



METHODIST LADIES' COLLEGE

Melbourne, Australia

STUDENT EXCHANGE &
VISITING STUDENT
DOCUMENT

November 2003

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Welcome to MLC!

Here are some points to help you to get to know MLC, have an understanding of MLC's exchange policies and also to get the most from your exchange experience.

1. MLC Mission Statement:

'MLC will remain in the forefront of education by providing a challenging, enriching experience for girls in a Christian environment and will share its vision with others.'

2. The School:

MLC is an all-girls school catering for the education of girls from Kindergarten to Year 12. The school was established in 1882 and the original building, now known as Tiddeman House, is still used today. Over the years buildings have been added to keep pace with the demands of modern educational practices and to accommodate the growing number of our students. MLC has a long history of encouraging the development of women who can work co-operatively to further ideals and contribute to society. As students at a single-sex school, girls can develop and explore leadership, creativity and non-traditional female roles. They continue in the traditions of the Methodist and Uniting Church by valuing all members of society, of helping those less fortunate than themselves and taking strong, principled stances on social issues.

The MLC community, both students and staff, is made up of a wide range of ethnic backgrounds. Internationalism, tolerance and an appreciation of the value of diversity is in the forefront of our daily interaction with each other. This is further enhanced through the continued strong relationship with overseas schools and the involvement in exchange programs with such schools.

MLC is divided into four schools – Junior School (Kindle to Year 6), Junior Secondary School (Year 7 and 8), Middle School (Years 9 and 10) and Senior School (Years 11 and 12). Each school is under the direct control of a Head of School who works closely with our Principal Ms. Rosa Storelli.

3. The Learning Environment:

Learning at MLC reflects our awareness of the individual needs of each student. Students are encouraged to see themselves as responsible and active learners in the education process.

The College's programs also take into account contemporary developments in learning and focus on the need of students to create possibilities for themselves within a broad national and international context.

At MLC we develop active learners who have initiative, imagination and a capacity for commitment. Exchange students are encouraged to immerse themselves in this learning environment and to become an integral part of the MLC community. Exchange students are not only provided with an environment for academic growth but also for personal growth.

4. Purpose of Exchange:

The aim of your exchange is to learn and appreciate another culture and improve your language skills. In order to achieve this, you are required to immerse yourself into your host families' life as well as your school life.

This exchange experience should not only provide you with language enrichment, but should also give you an opportunity for personal growth through learning to adjust to people of a different culture whose thinking and habits might differ from your own.

5. Uniform:

All students at MLC are required to wear a school uniform. This enables students to better identify themselves with their school and, as such, become a proud and integral member of our community.

If you are required to wear a uniform at your school, you would be able to wear this uniform whilst attending MLC for the duration of your exchange (as long as your exchange does not exceed 1 term).

If you do not have a school uniform, you are required to wear the MLC uniform for the duration of your exchange. Second-hand uniforms can be purchased at the uniform shop and later sold back to the uniform shop for the same amount as

purchased, assuming clothing is returned in good condition. You will be responsible for the purchase of the uniform and, at the end of your stay, for the return of it. Your host family will advise you on which parts of the uniform are needed for your stay at MLC, as well as take you to the uniform shop at the start of your exchange.

6. Subjects:

Students at MLC are offered a wide range of subjects throughout their schooling and, depending on their year level, are actively involved in choosing their future career path through the subject choices available to them.

A day at MLC consists of 4 teaching periods with each period being of 75 minutes duration. The timetable works in a two-week cycle, with days 1 to 5 in one week and days 6 to 10 in the following week. School starts at 8.15 am and finishes at 3.30 pm.

You will also be allocated to a Home Group, generally the same Home Group as your host sister. Your Home Group teacher will take the attendance roll first thing in the morning, discuss the daily events at school for that particular day, as well as monitor your academic and social progress.

If your stay at MLC does not exceed 3 school weeks, no individual timetable will be given. You are then required to follow your host sister to all of her classes.

You will be given your timetable within your first week at MLC and you are required to follow your timetable throughout your whole stay at MLC. Until you receive your individual timetable, you are required to follow your host sister to her classes.

The classes stated on your timetable have been chosen according to availability at the time of your stay at MLC. We will endeavor to provide you with a large range of experiences. Once your timetable has been created, changes can only be made under special circumstances.

7. Expectations:

You are expected to

- attend all classes as set out on your timetable
- be punctual to class
- participate in class and comply with all set course work
- be respectful and courteous to staff
- take every opportunity to improve your English
- respect general school rules
- wear your uniform or the MLC uniform with pride
- at times you will also be asked to speak about your country and school system in your native language class
- speak about your exchange experience at Assemblies

8. Absence:

Should you be absent from school for any period of time, it is essential that you provide your Home Group teacher with a note from your host parents. This note needs to state the period of absence and the reason.

9. Reports:

At the completion of your exchange, you will be given a report outlining the subjects undertaken during your stay at MLC, your academic achievements within those subjects, your attendance record as well as a general performance assessment.

This report will either be given to you on your last day at MLC or send to your school or home address.

