



GRADUATE INSTITUTE OF  
APPLIED LINGUISTICS

# STUDENT HANDBOOK

**2008 - 2009**

... EQUIPPING TO SERVE IN TRANSLATION,  
LITERACY, LINGUISTICS AND  
SOCIOLINGUISTICS.

The Graduate Institute of Applied Linguistics is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Master's degrees.

# Student Handbook

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## **WELCOME FROM THE PRESIDENT**

Congratulations on having chosen to study at the Graduate Institute of Applied Linguistics (GIAL). You are most welcome in this place.

The training you will be offered here is the product of many years of cross-cultural experience, and we try to bring the best insights from this into the classroom through the dedication of highly qualified and experienced faculty. We know that success in a cross-cultural situation is heavily dependent not only on the ability to communicate in a language not your own, but also on an individual's cultural sensitivity. For this reason, we emphasize not only studies in linguistics and language learning, but also courses designed to sensitize you to the possibilities and challenges of working cross-culturally in partnership relationships with colleagues from other traditions.

At GIAL we also try to be holistic in our training programs. It is our desire and hope that you will not only "learn linguistics," but also that you will clearly see the Christian motivation which keeps us persevering in our passion to prepare men and women to serve in cross-cultural ministry roles. I urge you to take advantage of as many as possible of the opportunities, both formal and informal, to fellowship with our faculty and staff. I am sure that you will find, as I personally have found, that it is inspiring just to get to know these dedicated friends, many of whom have personally experienced both the joys and the challenges of serving the Lord Jesus in cross-cultural ministry.

We are here to serve as well as teach students. You are welcome to share, visit or ask questions of me or any of the staff. We believe that, as adult learners, you are partners with us in your own education, and so we want to hear from you and learn from you, especially about how we can better serve you.

This comes with my best wishes and my prayers that you will both be blessed and be a blessing to others while you are here.

With you in service,

David Ross

President, GIAL

## **MISSION STATEMENT**

The mission of the Graduate Institute of Applied Linguistics, as an institution of higher education, is to provide training and research opportunities leading to graduate degrees in applied linguistics and development of languages.

In fulfilling its mission, GIAL considers the following to be important ingredients:

- a) Graduates of GIAL degree programs will have acquired skills to learn another language and culture effectively (possibly through completion of the Certificate program).
- b) Graduates of GIAL degree programs will be equipped to participate in development of the minority languages of the world.
- c) Graduates of GIAL degree programs will have basic skills necessary to pass on knowledge and skills they have learned at GIAL to others in a cross-cultural environment.
- d) Students who complete GIAL graduate programs will have attained a level of professional competence at the graduate level, allowing them to participate actively in scholarly activity and/or professional service in one or more of the following areas — Bible translation, ethnology, literacy, Scripture use, language survey, sociolinguistics, language acquisition, descriptive linguistics and cross-cultural service.

## **EQUAL OPPORTUNITY POLICY**

Consistent with its theological convictions and mission, GIAL admits qualified students of any race, color, gender, and national and ethnic origin. A disabled person shall have all the rights, privileges, and access to programs and activities at GIAL. GIAL does not discriminate because of race, color, gender, or national or ethnic origin, in the administration of any of its educational policies, admissions policies, scholarships and loan programs, and other school-administered programs.

**ACADEMIC INFORMATION****Academic Calendar for 2008-2009***Fall Bimester 2008*

July 21-22	Mon.-Tues.	New Student Orientation & Registration
July 23	Wed.	Session 1 classes begin
Aug. 19	Tues.	Session 1 ends
Aug. 20	Wed.	Faculty/Staff Retreat
Aug. 21	Thurs.	Registration for Sessions 2-3
Aug. 21	Thurs.	Last day to apply for graduation and Comps
Aug. 22	Fri.	Session 2 classes begins
Aug. 22	Fri.	Ice Cream Social
Sept. 1	Mon.	Labor Day – no classes
Sept. 19	Fri.	Session 2 ends
Sept. 19-21	Fri.-Sun.	No Homework weekend
Sept. 22	Mon.	Session 3 classes begin
Oct. 13-Oct. 31	Mon.-Fri.	Pre-registration for Spring 2009
Oct. 17	Fri.	Session 3 ends
Oct. 21	Tues.	Registration for Session 4
Oct. 22	Wed.	Session 4 classes begin
Nov. 12	Wed.	Day of Prayer – no classes
Nov. 22	Sat.	Comprehensive Exam
Nov. 27-30	Thurs.-Sun.	Thanksgiving Recess
Dec. 19	Fri.	Session 4 ends

*Fall Bimester 2008*

Jan. 5-6	Mon.-Tues.	New Student Orientation & Registration
Jan. 7	Wed.	Session 1 classes begin
Jan. 19	Mon.	Martin Luther King, Jr. Day – no classes
Feb. 4	Wed.	Session 1 ends
Feb. 5	Thurs.	Faculty/Staff Retreat
Feb. 6	Fri.	Registration for Sessions 2-3
Feb. 6	Fri.	Last day to apply for graduation and Comps
Feb. 9	Mon.	
Feb. 13	Fri.	Session 2 classes begin Nacho Bash
Feb. 20	Fri.	GIAL Afternoon of Prayer – no classes
Mar. 6	Fri.	Session 2 ends
Mar. 9	Mon.	Session 3 classes begin
Mar. 28-29	Sat.-Sun.	GIAL Homecoming
Mar. 30-Apr. 17	Mon.-Fri.	Pre-registration for Fall 2009
Apr. 3	Fri.	Session 3 ends
Apr. 6	Mon.	Registration for Session 4
Apr. 7	Tues.	Session 4 classes begin
Apr. 10-12	Fri.-Sun.	Easter Recess
Apr. 24-26	Fri.-Sun.	No Homework weekend
Apr. 25	Sat.	GIAL picnic
May 16	Sat.	Comprehensive Exam
May 25	Mon.	Memorial Day – no classes
May 26	Tues.	Last day for Thesis submittal to Academic Dean
June 3	Wed.	Session 4 ends
June 4	Thurs.	Commencement

## STUDENT RESPONSIBILITIES

Students are responsible for knowing all GIAL rules, regulations and deadlines published in the Catalog and the Student Handbook, and of all departmental and program requirements concerning their certificate or degree programs.

