

Pitzer College Study Abroad Non-Pitzer Programs

Pre-Departure Orientation Handbook
Spring 2012



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THE PURPOSE OF THIS HANDBOOK

This handbook provides general information about study abroad for students participating on programs sponsored by study abroad organizations such as SIT, CIEE, CET, and others. Specific details about your program dates, visa processes, and country specific details will be provided by the program sponsor or directly from the host university overseas.

In this handbook, you will also find information about the paperwork policies and procedures of Pitzer College, such as how you will be billed, how credit works, how to arrange your flight, etc. There is a great deal of advice on logistics for overseas travel gleaned from years of working with students studying abroad. However, please understand that the Office of Study Abroad staff has no control over the rules of foreign governments, airlines, insurance companies, banks, credit card companies etc. so you should always be sure to understand the policies of eligibility for a student visa, whether an airline allows changes to your flight details, how quickly your insurance company processes reimbursements, and how easy it is (NOT) to replace a lost ATM card before you engage their services. We can offer suggestions and empathize with any frustrating procedures you may face in dealing with such entities but we cannot change their rules. Oh, and we have no control over the weather either!

We hope your semester abroad will be everything you expect it to be. Success or failure can depend on your flexibility, sense of humor and having realistic expectations of the possibilities and the challenges. Realize that there will be ups and downs to your experience. In the rush to obtain passports, apply for visas, purchase tickets, and decide what to pack, many students forget to think about the less obvious but more important issues of preparing for life in a different culture. While it is essential to manage the logistical details of travel, it is imperative to expend some effort on understanding the cultural differences likely to be faced in your chosen study destination. No one can provide you with a totally reliable and specific list of “do’s and don’ts” since every situation can change the right answer. The Culture Learning Workshop is designed to provide you with tools to get inside the workings of another culture and to help remind you always to observe, reflect and not be quick to judge or make uninformed assumptions. This handbook is designed to help you deal with the logistical details of your trip and you should find the answers to most of your questions within. Once those concerns are addressed, then you can devote the bulk of your preparation time to readying yourself for the academic and cultural experiences that lie ahead. Details about your specific program such as dates, the schedule, and more precise information about your chosen location will be provided by your program sponsor.

Be a gracious guest and a responsible traveler. These tips are adapted from responsibletavel.com and we hope you will keep them in mind during preparation and study overseas:

- Read up on the countries where you plan to visit and follow on-line newspapers to be up to date on current events – the welcome will be warmer if you take an interest and speak even a few words of the local language.
- Realize that often the people in the country you are visiting have different time concepts and thought patterns from your own, this does not make them inferior, only different.
- Instead of the western practice of knowing all the answers, cultivate the habit of asking questions and discover the enrichment of seeing life through the eyes of others.
- Use public transport, ride a bike or walk where convenient – you’ll meet local people, get to know more about the place you are staying and it is better for the environment.
- Spend time in the host community. If you are off traveling every weekend, you will never make the connections to the local people that all students say they want to accomplish. If you wait until the last month of your program when you have exhausted your budget it will already be too late, you’ll regret you didn’t do this earlier. Instead of traveling furiously at the beginning of the program, stay close to home and set down some roots first, then travel. And try to fly less; airplanes produce massive amounts of ozone-depleting carbon dioxide.
- Visit the main sites but get off the tourist trail too. Meet local people and ask their advice about interesting places to visit and where they go when they have time off so that you see something other than the tourist sites. The people you meet will be important in your memories later. The picture of the tourist site will pale in comparison to the human connections you make.
- Ask permission before you photograph local people – in some locales it can cause offense. Don’t experience your entire trip through the lens of a camera.
- Spend time reflecting on your daily experience in an attempt to deepen your understanding. It has been said that what enriches you may rob and violate others. Be aware of the impact you may be having on your hosts. Americans

are considered to be loud and insensitive but are politely tolerated by many cultures, although this polite tolerance is wearing thin in some locations especially since the war in Iraq. See if you can change the perception of the “ugly American.”

