



## October 2010

# EPIK Orientation Information

- Venue: **National Institute for International Education(NIIED), Seoul**
- Period: **October 23(Sat) ~ October 28(Thu), 2010**
- Placements of the participants: **Incheon, Gangwon, Gwangju, Daejeon, Chungbuk, Gyeongbuk, Gyeongnam, Busan, Jeju and Jeonbuk POE/MOE**

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# 1. Arrival & Transportation

1-1. There will be no Shuttle bus run by NIIED. EPIK successful applicants/teachers via recruiting companies should follow recruiting companies' instruction.

## 1-2. EPIK direct applicants who are arriving at the airport

Please follow directions below to get to the orientation venue at your arrival at the Incheon Airport.

- 1) Take a limousine bus from the Incheon Airport. (1<sup>st</sup> Floor: 5B & 12A, Bus No.: 6011)
- 2) Get off at the **Sungkyunkwan –daehakgyo (Sungkyunkwan University) Bus Stop**.

- **Bus Boarding Section: 12A or 5B**
- **Fare: 9,000 KRW**
- **Runs from 5:45am ~ 22:30pm (departs every 20 ~ 30 minutes)**
- **Bus stop to get off: Hyehwa (Sungkyunkwan University)**
- **Route of Bus 6011:**

1. Incheon International airport	6. Muakjae
2. Entrance of World Cup Stadium	7. Gyungbokgung
3. Yonhui Intersection	8. Angukdong
4. Seodaemun District office	9. Changdeokgung
5. Grand Hilton Hotel	<b>10. Sungkyunkwan University Entrance</b>

- 3) After getting off the bus, you can reach NIIED by taxi within 10 minutes.  
(Minimum range: 2,400 KRW)

기사님,  
이 분을 혜화동 방송통신대 뒤 국립국제교육원으로 모셔주시시오. 감사합니다.

**문의 전화 : 010-3302-4813**

We will have a complimentary shuttle van service from the **Sungkyunkwan University** Bus Stop to the NIIED training venue. The shuttle van will be ready at the limousine bus stop from 12:00 to 22:00 when you call NIIED to get the shuttle van. Contact us at 3668-1460(Head Office) or **010-3302-4813**(Head Office Staff, Youjin) **\*Only available at the orientation period: the 23<sup>rd</sup> ~ 28<sup>th</sup> of October**

## 1-3. Domestic teachers who are attending from each POE/MOE

Please follow directions below to get to the orientation venue at your arrival at different spots in Seoul.

### 1) From Seoul Station to Hyehwa Station

**Seoul Station -> (Line 4) Hyehwa Station -> Exit 2**

Currently, there is construction blocking the main entrance to the EPIK offices. For your convenience, we have made a new map with a different route to our office.

1. Take Exit #2 at HyeHwa Station (혜화역).
2. Follow the sidewalk. At the silver sphere, turn LEFT.
3. When the road Ts, turn RIGHT.
4. Follow the road. There will be a brick wall on your right. When the wall ends, turn RIGHT into the NIIED complex.
5. There will be a basketball court in the center and dormitories on the right and left. The EPIK training registration desk will be at the International House 1<sup>st</sup> floor.

## 2) From Gangnam Express Bus Terminal to HyeHwa Station

Terminal Gangnam Express Bus Terminal → (Line 3) Chungmuro Station → (Line 4) HyeHwa Station → Exit 2

