



2017 HOST FAMILY HANDBOOK

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A. Introduction and Thank You

Thank you so much for providing the host family experience of the WVCIP Professional. Living with a host family is one of the most important aspects of the CIP experience. As a host family, you are voluntarily offering something that cannot be experienced in a private apartment. We trust that it will be an unforgettable rewarding experience for you and your guest. One host says they truly enjoyed the interesting talks that they shared with the participants: daily life in Germany; comparing life there with life in the US, and the participant's profession. Another host family says that hosting allows you the unique experience of meeting someone from another culture and country, which makes that country so very real to us here in the US. Many of our participants continue an enriched relationship with their host families long after the program ends.

We offer three different homes to give our participants a variety of experiences in American culture. We understand that each home will offer a uniqueness that will add to the participant's understanding and appreciation of the US way of life. Being a part of WVCIP is a means through which we can learn how people from other cultures live, work, and think. We also can see ourselves as others see us. It is a great opportunity. Below are some of the comments from the 2015 & 2016 Participants.

*I was very lucky with the families that hosted me. Each of them was different: different routines, conversations, food, etc. But all of them were always helpful, thoughtful, nice, kind and interesting in some particular way. I just keep good memories about living with them and hope that the CIPs 2017 have the same positive experience like I did! **Fernando, CIP 2016***

*All the experiences in America, particularly in host families, have inspired me to reflect on my life, to see the world from a different perspective, thus, transforming me to be more inclusive and willing to help others. **Minghua, CIP 2015***

*"Sharing the place, culture, and perspectives on life, were the facts that let cultural immersion really happened and made my stay so so special and unforgettable."
Daniela, CIP 2015*

*My host families gave me all the physical, financial and moral supports that I needed to make my stay fruitful in the states and I'll forever remain grateful to them! **Katheleen, CIP 2016***

B. Welcoming the Professional to Your Home

1. *CIP Arrival*

- a. Plan for the arrival of the participant and make him or her feel special and welcome.
- b. Some participants will be making their first trip to the United States. Some may never have left their home country before. Others will have vacationed in the U.S., maybe even studied here, or will have traveled extensively outside their home country. Some will know previous CIP professionals from their home country.

2. *Adapting to American Home and Lifestyle*

- a. Living conditions, language, food, housing, and values will probably be different for you and for your guest. Be empathetic to culture shock.
- b. *Your guest has access to a book on culture shock, Culture Shock! USA: A Survival Guide to Customs and Etiquette: https://www.goodreads.com/book/show/1010545.Culture_Shock_USA. Feel free to discuss any aspect of cultural questions with your guest. Remember that each professional will be different and unique relating to cultural differences.*
- c. Show him or her around the house and explain how things work such as:
 - i. showers, appliances, including laundry, locks, and alarm systems.
- d. Remember that your lifestyle will be different for your guest, and participants will want to integrate into the host families.
 - i. For example, some participants may have household help in their homes, so they may not be used to preparing their own meals or doing their own laundry.
- e. It is perfectly fine to tell them that, in your household, everyone helps and they can participate in these responsibilities such as cooking and cleaning up after meals.
 - i. Male participants, in particular, are sometimes surprised to find that American men cook and do laundry.
- f. The custom of greeting people varies by culture, so participants may not be familiar with American customs of shaking hands when meeting strangers, hugging when meeting good friends, etc. or they may be from cultures where hugging and kissing are common when greeting people. Be sure to let participants know how you want them to address members of your family and your friends when you introduce them. For more information about Etiquette, Customs and Protocol Guides from different cultures all over the world consult: <http://www.kwintessential.co.uk/resources/country-profiles.html>
- g. Taking participants shopping for groceries is one of the easiest ways to overcome food concerns. In addition to the usual stores, they may find more familiar foods at
 - i. Von Son Asian Market at 1389 University Avenue,
 - ii. International Groceries and Spices at 293 Don Knotts Blvd
 - iii. Kassar Food and Gifts at 1137 Van Voorhis Road.

3. *Privacy*

- a. It is important for participants to have time for privacy and relaxation. The participant's own private room is a necessity. The strenuous nature of the

program, the stress of speaking a second language constantly, and the effects of culture shock make private space and time necessary. Please be respectful for these personal needs.

