



NEW TEACHER HANDBOOK



W O O S O N G U N I V E R S I T Y

Spring 2021

AREA MAPS

MAP OF WOOSONG



West Campus

- W1** Woosong Library
- W2** International Education Center
- W3** International Student Dormitory
- W4** Railroad
- W5** College of Public Health and Welfare
- W6** General English Building
- W7** Woosong Global Center
- W8** Woosong Kindergarten
- W9** Jung Rae Won
- W10** Social Welfare
- W11** Student Gymnasium
- W12** Sol International Culinary Academy
- W13** Woosong Tower
- W14** Woosong Culinary Center
- W15** Food and Science Management
- W16** Student Union Building
- W17** Department of Media
- W18** Woosong Art Center

East Campus

- E1** Techno Design Center
- E2** International Business Center
- E3** Scholarship Center
- E4** University Headquarters
- E5** Gymnasium
- E6** Student Union Center
- E7** Independence Hall (SolGeo 1)
- E8** ChongSol (SolGeo 2)
- E9** SolGeo3
- E10** Dok-Hang Hall
- E11** Clonten Ville Center

Off Campus Buildings

- S1** Woosong Language Institute
- S2** Woosong IT Education Center
- S3** Woosong Beauty Center
- S4** Woosong Pet Center
- S5** Woosong Automobile Center
- 01** HRD Dormitory
- 03** Chun Woon 1 Soon (Male)
- 04** Chun Woon 1 Soon (Female)
- 05** Bestian Woosong Hospital
- 06** SolBridge School of Business

HOUSING INFORMATION

Overview

As part of your contract, the Woosong Foundation will provide you with accommodation. Accommodation can be small by western standards. Apartments come with private bathrooms and showers. Basic furnishings: bed, closet (in most apartments, but not all), gas range, refrigerator, A/C, and a dining room set (not always provided). Some apartments have their own laundry machines however others have communal washers.

Utilities Policy

All utilities are paid by teachers, including fees for building maintenance and cleaning (due to different locations, fees may vary). Teachers living in certain Woosong sites will have their maintenance fees automatically deducted from their salaries every month.

Maintenance fees are set by the University and will vary from building to building. The fee is also different for family, couple or single housing.

Further, effective from Spring 2015, all electricity and gas bills must be paid by automatic withdrawal from the teacher's bank account from the first month of employment. It is the responsibility of the teacher to pay for the maintenance and utilities used. Each teacher will be billed monthly. The gas and electricity company sends us bills every month, which we then put in your mailbox at your building or at WLI. However, they do not send bills consistently. Therefore, if you do not receive a bill, you should let Mandy know so she can follow up with the company. Please email the housing assistant (housingassistant@woosong.org).

Storage, Security & Pets

Teachers are not allowed to store any items both personal or Woosong owned outside their apartments. Teachers are responsible for the security of their own possessions and for the actions or possessions of any person they allow on the premises. Further, none of the school-provided furniture may be removed. In the event that a teacher changes apartments, only their personal belongings may be transferred.

Woosong Educational Foundation has a no pet policy for employees living in Woosong owned housing. Pets (mammals and reptiles) are not permitted in teachers' housing. While we do not currently follow that rule strictly, recurring issues surrounding pets in apartments may lead to us enforcing this rule. We ask that you take responsibility for your pets, clean up after them and ensure that they do not pose a danger to any other resident or visitor to the apartment building.

Woosong will ensure that the teacher's living spaces are in good condition.