### Student Government

GIAL has an active student government. The Student Body Association (SBA) serves primarily to give voice and representation to the student body, provide channels of communication to GIAL entities, and to integrate all phases of extracurricular life of the student body. Members of the SBA are elected by the student body. The Student Body Association also appoints a student representative to the GIAL Board of Trustees, GIAL Faculty Forum, Computer Advisory Committee, Library Committee, Safety Committee and the Institutional Master Planning Committee (IMPC).

### Expected Standards of Conduct

Bearing in mind that the conduct of faculty, staff and students reflects on the good name of GIAL, their conduct should honor Christ in all activities on and off the campus. Employment and/or enrollment in GIAL is considered a privilege which carries obligations of conduct both inside and outside the classroom. Violations of Institute regulations and rules shall make a staff or faculty member or student a candidate for discipline or dismissal.

### Modesty Standards

While GIAL does not have a dress code, students are expected to dress in a manner that will reflect Biblical standards for modesty and purity. Our desire is that all students will encourage each other in accord with I Corinthians 8:9. In addition, faculty and staff are also encouraged to approach any student who dresses in a manner which seems inappropriate to request a change.

### Academic Honesty

Students, staff and faculty members are expected to pursue their academic careers with honesty and integrity. Academic dishonesty includes, but is not limited to, cheating on a test or other coursework and plagiarism. Anyone found guilty of dishonesty

in their academic pursuits is subject to penalties which may include dismissal from the Institute.

### Animals in Classrooms

Animals are not permitted in classrooms and buildings, except service animals assisting individuals with disabilities and service animals being trained by a qualified trainer.

### Communicable Diseases

It is the policy of the administration to adhere to health and safety guidelines set forth by the Health Departments of the State of Texas, the City of Dallas and the US Center for Disease Control as they relate to communicable diseases, including HIV infection and AIDS. Since communicable diseases pose both primary risks (to the infected person) and secondary risks (to those who come in contact with an infected person), each case will be handled with a balance of Christian concern for the individual as well as for the community.

Any staff, faculty member or student who is aware he or she has a communicable disease, either through diagnosis or because of obvious symptoms, should report this condition immediately to the Dean of Academic Affairs. The individual's right to privacy shall be protected in all reported incidents. Only communicable diseases that are required by law to be reported to local health agencies shall be reported.

All incidents of communicable disease will be handled on a case-by-case basis and with the strictest confidence. GIAL reserves the right to decide, based on all relevant information available, any restriction of campus activities for the infected individual.

An educational pamphlet on HIV developed by the Texas Department of Health is available from the Student Services or GIAL Chaplains' Office upon request. For information on other communicable diseases, consult the International Health Services located on the campus or the Center for Disease Control at [www.cdc.gov](http://www.cdc.gov).

## Illegal Activities

Conviction for any felony is grounds for dismissal from GIAL.

## Firearms

In accordance with Texas law, carrying a firearm, illegal knife, club or prohibited weapon on the campus of an educational institution is illegal (TX Penal Code §46.03(a)(1), TX Ed Code §37.125).

## Drug and Smoke-Free Zone

It is the practice of GIAL to provide an environment for employees and students that is free from tobacco, illicit drugs and the abuse of alcohol. This clearly prohibits the possession, use, or distribution of tobacco, alcohol and illegal drugs by faculty, staff, and students in all GIAL facilities and as part of any official GIAL activity.

Sanctions range from mandatory participation in drug counseling and rehabilitation programs to dismissal from GIAL. Each case will be determined separately on its merits.

In addition to any penalty resulting from violation of this policy, GIAL may also refer any evidence of illegal activities by any student or employee to the proper authorities for review and potential criminal prosecution.

For further information, please refer to the GIAL pamphlet *Alcohol and Drug Abuse Education* available in the Administrative Office, the Student Services Offices or the GIAL Chaplains' Office.

## Hazing

Compliance with the Texas Education Code 51.936 requires GIAL to publish a summary of Education Code Ch. 37, subchapter F (37.151-37.157) of the Texas Education Code which prohibits hazing in Texas public or private schools. Texas Education Code 51.936(d) makes those provisions applicable to institutions of higher education. This summary of Chapter 37 is provided as required by 51.936(d).

The Education Code defines hazing as "any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one person acting with others, directed against a student,

that endangers the physical or mental health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding an office in, or maintaining membership in an organization." The statute contains a list of activities that are considered to be hazing.

Hazing is a criminal violation under Texas law. A person can be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing, or having knowledge of a planned hazing incident and failing to report his or her knowledge of such in writing to an appropriate institutional official.

Hazing that does not result in serious bodily injury and failing to report hazing are Class B misdemeanors. Hazing that results in serious bodily injury is a Class A misdemeanor. Hazing resulting in death is a state jail felony. Organizations found guilty of hazing can be fined \$5,000 to \$10,000 or, for incidents resulting in personal injury or property damage, an amount equal to double the loss or expense incurred because of the hazing incident.

It is not a defense to the prosecution that the person hazed consented to the hazing activity.

Any person reporting a specific hazing event to an appropriate institutional official is immune from civil and criminal liability unless the report is in bad faith or malicious.

This state law does not limit or affect an institution's right to enforce its own rules and regulations prohibiting hazing and impose its own penalties.

GIAL is thankful that there have been no incidents of hazing reported on the GIAL campus.

## Stalking

Stalking is a serious issue at some colleges and universities. Substantial numbers of college students, mostly women, feel harassed and sometimes threatened by recurring unwanted attention, usually directed at them from other students. When a student feels uncomfortable with unwanted attention, he or she should take that feeling seriously. Students who feel they are being stalked are encouraged to begin keeping a log of incidents, including dates, times, and the type of

behavior. Contact the Dean of Students or GIAL Chaplains for further information.