Same as above, from the exit 2, HyeHwa Station

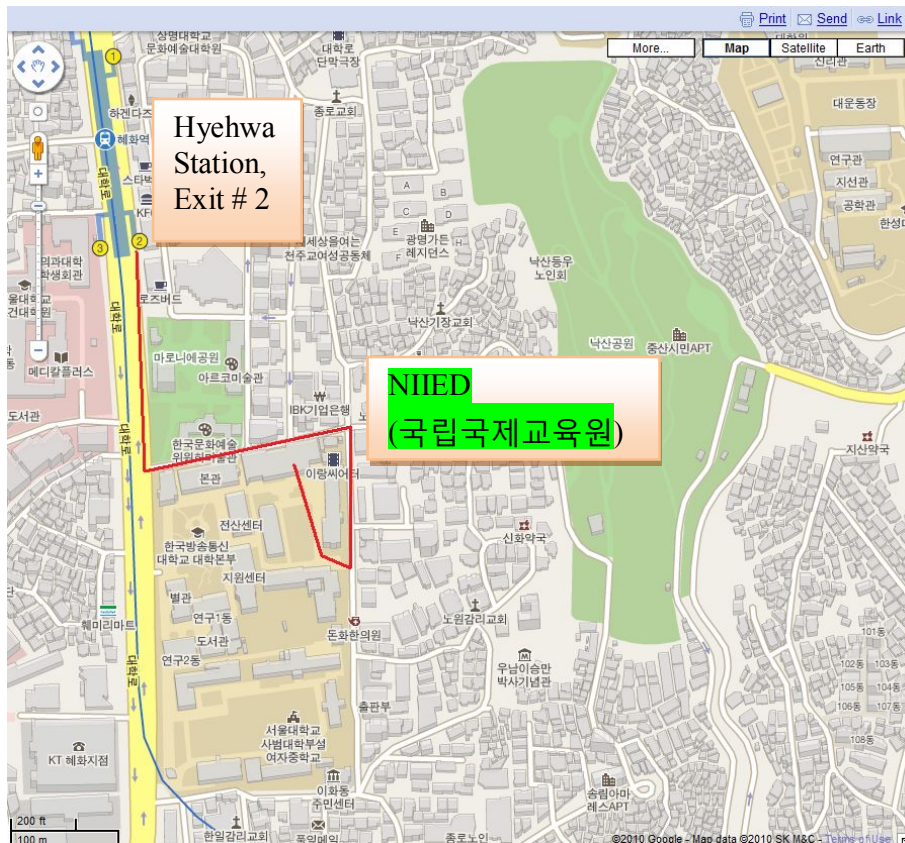
## 3) Registration: Lobby of International House at NIIED

※ You are expected to arrange your own transportation to the EPIK Orientation Venue (NIIED in Seoul) at your own cost. If you have any problems, please **contact your MOE/POE(Domestic teachers) and EPIK(Direct applicants and newly arriving EPIK teachers) before you leave your home to the training venue so that we can guide you and prepare for your arrival.**

### < Orientation Venue >



## < NIIED Map >



## 2. Lost Luggage Protocol

- 2-1. Please plan for the possibility that your luggage could become lost or misplaced. Inquire with your airline ahead of time about how to retrieve lost luggage and pack some extra clothing in your carry-on.
- 2-2. If your luggage becomes lost, you should immediately contact the airline which was responsible for losing your luggage. You can do this by phone or by visiting the airline office at the airport (if your particular airline has an office at Incheon Int'l Airport).

**It is best to do this as soon as you discover that your luggage is missing.**

- 2-3. The airline will want a shipping address and contact info so that they can ship you your lost luggage. Please give them the following information:

Address: 서울시 종로구 이화장길 43번지 국립국제교육원 재외동포학생회관 5층 EPIK 연수Office  
 우: 110-810 (43 Ihwajang-gil, Jongno-gu, Seoul, Korea Zip code: 110-810)

EPIK Head Office Tel.: +82-2-3668-1460(International), 02-3668-1460(Domestic)

*※ Please note that the EPIK staff will do their best to assist you, but it is ultimately your responsibility to care for your lost luggage. If you do not receive your luggage by the end of the orientation date( the 28<sup>th</sup> of October), be sure to contact the airline to give them the new contact information of your new school or apartment.*

## 3. Before Departing

### 3-1. What to Pack

Please be sure **to pack the following items in the luggage that you will bring with you to the orientation:**

- Clothing suitable for 6 **days** including an outdoor field trip
- Personal belongings: laptop, usb, camera, medication, cosmetics, other daily products  
e.g. toothbrush/paste, towels, shampoo, etc  
(Provided products: training manual, limited number of towels, soap, toilet paper)
- All your essential documents (passport and pending documents such as diploma, TEFL certification, teacher's license, proof of teaching experience, etc.)

### 3-2. Important Note: Regarding Money

- Please bring enough money to last you through your first month (approx. 1 million KRW). You will not receive your first pay check or the Entrance Allowance until the end of the first month of your contract.
- It could be hard to find ATMs that accept foreign debit cards at the orientation venue and perhaps your school area as well. Therefore, please bring enough Korean Won with you or take out money ***at the airport*** in advance.

### 3-3. Request for Accompanying Family Dependents

EPIK orientation is only for the incoming successful candidates. If you listed on your application form that you will be bringing dependants to Korea with you, **you must reserve accommodations for them in advance and pay for the dependent costs upon arrival at the orientation site.** NIIED's dormitory rooms are not fit for children under 10 years of age since the shower room will be shared by all participants. Only limited numbers of rooms have personal bathrooms.

