

Pine Manor College

Guidebook to Pine Manor College & Boston



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ADJUSTMENT TO A NEW COUNTRY AND A NEW CULTURE:

CULTURAL SURVIVAL IN THE UNITED STATES

The Adjustment Experience

Adjustment can be a difficult process for many. It does not happen over night, over one week, or even over one month. It may take many months to establish regularity to your life. The process of adjustment, though sometimes difficult, can also be an extremely productive and rewarding experience. Many people attain new levels of self-awareness, personal growth, and an enhanced understanding of their home country's.

Although the experience is not identical for all, there are four general stages of "culture shock" that each person goes through. Culture shock is normal and **everyone** experiences it in one form or another.

In **Stage One**, many people experience general anxiety accompanied by a great deal of excitement. There are many details and arrangements to attend to. Often many people find there is no real time to sit down and think during the first few weeks in a new place.

Typically, between three and six weeks after arrival, the first rush of excitement has worn off. This is the beginning of **Stage Two**. Schoolwork is piling up, you are tired of doing everything in a second language, you may be missing family and friends at home, you may have less energy and tolerance. You may also find changes in eating and sleeping habits. This is a time you need to take care of your health.

Mind and body may begin to work very hard to accomplish simple tasks that barely take any thought or energy in your home country. If you feel this is happening to you, it is important to remember that this is a **normal and an expected** part of the adjustment. Make sure you get some rest.

In **Stage Three**, you may find that you are able to laugh at mistakes that irritated you just a few weeks ago. You may also find that information is more easily absorbed and that your energy level is higher. Congratulations! You have made it through the hardest part.

The **Fourth Stage** is a sense of ease in this second culture. You understand how the culture works; it is no longer a guessing game. At this time, you can

retain allegiance to your home culture while you begin to feel at home in the United States.. *Culture Shock is an "up and down" cycle. Students may go in and out of stages Two, Three, and Four for the first few years.*

STEPS YOU CAN TAKE TO HELP WITH CULTURAL ADJUSTMENT

Be aware of the existence of cultural adjustment. Realize that it is natural to miss your family, friends, and home. Talk about these feelings with someone you feel comfortable with or with someone who has experienced these same symptoms of culture shock and has overcome them.

Find friends from the same culture group to talk with but try not to spend all of your time with these friends. Resist making jokes and negative comments about Americans and the United States. Instead, focus on the positive aspects of the new culture.

Find an American or continuing international student to explain the differences between your culture and American ways. She can be your "cultural informant", and talking with her might help you gain a proper perspective.

Be curious. Do not be afraid to ask questions and get feedback about your interpretation of American customs, values, and behaviors. People will enjoy responding to your interest in understanding Americans.

Stay busy. Get involved in activities on and off campus. The International Student Club is a great way of keeping busy, of sharing your culture with the entire Pine Manor Community and of having fun. Do things which make you feel good. Seek out similarities between your home and your new culture.

Find friends who might be interested in sharing some hobbies and interests you had at home. Doing something familiar in a new surrounding is a great way of feeling continuity and keeping some balance between home and school.

Maintain your sense of humor! Be willing to talk about your mistakes.

Keep realistic expectations. It will take you longer to accomplish tasks in a new culture, academic environment, and a new language.

Remain open minded, flexible, and adaptable. Try to suspend judgement until you look for the logical reasons behind the difference. Be objective and perceptive:

- First describe what you see.
- Then interpret what you think about what you see.
- Then evaluate what you feel about what you see.

Once you have reached a conclusion it may be helpful to seek out a “cultural informant.” You can discuss conclusions you have reached with her.

Keep your self-confidence. Believe in yourself and that **you can do it!**

AN OUTLINE OF AMERICAN CULTURE

It is difficult to provide a guide to social relationships in the US because they are constantly changing and because the size of the country causes differences in social conduct from one large region to another. How Americans make friends is perhaps most difficult for foreign students to understand. In the US, friendliness comes easily, but friendships take a longer time to be established. American students may be very friendly; they may be eager to talk, smile, and joke – but this does not necessarily mean a commitment to friendship. This is because American students are concerned with establishing personal freedom, “finding themselves,” and they tend to be cautious about making commitments.