- Pack small gifts from home as gifts for your hosts - ask the program sponsor or other recent travelers for suggestions of what would be most welcome.
- Help the local economy of developing countries by buying local products in preference to imported goods.
- Do not buy products made from endangered species, hard woods, and shells from beach traders, or ancient artifacts (which have probably been stolen).
- If bargaining to buy an item, bear in mind that a small amount to you could be extremely important to the seller.
- Use water and other resources sparingly – they are precious in many countries (as they are in the US although we don't always treat them as such). The local people may not have easy access to sufficient clean water. Utilities can be very expensive in other countries.
- Keep litter to a minimum. Waste disposal is a major expense in poorer countries.
- If you really want your experience to be a 'home away from home' then STAY HOME. It is foolish to waste money on traveling if this is your goal.
- Enjoy the memories! They are easy to carry with you since they don't take up any space in your luggage.

Congratulations on getting this far. Now the really hard and most rewarding work begins. The Study Abroad staff is here to help whenever you need us. We wish you all the best, and look forward to welcoming you back to campus after your studies with the knowledge you have gathered and the tales you will have to share to enrich the campus and the classroom upon your return. Safe travels!

CULTURAL IMMERSION AND ADAPTATION

CULTURAL IMMERSION

The study abroad programs at Pitzer College, and most other programs we recommend, provide ample opportunities for cultural immersion. They require adaptation. Wherever you go, we hope you will engage the local lifestyle, language and culture as fully as possible, and begin to understand your hosts. Most programs provide experienced cross-cultural guidance as well as structured activities that facilitate interaction. Pitzer asks that you make the commitment to take those opportunities and follow that guidance when you participate in a study abroad program.

We expect you to move beyond passive observation to actual participation in the life of the host community. We ask you to meet the culture on its own terms and share the common experiences that make up the everyday lives of typical community members. You can accomplish this within any program structure, though it is easier and more productive in programs that contain intensive language study, family stays, and cross-cultural exercises that require interaction with members of the host culture. You should make every effort to document and express your achievements in writing exercises that require the integration of your personal experience in the culture with readings and lectures prepared by others, even if it is not a required component of your particular program.

We strongly encourage you to limit your daily living options to those available to typical members of the host community. This may mean living with little privacy and amenities, opting for crowded and sometimes unreliable local transportation, using local health facilities that require long waits, leaving your cell phone behind and going into town to make a call home rather than using the program office. The local practices may be much more “green” than an American lifestyle and we have much to learn from our hosts but it can be hard work and requires a tremendous commitment on your part. While your program should provide the structure and encouragement for cultural immersion, you must choose between engaging the culture on its own terms and retreating to more convenient and familiar options.

On many programs the staff is charged with facilitating this process. Students often mistake their efforts, especially early in the program, as a lack of support. You need to understand that when staff members require you to suffer the inevitable inconveniences and frustrations that are a necessary part of an immersion experience, they are helping you to develop essential problem solving and coping skills. While you may not cultivate a close personal friendship with your director, or staff members, you should leave the program with a well-rounded appreciation of a new culture and a more mature understanding of your place in the global human community.

Strategies to deepen cultural immersion learning:

Ways to participate fully in the life of my host family:	Ways to participate fully in the local community where I am living:
<ul style="list-style-type: none"> • Help around the house • Run errands with your family • Play with the kids • Go out with host brothers or sisters, help with homework, read to them, go to school, share daily activities and ask about host family’s life, • Shop for a meal, prepare and cook food, eat, and clean up together • Go to clinics or hospitals or local healers with host family <p>Other strategies:</p>	<ul style="list-style-type: none"> • Volunteer in social work agencies • “Just get out” • Visit local markets • Check out community theater groups • Get involved in sports • Take local transportation • Eat in restaurants frequented by locals • Go to church/temple/mosque • Participate in community activities • Go to local hangouts (park, restaurants, cafes), frequent the same path so you can get to know locals <p>Other strategies:</p>

CULTURAL APPROPRIATENESS

To participate fully in a foreign lifestyle and culture you must learn to interact, communicate and behave in ways that respect the cultural values of your hosts. This may require you to dress differently, eat new foods, or new quantities of food. You may need to change certain concepts of time, personal space, and privacy. You will certainly need to develop a new set of non-verbal behaviors. Most importantly, you will need to develop toleration and respect for many other things that you may not understand or cannot accept.