- **Dependent Costs**
  - Accommodation per night: Double bed room 15,000 KRW, Single room 25,000 KRW
  - A meal: 10,000won (You must pay the complete cost for every meal for the duration of the orientation, rather than paying for select meals on certain days because EPIK must reserve meals with the cafeteria in advance for the total number of estimated participants.)
  - Field trip: 30,000won (Including experiencing performance)
  - Special Dinner on the field trip day: 25,000KRW

To request accommodations for accompanying family dependents, **you must contact the EPIK Office in Seoul, Korea by the 13<sup>th</sup> of October, 17:00( Korean Time). Contact: +82-2-3668-1385(Tel), vickywind@mest.go.kr(Email).** This will cost you extra (accommodation, meals, field trip fee, etc.) and the accommodation is limited, so please request as early as possible.

#### 4. EPIK Orientation Schedule

Time Date	09:00am~10:30am	10:50am~12:20pm	2:00pm~3:30pm	3:50pm~5:20pm	6:30pm~
10.23 (Sat)	<b>Registration</b>				
10.24 (Sun)	<b>. Opening Ceremony (Auditorium)</b> (9:30am ~ 10:00am) <b>. Korean Performances</b> <b>. EPIK Orientation Guidelines</b> <b>. EPIK Policy</b> (10:00am ~ 11:00am)	Class Meeting (11:15am ~ 12:00pm)	Understanding Korean History (Auditorium)	Making Your English More Comprehensible (Auditorium)	<b>Korean Class</b> (7:00pm-8:00pm) (by level) <b>Korean Movie</b> (8:10pm-10:00pm)
10.25 (Mon)	1	English Curriculum (Elementary School)	Lesson Plan	Classroom Activities (Speaking focused)	CO-teaching Strategies/ Classroom Management (Auditorium) <b>Korean Class</b> (7:00pm-8:00pm) (by level) <b>Korean Movie</b> (8:10pm-10:00pm)
	2	Lesson Plan	Classroom Activities (Speaking focused)	English Curriculum (Elementary School)	
	3	Classroom Activities (Speaking focused)	English Curriculum (Elementary School)	Lesson Plan	
10.26 (Tue)	1	Practice of Reading and Writing	English Curriculum (Secondary School)	Project-based Learning	Lesson Preparation (1A~3B) <b>Korean Class</b> (7:00pm-8:00pm) (by level) <b>Korean Movie</b> (8:10pm-10:00pm)
	2	Project-based Learning	Practice of Reading and Writing	English Curriculum (Secondary School)	
	3	English Curriculum (Secondary School)	Project-based Learning	Practice of Reading and Writing	
10.27 (Wed)	1A~3B	. Lesson Presentation (9:00am~10:10am) (10:20am~11:30am) . Feedback & Evaluation (11:40am~12:20am)	<b>&lt;Cultural Experience&gt;</b> Gyeongbokgung (1:30pm~4:00pm) NANTA Performance (5:00pm~6:40pm)		Farewell Dinner (7:00~8:30, Marisco)
10.28 (Thu)	. Exploring Korea : 9:00am~10:30am (Auditorium) . Questionnaire : 10:30~10:45am . Closing Ceremony : 11:00~11:30am . Meeting with POE/MOE : 11:30am~12:00pm		<b>Loading the luggage :</b> 12:00~12:30pm <b>Lunch :</b> 12:00~1:00pm <b>Escorted to Each POE/MOE :</b> 1:00pm~		

\*Schedules and programs are subject to change.



## **Guide to Dormitory Facility Use**

### **1) Rooms**

- 2 teachers share one room.
  - As there is only one key per a room, it should be left at the front desk on the lobby whenever you leave the room.
- Restrooms, shower rooms and lobby are shared and located at each floor.
- Rooms and your belongings are to be kept clean and tidy at all times.
- Curfew is 24:00.

### **2) Cafeteria**

- Food is provided on a self-service basis.
- After meals, trays and utensils must be returned to the kitchen.
- Low your voice when you have a conversation with others.

### **3) Shower Room**

- Showers are located in the rest rooms.
- Turn the cold water on first ; then the hot water.
- Shampoo and towel must be provided by oneself.
- Tidy off the water.

### **4) Foreign Exchange Facilities**

- Everyone must exchange money by oneself.

### **5) Athletic Equipment**

- Location : Main Office(Staff Room)
- Equipment availability : volleyballs, basketballs, badminton, etc
- Open hours : Every evenings

### **6) Telephones**

- Location : The public phone booths are located in the lobby.
- Currency : Korean coins(won) or phone cards.

### **7) Post Office**

- There is a post office near the dorm.

※ Please make sure you return the dormitory room keys. Losing the key can cost you at least 35,000 KRW in order to make a new one. Other facility damage will cost as well.