

Leeds, June 2015

Congratulations on your selection to the Richmond International Academic and Soccer Academy. As RIASA Director, I'd like to welcome you to the program. You are about to embark on a journey filled with exciting times both in the classroom and within the sport of soccer. Your journey to this skill level in the sport has taken years of effort and determination, and we expect you to continue to show that same skill and determination as you progress through the program in the UK. We expect the same fire and effort as you perform in the classroom and complete the academic elements of the program.



We ask that you adhere to the guiding principles and the standards that will govern your time as a student-athlete at RIASA. We want you to be mindful that the expectations we place on student-athletes from an academic standpoint are never set in stone. The "bar" is constantly moving higher and higher - and graduating with a good degree should be the focus of your attention.

Both the academic and the coaching staff are committed to helping you perform as well as you can, and we expect you to behave the way a professional student athlete should behave. You will be expected to complete your academic work, as well as your fitness and skills training, commit to extra personal study and extra personal training, and avoid distractions in your efforts to achieve the highest standards. Only the very best and the most focussed athlete can look forward to the rewards of success in soccer, and the message is the same for the academics.

We will be providing you with a full program of physical, mental, social and personal development. We hope you will be coming to the UK expecting to experience a new culture and a new way of life. The City of Leeds is an exciting place to live, but you may find the Yorkshire accent and dialect takes some time to adjust to. This is all part of the fun when joining an international program and you will soon be able to adapt. You should think about visiting other parts of the country while you are here, to get the best experience you can of your travel to the United Kingdom. You may want to look at the various Leeds and Yorkshire tourist websites so that you can start planning your time here.

At our independent base at the Headingley Campus of Leeds Beckett University, you will mix with a wide range of students from all over the world, and have the chance to experience a variety of activities especially suited to the student athlete. You will be automatically enrolled into the student union, and have access to other sporting, special interest and social clubs. The site offers full sporting and residential living facilities. It boasts three grass soccer fields, a soccer turf field in addition to a fitness centre, swimming pool, indoor and outdoor tennis courts, track facility and several gymnasiums all on site. All academic classrooms, food service and student services will also be located on site. You will also have access to an on-site physiotherapy service and on the academic program there is a superb library, teaching facilities and all of the welfare and academic support that is normally available to students in higher education. You will all be accommodated in single study bedrooms in independent town houses within the student village, which is at the centre of the Headingley campus, sitting between the academic and the sports facilities.

I look forward to welcoming you all in person on September 1st

Best wishes

Dr. Paul Lloyd Director of RIASA
Richmond, the American International University in London

What will I need to bring with me?

Academic

Pens, a writing pad, and a good mathematical calculator are essential to get you started on the academic program. (*claiming that your iphone has a calculator is not acceptable*). We expect you to turn up to every academic class with at least a pad of paper and a pen. **Not all notes can be written on a laptop.**

You will also need to buy some books for the first semester classes.

Three books which will be important for you to get hold of, and which will be required reading throughout your International Sports Management degree are:

- Ian Worthington and Chris Britton, (2009) *The Business Environment*, Published by Pearson Education Limited. ISBN: 9780273716754,
- Pride, W., Hughes, R. And Kapoor, J. (2011) *Foundations of Business*. 3rd ed. South-Western, Cengage Learning.
- Sloman, J. & Wride, A. (2009), *Economics*, 7th edn. FT Prentice Hall, Harlow: Pearson Education Ltd.

Personal

The study bedrooms all have bedding provided in the form of a quilt, sheets, pillows etc. Towels are also provided, although you may want to bring an extra one from home.

Start practicing bed making now. There will be no one to do it for you in Leeds. You will also have to clean and cater for yourself, so learn how to cook, and clean a kitchen!