4. Encourage your guests to join a WVU Student Association. The CIP professional could make friends from his/her country. You can find more information about the Students Association at <http://oiss.wvu.edu>.
5. To avoid confusion, tell your guest that you will invite them to participate in family activities when convenient, but that they should feel comfortable to accept or decline.
6. Be clear about the “rhythm” of your home.
While our guests are adults, who are probably used to setting their own schedules in their home countries, it's good to tell them that you'd like them to be on time or to call you if changes occur so that you don't worry about where they are. Likewise, keep your guest informed of changes in your own plans.
7. Dinner time is a wonderful opportunity for sharing, learning, and exchanging ideas in a relaxed way.
 - a. *Try to have dinner together as much as possible. Whether you're eating take-out food from the deli, sandwiches quickly thrown together, or a house specialty that has taken you hours to create, the conversation and fellowship can still be spectacular.*
 - b. Always ask and clarify; don't assume that you know or that your guest knows.

C. Accommodating Your Guest.

1. *Finances*
 - a) Many of our participants will be on a very limited budget. Please offer them the option to pack and carry a lunch to work, and provide lunch-making supplies for them. Assure them that this is a common American practice.
 - b) If you want to go out to some event or go out to eat, it is important to be clear whether you are paying for your guest or whether he or she will need to pay for himself/herself.
 - c) Consider using the \$50 special activity reimbursement mentioned on page 10. We discourage lending money. If you get a request for a loan please call the CIP coordinator Jess Demir at 304.293.7236 or 619-395-3838.
2. *Religion*
 - a) Find out your guest's preference about religious services. Help him or her find a church, synagogue or mosque. If you attend services, inviting your guests is fine. In fact, it's a great way for them to understand this culture. Just be sure that they do not feel any pressure to attend or participate. Some professionals may want to participate in a campus religious group.
3. *Banking, Mailings*
 - a) Be helpful to your guest in explaining about procedures at banks, post offices, shipping services, and so on.

- b) Jessica Demir will assist them with opening a PNC student checking account. She will help them close the account at the end of the program.
 - c) All bank information should be mailed to the WVCIP office, rather than your home.
4. *Internet Access*
- a) Participants may have their own laptops and other devices they should be able to access wireless service from your home.
 - i) if not, you will want to decide whether they can use your computer(s) and, if so, discuss limits on using computers. They will have access to the WVU computer labs with their WVU ID cards.
5. *Clothing*
- a) If your professional needs warmer clothes for the fall weather, Christian Help will loan coats. Contact Cheryl at 304-225-3445.
 - b) They will probably find Gabe's early in their time in Morgantown, but the Goodwill and Salvation Army are also good options.
6. *Telephone Use*
- a) Ask your guest to use a telephone card or mobile phone when making long distance calls from your home. The participants usually have their own cell phones for making calls.
 - b) Jessica Demir will assist them with arranging a pre-pay plan through ATT&T during orientation.

D. Navigating Cross- Cultural Differences

1. *Serve and Protect*
 - a) Expect that your guests will want to protect and defend their countries from criticism.
 - b) Don't be surprised at what they consider to be negative about the U.S.A. Accept discussion of controversial issues, but do not become embroiled in a sensitive topic.
2. *Slang and Nonverbal Communication.*
 - a) Participants speak English, but for most it is not their native language. Avoid or explain idiomatic expressions or slang. Always confirm understanding. If your guest makes errors in speaking, ask if he or she wants you to correct them.
 - b) Non-verbal communication is easily misunderstood, so try to maintain a home environment of open and honest oral communication.
3. *Unique Learning Opportunity*
 - a) Take the opportunity to learn about your guest's country.
 - i) *Clarify stereotypes. Have maps and useful books handy. Watch the news and be alert to events happening in your guest's country. Participants may want to know that West Virginia Public Radio broadcast PRI's "The World", a program that focuses on international issues. Each weekday this program is presented from 7 to 8 pm. WVPR programs are streamed on the internet. West Virginia Public Television also broadcasts BBC World News 5 am – 6 pm Monday-Friday. See <http://wvpublic.org/schedule> for scheduling. You can discuss this with the*

participant – they are sometimes surprised at what these say about their country and may not find it to be accurate from their experiences.