The Foundation's representatives may only enter a teacher's apartment in the following circumstances:

- in an emergency (including entry to carry out urgent repairs)
- if the teacher in residence agrees
- to inspect the premises, providing 48 hours' notice to the teacher
- to carry out necessary repairs or cleaning, providing 24 hours' notice
- in the event of a threat to the safety/security of the premises/other tenants

Off-site housing

It is the responsibility of the teacher to pay for the utilities used and any services the apartment complex provides to its tenants. In addition to being billed for water, gas, and electricity, any teacher provided off-site housing should also be prepared to contribute to the cost of the following management fees:

- Elevator Upkeep
- Pest Control
- Building Upkeep and Repair
- Security
- Common Area water, power and gas use
- Grounds Upkeep
- Garbage Removal
- Administrative Fees

Security Deposit

In some contracts it is stipulated that a security deposit of 300,000 won will be deducted from their first paycheck. At the end of the contract period this money will be used to cover any unpaid bills and/or repair costs for any damage to your apartment or the school—provided furniture that goes beyond the normal “wear and tear.” Teachers will be required to complete a form consenting responsibility for any bills accrued on their behalf. Once all the relevant bills have been collected and tallied (this may take between one to two months) the money that remains from the security deposit will be returned. The security deposit of married teachers, both employed by Woosong, will be deducted from the first paychecks of both teachers.

Housing Damages

Upon taking residence, each teacher is required to complete a damage report. You will receive this from your mentor or the housing assistant. It is important to identify any damage that is there prior to moving in. When vacating, this information will be used as the basis for calculating damage charges. The teacher will have the option to pay for any damages immediately or have it deducted from their security deposit. This may be negotiated with the WLI Assistant Human Resources Director.

Smoking

Smoking is prohibited in all our buildings. You are not allowed to smoke in any part of your apartment, the bathroom, stairwell, corridors, balcony, roof and near any exit or window.

Private Housing

Faculty in single housing, hired for the Spring 2021 academic, will remain in Woosong housing for the duration of the first year of employment. Thereafter, if a teacher would like to have private housing Woosong will pay a housing stipend of 400,000 won to single teachers and 500,000 won to couples and families. In order for this payment to be made we require you to provide us with a copy of your salary bank account, housing contract and a marriage certificate if you are married. If you are unable to provide us with a marriage certificate you will receive a single stipend of 400,000 won.

Garbage Removal

For residents of Site A, B and C the garbage does not need to be sorted nor does it need to be put in a specific type of garbage bag. Just dispose of your garbage in the designated trash cans that are placed in the lobby of your buildings. The cleaning lady will take care of these.

For other housing sites, the trash does need to be sorted and put into the green city garbage bags before being placed for collection. These green plastic garbage bags with Korean writing on them are available at most stores. They come in a variety of sizes and are fairly expensive because this is how the garbage removal is financed. The word in Korean for these bags is “se-leg-l-boe-tu.” Your apartments will generally have two blue trash cans for you to put your trash into with labels. There is a separate container for kitchen waste. This is usually a smaller red trash can.

INTERNET

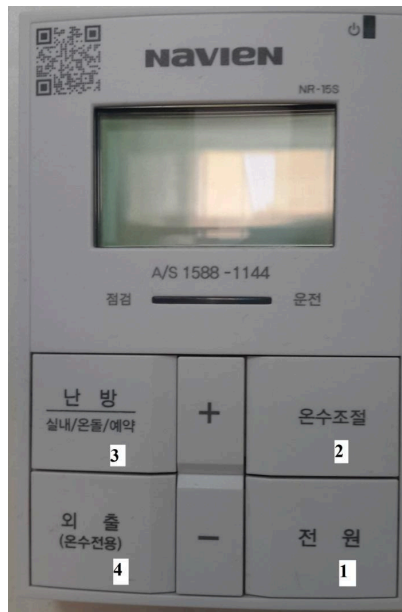
There are internet cafes (called PC Bangs) everywhere in Korea and it is very cheap to use them. You will also have access to a computer in your office. Korea is very strict on personal information and therefore you will be responsible for setting up your own internet. You can contact the English helpline for KT and they will assist you. KT English helpline: 1588 8448 . Please remember that you can only apply for the internet once you have an ARC.

HEATING SYSTEM DIRECTIONS

The following are some of the heating systems found within Woosong Housing.