Committing oneself to cultural appropriateness is hard work but the rewards are considerable and they last for a lifetime. The depth of your immersion experience and the character of the relationships you develop are dependent on your ability to make a serious attempt to understand and respect others. We believe that the quality of your learning experience is directly related to these efforts. We understand that some students have a greater natural capacity for understanding and dealing with difference than others do. What matters is how well you can demonstrate your willingness to move further along a path towards cultivating culturally appropriate behavior.

These educational goals are reflected in the grading criteria of many programs. We believe that successful and appropriate participation in the local culture is just as much a demonstration of learning as a well-written paper or a top mark on an exam. If you want to do well you need to understand and accept the cross-cultural challenges and responsibilities of participation in a study abroad experience.

A HIGHER LEVEL OF CULTURAL SENSITIVITY

Sensitivity to another culture requires more than mastering rules of etiquette. These are important, but they cannot be learned in isolation from actual experience. The best way to prepare for upcoming cross-cultural encounters is to imagine the type of person you will attempt to be during the program. Pitzer expects a sustained commitment to developing and maintaining a higher level of cultural sensitivity. What does that mean? Consider the following three characterizations:

The tourist level – represented by the sentiment: “I am oblivious to the effects my actions have on locals, and never stop long enough to even question my behavior.”

The sojourner level – represented by the attitude: “How can I continue to live my life, interact and behave the way I always have without offending my hosts?”

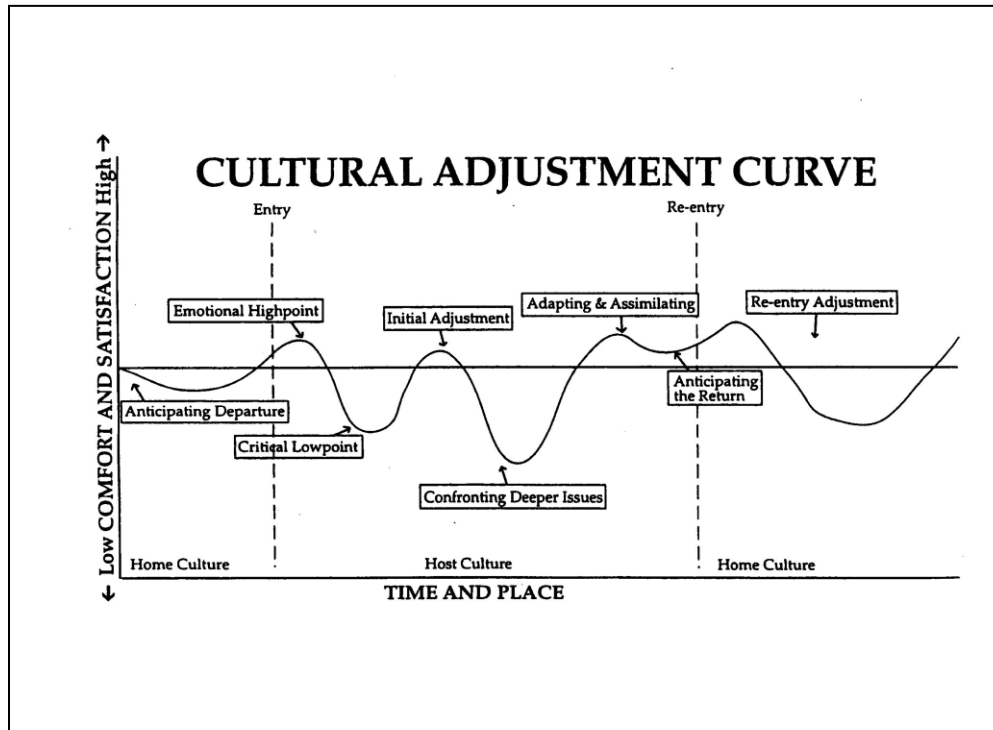
A higher level – represented by the question: “What must I change in order to show I respect the host culture’s values, facilitate meaningful relationships, and have a deeper more meaningful learning experience?”