## Sexual Harassment

GIAL is committed to provide and maintain an environment that is characterized by loving respect for all and that is free from any form of gender prejudice of any sort. Any complaints of conduct under the definition of sexual harassment will be investigated and appropriate action taken, including the notification and involvement of law enforcement authorities when required.

Definition—Sexual harassment includes but is not limited to the following:

Verbal Harassment: (epithets, derogatory comments or slurs). Examples: name-calling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, comments about a person's anatomy and/or dress, etc.

Physical Harassment: (assault, impeding or blocking movement or any physical interference with normal movement directed at an individual). Examples: Touching, pinching, patting, brushing against or poking another person's body, initiations that involve a sexual component, etc.

Visual Harassment; (derogatory posters, cartoons, or drawings). Examples: Displaying sexual pictures, writings or objects, staring at another person's anatomy, leering, unwanted love letters or notes, etc.

Sexual Harassment/threat: (unwanted sexual advances). Examples: Propositioning an individual, making or threatening reprisals after a negative response to sexual advances, etc.

Any action of a sexual nature when such conduct creates an intimidating, hostile, embarrassing or offensive living or working environment.

## Sexual Harassment - Complaint Procedure

The following complaint procedure is to be followed in the event of sexual harassment:

1. If any person believes he or she has been sexually harassed, the first step would be to tell the person involved

that his/her actions are offensive and unwelcome and ask the person to stop.

2. If a person believes he or she has been harassed but does not feel able to confront the person or if the person continues the harassment, the problem should immediately be reported to a trusted person in authority such as a supervisor.
3. The president or his designee will be immediately informed of the complaint. All complaints will be investigated immediately and confidentially. If the investigation discloses a violation of this policy, appropriate disciplinary action will be taken. This discipline is clearly outlined in the document *GIAL Discipline and Appeal Procedures* maintained by the Dean of Academic Affairs.
4. Any person who has not received satisfaction after utilizing this procedure should contact the Staff Committee which has local jurisdiction.

GIAL shall not tolerate any behavior by any administrator, supervisor, faculty or staff member which constitutes sexual harassment.

## Safety

### Campus Safety and Security

In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Student Right-to-Know and Campus Security Act, GIAL has information available regarding specified campus crime statistics and campus security policies in development through the office of the Director of Institutional Research and Services. The International Linguistic Center, from whom GIAL leases space, has assumed responsibility for the security on the Center.

Information regarding local registered sex offenders can be obtained by contacting the local police departments:

City of Dallas

[www.ci.dallas.tx.us/dpd/sexoffendersrequest.htm](http://www.ci.dallas.tx.us/dpd/sexoffendersrequest.htm)

(Search by zip code 75236 or Beat #435 and #436)

City of Duncanville

[www.duncanville.com/police/offenders.html](http://www.duncanville.com/police/offenders.html)

## Fire Safety

Familiarize yourself with the Fire Routes that are posted at the entrances of the buildings in which you are working. Also note the locations of fire extinguishers in each building.

1. When you hear the alarm sound, **evacuate** the building. Close all doors behind you when you know that everyone has evacuated the room.
2. Before opening a door, feel to see if it is hot; place fabric under the door to lessen smoke in the room.
3. If smoke—cover nose and mouth with wet cloth.
4. Stay low to the ground.
5. Assemble **outside** or in an adjacent building in designated area(s). Your instructor will determine that everyone is out of the building and accounted for. **DO NOT LEAVE THE DESIGNATED AREA UNTIL EVERYONE IS ACCOUNTED FOR.**

### Mahler Building – Designated Meeting Areas

1. North Exit (by the Welcome Desk) – go to the visitor parking lot.
2. Southeast Exit (by lobby) or Southwest Exit (by Mahler 1) – go to the quadrangle.

### Pike Building - Designated Meeting Areas

1. West Exit (by Library) – go to the Pike parking lot.
2. East Exit (by GIAL main office)– go to the quadrangle.

### Hunt Building - Designated Meeting

1. West Exit – go to the quadrangle.

2. East Exit – go to the Hunt parking lot.

## Lockdown

When you hear the megaphone announcement for lockdown, take the following steps:

1. Stay **inside** and remain in or find a room.
2. Lock doors to this room and turn off lights.
3. Close blinds on windows.
4. Seek shelter away from glass.
5. Listen for further instructions.

## Tornado Safety

Familiarize yourself with the Tornado Safety Area plans that are posted at the entrances of the buildings in which you are working. There are shaded areas to indicate the “shelter areas” in case of a tornado.

1. When you hear the Tornado Alarm (three bursts of a tone, pause, and three bursts of a tone) **DO NOT** go outside.
2. Assemble on the lowest level of the building away from windows.
3. Stay in shelter until the all-clear is issued.

## Inclement Weather Policy

In the event that inclement weather necessitates classes to be cancelled or delayed, notification that GIAL will be closed or will open late will be broadcast over all four local TV stations: Channels 4, 5, 8, and 11. In addition we have arrangements for broadcasting with radio stations KCBI (90.9 FM) and KRLD (1080 AM). If GIAL has a delayed opening, please check the easels in building hallways, as classes for that day may have been rescheduled.

## Discipline

### Disciplinary Enforcement

The Dean of Academic Affairs is responsible for bringing deficiencies in conduct, in keeping Institute regulations and rules, or moral lapse to the attention of the individual(s), for enforcing institutional standards.

## Standards of Responsible Behavior

GIAL has made a number of policy statements concerning standards of acceptable performance and behavior for students, staff and faculty associated with GIAL. These include policy statements on Expected Standards of Conduct, Illegal Activities, Academic Honesty and Sexual Harassment. It is the responsibility of all concerned to be familiar with, and observe, these standards. Copies of the GIAL Policy Manual are available in the GIAL Office, Pike 111, or in the Dean of Students' Office, Mahler 104.