1. On and off switch.
2. This light will tell you if the heating is on or not.
3. This shows the current temperature of your apt.
4. This knob controls the water temperature.
5. If the water knob is pointed to the left, it is on low.
6. If the water knob is pointed to the right, it is on high.
7. This knob controls the temperature of your apt.
8. If this knob is to the left, both the water and heat are on.
9. If the knob is turned to the right, only the water heater is on. This is the summer setting.



1. On and off switch for the heating.
2. This is the warm water control. You press this before pressing the +, - to change the temperature.
3. This turns on both the heat and the water.
4. This turns on the water.



1. On and off switch.
2. Turns only the water on.
3. Turns on both the water and the heat.
4. These change the temperature for the heat and water.
5. This button can be pushed if you want general settings based on the season.



1. On and off switch.
2. Press only if you want warm water and no heat.
3. Turns on both the heat and the water.
4. This adjusts the temperature for the heat and water.
5. Press this if you want to adjust the heat.
6. This knob changes the temperature of your apt.
7. This button sets the timer.
8. If this knob is set to "0" the heat and warm water will stay on all day. If it's set for another time, for example "1" the heat will turn itself on in 1 hour if it drops below the desired temperature.

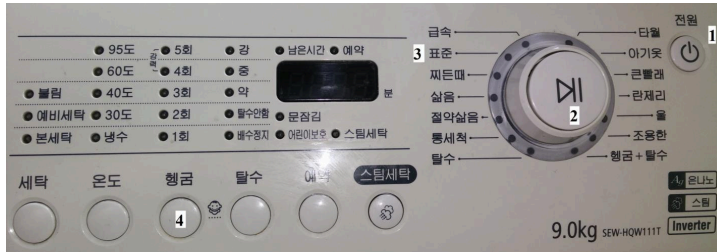


- 'Space Temp.' controls the water temperature to the floor until it reaches the indoor temperature you set with the 'Setting Dial'.
- 'Floor Heat' controls the water temperature to the floor until it reaches the water temp in the floor you set with the 'Setting Dial'.
- 'Time setting' heats the floor for 30 minutes every number of hours you set with the 'Setting Dial'.
- 'Hot Water Only' does not heat the floor.
- 'Minimum Temp' operates automatically when the floor temperature is below 8 degrees Celsius until it reaches 40 degrees Celsius to prevent frozen pipes.

WASHING MACHINE DIRECTIONS



1. On and off switch.
2. After putting in your clothing and detergent, close the lid and press this button to start the machine.
3. This controls the amount of water you want used for your load of laundry.



1. On and off switch.

2. After putting in your clothing and detergent, close the door and press this button to start the machine.

3. This is the normal setting option.

4. This controls how many wash cycles you would like your clothes to have.

TRANSPORTATION

BICYCLES

Bicycles can be rented throughout different locations in Daejeon using the “Tashu” system. The nearest location to Woosong is on the main street.

BUSES

There are three main types of buses in Daejeon:

Express buses serve mostly larger cities and are more direct and have fewer stops. The Express Bus Terminal is located in Yongjeon-dong, in the same building as E-Mart. It is a 10 minute taxi ride from WLI. Information can be found online at www.kobus.co.kr.

Intercity buses serve some larger cities and many smaller ones. There are two Intercity Bus terminals in Daejeon: the Express Bus Terminal and the Seobu Terminal (in Yucheon-dong). The Express Bus Terminal serves mostly the eastern half of the city whereas the Seobu Terminal serves the western half.

You can catch the Incheon Airport Limousine (bus) at the Express Bus Terminal.