Close friendships certainly exist, but they are the result of repeated interactions between individuals and the recognition of shared views and experiences. You will therefore have to put some effort into making friends. The casualness of the social patterns in the US allows people to move into new social groups with little ceremony and that is an advantage. Social groups form in dorms, classes, clubs and sporting events, and you should feel as welcome to participate as anyone else. The key to being successful is to participate: don't let a weakness in English keep you from seeking out friendships. Be flexible and, above all, don't be discouraged by a few disappointing experiences with acquaintances. The true friendships you make at college may be the ones that last you a lifetime.

Characteristic Traits of Americans

Although it is impossible to characterize the traits of a group of people, the following are certain generalizations that can be made about Americans as a whole. They should, however, be recognized as generalizations, and you should not be surprised to find exceptions.

Individuality: Most Americans like to be treated as individuals, rather than as members of a certain class or group. They dislike being dependent on other people.

Informality: In most cases, young Americans avoid elaborate social rituals. This is not to say that there is no form of etiquette, but they tend to prefer being

casual and informal. However, this should not be taken as a lack of respect.

Directness: Honesty and frankness are more integral to American culture than being reserved. Americans may bring up issues in conversations which may be sensitive or embarrassing. Try not to be offended. Frankness might appear to be rudeness, but in most cases it is not intended to be. Americans are quick to get right to the point and may not spend time on polite social talk, as do many other nationalities. Americans may also tend to ask a lot of questions, some which may appear unusual, uninformed, or elementary. Try to be patient in answering them, as the person is probably genuinely interested in knowing more about you.

Competition and Cooperation: Americans place high value on achievement and success, which naturally leads to friendly and not-so-friendly competition. Although seemingly always in competition, Americans also have a good sense of “teamwork”; that is, cooperating with others toward a common goal.

Punctuality: You are expected to be on time, or punctual, in the US. If you have an appointment at a certain hour, **you should be there at that hour.** If you cannot keep an appointment or cannot avoid being late, it is important and courteous to call ahead and explain. Most social functions, theater, lectures, etc. begin on time.

Family Life

In a great many countries, the extended family is the basic social unit. In the US, the family unit is much smaller and tends to play a comparatively smaller role than elsewhere. The average family size is a husband and wife and two children. Families tend to be very mobile: by the age of 21, children often move out of the family home to begin living on their own.

Women's Roles

Women's roles in society have changed drastically in the last two decades, largely due to the women's rights movement. More and more women now have professions and work outside the home; many of them work in fields which were traditionally dominated by men. Women in the US can choose not to marry, to live with a mate without being married, or to marry later in life. American women can also choose to have children outside of marriage; a woman who makes this choice is called a “single parent” (men can also be single parents if they are raising a child or children without the help of a partner).

Religion

There is no state religion in the US, and many different religions exist. The importance and the intensity of religious beliefs vary from person to person, although many Americans attend organized religious services. People are not generally judged by their religious beliefs. Freedom of religion and respect for all religious beliefs are major American ideals.

Social Customs

As in every other country of the world, the US has its own set of customs and behavior patterns. Here are a few things that every American automatically knows and might not think to tell you:

Greetings: Men usually shake hands the first time they meet. Women do not generally do so in a social situation, but do so in a business atmosphere. "How do you do?," "Good morning," "Good afternoon" are formal greetings. Usually people just say "Hello" or more commonly "Hi."

Social Invitations: Invitations should be accepted as soon as possible. Appointments for social affairs are more flexible than those for business affairs. For example, if a party is to begin at 8:00 p.m., many of the guests will arrive at staggered hours, and some may come as late as 10:00 p.m.. This is acceptable. It is not acceptable for a dinner invitation. Under normal circumstances, a person who is inviting you tells you it is "his/ her treat," assume you will not be responsible for your own expenses. Since students are often short on money, you should be prepared to pay for yourself. If you are in doubt, ask. "Going Dutch" means that each person pays his or her own way. You may receive an invitation that asks you to a "pot luck" dinner (a dinner where each guest brings part of the meal or asks you to bring your own beverage). Although it seems strange, this is a perfectly acceptable way of entertaining in America.