## Allegations of Contravention of Acceptable Standards of Behavior

In the event that an allegation is made that anyone associated with GIAL has contravened the standards of responsible behavior adopted by GIAL, the Dean of Academic Affairs is the primary officer who shall act on behalf of GIAL. (In the event that the Dean is a party to any such allegation, the President shall appoint another member of the senior administration to act in the place of the Dean in this matter.)

Once such an allegation has been made, the Dean will proceed with an investigation – noting the nature of and evidence for the allegation, conducting appropriate interviews, involving law enforcement authorities as appropriate, etc.

Based upon this investigation, the Dean shall make a disposition of the case. Should his investigation reveal that censure is indicated, the Dean may impose a variety of sanctions, which may include academic probation, behavioral probation, dismissal from the institute, and any appropriate review mechanism. The Dean shall inform the President and all interested parties of his actions in this matter in writing.

## Disciplinary Appeal

The Dean of Academic Affairs prepares and maintains an official document, *GIAL Discipline and Appeal Procedures*, which specifies the detailed procedures for staff, faculty and student discipline and appeals. This document is the standard for administration of discipline.

The purpose of discipline at GIAL is to assist the individual to correct inappropriate or unacceptable behavior, and where applicable, to restore the

individual. The procedure outlines a process for dismissal from the Institute in the event that restoration of the individual is not possible.

Integral to the discipline procedures is provision for appeal processes.

## Discipline Appeal Procedures

If resolution is not reached through the Dean of Academic Affairs, either party may request a hearing before the staff committee. The committee will investigate the situation and report its findings to the president with a recommendation that:

- no action be taken
- the accused faculty or staff member be reprimanded verbally or in writing
- dismissal proceedings be initiated
- or any other necessary or reasonable action that needs to be taken.

The decision of the President is final.

## Grievances

### Grievance Procedures-Students

If a student has a complaint regarding the staff, faculty or administration of GIAL, that issue should be handled in accord with the following procedure:

1. The student should first approach the particular person(s) with a view toward explanation or reconciliation.
2. If the student does not feel the concern has been resolved, the complaint should then be presented to the proper department head.
3. If the student still does not feel the concern has been resolved, then the student has the right to state his or her grievance in writing to the Dean of Students, giving the precise nature of the alleged improper treatment.
4. The Dean of Students will investigate the grievance, interviewing the parties as necessary and gathering sufficient information. He/she will then either deny the grievance or complaint or seek redress and will report the same to the president and the aggrieved party or complainant.

5. If resolution is not reached through the Dean of Students, either party may request a hearing before the Staff Committee. The committee will investigate the situation and report its findings to the GIAL President with a recommendation that:
  - no action be taken
  - the accused individual be reprimanded verbally or in writing
  - dismissal be initiated
  - any other necessary or reasonable action be taken.

The decision of the President is final.

## STUDENT SERVICES

### GIAL Library

#### Hours of Operation

##### When GIAL is in session:

Monday - Thursday	8:00am–10:00pm
Friday	8:00am–5:00pm
Saturday	9:00am–5:00pm
Sunday & Holidays	Closed

##### When GIAL is not in session:

Monday - Friday	9:00am–5:00pm
Sat., Sun., Holidays	Closed

Hours vary at large breaks between Fall and Spring semester and Spring and Fall semester. Hours will be posted at the door and on the GIAL Library website.

### Library Computers

Computers are available in the GIAL Library for research using Internet and local sources and databases. The Library also provides electrical power and Internet connections for users of personally-owned, portable computers. Establishment of an account may be required. Library computers may also be used for word processing when the computer lab is unavailable.

### Computing Services

#### Computer Lab

Student computing at GIAL is done at our laboratory of IBM-compatible computers. Lab assistants are available part-time to help with computer and program questions.

Students wishing to use the lab outside of course-required lab times, may do so during the day (Mon.-Sat.) and evenings (Mon.-Thurs.). There is generally space available except when classes are meeting there (about 15% of the time). There is a computer lab fee of \$100 per bimester (20 weeks),

\$20 per 4-week session or \$40 per 8-week session. This allows use of the lab computers, limited only to availability. In addition, there is a per-page fee for printer use (currently laser printing is five cents per page). Each user is assigned an account with personal private space on a server. A fast, monochrome laser printer, a slow color printer, and a scanner with capability for file transfer to the student's personal space on the lab server are also available. The laser printer is accessible to personal computers.

Recent versions of Microsoft software for general applications such as Windows XP and Office 2003 (including Publisher) are available on the IBM-compatibles in the computer lab.

### E-mail & Internet Access

E-mail access and Internet are readily available on the computers in the computer lab. There are also connections for personal computers in the Guest House (extra charge), and GIAL study cubicles (included in cubicle rental).

### Counseling Services

Wycliffe U.S. Counseling Ministries offers the following counseling services for GIAL students: individual, couple and family counseling, support groups regarding transition, loss and family issues, handouts on many topics and a lending library of books and video tapes. Appropriate referrals to local counselors are arranged for specialty areas not covered by current counseling staff or when there are no current openings.

### Chaplain

The GIAL Chaplains, located in the Mahler Building (Room 17), Ext. 7547, are available to provide spiritual, moral and emotional guidance and assistance to the GIAL community. Chaplains coordinate and provide chapel services throughout the academic year from 10:10-10:50 a.m. on

Monday, Wednesday and Friday. Confidential appointments scheduled by calling Ext. 7547.

### **Career Planning and Testing Services**

The Career Guidance Service at the International Linguistic Center (ILC) makes available guidance for students at GIAL to help them with the assessment of their abilities, interests, values, and personality. This assessment is done through a series of interviews and the administration of standard personality and interest inventories. Students are provided with help in gathering labor information and in deciding which options will result in a positive career match. They are also provided with resources for conducting a job search.

### **Placement Assistance**

To assist students in finding positions, GIAL hosts the Placement Platform. Visiting personnel from various entities and fields of service participate in a late lunch hour meeting. Generally, these meetings are bimonthly on the first and third Tuesday from 12:40 – 1:40 p.m. in Mahler 7, but when additional opportunities are available, they will be held weekly. The time is divided between a presentation of personnel needs and a question and answer time. All students, staff and center personnel are invited to participate. Feel free to bring your lunch when you attend.

