



OISE Heidelberg

Hallo und Herzlich Willkommen!

We have put together some information to help you prepare for your stay. Please take time to read this booklet carefully. Should you or your parents require any further information, please do not hesitate to ask the OISE team, who will be happy to help.

The school

OISE Heidelberg

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69115 Heidelberg

Tel: +49 6221 90 58 220

Email: heidelberg@oise.com

Emergency number: +49 172 69 13 001



The travel

What should I bring?

- Relevant Documents: Passport and/or national identity card or visas.
- Pocket money - OISE recommends that you bring a maximum of 50 € per week.
- Medication - please let us know in advance if you require medication.
- Please ensure you bring a sufficient supply along with instructions for usage.
- Mobile phone: these are used in lessons and students should carry phones with them at all times so that the school can contact them in case of an emergency
- Phone and laptop chargers
- Plug adapter if necessary
- Toiletries - please bring enough soap, toothpaste, etc. for your stay
- Towel for personal use.
- Seasonal clothing - prepare for good and bad weather
- Sports clothes and shoes
- Swimwear
- Rain coat
- Comfy shoes for excursions

Transfer on arrival and departure

If you have booked the OISE transfer the courier will welcome you at the railway station in Mannheim or the International Airport in Frankfurt. The meeting point for all arrivals at Mannheim railway station is at the railway station square. The courier welcomes you there, in front of the hotel Hilton Garden Inn with an OISE sign. At Frankfurt International Airport the courier will wait after the baggage claim and the security zone with an OISE sign.

On departure day, the courier will pick you up at your respective host family and accompany you to Mannheim railway station or Frankfurt International airport.

Please make contact with your host family at least 3 days prior to your arrival and inform your host family personally about your time of arrival in advance.

Your course

Before the course and the first day

Before your course start you will receive a welcome letter with detailed information for the first day.

On the first day of school your host family shows exactly how to get to/from school. Usually your first day starts at 8:45 am with a welcoming of the new students. You will be provided with a folder that includes your course material and information regarding staff, the school rules, and your lesson and activity timetables. The OISE staff will explain the daily routine, present the leisure activities and answer any questions. After the welcoming the classes start. All students do a placement test before arrival. The placement test consists of vocabulary and grammar questions, reading comprehension and a short written assessment. During the first lesson speaking skills are evaluated and the students will be assigned a class. You will learn about the school site and rules, the material and the timetable. It's a chance for you to start to get to know your classmates and your teachers and ask any questions you might have about the school.

After the morning lessons, a warm lunch is served for all junior students at the university canteen. All teenagers are picked up at the school by a leisure staff member who accompanies them and spends the lunch break with them. It is the moment to relax and enjoy the romantic city of Heidelberg.

During the afternoon classes the teachers will show you where to go and you will start working on your subject lessons and projects. If you have any problems with placements/levels you should tell the OISE staff.

Small classes mean you will have every opportunity to practise and improve you language skills. Sometimes the teaching will be a reinforcement of what you have already studied rather than the introduction of new language so that you can learn to use the language more accurately. OISE courses are highly intensive and you are expected to work hard and make good progress during your stay. Small classes means you will have every opportunity to practice your German and make significant progress.

The programme

Your timetable from Monday to Friday

Octorial Programm (30 hours of lesson)

09:00-10:30 Accuracy in grammar

Exercises to reinforce the learner's understanding of grammar, punctuation, vocabulary and language structure. This includes grammar and structure tasks, analysis of written texts, writing tasks and reading tasks.

Break

10:45-12:15 Clear comprehension

Exercises and tasks to improve and test reading and listening comprehension. This includes collaborative tasks which practise comprehension under timed conditions and précis tasks in which students need to summarise and edit a piece of spoken or written content.

Lunch break

13:45-15:15 Written and oral expression

Students work on writing and speaking tasks which help them to develop their accuracy, clarity and style. This includes different practice exercise and training in how to write and speak with confidence.

Break

15:30-17:00 Cultural awareness

Students work on specific project tasks which are set at the beginning of the week. The project requires group collaborative work, individual research, note-taking, etc. The aim of the project is to study a topic of cultural interest in depth and to be able to present on the topic later in the week.

Tutorial Programm (17,5 hours of lesson)

09:00-10:30 Accuracy in grammar

Exercises to reinforce the learner's understanding of grammar, punctuation, vocabulary and language structure. This includes grammar and structure tasks, analysis of written texts, writing tasks and reading tasks.

Break

10.45-11.15 individual preparation

11:15-12:15 Clear comprehension

Exercises and tasks to improve and test reading and listening comprehension. This includes collaborative tasks which practise comprehension under timed conditions and précis tasks in which students need to summarise and edit a piece of spoken or written content.

Lunch break

13:45-14:45 Expression and project

Students work on writing and speaking tasks which help them to develop their accuracy, clarity and style. This includes different practice exercise and training in how to write and speak with confidence.

