWS 22 states that "students' sincerely held religious beliefs shall be reasonably accommodated with respect to scheduling all examinations and other academic requirements." Exams and requirements include any course requirement made by the instructor that will be considered in the course. Students must notify the course instructor within the first week of the summer term of the specific dates conflicting with an exam or assignment. Instructors are also strongly encouraged to make students aware of this policy within the first week of class.

Some religions mark observances over multiple days, which may begin at sunset on the day preceding the posted date(s) of the holiday. Conflicts may occur for religious observances other than those identified in the calendar.

A listing of religious holidays (though not exhaustive) is available at: <http://www.interfaith-calendar.org/>

For more information, please visit: <https://secfac.wisc.edu/academic-calendar/#religious-observances>

Student Code of Conduct

The Academic Misconduct Policy & Procedures for the University of Wisconsin is available here: <https://conduct.students.wisc.edu/academic-misconduct/>

“Academic misconduct is governed by state law, UWS Chapter 14 ([PDF](#)). Misconduct includes the following, but is not limited to this list:

Seeks to claim credit for the work or efforts of another without authorization or citation (plagiarism)

Uses unauthorized materials or fabricated data in any academic exercise (using notes for a closed-book online exam)

Forges or falsifies academic documents or records (having a friend sign you in for attendance when you’re absent)

Intentionally impedes or damages the academic work of others (tampering with another student’s experiment)

Engages in conduct aimed at making false representation of a student’s academic performance (altering test answers and submitting the test for regrading)

Assists other students in any of these acts”

Academic and Non-Academic Misconduct

Cheating/plagiarism is not tolerated at SIPI or UW-Madison. Reports of academic misconduct can result in a variety of penalties. Similarly, non-academic misconduct, including disruptive or threatening behavior towards other students, instructors, or staff, will not be tolerated and may result in sanctions or dismissal. If you have any questions about what constitutes such misconduct in language courses, please consult your instructor, the Pedagogy Coordinator, the Program Director, and/or the website of the Dean of Students Office:

www.students.wisc.edu/doso/

Recording in the Classroom

Audio and video recording of classroom activities by SIPI students is not permitted. If you have concerns regarding this policy, please contact Sarah Lake.

Safe Learning and Living Environments

All faculty, staff, and students at the University of Wisconsin-Madison share the responsibility to create safe learning environments and a positive campus climate. Below is information regarding

the expectations and responsibilities of SIPI and UW-Madison students, faculty, and staff.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, (20 USC § 1092 (f)), also known as the Clery Act, is a federal law that requires institutions of higher education to have in place certain security and safety policies and to disclose certain crime statistics. The Clery Act also identifies certain staff, faculty, and students as “Campus Security Authorities” and requires that they forward statistical reports of crimes to designated offices on campus. The Clery Act was amended in 2013 to expand the list of crimes tracked and to broaden the rights and resources to which victims of sexual assault, domestic violence, dating violence, and stalking are entitled. Information about UW-Madison’s Clery program, including resources for and about our Campus Security Authorities, selected Clery policies, reporting, rights, and resource information for victims of sexual assault, domestic violence, dating violence, and stalking is available online uwpd.wisc.edu/crime-data/clery-act/. If you have questions, contact the Clery Director at UWPD at (608) 286-9871 or (608) 250-9638.

Crime Reporting

UW-Madison encourages all members of the Badger community who are victims of crime, including sexual assault, domestic violence, dating violence, and stalking to file a police report immediately with the University of Wisconsin-Madison Police Department or the City of Madison Police Department.

Contacting a “Campus Security Authority” is not the same as filing a report with the UWPD or the Madison Police Department. To report crimes that occur on campus, contact the UWPD: Dial: 9-1-1 on campus or the non-emergency number: (608) 264-COPS (2677). You may also visit the UWPD’s offices located at 1429 Monroe Street, Madison, Wisconsin 53711. UWPD is open 24 hours a day, 7 days a week.

To report crimes that occur off campus, contact the City of Madison Police Department (MPD): Dial 9-1-1 off campus or their non-emergency number: (608) 266-4316. You may also visit MPD’s offices at 211 South Carroll Street, Madison, Wisconsin 53709. MPD is open 24 hours a day, 7 days a week.