We surveyed students at Richmond and asked for a list of what they couldn't live without from home and what they really could live without. Here are the results:

WHAT I COULDN'T LIVE WITHOUT

- Warm sweaters or hoodies (wool is best, but not absolutely necessary – Yorkshire is cold and damp in the winter!))
- A raincoat (preferably with a hood)
- A winter coat, gloves, hats, and scarves
- A few mementos from home like family pictures
- Favourite little snacks from home
- Copies of important documents: passport, loan application, acceptance letter, bank letters, medical records
- A pair of dress shoes, sneakers, flip flops, rain boots
- Lots of socks
- If you like to party, then nice pants, dress shoes, and a collared shirt
- National or State ID (or passport) – you will be asked when purchasing alcohol or tobacco
- Your preference of painkillers or medicine
- Medical prescriptions
- Contact lenses (they might be cheaper back home). Contact solution is readily available here.
- Bring some school supplies (as mentioned above), although they are available for purchase here

WHAT I COULD LIVE WITHOUT

- Appliances - as non UK equipment poses a fire hazard even with the correct adapter
- Radios, hair dryers and other commonly used items (can be bought inexpensively in the UK... check out Argos for example)
- Candles, shisha pipes, incense or other smoking instruments as they are not allowed in rooms and each room has a very sensitive smoke detector. (Possession of these items can also incur a fine of GB£500)
- Shampoo and soaps (Bring some to last the first couple days, then buy the rest here)

TOP TIP Don't pack too much! Living space is a lot smaller over here!

STUDY – IMPORTANT STUFF THAT YOU NEED TO KNOW!

How do I study most effectively?

A study routine for the week is essential. Having set times for study will allow you to balance study, training, games, paid work and time for family and friends.

Please be aware that the academic element of this program is incredibly important and in most cases, your visa requirements will dictate that you need to maintain a good GPA, and make steady progress in your studies.

Claiming that you are only here for the soccer, and do not need to worry about the academic elements will not impress the UK Border Agency or the University when they inspect your attendance and study record.

Study Routine

Planning should take place at the end of the first week when your lecture and tutorial times are in place. Use a Semester Planner and a diary to get an overview of the semester and to mark in due dates for assessment tasks. Assessment tasks and due dates are listed in your Unit Outlines. Use a Weekly Planner to mark in lectures, tutorials and own study times. Out of class study time takes about 6-7 hours per unit each week.

Study and Paid Work

Many university students combine full time study with paid work. You will also have to combine your studies with soccer training and weekly games, so you will have to think carefully about whether you will have time for part time work. There is a job shop in the Help Zone at the Headingley campus. Your visa will normally only allow you to work up to 20 hours a week. If you have paid work of more than 15 hours a week in addition to full time study, you are working in excess of 50 hours a week. If you add soccer training and games, this could increase to 65 hours a week. For quality of life, this workload is very difficult to maintain over the whole semester. Study, work rest and family all need to be considered in your planning for the semester.

How do I organise my study time and complete the reading I need to do?

Organising your study time efficiently is one of the challenges that all new students face. For students, full time study is equivalent to a full time working week.

Hours of Study

Out of class study (either in the library, at home or in a place of your choice) will take up most of the hours in your study week. For example, if a full time student has 12 hours of class contact; then, about 24 hours (based on a full time week of 36 hours) will need to be available for out of class study.

Flexibility

At the end of the first week of semester, work out a weekly study routine. You will need to be flexible in your planning and adjust your routine for unexpected events and as your priorities in the semester change. This doesn't mean that the plan isn't working.

- At the beginning of semester, more time is needed for reading so that you become familiar with both the content and the readings.
Ask yourself: "What is this subject about?"
- As the semester progresses, the time spent on each unit and the priorities for your study will change depending on assessment tasks.
Ask yourself: "What do I need to do for this assessment task?"
- Towards the end of semester, add sessions on revising for exams.
Ask yourself: "What topics do I need to focus on for this exam?"

Study Time

Out of class study each week should include:

Skimming and scanning the set readings before the lecture. This is not intensive reading and could be done on the train or in the hour before the lecture.

Intensive study after the lecture when you review the readings and make additional notes, using the lecture notes as a guide for your study. Also, you need to prepare for the tutorial in this session (2 to 3 hours).

Reviewing the weekly topic at the end of the week and collating notes on the topic for exam study later in semester. In this session also plan for the next week.

Most of the weekly study time (about 14 hours) will be used for completing assessment tasks: researching, reading, making notes and writing.

It is a good idea to divide this time into 2 or 3 hour blocks on your planner.

When do I begin work on assignments?

Setting starting dates to work on assignments is critical for success. As the semester progresses, assignments will take up an increasing proportion of your study time. The beginning of the semester might seem easier, but the work will start to pile up if you do not keep up to date.

Beginning

The first step is to make sense of the task by reading over the question, instructions and marking criteria a number of times. Often you will also need to do some initial reading and ask the lecturer questions about the task before you begin to gain a clear picture of what is expected.