Break

15:00-16:00 Selfstudy

Research and preparation work

The social programme

OISE Heidelberg offers interesting educational activities outside the classroom. The school organises one - two activities per week after class and an excursion on Saturday.

You explore the city and surroundings of Heidelberg and learn about important sights of the town like the castle or the *Philosophenweg*. During sports and leisure activities like minigolf, bowling or billiard you have time to get to know the other students.

On Saturdays the school organises an excursion to cities or places of cultural and historical interest (Mannheim, Speyer, Sinsheim, Karlsruhe).

The accommodation

You will receive information on your host family and their contact details at the latest one week before your arrival. This gives you enough time to inform them of your arrival details and to introduce yourself briefly via an e-mail or a phone call.

Our host families are diverse: couples with and without children, singles with and without children or pensioners. We ensure that our high standard is maintained in all host family accommodations. The homes are comfortable and clean, the host families welcoming and interested in having guests and helping them improve their language skills. They are part of the German middle class and might be from a different cultural background but speak German at home.

Your room at your host family is a single room. Your host family provides you with bed linens and towels. If you stay longer than one week, there is the opportunity to have your laundry done at your host's. Please ask your host family about this and when they usually do their laundry.

Your host family will explain you the way to school on your first day. Usually you will use the public transport system. You will receive a ticket from OISE in your welcome letter. The way between host family and school takes between 10 to 45 minutes by foot or public transport. Your host family will tell you when to leave the house to arrive at the school on time.

The responsibility of a host family

You participate in the host family's life when having breakfast with the family members, having dinner with them, talking to them and sometimes join in their activities. However, the host family is not in the responsibility to provide a leisure programme. Lunch is organised by the school.

Going out in the evening and on the weekend

If your parents have allowed you to go out when signing you up for the course and you are 14 years or older, then you are allowed to go out until 22.00h. Please always let your host family know where you are going and go out with other students. The rules of the host family are to be obeyed and are the most important here!

When you are staying for more than one week, there will be an all-day excursion or trip on Saturday. On Sunday the school is closed and you spent the time with your host family. You may do your homework or, if 14 or older and with parental permission, go out with other students.

Personal Safety

Our schools are set in pleasant and welcoming places, but it is still important to be aware of personal safety matters and establish good relations with locals by being polite and considerate at all times.

- ◆ Pay attention to information given to you by OISE staff.
- ◆ Treat the local area and people with respect.
- ◆ Go out in groups of at least 3 students.
- ◆ Take care of your things, especially your passport, travel tickets and valuables.
- ◆ Keep your mobile phone and any money that you do take out in a safe place.
- ◆ Save the emergency number of the school (see page 1) and your host family's number on your phone.
- ◆ Don't go out by yourself and never get in a strange car.
- ◆ Never come back later than 22:00h or later than you and your host family agreed on.
- ◆ Do not take your passport or large amounts of money with you when you go out.
- ◆ Do not leave bags, wallets or phones lying around.
- ◆ Do not walk or spend time in parks or unlit streets after dark.
- ◆ Do not go anywhere OISE has told you not to go.
- ◆ Do not make friends with or go off with unknown people.
- ◆ Do not stay out later than the time agreed by the school.

OISE will send home any students that commit a criminal act during their stay. This includes theft or the possession, purchase or consumption of alcoholic drinks, tobacco products or drugs. Disruptive behaviour – whether in the class, the host family or the leisure activities – leads to the school manager informing the parents. Repeated incidents may lead to sending the student home.

In the event of illness

If you fall ill during your stay, please immediately tell your host family or the school. In case of emergency they will do everything that is necessary, accompany you to a doctor or the hospital and inform your parents. It is important that you give us an emergency contact when booking our course and inform us about allergies and known intolerances of medication. If you have forgotten to mention something, please tell the staff members of OISE.

With your insurance card you can be treated for free within the EU. In case you have not brought one, you have to pay for the treatment and only upon your return home your health insurance will cover the cost. Please note that OISE cannot give you any medication (like paracetamol or aspirin). You should carry some of those yourself.

Some helpful information

Public transports

The easiest way to travel around Heidelberg is by tram and bus. The tram/bus company is RNV. OISE provide you with a bus / tram pass.

Timetables can be found on these websites:

www.vrn.de

www.rnv-online.de

Shops / banks

Supermarkets are usually open from 8.00 – 21.00h.

Other shops are usually open from 9.30 to 20.00h

Banks are open from 9.00 – 12.30h and from 14.00-16.00h, on Thursday until 18.00h.

On Sunday all shops are closed.

Important phone numbers

112 Europe-wide emergency number

110 Police

After the course

Within two months after your departure you will receive a course certificate with an individual description of your performance. Please contact OISE if you do not receive it.

Wir wünschen Dir eine lernintensive Zeit mit OISE!