E. Transportation

As a host family, you want to do everything possible within reason to make your guest feel at ease in Morgantown; however you are not responsible for all of the CIP professional's daily transportation needs. As soon as the professional arrives, you should discuss his/her schedule (e.g., work hours, CIP weekly meetings, WVU classes, formal and informal social events) and your ability to assist with the transportation. The WVCIP Board has a Transportation Committee that can be consulted in regards to this. Although some participants may have an international driver license, *we strongly discourage the lending of your personal vehicle.*

1. *Participants need to make transportation arrangements for the following:*
 - a) **Weekly Meetings:** The CIP professionals meet as a group on Wednesdays to reflect on the week, to support one another, to present aspects of their culture to each other. Board members, friends of board members, and some host families offer their homes for the meeting locations and provide an informal dinner for the participants. The meetings are from 6:00pm to 7:30 pm. The professionals usually meet at the WVCIP office at around 4:30pm. Transportation is provided for them by the board of directors, coordinator and program manager to the meetings and back to the host family. It would be a nice gesture if you could attend the nights when your guest makes a presentation.
 - b) **Classes:** Most participants sit in one or two classes at West Virginia University. Because our participants are at a professional level in their careers, the classes are at the Master's level and are offered once a week during the late afternoon or evening. We hope that host families can assist in this weekly transportation to/from classes; however, if a conflict should arise, please contact the Transportation Committee as far in advance as possible. *(See Board of Directors List for Transportation Committee contact information)*
 - c) **Social Activities:** Our participants may want to socialize with friends at times, but may be hesitant to discuss transportation issues regarding a social event. Please discuss transportation for social events with the participant. It is possible that host families can "car pool" just as many do when we try to conserve gasoline and time. The WVCIP Board has a Transportation Committee that helps with special transportation needs. Please feel free to contact our members of the committee mentioned above.
2. *Public Transportation*
 - a) The participants will be issued **WVU ID cards that will allow them to ride the PRT and MountainLine buses for free.** The CIP Professional will be given an orientation to the bus system during the orientation week, however, if the host family can assist in

explaining any information about the routes (making phone calls to bus depots on behalf of the participant), it would be helpful.

- b) Most professionals are familiar with using the public transportation system or walking to their destinations, although they may not be accustomed to hills like we see in Morgantown or our comparatively limited bus system. They like to be able to move around on their own, so please help your guest become familiar with the Mountain Line bus routes (www.busrider.org or 304 291-7433) and PRT system



- c) Download the Mobile Bus Finder Application.

i) stay connected directly to your bus through your Android Phone, tablet or iPad, iPhone or iPod Touch. This mobile application offers you instant insight into the location and status of your bus in the palm of your hand! Quickly view the location of your bus, stay out of inclement weather and time your ride just perfectly.

- d) Grey Line bus service to the Pittsburgh bus depot and airport (www.busrider.org or 304 291-7433)
 e) Yellow Cab Company (304 292-7441).
 f) UBER is also a viable option.

F. Entertainment and Social Activities

1. *WVCIP Receptions*

Host families are invited to a Welcome Reception in August when participants arrive, and also to a farewell in November. (See the calendar attached). CIP will offer each host family up to \$50 to compensate if needed for a special activity with their professional. The reimbursement form is included in this handbook.

2. *Website Information*

WVCIP is updating our web site to include more information about Morgantown and ideas of things to do with our guests; for updates go to: <http://cip.wvu.edu>. For more information on things to do while in Morgantown check out these websites: <http://www.tourmorgantown.com> & <http://www.downtownmorgantown.com>

3. *Publicity*

If you have ideas for media stories or other publicity, we suggest you work through Jessica Demir as coordinator. We welcome such publicity to share the story of CIP.

4. *Making Connections*

While we want to introduce participants to life in Morgantown, they may also want to connect with others in Morgantown who are from their home country. The WVU Office of Global Affairs identifies all the international groups in Morgantown on its website at <http://oiss.wvu.edu>. People from their home countries who are already in Morgantown can also be welcoming, inviting them to parties, meals, religious services and exercising together at the Rec Center (WVU Rec Center fee is \$10 per day or prorated for Visiting Scholars: Contact Jess for details).

G. Insurance and Medical Care

WVCIP Professionals have medical insurance during their stay here. Primary medical services may be given by any licensed physician. The US Health System and Insurance are a topic discussed during the professional's orientation week. If you have questions or concerns about your guest's medical insurance, check with WVCIP Staff. Phone numbers are at the bottom of each page of this handbook.