Local buses cost 1200 won or 1100 with a T-Money card. There are several local buses around Woosong. For more information about these bus routes, check here: <http://www.odsay.com/other/daejeonbus/>

102 has stops at Daejeon Station, the Express Bus Terminal (E-Mart), Jungni-Dong, the Government Complex and Yuseong Spa Station

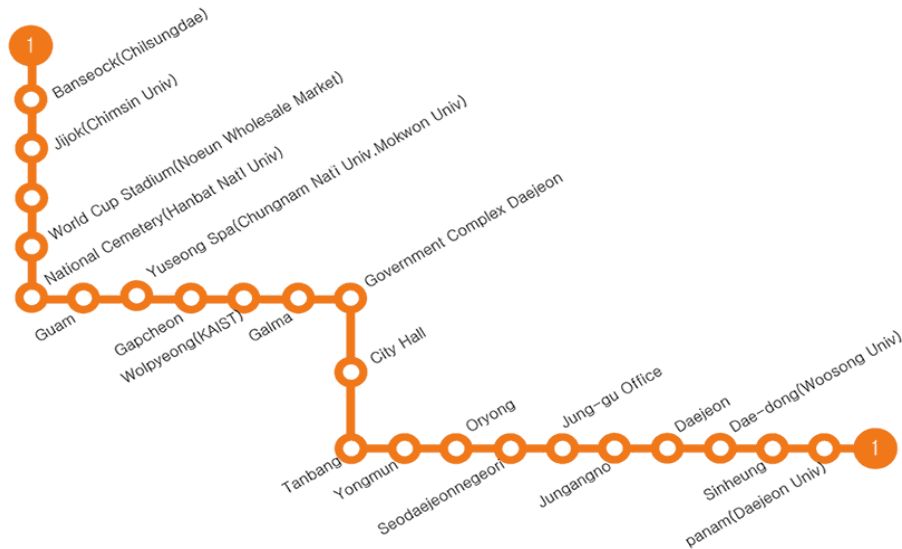
103 has stops at Daejeon Station, Yuseong Spa Station

311 stops near Daejeon Station, Eunhangdong, and Costco

605 & 608 goes to East Campus, the Government Complex, Dunsan-Dong (Time-World)

SUBWAY

The subway stops at the following stations in Daejeon:



The closest subway stop to Woosong University is the Dae-dong stop (about a 10-15 minute walk from the West Campus). You can buy tickets for 1,200 won or use a T-Money card.

TAXIS

All taxis start off at a base fare of 2800. The fare may be higher after midnight. When giving an address, it may be better to state the nearest landmark or show the address written in Korean.

Directions for Key Locations

☞ Hi, please drop me off at **Woosong Language Institute** (196-5) in Jayang Dong.

안녕하세요. 자양동에있는 우송어학센터(196-5)로 가주세요.

☞ Hi, please take me to **HANGOOK hospital**.

안녕하세요. 한국병원으로 가주세요.

(The medical examination room is on the second floor in the same building as the pharmacy)

☞ Hi, please go to the **Immigration office** in Moek Doeng.

안녕하세요. 목동에 있는 대전출입국사무로 로 가주세요.

As part of the insurance registration process, at some point you may have to get a medical checkup, and at some point you may have to visit the immigration office.

TRAINS

Korail offers inexpensive and excellent transport all through the peninsula.

There are two train stations in Daejeon. The downtown Daejeon Station and Seo-Daejeon Station, which is not too far from Costco. Daejeon Station is the main station for the primary north-south KTX line serving Seoul to Busan. Seo-Daejeon Station goes southwest towards Mokpo, with stops at Jeonju and Gwangju along the way. There are four main types of trains:

KTX (Korea Train Express) High Speed Express (Bullet) trains offers the fastest service. There is first or standard class seating, with reclining seats, vending machines and free wifi.

ITX (Intercity Train Express) is a high-speed train that travels along the Gyeongchun Line from Yongsan Station in Seoul to Chuncheon Station in Gangwon-do (Province). The train travels up to 180 km/hr and is the country's first two-story train.

Saemaeul trains offer first and standard class seating, but are slower, especially for long distance travel. Standing passengers are not allowed on Saemaeul trains.

Mugunghwa trains are the second class trains in Korea. They are the cheapest but also the slowest. Only standard class seating and standing passengers are allowed.

You can find more schedule and fare information at www.letskorail.com. Though some seats can be bought on the day of travel, it may be better to book your tickets well in advance as they frequently sell out, especially at peak times like weekends and holidays.