Saying "Thank you": It is considerate to send a thank you note to your host or hostess. It is not necessary to take a gift, especially if you are invited only for dinner. If you are invited to a birthday party or for Christmas, a small gift is appropriate. It is never necessary to give expensive gifts; a small souvenir from your country would be happily received. "Thank you" is used often in the US; even for small favors done by a person who is only doing his or her job (such as a clerk at a store) it is customary to say "Thank you." The response "You're welcome" is also customary.

The Use of First Names: First names (or given names) are probably more readily used in the US than in most other countries. It is correct to use the first name of someone approximately your same status and age or younger. A man or woman older than yourself should be addressed as Mr., Mrs., Miss, or Ms. until the individual requests you use his or her first name. The title Ms. is used by many American women instead of Miss or Mrs. If you do not know whether a woman is single or married, Ms. is a handy and proper form of address. The titles of Mr., Mrs., Miss, or Ms. are used only with last names in the US. For example, Betty Smith is either Betty or Ms. Smith NOT Ms. Betty. Finally, if you have any doubts as to what to call someone, just ask. If people are unsure of what to call you tell them what name you prefer.

ROOMMATES

Sharing a room can be an interesting and rewarding experience, although it is not always without some difficulties. To ensure the experience is a positive one follow one rule: treat your roommate as you wish to be treated. Remember, your roommate is an individual and may have different interests or values than you. These differences do not necessarily mean you will not be compatible roommates. Here are some suggestions to help you adjust to a new roommate:

- **Be friendly.** No one likes to be ignored in her room. Chances are the friendliness will be returned.
- **Be understanding.** Try to understand the motives behind your roommate's actions. Roommates can often help each other deal with difficult situations and work through their differences.
- **Be sensitive.** Some people need more sleep than others; some need more quiet time and/ or time to be alone. Be aware of these needs and negotiate your schedules so you can both have the kind of time you need in your room.
- **Do not use your roommate's belongings without asking.** Often just asking makes all the difference.
- **Give and take.** There will be times when neither of you is being the ideal roommate. Keep communication open. If there is something bothering you, talk about it. Be direct, but be kind and respectful. No one likes to be verbally attacked.

If you feel you cannot talk to your roommate about a specific problem, talk to a Resident Advisor (RA). The RA can suggest alternatives and help you see the issue more clearly.

OFFICE OF MULTICULTURAL, INTERNATIONAL, SPIRITUAL AFFAIRS (M.I.S.A.)

The M.I.S.A. Office provides, advising, support, resources & programming pertaining to multicultural, international and spiritual affairs.

- The Office is located on the first floor of the Ashby Campus Center.
- In the International Affairs division of the M.I.S.A office, Angelica Wilshire serves as the International Student Advisor, providing support to international students as well as information regarding visa regulations.
- Contact Information: **Angelica Wilshire:**
617-731-7605 / wilshira@pmc.edu

International Student Club (ISC)

- The ISC at Pine Manor College is a group of International students including American students.
- The International Club is a fun organization and members have had positive experiences. The International Student Club also serves as a connection for new students who find themselves lonely or homesick upon their arrival in the US. It introduces the current students to new students. It is one of the many places to make friends with people from other countries or even your own country.

International Students

There are over 400 students enrolled at Pine Manor College. About 40 students are International students with F-1 visas. Moreover, Pine Manor is a Multicultural College, containing students with family origins and backgrounds from around the world.

International Student Advisory Committee (ISAC)

The International Student Advisory Committee provides information, assistance, guidance, and support to all international students and scholars at Pine Manor College. The ISAC wants to be sure that each student has the academic, cultural, and social support needed to make their time in the PMC community successful and positive.