1. Should the need arise, host families may take participants to **Med Express (215 Don Knotts Boulevard/ (304-284-8810)**
 - a) Regarding a non-emergency situation, the professional will most likely need to pay up front for the cost of the service and request reimbursement from the insurance carrier.
 - b) Please assist in providing information about the insurance to the physician's office staff. The American system of health insurance may be unfamiliar to your guest, so be sure they understand the meaning of "deductible" as it relates to their payment of medical expenses.
2. **If a real emergency arises, please take the professional to the nearest emergency room (Ruby Memorial Hospital or Mon General).**

ER CO Payment \$200

Urgent Care Co Payment \$50

Atlas Group Insurance

<http://www.hccmis.com/atlas-group-insurance/index.php#>

Client Zone

<https://zone.hccmis.com/clientzone/>

CIP Emergency Contact Information	
<p>CIP Coordinators: Jessica Floyd: (619) 395-3838 Tara George-Jones: (304) 228-4084</p>	
<p>Health issues: Jackie Miller: (571) 246-0772</p>	
<p>Transportation: Amanda Filipelli : (304) 906-6002</p>	

WVCIP Board of Directors

The WVCIP Board of Directors consists of a diverse and devoted group of volunteers who are committed to promoting professional development and global understanding through this program which is open to people of many cultures.

The Board of Directors is a community based organization that raises funds for professional scholarships, hosts professionals and assures that the WVCIP mission is being accomplished. The Board continually seeks new board members, new host families, and contributions to our annual scholarship fund.

Officers

President: Amanda Filippelli	304-906-6002
Vice-President: Sandra Dixon	304-599-4196
Secretary: Paula Martinelli	304-319-1801
Treasurer: Earl Melby	304-598-3830
Past President: Christine Shaw	304-599-1946

Transportation Committee

Amanda Filippelli	304-906-6002
Cindy O'Brien	304-296-4954
Sandy Miller	304-685-4710
Jackie Mier	571-246-0772
Jordan Rinehart	304-685-0076

Host Family Committee

Amanda Filippelli	304-906-6002
Teresa Neves-	304-599-8105
Seesink	304-296-4954
Cindy O'Brien	304-599-1946
Christine Shaw	304-599-1946
Jordan Rinehart	304-685-0076

Staff

Jessica Demir, Coordinator
304-293-7236(o)
619-395-3838(c)

Tara George Jones, Manager
304-293-7265 (o)
304-288-4084 (c)

Other WVCIP Board Members

Linda Dlugos	304-599-1051	Barb Howe	304-599-6743
Linda Yoder	304-216-9538	Alice Frost	304-599-1310
Semoa Desousa-	304-599-7294	Melody Gwilliam	304-685-1978
Brown	304-292-4628	Andrew Barns	304-669-4046
Tracy Dingess	304-412-2372	Taylor Runner	304-276-8959
Kelly Rose	304-412-2372		

CIP Host Family Enrichment Reimbursement Form

CIP is pleased to offer a one-time \$50 reimbursement to help with an enrichment experience for each of the CIP Professionals. If a host family wants to take a special trip or buy special tickets, for example, the family may present this completed form and submit receipts to the CIP Program Coordinator within one week after they finish hosting for reimbursement. Host families are encouraged to take advantage of this offer when it will make a special experience possible for their CIP Professional.

Host Name: _____

Address: _____

Phone: _____

Name of CIP Professional Hosted: _____

Please describe the enrichment activity for which the reimbursement is being requested:

Day: _____

Time: _____

Expenses:

Tickets: \$ _____

Transportation \$ _____

Lodging: Number of nights ____ @ \$ _____ \$ _____

Other (specify) _____ \$ _____

Total estimated expenses \$ _____

Total amount of funding requested (not to exceed \$50) \$ _____

Signature of Host _____ Date _____

Submit completed form with receipts to the Program Coordinator.

Jessica Demir
 P.O. Box 6214
 331 Stansbury Hall
 Morgantown, WV 26506



AUGUST 2017

Key Dates

- **Friday 4th** : Arrivals
- **Thursday 10th**: Welcome Reception & Host Family Session 1 Starts
- **Sunday 13th** Rafting Trip
- **Friday 18th** Black Bear Baseball Game
- **Wednesday 30th**: Oladapo's Presentation

MON	TUES	WED	THUR	FRI	SAT SUN
31	01	02	03	04 WVCIP Arrivals & Start of Retreat and Orientation	05 06 WVCIP Retreat @ Dorsey's Knob Lodge
07 WVCIP Orientation Transportation & Public Safety Day	08 WVCIP Presentation Documents Day @ Scavenger Hunt	09 WVCIP Agency Day	10 WVCIP Welcome Reception. Host Family Session 1 Starts	11 WVCIP Orientation Trip to Cooper's Rock	12 13
14 WVCIP Orientation Wrap Up	15 WVCIP Orientation: Free Day	16 First Day at Agency	17	18 Black Bears Baseball Game	19 20 Steel Drum Concert @ Riverfront
21	22	23 Wednesday Workday Core Arboretum 4-7	24	25 Planetarium Film: Earth, Moon & Sun/ Oasis in Space	26 27 Sat: Mac & Cheese Cook Off. Sun: The Songs of Scotts Run Concert
28	29	30 Wednesday Night Dinner Presentation Oladapo	31	01	02 03
04	05	06 Wednesday Night Dinner: Wiebke	07	08	09 10