For study sessions, prioritise your different assessment tasks. You will need to devote more time to tasks that have a higher weighting in terms of percentage of marks and tasks that are unfamiliar to you.

Planning

You will need at least 3 weeks to complete an assignment worth 25% of the marks in a subject and about a week to complete an assignment worth 10%.

On your Semester Planner mark in starting dates for the assignments due in the next 4 week period.

On your Weekly Planner organise the study sessions (about 2 hour blocks) you will use to complete (research, read and make notes, structure, draft and edit) your assignments.

Review your Semester Planner each week so you can revise your planning for assignments as you progress through the semester.

Focusing on study

Some students prefer to study in the mornings, others late at night. Some students find it easier to concentrate in the university library; others find it easier to work from their computer at home. Knowing yourself as a learner will help you to make the most effective use of your study time.

For study sessions:

Plan specific tasks and note the time and task in your diary. For example: Mon 9 – 11am: take notes - 2 journal articles for essay.

Tick off the tasks as you complete them. This will give you a visual record of your progress and over time it will help you to use your time more efficiently.

It is a good idea to put this planning in place early in the semester.

The University Email System

The University email system is the official channel of communication. Students **must** attend an orientation session to activate a University email account. Once active, it should be checked for important messages at least **three to five times per week**. Students either log on via access through the web at webmail.richmond.ac.uk. Students may also configure the University email system to automatically forward email to their private email accounts, and to the Scouting Solutions account.

It is worth repeating that the **only** way the university, and teaching staff will contact you is through your university e-mail address. We will not use any personal(i.e. gmail/hotmail) addresses.

Orientation

The orientation program, which takes place from September 1st to September 4th, includes a number of activities especially designed to ease the transition of new students into the Richmond academic program. All new students take English and Mathematics placement tests, unless they have received exemption from the Dean of Academic Affairs in advance. They learn about the academic policies and procedures of the University, have information technology and library sessions, and meet with a full-time faculty member to discuss the courses they will take in their first semester. The orientation is also a team building and social opportunity.

Students will also need to complete university forms, such as the permission to release confidential information form for parents/family etc. and the agreement to participate in random drug testing.

Academic classes

The main academic semester starts on Monday September 7th.

Academic Advising

At their initial registration, students are assigned a faculty member who will remain their academic adviser during the entire first year. Students meet with their advisers to review their academic progress, choose courses for the following semester, and plan their course of study. Advisers welcome the opportunity to help students to gain the maximum benefit from their educational experience.

Registration

New students on the RIASA course are automatically registered for classes before the orientation period preceding their first semester of attendance. Changes and dropping of particular classes can be discussed with the academic advisor during the Add/Drop week period.

Academic Calendar 2015-2016

Fall Semester 2015

1 - 4 Sep	New Student Move-in, Orientation and Registration
7-11 Sep	7 Sep = First Day of Classes; Add/Drop all week
5-9 Oct	Academic Advising meetings for Priority Registration
12-16 Oct	Priority Registration for Spring 2016
19-23 Oct	Mid-term assessment
26-30 Oct	Fall Break/ Tutorial Week
30 Nov	5.00 pm - Last day to withdraw from classes
11 Dec	Last day of classes
14-18 Dec	Final Exams
19 Dec	Last day of the semester

Flights home must not be booked before this date

Students may stay in the accommodation over the Christmas period.

Spring Semester 2016

11 to 15 Jan	Move In and Orientation for new students, Registration
18 Jan	First day of classes; Add/Drop all week
13-14 Feb	Re-sit exams
15-19 Feb	Academic Advising meetings in preparation for Priority Registration
22-26 Feb	Priority Registration for Summer and Fall 2016
29 Feb-4 Mar	Mid-term assessment
7-11 Mar	Spring Break/ Tutorial Week
25 Mar	Good Friday, Bank Holiday
28 Mar	Easter Monday, Bank Holiday
11 Apr	5.00 pm - Last day to withdraw from classes
25 Apr:	Makeup Day 1;
26 Apr:	Makeup Day 2 and last day of classes
27 - 29 Apr	Final Exams
2 May	Bank Holiday,
3 & 4 May	Final Exams
5 May	End of Semester/Accommodation closes

Flights home must not be booked before this date