HEALTH INSURANCE

Massachusetts State Law requires that all students must be covered by health insurance. A student Health Insurance Plan is offered through the college and all International students are required to have this coverage in addition to the existing medical insurance you may already have in your home country.

PINE MANOR COLLEGE HEALTH & WELLNESS CENTER

Phone: (617)731-7171

Visit our website for more information @ <http://community.pmc.edu/healthandwellness>

We encourage you to use the PMC Health and Wellness Center for your health needs, in the same way as you use your doctor at home. The Health and Wellness Center is located across from South Village and open from 9:30am to 4:30pm Monday through Friday. It is closed on weekends, holidays, during breaks and during the summer months. You may go to the Health and Wellness Center anytime it is open. You can also call 617-731-7171 to make an appointment. The Health and Wellness Center is staffed by nurse practitioners, counseling professionals, a part-time physician and a part-time psychiatrist.

When you are not feeling well, it is important that you go to the Health and Wellness Center before going to a hospital emergency room, unless it is a life or death situation. If the Health and Wellness Center is not open, you should contact either the RA or Area Coordinator who is on duty by calling Campus Safety at 731-7192. They will help you make a decision about the kind of treatment you need and if necessary, arrange transportation for you.

The Health and Wellness Center offers a range of services including treatment for routine medical problems, gynecological exams, contraceptive counseling, specialist referrals when necessary, as well as counseling, and education on health issues. The Wellness Resource Center has a number of books, brochures, videotapes, audio tapes, computer programs and other resources you can use to learn more about a wide variety of health-related topics. A Meditation Room and meeting space are also available for students' use.

All medical records and discussions with the Health Center staff are confidential. Information will not be released without written consent from the student.

The only time information would be given out is if a student's life is in danger, or if it is required by a court of law (which is rare).

If you do not feel well and you cannot go to class, make sure you go to the Health & Wellness Center. The staff does not provide medical excuses. It is important that you inform your professors immediately that you did not attend classes due to medical reasons. **Class attendance does affect your grades.**

Health issues and problems can be difficult to discuss, especially when you are far from home. Please do not be embarrassed about any health issue, question, or problem you may have. There are many people with whom you can talk and who are here to help you. Do not let a health problem or question go unattended or unanswered. We want you to stay healthy.

TELEPHONES

You will have to order your telephone by yourself. The phone company, Verizon offers several different kinds of service. Choose the one that is best for you. Representatives will be on campus during Orientation times to assist students. When you have a dial tone, you can dial room to room and anywhere in campus with the last 4 digits.

Telephone directory information: There are several ways to find a telephone number if you do not know it. Verizon publishes a set of telephone books for every town.

The Yellow Pages directory is a listing of business phone numbers. They are listed alphabetically according to the type of business or service they offer. For example, Red Cab is listed under the section called "Taxicabs."

For **phone operator directory assistance**, dial 411 or visit www.411.com, which is the website to access phone number assistance..

Overseas dialing: for direct overseas dialing, dial 011, the country code, city code, and number.

A warning to all: Your phone bills can be very expensive. Late payment or lack of payment will cause your phone to be shut off. Be sure you understand your financial obligations before you dial.

MAIL SYSTEM

Your address at Pine Manor College is:
Your name and mailbox number
Pine Manor College
340 Heath Street
Chestnut Hill, MA 02467

You will be assigned a mailbox with a combination lock for your time here at Pine Manor College in the Ashby Campus Center. You can usually pick up your mail after 11:15 a.m. each weekday morning. The central campus mail office is located in the basement of the Ferry Administration Building.

There is a mailbox for out-going mail on campus in front of the Anneberg Library. Mail is picked up daily, Monday through Saturday. If you need to purchase stamps, visit the bookstore. You can also buy stamps at any Post Office, Star Market, and through many ATMs.

If you are not sure how much your airmail letter or package weighs, please take it to the Post Office. If you need to send mail by express mail (overnight, two-day mail, etc.), send oversized packages or mail, and/or pick up anything that is over the normal weight and/or size, please consult with the Post Office.