SEPTEMBER 2017




MON	TUES	WED	THUR	FRI	SAT SUN
28	29	30 Wednesday Night Dinner: Oladapo	31	01	02 03
04 Labor Day University Closed Host Family Session 2 Starts	05	06 Wednesday Night Dinner: Wiebke	07	08	09 10 WVU Football Game (East Carolina) WVU Wind Symphony 6-8 @ Riverfront
11	12	13 Wednesday Night Dinner: Suri	14	15	16 17 Sat: Day Trip to Pittsburgh 
18	19	20 Wednesday Night Dinner: Amos	21	22 WVU Fall Family Weekend. WVU Jazz Band and World Music Ensemble 6-8	23 24 WVU Fall Family Weekend Sat: Arts Walk
25	26	27 Wednesday Night Dinner: Gulnaz	28	29 Buckwheat Festival Starts	30 01 Sat: Buckwheat Festival (Optional Trip)
02	03	04 Wednesday Night Diner: Tabitha	05	06	07 08

Key Dates

- **Monday 4th**: Labor Day & Host Family Session 2 Starts
- **Wednesday 6th**: Wiebke's Presentation
- **Wednesday 13th**: Surisday's Presentation
- **Saturday 16th**: Day trip to Pittsburgh
- **Wednesday 20th**: Amos' Presentation
- **Saturday 23rd**: Arts Walk
- **Wednesday 27th**: Gulnaz's Presentation
- **Saturday 30th**: Optional trip to Buckwheat Festival



OCTOBER 2017

MON	TUES	WED	THUR	FRI	SAT SUN
25	26	27 Wednesday Night Dinner: Gulnaz	28	29	30 01 Host Family Session 3 Starts
02	03	04 Wednesday Night Dinner: Tabitha	05	06	07 08 Travel Week
09 Travel Week	10 Travel Week	11 Travel Week	12 Travel Week	13 Travel Week WVU Homecoming Parade	14 15 WVU Football Game (Texas Tech) Travel Week 
16 Pitt Symphony Orchestra (\$49 @CAC)	17	18 Wednesday Night Dinner: Halloween Ghost Tour	19	20 Mountaineer Week Craft Fair	21 22 Trip to Falling Water & Laurel Caverns (Optional)
23	24	25 Wednesday Night Dinner: Halloween	26	27	28 29 Host Family Session 4 Saturday WVU Square Dance 
30	31 Happy Halloween 	01 Wednesday Night Dinner: Jing	02	03	04 05





Key Dates

- **Wednesday 4th:** Tabitha's Presentation
- **Sunday 1st:** Host Family Session 3 Starts
- **Monday 9th-Friday 13:** Travel Week (may extend weekend before and after)
- **Wednesday 18th:** WVU Halloween Ghost Tour (CIP)
- **Saturday 21st:** Optional Trip to Laurel Caverns
- **Wednesday 25th:** Halloween Presentation
- **Saturday 28th:** Square Dance
- **October 31st:** Halloween





NOVEMBER 2017

MON	TUES	WED	THUR	FRI	SAT SUN
30	31	01 Wednesday Night Dinner: Jing	02	03	04 05 WVU Football Game (Iowa State) 
06	07	08 Final Wednesday Night Dinner	09	10	11 12 Sat: Veterans Day Sun: Farewell Reception 
13	14	15 Wednesday Night Meeting: Final Evaluations	16	17	18 19 Departures 
20 End of Program	21	22	23 Thanksgiving 	24	25 26
27	28	29	30	01	02 03
04	05	06	07	08	09 10

Key Dates

- **Wednesday 1st:** Jing's Presentation
- **Wednesday 8th:** Final Wednesday Night Dinner Topic TBD
- **Sunday 12th:** Farewell Reception
- **Wednesday 15th:** Final Meeting & Program Evaluations
- **Saturday 18th and Sunday 19th:** Departures



AUGUST 2017

Key Dates

- **Friday 4th** : Arrivals
- **Thursday 10th**: Welcome Reception & Host Family Session 1 Starts
- **Sunday 13th** Rafting Trip
- **Friday 18th** Black Bear Baseball Game
- **Wednesday 30th**: Oladapo's Presentation

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