Crime Resources

2018 UW-Madison Annual Security and Fire Safety Report:

<https://uwpd.wisc.edu/content/uploads/2018/09/2018-ASR-FINAL-9.28.pdf>

Information about “Rights and Resources for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking”: uwpd.wisc.edu/content/uploads/2014/12/CSA-Resources-Handout-Victim-RightsResources-2014-VAWA.Clery_.pdf

Sexual Assault Reporting

The UW-Madison Dean of Students Office takes sexual assault reports seriously and will investigate. To report an incident: <https://doso.students.wisc.edu/report-an-issue/>

The Wisconsin statute defining sexual assault is available online: docs.legis.wisconsin.gov/statutes/statutes/940/II/225

Students who experience, witness, or receive a first-hand report of sexual assault are strongly encouraged to contact the Dean of Students Office in the [Division of Student Life](#), which has been designated to receive reports from students or about student victims/perpetrators and will assist them in any way possible: <https://doso.students.wisc.edu/sexual-assault-dating-and-domestic-violence/>

Sexual Assault Resources

University Health Services provides helpful resources for individuals who have concerns about mental health, sexual assault, dating or domestic violence, and stalking. UHS Violence Prevention and Survivor Services provides information and reporting options: <https://www.uhs.wisc.edu/vpss/>

University Health Services, Violence Prevention, and Survivor Services, and partners have published a resource guide for victims of sexual assault, domestic violence, dating violence, and/or stalking: <https://www.uhs.wisc.edu/wp-content/uploads/ResourcesForVictims.pdf>

UW-Madison reports and information about crime prevention, emergency procedures, and safety resources are posted on the UW-Madison Police Department website: <https://uwpd.wisc.edu/>

Sexual Harassment Information

When sexual harassment occurs, it degrades the quality of work and education at UW-Madison. Sexual harassment violates the law and university policy and can damage personal and professional relationships, cause career or economic disadvantage, and expose the university to legal liabilities, a loss of federal research funds, and other financial consequences. Each of us has a duty not to harass others and to act responsibly when confronted by the issue of sexual harassment. We have a collective responsibility to do so, thereby promoting an environment that better supports excellence in teaching, research, and service. Principal investigators, supervisors, managers, department chairs, directors, and deans have additional responsibilities: [individuals in positions of authority](#) must take reasonable measures to prevent sexual harassment and take immediate and appropriate action when they learn of allegations of sexual harassment. UW-Madison will take prompt and appropriate action whenever it learns that sexual harassment has occurred. You are encouraged to report incidents or concerns to your instructor or SIPI administrative staff. Sexual harassment (and other prohibited harassment or discrimination) may also be reported to the Office for Equity & Diversity, or to campus administrative offices

identified on their website. You may contact any resource for information and assistance:
<https://oed.wisc.edu/>

Additional Information

The UW-Madison Policy Statement on Consensual Relationships is available online:
<https://policy.wisc.edu/library/UW-5048>

Emergency Procedures

The UW-Madison Police Department has published an emergency procedures guide that lists best practices in case of natural disaster, manmade disaster, criminal activity, fire, or other emergency situations on campus, available here:
<http://uwpd.wisc.edu/content/uploads/2016/09/EPFG-Final.pdf>

WiscAlerts

UW-Madison Police Department operates an emergency notification system called WiscAlerts. The system provides information via text message and email about active emergencies on campus in real time, enabling community members to take immediate action to ensure their safety. All new students should already be automatically enrolled in the program. For more information on WiscAlerts, see <http://uwpd.wisc.edu/services/wiscalerts/>. To check your WiscAlerts enrollment status, visit: <http://go.wisc.edu/wiscalerts>

Emergency Phone Number: 9-1-1

Non-Emergency Phone Numbers

University of Wisconsin-Madison Police Department: (608) 264-COPS or (608) 264-2677
Madison Police Department: (608) 266-4275

Wisconsin Telecommunications Relay System (WTRS): To connect to WTRS, dial 7-1-1 from any phone in Wisconsin, or the appropriate WTRS toll-free number found online:
www.wisconsinrelay.com/

Above all, we hope that your time at SIPI is fun, enjoyable, and productive. The SIPI staff is here to help you. We are available to you throughout the summer. Please do not hesitate to let us know if there are any issues that you would like to discuss or problems that need to be resolved.