10. Computers:

Students at MLC are working on their individual laptop computer both in class as well as outside class. However, exchange students will not be given an individual computer, as they will be able to utilize the computers available in the library. If any of your class work would require you to work on a computer, it is your responsibility to negotiate with your subject teacher as to your ability to conform with the work requirement.

11. Intranet:

MLC's amazing intranet, myMLC, is a freeway to online communication and resources, as well as learning and curriculum delivery. It provides digital subject and faculty resources, teacher-created materials for projects, problem solving activities and research, newsletters and many more. The intranet is available to all MLC students and encourages the student's use of technology as part of their learning environment.

12. Research task:

To encourage you to further develop your English language skills, you are required to complete a research task outside your normal timetable curriculum. Time for this task is taken into consideration when compiling your timetable and generally marked as 'free period'.

Below you will find a list of research topics and you are required to choose one topic. Again, the choice of your topic will need to be forwarded to me well in advance of your arrival (together with your subject choices). The task will be a combination of Internet research and oral interviews. Once I receive your topic choice, I will be able to organize the relevant people to interview you – generally staff or students at MLC. It is essential that all research be conducted in English. The word limit for this task is approx. 600 words.

Choose one of the topics below and advise me of your choice as soon as possible:

- The Chinese at the Goldfields
- Australian Football in Victoria
- Tourism and the economy in Victoria
- Australian poets
- Art and Architecture in Melbourne
- How did convicts define early Australian history/society?
- Ned Kelly – how a bushranger became an Australian legend?
- Australian immigration policies over the last century.
- The Australian government and the meaning of citizenship
- Australians and Anzac Day – how did Gallipoli affect a nation?
- Australian poets
- Regional differences in Victoria
- The Australian education system
- Being a boarder at MLC

13. Making the most of it:

Your stay at MLC, and Australia in general, is intended to give you an insight into Australian society, lifestyle and schooling. This exchange program will hopefully enable you to appreciate and use the English language in a practical and every-day way. The Australian way of doing things will differ from what you are used to in various degrees. It is essential that you respect and appreciate those differences and apply to the expectations that exist within your host family as well as society in general. This exchange will help with your overall personal development by learning to adjust to people from a different culture whose thinking and habits might differ from your own. As such, this experience should not only improve your language skills but also contribute to your international understanding and your tolerance of other societies and their traditions.

Whilst staying with your host family, you will become an integral member of this family. This brings with it a number of rights and responsibilities. You will participate in all general family activities and outings. The question of costs involved in such outings will need to be discussed with your host family prior to your arrival. The general arrangements are that your host family will cover most costs involved in taking you on outings and your family in return will do the same with your host sister during her stay with you. Additional spending such as pocket money, movie tickets etc. are at your own expense. As a member of the family, it is also expected of you to contribute to the general family chores such as keeping your room tidy, help with the dishes, respect other family members privacy, etc. Your active participation in family life will not only make it a more enjoyable experience for you and your host family, but also improve your language skills through constant use. Find out early what the family expectations are in your household in regards to going out at night or on weekends, watching TV, homework times, dinner times, etc.

During your time at school, I will be your main contact person should you have any problems in regards to your host family and/or your schooling. I will meet you on your first day at school and give you your timetable as well as arrange a student card and a school diary. A meeting will be arranged for you and your host sister to meet your Head of School who will welcome you to your year level.

This exchange should be an enjoyable way for you to learn more about Australia and to make new and lasting friendships within your host family and school environment. You will take this experience with you for the rest of your life and we endeavor to make it a most memorable one.

Please feel free to contact me via e-mail on plumbmc@mlc.vic.edu.au should you have any questions or concerns about your exchange program. Don't forget to forward me your subject choices as well as your chosen research task.

I look forward to meeting you soon,

Mrs. Michaela Plumb
MLC Student Exchange Coordinator
February 2004

MLC Exchange Agreement

Very soon you will commence your exchange program with MLC. Your stay in Australia will be filled with new experiences, culturally, socially as well as educationally. We hope that all experiences will be positive ones and that you will enjoy your time in Australia, at MLC and with your host family. In order for this to happen, it takes enthusiasm, a willingness to learn, flexibility, openness as well as some work and study.

Student:

As an exchange student at MLC you are expected to abide by all school rules and show courteous behaviour towards staff and fellow students. You are to attend all classes as listed on your timetable, participate in assemblies and co-curriculum activities if applicable, be punctual, pay attention and comply with the work requirements. You will fully integrate into the daily routines at school and take responsibility for your learning.

Teachers:

Teachers will take into consideration that English is your second language and will modify the course work if necessary. They will consider you as a valuable member of their class community and endeavor to make you feel welcome. At the end of your stay, teachers will comment on your academic progress as well as your general attitude towards learning.

Families:

Your host family will welcome you as a new member of the family and will help you to adjust to any cultural differences that you might experience. The host families will arrange outings and activities in order for you to gain an insight into the Australian life-style and culture. They will help you with your language study and give you support if any problems arise.

By signing this document, you indicate that you have read the MLC Exchange Policy document and that you agree to abide by its rules.

Name of parents of exchange student: _____

Signature of parent of exchange student: _____

Signature of exchange student: _____

Date: _____

Name of host family: _____

Signature of host parent: _____

Date: _____