Also to assist students in finding positions, a small bulletin board for posting job opportunities is located next to the Registrar's Office. This includes part-time positions while students are attending GIAL as well as possibilities for employment when leaving GIAL.

For those students who elect to seek career service with Wycliffe Bible Translators, an International Personnel Department, located on the ILC, is available to provide assistance. Wycliffe Bible Translators maintains a full-time presence on the

ILC campus specifically to assist GIAL students needing help in determining future career decisions.

The headquarters of Pioneer Bible Translators is also on the ILC campus and is able to provide similar assistance for those interested in service with that organization.

The Dean of Students is available to give advice on graduate level programs at other institutions for students interested in further academic training.

### **Study Cubicles**

A limited number of study cubicles are available for student rental with preference given to thesis students. See the GIAL Office, Pike 111, for more information.

### **Textbooks**

Information on textbooks needed by students can be found on the GIAL website. Click on Academics, then Textbook List under the Courses and Schedules section. Some of the textbooks you'll need will be sold at the SIL International Academic Bookstore in Hunt 117. There are others for which students will need to shop on the web individually. There are some courses for which no textbook purchase is needed.

A textbook list for the current Session will also be posted on bulletin boards in the Mahler and the Pike buildings. If you have questions, see Business Manager Paul Setter in Pike 112 or call extension 7321.

### **Student Benevolent Fund**

Occasionally students have emergencies that include expenses they had not planned for. GIAL has a Student Benevolent Fund that is able to provide assistance in this kind of situation. If you know of someone who might qualify for these funds, please contact the Dean of Students.

## STUDENT ACTIVITIES

### Academic Forum

Twice monthly, on the second and fourth Mondays of the month, from 12:40 - 1:35 p.m., interested parties are invited to gather in Mahler 7 to hear and discuss pertinent topics of academic interest. Usually a faculty member will present his/her recent research on subjects of interest to linguistics (often while formalizing a paper for presentation elsewhere) with an opportunity for those present to interact in the discussion. Sometimes a visiting scholar or graduate student will present a paper. Students and faculty are welcome to bring a sack lunch when they attend.

### Placement Platform

To assist students in finding positions, GIAL hosts the Placement Platform. Visiting personnel from various entities and fields of service participate in a late lunch hour meeting. Generally, these meetings are bimonthly on the first and third Tuesday from 12:40 – 1:35 p.m. in Mahler 7, but when additional opportunities are available, they will be held weekly. The time is divided between a presentation of personnel needs and a question and answer time. All students, staff and center personnel are invited to participate. Feel free to bring your lunch when you attend.

### Spiritual & Fellowship Opportunities

#### Chapel

Chapel is held from 10:10 a.m. - 10:50 a.m. Mondays, Wednesdays and Fridays in Mahler 7. Firmly committed to Christian spiritual vitality, the administration and faculty believe in the role of chapel and urge students to participate in its ministry of encouragement, worship and community development. Students also participate actively in leading the worship time by sharing their musical talents.

#### Prayer Ministry

GIAL provides several opportunities for students to be the recipient of prayer support. The various options are explained during orientation and students are given the opportunity to sign up at that time. All interested students are invited to participate in these prayer opportunities which include prayer cells and staff or internet-connected prayer partners. Those who choose a prayer cell, decide among the participants upon a time and place for meeting (usually weekly). If partnered with a faculty or staff person, students mutually decide on the time, place and frequency of meeting. If you did not sign up at orientation and would be interested, please see the Dean of Students and she will get you connected.

#### Bible Studies

Various staff members lead small group Bible studies throughout each bimester. The primary purpose is to provide opportunity for fellowship and spiritual growth.

#### Area Prayer Fellowships

Numerous regular prayer times for countries/areas of the world are scheduled on the ILC campus. A list of current meetings is published occasionally in the Dallas Center News and is available in the ILC Chaplain's Office. Students are encouraged to join the Center staff in any of these prayer fellowships.

#### Sing & Share

Each Sunday evening from 6:45 - 8:00 p.m., in the Activity Center, all are invited to attend an informal service of praise, worship and sharing. Hearing from field members provides opportunity to discover what God is accomplishing around the world.

## CAMPUS SERVICES

### Boutique

A generally well-stocked boutique is located in the C-1 Building. All items in the boutique have been donated and are available for free to those with current GIAL nametags for proper identification. Many people have volunteered their time to sort and arrange the clothing and other goods for your convenience.

Feel free to browse. The boutique is open to all students and staff on Monday - Thursday from 9:00 a.m. - 11:45 a.m. and 1:30 - 3:00 p.m. Friday hours are 9:30 a.m. - 11:45 a.m. only. The boutique is closed on Friday afternoon. Children under 14 years must be accompanied by a parent. Contributions of clean, good-quality clothing, small household items and books are welcomed and can be placed in the front window drop.

The Boutique also has a sewing room where volunteers do mending and alterations for staff and students. Leave items well marked with name and telephone number, indicating what needs to be done. The sewing room volunteers contribute their time free of charge. However, a contribution is encouraged to help defer the cost of maintaining the sewing room. Be sure to show your appreciation by getting to know some of the volunteers!

### Childcare

GIAL does not operate childcare facilities. However, SIL operates a pre-school facility on the ILC. Students at GIAL are eligible to use these facilities. The program is available Monday-Friday mornings for children (birth to 5 years) of students and staff. Children may be enrolled as needed according to parents' class or work schedules. Early enrollment is encouraged. If afternoon childcare is needed, arrangements are to be made with the ILC Childcare Director.

Any questions regarding childcare can be addressed to: AnneBerthlot@sil.org or  
ILC Childcare Director  
7500 W. Camp Wisdom Rd.  
Dallas, TX 75236  
(972) 708-7402

### Childcare Fees (as of January 2007)

**NOTE: This is not a GIAL program; costs are subject to change without notice.**

Infants under 18 months	\$2.70/hr (\$8.10 min.)
Toddlers 18-36 months	\$10.80/morning
Children over 36 months	\$9.90/morning
Additional hours (any age)	\$3.00/hr (min. 3 hrs)
Drop-in childcare	\$3.40/hr. (\$10.20 min.)
Charge for late pick-up	\$10.00 the first 15 min.; \$10 each 15 min. one is late.