You can also book train tickets over your smart phone with the KORAIL app or through the website www.letskorail.com

T-MONEY CARD

You can buy T-Money cards from any major convenience store bearing the T-Money logo. You can also purchase them from subway station kiosks. These can be recharged at convenience stores where they are sold or by using the card recharging machine inside of any subway station. T- Money cards can be used for buses, taxis and the subway, giving you slightly discounted rates and one free transfer.



AROUND WOOSONG

ATMs

There are a number of ATMs located around Woosong. Here are a few with English options:

- W1 (Library first floor)
- W16 Building (First floor to the left as you enter the building)
- W5 Building (Around the corner from the gym entrance)
- Nong-Hyup Bank (located across from J-Mart)
- Hana Bank (located next to Dae-Dong Subway Station exit 6)

DRY CLEANERS

Dry cleaners are very cheap with most items costing between 1,500 – 8,000W to get cleaned. A large number of dry cleaners will also do basic clothing repairs and minor alterations at an affordable price.

HIKING NEAR WOOSONG

Hiking is a popular activity in Korea. If you would like to go hiking, there is a hiking trail close to campus. Turn right as you leave WLI, walk straight and head past the NongHyup bank. Turn right at the main road and walk straight for around 15 minutes until you reach the temple on the corner. The hiking trail is located at the rear of the temple. Alternatively, you can catch the 311 bus outside Coffee Market and get off at the temple after a 5-minute ride.

LEARNING KOREAN

There are a number of apps that you can download to your smartphone that can help you to learn and correctly pronounce Korean words, such as the app called, “Korean.” Woosong also offers free classes to its faculty for both the beginner and intermediate levels each semester. These are advertised regularly and an email is sent out asking for those who are interested. For more information, you can contact Eric Yim (globalcenterhr@wsu.ac.kr).

Here are some useful links to get you started:

- <http://www.omniglot.com/language/phrases/korean.php>
- <http://www.topikguide.com/2012/08/useful-korean-slang-and-phrases.html>

MOVIE THEATERS

There are several movie theaters around Daejeon that have English movies. Here are two that are closest to Woosong:

- **CGV Daejeon Bus Terminal** is located across from E-Mart; follow the signs up the escalators.
- **MCV Academy** is located on a side street directly across from the front entrance of Daejeon Station.

For other movie theater locations and showtimes, the following link can be useful:

<http://www.cineinkorea.com/movie/index.php>

RESTAURANTS AROUND WOOSONG

Dos Mas is on the side streets across from the front gate of West Campus. It is a Mexican restaurant fused with Korean flavor.

Qin Qin is a Beijing Style Chinese restaurant located on the main street.

Mom's Touch is a fast food restaurant specializing in chicken burgers and fries. It's located near the front gate of the West Campus.

RESTAURANTS AT WOOSONG

WLI Cafeteria is located on the 1st floor of WLI. It's student-run and the menu changes often. It's open Monday through Friday.

East Campus Cafeteria is located on the 1st floor of the E3 Building. It is a full service cafeteria & snack shop open Monday through Friday.

Jayang Café is located on the 1st floor of the E2 Building on East Campus. It sells noodles, sandwiches, snacks, & beverages.

West Campus Student Cafeteria is located on the 1st floor of the W16 Building. It offers cheap meals Monday through Friday.

West Campus Faculty Cafeteria is located above the Student Cafeteria. It's open Monday through Friday.

Solpine is a student-run fine dining restaurant on the 13th floor of Woosong Tower.

Staricco is a student & faculty-run fine dining restaurant in the building next to Woosong Tower.

SHOPPING AROUND DAEJEON

There are many shopping areas around Woosong. Here's a few to get started:

J-mart is located close to WLI. Turn right as you are leaving WLI and walk straight and you will see it on the corner. It's a reasonably priced grocery store.