The closest post office is: US Post Office, Middlesex Road, Chestnut Hill, MA 02467. The Post office is off of Hammond St. just past the Longwood Tennis Club, before the Chestnut Hill "T" stop.

Phone number: 1-800-275-8777, Hours: Monday through Friday 7:00am to 5:00 p.m., Saturday 8 to 1:00 p.m.

The U.S. Postal system is fairly efficient. Most letters sent first class within the U.S. take two to four days to arrive at their destination. Mail delivery is once a day. Mail is not delivered on national holidays or on Sundays.

THE PINE MANOR COLLEGE SHUTTLE SCHEDULE

The college provides transportation from the Campus Safety Booth to the Reservoir MBTA stop, the Chestnut Hill MBTA stop, Star Market, the Chestnut Hill Mall, and Omni Foods from Sunday through Saturday. There is also a shuttle service run by Newbury College that provides service to Pine Manor Students.

For information on shuttle schedules and updates, call 617-731-7625

PUBLIC TRANSPORTATION

The "T" is the name of the Boston Transportation System that runs in and around Boston. The subway has four lines: the Green Line, Red Line, Orange Line, and the Blue Line. There are also bus routes available. It is best to use a T map when first using the subway. When you enter any underground station, you will have to purchase a token for \$1.25.

The stop closest to Pine Manor College is called "Chestnut Hill" (the cost at this particular station is \$3.00). It is about a 10-minute walk from the College. It is on the Green Line - D. If you want to go into Boston, you must wait in the "INBOUND" area and on the return make sure you get on the "D" trolley, which is also marked "RIVERSIDE".

"OUTBOUND" means the trolley or train is going out of town.

"INBOUND" means the trolley or train is going into Boston.

You can also purchase a monthly "T" pass which allows you unlimited use on any line depending on what type of "T" pass you purchase (Subway, Bus, or Combo). These passes may be purchased at South Station, Back Bay Station, or at the Government Center Station.

You can get to Logan Airport fairly quickly and cheaply from Pine Manor College. Take the Green Line to "Government Center" then change to the Blue Line to "Airport" and take the shuttle bus to your terminal. More information about the "T" can be accessed by visiting www.mbta.com on the web.

You also have the option of taking taxicabs to your place of destination. You can search for taxicabs online at www.411.com or by phone by dialing 411.

BANKS IN THE AREA

FLEET BANK in Chestnut Hill

*Chestnut Hill Shopping Center,
199 Boylston St, Chestnut Hill, MA. 02467*
Hours of operation: Monday through Friday
10:00am to 9:30pm
Saturday: 10:00am to 8:00pm
Telephone number: 1-800-841-4000

FLEET BANK in Chestnut Hill

21 Boylston St, Chestnut Hill, MA.
Hours of operation: Monday through Friday
9:00am to 4:00pm
Saturday: 9:00 to 1:00pm
Telephone number: 1-800-841-4000

CENTURY BANK

31 Boylston St Chestnut Hill, MA

Hours of operation:

Monday - Wednesday: 8:30am to 4:00pm

Thursday: 8:30am to 6:00pm

Friday: 8:30am to 5:00pm

Saturday: 8:30am to 12:00pm

Telephone number: 617-582-0920

SOVEREIGN BANK

1228 Boylston St., Chestnut Hill, MA

Telephone number: 1-877-768-2265

Hours of operation:

Monday-Wednesday: 9:00am to 4:00pm

Thursday - Friday: 9:00am to 5:00pm

IMPORTANT BANKING LANGUAGE

WITHDRAWAL: Taking money out of your account.

DEPOSIT: Putting money into your account.

TRANSACTION: Any change you make in your account.

CLEAR: When you deposit a check into your account you cannot use the money immediately. You cannot use the money until the bank is sure that the person who wrote the check has enough money in his/ her account to cover the amount of the check. This process is called "clearing a check." It can take 2 to 10 days for a US check to clear. It can take weeks for overseas checks to clear. When the check clears, you can use the money.