Parents may earn a \$5 per hour discount for helping in the childcare parent cooperative. Contact ILC Childcare for more information.

**If your child is ill and cannot go to Childcare, please call the Dean of Students at ext. 7379 as we have volunteers who are willing to come and watch your child while you go to class. Also, if you would be willing to do this for others, please let the Dean of Students know.**

### Copying

There is a copy machine located in the Pike Building Library and another in Mahler 10. They are available for personal use at a minimal fee. A copier in the Print Shop (Key basement) also operates on a cash basis during business hours.

### Fax

FAX service is supplied by the ILC. The FAX machines are located in Dallas IT Department (Hunt 105) or in the ILC Director's Office (Mahler 101).

### International Health Services/Clinic

First aid kits are located in Mahler 105, Pike 111 and in the GIAL Library.

GIAL does not operate or provide health services. However, SIL operates an International Health Services Clinic on the ILC campus, with 24-hr emergency referral services. Students at GIAL are eligible to use these facilities.

The International Health Services Clinic is located in the east wing of the Member Services Building. The hours are Monday - Friday mornings, 8:30 a.m.–12:00 and Monday - Wednesday afternoons, 1:30-4:30 p.m. These hours are modified during vacation breaks and over the summer. Appointments to see a physician should be made during regularly scheduled hours if at all possible. During business hours the Clinic may be reached at 972/708-7408.

The following services are offered:

- 1) Health consultations
- 2) Physical examinations
- 3) Referral to specialists
- 4) Lab tests
- 5) EKGs
- 6) Immunizations
- 7) Dental exams
- 8) Dental cleaning by hygienists
- 9) Referral to dental specialists
- 10) Fillings & crowns

Reasonable fees as established by the ILC Administration will be charged for all services rendered. A fee schedule is posted in the International Health Services Office.

Any questions regarding the International Health Services can be addressed to:

International Health Services  
7500 W. Camp Wisdom Rd.  
Dallas, TX 75235  
(972) 708-7408

## Hospitals

Charlton Methodist ( <i>nearest</i> )	214-947-7500
Columbia Medical Center	817-472-4868
Baylor Medical Center	214-820-0111
Methodist Central	214-947-2990
Parkland Memorial	214-590-8000

## Housing

GIAL does not own or operate any student accommodations. Several options are available to GIAL students. This listing of housing

options is provided as a service to GIAL students and does not constitute recommendation or endorsement of any of the listed accommodations. The following rates were effective as of January 2007 and are subject to change.

The geographically closest housing is the Guest House located on the International Linguistics Center, 7500 W. Camp Wisdom Road. The Guest House is nestled in a wooded area with walking paths, hotel size rooms with private baths, great room with fireplace and social area, laundry facilities, prayer and study rooms, and common kitchen for the preparation of snacks. Shared room rate is \$400/month per person; private room rate is \$580/month per person. All rooms come with DSL Internet hookups and 2 complimentary meals (lunch and dinner) Monday-Friday when the Dining Hall is open.

ILC also has additional housing suitable for married couples and families available for rent. Contact: (972) 708-7426 or email: [housing\\_dallas@sil.org](mailto:housing_dallas@sil.org)

There are also three apartment complexes within a three-block radius of GIAL.

Austin Bluff Apartment Homes, 7070 W. Camp Wisdom Rd., (972) 907-9878.

Ridge Parc, 6969 Clarkridge Dr., (972) 572-6801.

Rosemont at Bluff Ridge, 8125 Clark Rd., (972) 709-9790.

In addition to the above, the ILC has bulletin boards with listings of other local private individual rental opportunities.

## Mailroom

A mailroom operated by SIL is located in the Mosher Building at the south end of the ILC campus. Services include mail distribution to offices and the Guest House, metering of outgoing mail, stamp sales, and mailing of packages through U.S. Postal Service and/or UPS (United Parcel Service).

Window hours are Monday - Friday 9:00 a.m. – 12:30 p.m. and 1:30 p.m. - 3:30 p.m. Packages must be in before 9:45 a.m. to be mailed on the same day.

Students should advise the Mailroom of their local address and of any changes in residence

while attending classes as a GIAL student. If a student resides off the Center, their personal mail should go to their residence, not to the Center. The Mailroom will forward mail to an on-center distribution site only (most likely the Mahler boxes).

Those residing on the Center (Guest House or other places) are allowed to use the 7500 W. Camp Wisdom address for personal mail only. Another address should be used if students wish to develop and run a “business” of whatever nature.

***Please contact the Mailroom prior to departure to make arrangements for delivery of personal mail received after leaving the ILC campus.***

## **Museum**

The International Museum of Cultures is also located on the ILC campus. The International Museum of Cultures is designed to increase the visitor’s understanding and appreciation of the ways of life of peoples living on the margins of industrial society. The four permanent exhibits represent cultures from three countries: Papua New Guinea, Ecuador, and Peru. They feature life-size and miniature dioramas to depict stories of the Soniyo, Samo, and Kewa people of Papua New Guinea and of the Quichua, Waorani, and Shipibo peoples of South America in order to communicate something of their way of life.

The museum hours are Monday - Friday 10:00 a.m. to 4:00 p.m. Closed Saturday and Sunday.

## **Notary Services**

The services of a Notary Public are available on campus at no charge to GIAL students. Check with the ILC Welcome Desk for locations.

## **Print Shop**

The SIL Print Shop is located in the lower level of the Key Building. Business hours are 8:30 a.m.-12:00 noon and 1:00 - 4:00 p.m. Newsletters (with or without pictures) and other personal jobs may be printed for a reasonable fee.