E-mart is located above the Daejeon Express Bus Terminal. It is a chain store that is comparable to Wal-Mart.

Daiso is a chain store with many locations around Daejeon. One of the biggest is located 5 minutes away from the Express Bus Terminal. If you're taking the 102 bus, it's the first stop you come to after the Terminal. The store is similar to an American dollar store.

Home Plus is a 5 minute walk from Daejeon Express Bus Terminal. It has a good selection of foreign foods.

Costco is a 10-15 minute walk from Seodaejeon Station. It's a large whole-sale store where you can buy many items in bulk. You must have a membership card (₩35,000) to shop there.

E-Mart Traders is located directly next to Wolpyeong Station and is the Korean equivalent of Costco, but without the membership.

Foreign Food Mart #1 & #2 are two markets across from Daejeon Station that offer a large array of foreign products.

Time-World Galleria is located in Dunsan-Dong. It's a higher end shopping mall with a supermarket in the basement.

Daejeon Jungang Market is located next to and across from Daejeon Station. This is a large traditional Korean market where a variety of food and household goods are sold.

Say Department Store next to Seodaejeon Station. It offers mid-range to expensive products. It also has a food court and an IMAX movie theater.

ALADINS is a used bookstore that sells a selection of English books and DVDs. It is located in Eunhang dong. Look for the genie's lamp logo around the corner from Starbucks.

S. Dot Stationery is located near Jungangno Station. Walk out exit 4 and make a left at Sung Sim Dang Cake Boutique. Take the next right and S. Dot Stationery is on the left.

TOURIST INFORMATION

There are tourist information centers located at Daejeon Station and Daejeon Bus Terminal Complex which offer assistance in English as well as maps.

WOOSONG EXERCISE FACILITIES

West Campus Gym is located in the lobby of W5. Professors and students are able to use this gym. It is open Monday through Friday from 06:00 – 22:00 and on Saturday from 08:00 – 16:00. It costs ₩20,000 for one month or ₩45,000 for 3 months. New professors must bring a passport sized photo in order to get a membership card.

East Campus Gym is located in E5. Professors and students are able to use this gym. Pricings and times are similar to the West Campus Gym.

SolSporex is a state-of-the-art fitness center located at SolBridge. The center consists of a gym, swimming pool and sauna area. A monthly membership costs around ₩60,000 for Woosong professors. Open Monday through Saturday from 06:00-22:00 and Sundays from 06:00-19:00.

SUGGESTIONS FROM OUR TEACHERS

The following suggestions were gathered from a number of Woosong faculty:

- “Learn survival Korean.”
- “Bring some mementos from home.”
- “Be brave. Explore.”
- “Expect some basic things to be difficult.”
- “Be flexible.”
- “Learn by observation.”
- “Keep busy, get involved.”
- “Try to stay positive and optimistic. Don't hang around complainers.”
- “Make Korean friends. Don't just rely on the office staff.”
- “Don't expect everything to be perfect. Life at home isn't perfect either.”
- “Stay in touch with family and friends from back home.”
- “Be kind to yourself. Give yourself time to adjust.”
- “Ask for help. Your mentor can be an excellent resource.”
- “Be aware of culture shock.”
- “Join a club, a team or a group, like Woosong Social.”
- “Read about Korea.” ([Culture Shock! Korea](#) and [A Lonely Planet Guide to Korea](#) are good choices.)
- “Try to laugh and learn from your own mistakes.”

- “Don't try to change Korea. Let Korea change you.”
- “Try a new hobby like Tae Kwan Do or Hap Ki Do.”

USEFUL LINKS

<http://www.daejeon.go.kr/dre/index.do>

<http://wiki.travel.com/en/Daejeon>

<http://www.facebook.com/groups/167877879905306/?ref=ts&fref=ts> (facebook required)

http://english.visitkorea.or.kr/enu/SI/SI_EN_3_1_1_1.jsp?areaCode=3

<http://www.livingindaejeon.or.kr/>

<http://daejeonaccess.blogspot.kr/>