BALANCE: The amount of money in your account.

INTEREST: The amount of money banks give you for keeping money in their bank. Savings accounts earn interest each year, paid by the month. Most checking accounts do not earn interest. However, some banks do offer checking accounts with interest. Be sure to ask about this when you open your account.

SERVICE CHARGE: The amount the bank charges for its services. The amount depends on the kind of account you have. Most are charged on a monthly basis.

"BOUNCING" A CHECK: This happens when you have spent more money than you have in your account. This can happen if you have not kept a careful record of how much money you have spent. This can also happen if you do not wait for checks to clear. Banks will charge you for a "bounce" more than once if the person to whom the check is written tries to re-deposit it. You can be charged each time it bounces. **This can be very costly. Know how much money you have and do not overspend.**

In the front of your check book there is a section to write down all transactions that take place. WRITE EVERYTHING DOWN.

Banks can make mistakes. Check your monthly statements against your own records in your checkbook. If you feel there is an error, notify the bank. If you do not understand something, please do not be embarrassed to ask lots of questions.

Places to go in Boston:

- Beacon Hill
- Back Bay (Newbury Street, Copley Plaza, Prudential Mall, The Esplanade at the Charles River)
- Theatre District
- Downtown Crossing (Boston Common, The State House, Park Street Church)
- South End
- The Fenway
- Chinatown
- Faneuil Hall Marketplace
- The North End

Places to go in Cambridge:

- Kendall Square
- Central Square
- Harvard Square
- Porter and Inman Squares

Museum and Attractions:

- Boston Center for the Arts
- Boston Tea Party Ship and Museum
- Cambridge Multicultural Center
- Franklin Park Zoo
- Institute of Contemporary Art
- Isabella Stewart Gardner Museum
- John F. Kennedy Library and Museum
- MIT Museum
- Museum of Afro-American History
- Museum of Fine Arts
- Museum of Science
- New England Aquarium
- Old South Meeting House
- Prudential Skywalk Observation Deck and Exhibit
- Trinity Church in the City of Boston
- The Wang Theatre
- House of Blues
- Arnold Arboretum

Sports & Recreation:

- Boston Athletic Association / Boston Marathon
- Boston Celtics
- Boston Red Sox

- Boston Sailing Center
- Charles River Canoe and Kayak
- Community Boating
- FleetCenter
- Foxboro Stadium

Shopping:

- Barnes & Noble Booksellers
- CambridgeSide Galleria
- Star Market
- CVS/Pharmacy
- The Chestnut Hill Mall
- Filene's Basement
- Macy's
- Marshall's
- Natick Mall
- Shopper's World
- Arsenal & Watertown Mall
- Burlington Mall
- The Kittery Outlets
- Wrentham Village Premium Outlets

Dining:

- Fire + Ice
- India Samraat Restaurant
- Hard Rock Café
- Cheers
- Thai Dish Restaurant
- Stephanie's on Newbury
- Cheese Cake Factory
- P.F. Chang's China Bistro
- Bertucci's

If you would like information on the listed items above or other restaurants in the Boston Area, please visit
<http://www.boston.com/dining>

BUS TERMINALS:

Greyhound and Trailways

2 South Station
Boston, MA
1.617.423.5810
South Station T stop

Peter Pan

555 Atlantic Avenue
Boston, MA
1.617.426.7838
South Station T stop

TRAINS:

Amtrak: 1.617.482.3660

AIRLINES:

American Air Lines: 1.800.433.7300

America West: 1.800.327.7810

Airtran: 800.247.8726

Continental Air Lines: 1.866.744.8744

Delta Air Lines: 1.800.221.1212

Midwest Air Lines: 1.800.452.2022

Northwest Air Lines: 1.800.225.2525

United Air Lines: 1.800.538.2929

USAirways: 1.800.428.4322

AIRPORT TRANSPORTATION:

Boston Shuttle: 1.781.986.2334 / 1.866.447.5466

BostonCoach: 1.617.394.3900 / 1.800.672.7676

College Terms you need to know:

Academic Advisor: A faculty member assigned to advise students individually on selection of courses and related curriculum problems. You must see your faculty advisor in order to register for classes each semester. She can give you advice on course selection.