## **Purchasing Department**

The Purchasing Dept is designed for mostly corporate bulk use. However, individuals, including GIAL students, may purchase office and other supplies on the same basis as

Departments with the addition that they will pay sales tax on supplies purchased. Items available are pens, pencils, paper supplies, some electronic items all the way up to and including Dell computers (only the standard laptop and desktop computers that are ordered for corporate use are available).

## **Renting Vehicles**

The ILC has vehicles that may be rented for personal use. See the receptionist in the ILC Housing Dept. (Mahler 100C) for full information.

## **Student Employment**

A limited number of students may be eligible for student aid in the form of GIAL positions such as Computer Lab Assistant, Teaching Assistant, Library Assistant or Research Assistant. Students should contact the department in which they are seeking employment.

SIL may also have a limited number of campus jobs for students who need to work. Students should submit an application including all work experience and interests to the Human Resources Office of SIL for employment consideration.

## **Warehouse**

Storage of personal goods is available on a temporary basis. The Warehouse assists Wycliffe and SIL members in shipping personal goods to both stateside and overseas destinations through the JAARS materials transport division. Fees apply for both services.

## GENERAL INFORMATION

### Welcome Desk

Students should check in with the ILC Welcome Desk in the Mahler Building upon arrival to register their presence on the Center, to register their personal vehicle, and to obtain their personal electronic key to the ILC's gates for after-hours entrance to the Center.

### Bulletin Boards

Bulletin boards are located in the Dining Hall, Guest House, Pike Building, and the Mahler Building. These are important centers for disseminating all kinds of information. Students are responsible for taking note of the material posted which is relevant to their study program. All notices must be approved and initialed by the proper authorities before being posted. See the GIAL Office for academic information, the Center Director's Office for general notices, and the ILC Guest House Host for all notices posted in the Guest House.

GIAL has several special bulletin boards. In the Mahler hall is a small board for posting Scripture that has been meaningful to you and you feel might be an encouragement to others. Next to the Registrar's Office is a small bulletin board for posting job opportunities. (These must be signed by student services personnel.)

The SBA has two bulletin boards in the Mahler building for posting items of special interest to students.

### Easels

Students should take special note of the easels at the entrances to both Pike and Mahler. These will contain information about activities taking place either that day or the next. Information about class changes or cancellations, etc. will be posted here.

### Bicycles

Bicycles are to be parked only in the spaces provided for them. For those riding bikes to the Center, racks are located at the west door of Mahler, the south entrance to the Hunt Building, and in the picnic area by the pool. The rack at the west end of the Guest House building is reserved for Guest House residents.

### Center Tours

Guided tours of the ILC can be scheduled for Tuesday, Thursday or Friday mornings through the ILC Welcome Desk (ext. 2338). If tours are desired for other times, a self-guided script is available along with an introductory video.

### Children on the Center

Parents are responsible for the supervision of their children while they are on the Center. The playground area of the ILC Childcare is available for small children when the regular program is not in session, as long as their play is supervised. Please note that construction sites are off-limits and that there are poisonous plants, snakes, scorpions, and spiders in the area. Please see the section of this handbook on "Poisonous Critters, Plants" for more information.

### Dallas Center News

The weekly Dallas Center News (DCN) is the information source for upcoming events, news, announcements and praise & prayer for the International Linguistics Center. Copies may be picked up near the Mahler mailboxes, in the Guest House. You may coordinate with the Center Director's staff to receive this publication (and other Center news) electronically.

### Environment

GIAL is located on the International Linguistic Center (ILC) campus, situated on the edge of an escarpment—a flat-to-hilly plateau that drops off rather abruptly on one side into a valley. Consequently, the environment of the local area is fragile. Please stay off the grass and use the walkways provided. Trees and shrubs are not to

be cut except with authorization and under the supervision of the ILC Building and Grounds Manager.

### **Other Libraries**

GIAL Library is a specialized academic library. For more general library needs, here is a list of local public libraries:

#### Dallas Public Library System

Central Library	1515 Young St. 214-670-1740
Mountain Creek Branch	6102 Mt. Creek Pkwy. 214-670-6704
Hampton Illinois Branch	2210 W. Illinois 214-670-7646

A Dallas Public Library card can be used at 24 different locations in the city: 24 branch libraries located throughout the city and the J. Erik Jonsson Central Library in downtown Dallas.

A library card application may be completed at any branch or the Central Library. Adults must show name and address identification and children 14 years and under will need a parent's signature to complete the application process.

Students living on campus may obtain a letter attesting to their Dallas residency through the ILC Director's Office.

#### Duncanville Public Library

Main 201 James Collins Blvd.  
972-780-5051

A library card is free to any permanent resident of the City of Duncanville. To obtain a card, a person must show a valid driver's license with a current local address or other proof of residence such as a current utility bill.

### **Parking Regulations**

All vehicles, including motorcycles, must have parking permits. These may be obtained from the ILC Housing Office in Mahler 100C. All cars and motorcycles are to be parked in the parking lots, not in the fire lanes or off the roads. The Dallas Fire Marshall does not permit parking in any fire lane, subject to a fine. Campers, trailers, and other towed vehicles may be parked only in the RV area. Contact the SIL Housing Office (Key 100) for details. Vehicles may not be stored on Center property without prior

approval of the Center Director. The owner of Mechanical Excellence, an auto shop near Highway 67 and Cockrell Hill, is willing to store vehicles for \$15 per month. Call 972-709-5391. No maintenance or repair of vehicles (change oil, etc.) is permitted in the parking lots of the ILC.

### **Poison Control Center (800) 764-7661**

#### **Poisonous Snakes, Spiders and Plants**

Rattlesnakes, copperheads, and coral snakes are common to this part of Texas. There are also scorpions, tarantulas and poisonous spiders. Poison ivy, poison oak, and poison sumac grow in the woods. Educate yourself and your children. Please practice caution!

Sightings of harmful animals or reptiles should be reported to the ILC Buildings and Grounds Office, weekdays (972) 708-7425 or nights and weekends (214) 906-1648.

#### **Recreational Activities**

A pool and a volleyball court are available for student use. Persons using these facilities are expected to read and follow the rules related to the use of these areas. For reservations and/or pool passes, see the Center Director's staff in Mahler 101.