Academic Probation: This is a warning to the student that her academic progress is unsatisfactory.

Bachelor's Degree (BA): A student receives this degree upon completing his or her undergraduate studies.

Career Services: The Office of Experiential Learning, Internships and Career Services assists students in determining career and educational goals and coordinates activities related to individual career exploration and development.

Counseling Center: Where professionally-trained counselors assist students in solving personal, social, career, and academic problems.

Credit: What a student receives upon completing a college course. The number of credits is usually based on the amount of hours spent in a class.

Cross-Registration: The cross registration program allows students to take courses at Babson College or Boston College and receive full credit toward their Pine Manor College degree.

Dean: Senior officer of a college. A college or university may have several departments headed by a Dean.

Dean of Student Life: Responsible for regulations, activities, and discipline of students.

Designated School Official (DSO): An official on campus who has the authority to access immigration information in the SEVIS system for PMC F-1 students and sign I-20s for travel purposes.

Drop/Add: During the first weeks of a semester the student is allowed to drop a course with which she is not satisfied and add another course to her schedule for that semester.

Head of Department: Full-time professors who have been given administrative duties in addition to their teaching responsibilities.

Health Services: Where students go for treatment of minor illnesses and injuries. Usually, there are professional nurses and doctors on staff who will assist with your problems.

Inclusive Leadership and Social Responsibility (ILSR): Pine Manor College prepares women for inclusive leadership and social responsibility in their workplaces, families, and communities. We pursue this goal through: integration of an outcomes-based curriculum and co-curriculum demonstrated by portfolio presentations; active, collaborative, applied liberal arts learning; and college-wide mentoring teams and community partnerships--in an environment that celebrates diversity and respects the common good.

Independent Study: A program where students are allowed to take a course for credit under a professor's direction but without classroom participation.

Internships: Work experience that contributes to the student's major. A professor or faculty member monitors the process.

Learning Resource Center: An academic support center open to all students where tutors assist in writing, mathematics, reading, study skills, and time management.

Major: A specialized field of study that a student chooses to pursue through his or her college career.

Masters: After completion of the BA, a degree awarded to a graduate student once he or she has completed graduate school.

Midterms: Tests administered midway through the semester to assess the student's progress.

Orientation: A program designed to assist all new students in adjusting to her new college surroundings.

Pass/Fail: A system where you do not receive a letter grade for taking a course. Depending upon the student's achievement in the class, the word Pass or Fail appears on her transcript.

Plagiarism: The act of stealing another person's words or ideas and using them as one's own. Plagiarism is a serious offense.

Portfolio Learning Seminar Program: The purpose of the Portfolio Learning Seminar (PLS) is to encourage each woman at PMC to become a reflective, self-directed learner and help her understand and fulfill degree requirements through development of a personalized learning portfolio. A student's learning portfolio, through which she addresses the College's Learning Outcomes, will form the central focus of her educational experience at Pine Manor College. The PLS is led by a faculty member. There are meetings during the academic year. Presentation and submission of a learning portfolio is a graduation requirement for all PMC students.

President: The person responsible for directing the college or university.

Registrar: Processes and maintains student transcripts and other official records affiliated with student attendance and accomplishments.

Semester: The school year is composed of two semesters. A semester usually lasts four months.

Student Center: A place on campus where students socialize and relax.

Student Government Association: An organization composed of students to represent all students. The student government is the voice for the student body.

Study Abroad: Students may enroll directly in a foreign university and gain academic credits.

Syllabus: Usually distributed the first week of class, the syllabus is a professor's plan of action for the

class. It is a schedule of requirements, usually explaining the intent of the course and the student's responsibilities.

Transcript: The compilation of the student's grades, credits, honors, etc., received through her college career.

Work-study programs: campus jobs offered to students who need financial aid.