## DIRECTORY

### **GIAL Administrative Office**

Pike 111  
Graduate Institute of Applied Linguistics  
7500 W. Camp Wisdom Rd.  
Dallas, TX 75236  
(972) 708-7340  
(800) 892-3356  
Fax: (972) 708-7396  
Internet: <http://www.gial.edu>

### **Accounting Office**

Pike 112  
(972) 708-7321  
[accounting@gial.edu](mailto:accounting@gial.edu)

### **Admissions Office**

Mahler 108  
(800) 892-3356 or (972) 708-7415  
FAX: (972) 708-7396  
[admissions@gial.edu](mailto:admissions@gial.edu)

### **Advancement Office**

Pike 111A  
(972) 708-2155  
[jim\\_walton@gial.edu](mailto:jim_walton@gial.edu)

### **Alumni Office**

Mahler 108  
[alumni@gial.edu](mailto:alumni@gial.edu)

### **Computing Services**

Mahler 6  
(972) 708-7483  
[chuck\\_walek@gial.edu](mailto:chuck_walek@gial.edu)  
[brett\\_shideler@gial.edu](mailto:brett_shideler@gial.edu)

### **Dean of Academic Affairs**

Pike 110  
(972) 708-7552  
[dean-academic@gial.edu](mailto:dean-academic@gial.edu)

### **Dean of Students**

Mahler 104  
(972) 708-7379  
[dean-students@gial.edu](mailto:dean-students@gial.edu)

### **Director of Development**

Pike 111B  
(972) 708-7338 FAX: (972) 708-7358  
[jim\\_rule@gial.edu](mailto:jim_rule@gial.edu)

### **GIAL Chaplains**

Mahler 17  
(972) 708-7359  
[rod\\_hasler@gial.edu](mailto:rod_hasler@gial.edu) or [beth\\_hasler@gial.edu](mailto:beth_hasler@gial.edu)

### **International Students Center**

Mahler 107  
(972) 708-7573 FAX: (972) 708-7396  
[isc@gial.edu](mailto:isc@gial.edu)

### **Library**

Pike 100  
(972) 708-7416  
[library@gial.edu](mailto:library@gial.edu)

### **Office of the President**

Pike 111C  
(972) 708-7340  
[david\\_ross@gial.edu](mailto:david_ross@gial.edu)

### **Registrar**

Mahler 105  
(972) 708-7536  
[registrar@gial.edu](mailto:registrar@gial.edu)  
(Contact Registrar for transcripts and records)

## Administration

### President

David A. Ross, Ph.D.

### Vice President Advancement

James W. Walton

### Vice President Finance

Douglas W. Maddocks

### Dean of Academic Affairs

Larry L. Bradshaw, Ph.D.

### Dean of Students

Ruth E. Schilberg

### Dir. of Development

Jimmy R. Rule

### Dir. of Computing Services and Computer Lab Manager

Chuck Walek

### Dir. of Institutional Research & Services

Richard E. (Dick) Lynch

### Library Director

Ferne Weimer

### Associate Library Director

Barbara Thomas

### Chaplains

Rod and Beth Hasler

### Admissions Director

Heidi R. Anderson

### Admissions Representative

Kelly D. Walter

### International Student Coordinator

Glenda S. Bradshaw

### Registrar

Sean M. Scott

### Assistant Registrar

Lynne M. Lamiman

### Applied Linguistics Department Head

Leslie P. Bruce, Ph.D.

### Language Development Department Head

Stephen L. Walter, Ph.D.

## Board of Trustees

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*bill\_caruth@gial.edu*

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Douglas W. Maddocks

### Secretary

James W. Walton

### Legal Counsel

Jonathan D. Campbell

### Chairman of the Audit and Finance Committee

Dave Cram

*dave-cram@sil.org*

**Resident Faculty**

Boutin, Michael E.	Ph.D.	University of Florida
Bruce, Leslie P.	Ph.D.	Australian National University
Hwang, ShinJa J.	Ph.D.	University of Texas at Arlington
Kroeger, Paul R.	Ph.D.	Stanford University
McKinney, Carol V.	Ph.D.	Southern Methodist University
Morren, Ronald C.	Ed.D.	New Mexico State University
Parker, Stephen G.	Ph.D.	University of Massachusetts
Reed, Robert B.	Ph.D.	University of Texas at Arlington
Unseth, Peter E.	Ph.D.	University of Texas at Arlington
Walter, Stephen L.	Ph.D.	University of Texas at Arlington

**Adjunct Faculty**

Abbot, Elinor	Ph.D.	Brandeis University
Ashdown, Shelley G.	D. Miss.	Biola University
Avery, Thomas L.	Ph.D.	Indiana University
Bennett, J. Fraser	Ph.D.	University of Illinois at Urbana-Champaign
Blood, Cynthia L.	M.A.	University of Texas at Arlington
Bowling, Andrew C.	Ph.D.	Brandeis University
Bruce, Kathleen L.	D. Miss.	Biola University
Burnham, Eugene C.	M.A.	University of Texas at Arlington
Cahill, Michael C.	Ph.D.	Ohio State University
Condra, C. Edwin	Ph.D.	Dallas Theological Seminary
Dye, T. Wayne	Ph.D.	Fuller Theological Seminary
Franklin, Karl	Ph.D.	Australian National University
Leaders, Marlin R.	M.A.	University of Texas at Arlington
Lewis, M. Paul	Ph. D.	Georgetown University
Olson, Kenneth D.	Ph.D.	University of Chicago
Sanders, Arden G.	Ph.D.	Fuller Theological Seminary
Simons, Gary F.	Ph.D.	Cornell University
Starwalt, Ervin	Ph.D.	University of Texas at Arlington
Woodward, Steve	Ph.D.	King's College

**Senior Faculty**

McElhanon, Kenneth A.	Ph.D.	Australian National University
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**Faculty Emeriti**

McKinney, Norris P.	Ph.D.	University of Michigan
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