When you are committed to being at the third level of awareness it shows. If you do make an honest mistake people will notice your respect for their culture and help you to learn from your cross-cultural blunders. Negotiating the always incomplete and ever-changing rules of etiquette becomes easier and more enjoyable when you bring to every encounter the recognition that there will be uncomfortable moments of miscommunication and misunderstanding. Humility and the willingness to change are the hallmarks of a higher level of cultural sensitivity.

Sustaining that sensitivity will result in a more mature awareness of your own values, and a stronger sense of self. Your willingness to change should lead you to sort through your own values. Respect for another culture will force you to struggle with your own. Persistent conscientious effort will enable you to eventually define a comfortable cultural boundary for yourself that neither compromises you nor hurts those with whom you live and learn. It is vitally important to realize that you do not need to discard your own core values to appreciate, and tolerate, the existence of opposing values in others. You will need to examine your values from a new perspective, and be open to modifying them if the cross-cultural experience raises questions and concerns you had not previously considered, but Pitzer does not believe you should ever abandon who you really are. Our programs are journeys of self-discovery as much if not more than they are journeys into the lives and experiences of others.

CULTURAL ADJUSTMENT

What we are trying to describe is often referred to as cultural adjustment, or acculturation. One recognized model of the process is the U-curve developed by Lysgaard in 1955.



The curve depicts your emotional state as you adjust to contact with another culture. You feel uneasy leaving friends and family, and a little anxious about stepping forward into the unknown. Once you arrive, and become familiar with your new surroundings, anxiety gives way to a euphoric feeling of excitement supported by a natural fascination with the exotic and different. This is an accomplishment within reach of any earnest tourist. You, however, are more than a tourist, and must go deeper into the culture. Here is where your difficulties really begin.

The very differences that excited and attracted you slowly begin to confuse and frustrate your attempts to function in the new culture. You begin to experience what is often referred to as “culture shock”: a characterization that became popular in the 1960’s and is still used today to refer to periods of emotional discomfort that are depicted as low points on Lysgaard’s U-graph. The use of the word “shock” is a bit misleading since it lends itself to the suggestion that these feelings are provoked by incidents that would not be so shocking with proper preparation. Consider the following hypothetical description taken from Craig Storti’s *The Art of Crossing Cultures*:

Let’s conjure up a typical morning in the life of an expatriate development worker in Tunisia, and, to load the equation, let’s make her a woman. She enjoys a quiet breakfast in the sanctity of her home and then begins the drive to work. The streets are thronged with pedestrians, choked with donkey carts, and full of aggressive Tunisian drivers who take regular and prolonged solace in their car horns. She is alternately immobilized by all the confusion and driven to fits of frightening recklessness. She stops briefly at the post office, long enough to be intimidated by the throng of men pressed around the stamp seller’s window, and leaves without mailing her letters. At ten o’clock she reports for an appointment at the Ministry of Health and sits down to wait for the man she has come to see, assured by his secretary that he is due any minute. After forty-five minutes and several more assurances from the secretary, she leaves (and learns later that the man was out of town for the day and, further, knew that he would be when she pressed for the appointment). On her way back to her office she stops to buy the International Herald Tribune and have a cup of coffee. The paper isn’t available, though the vendor assured her the day before it would be (God’s will, he shrugs), and she is harassed by several male customers as she tries to relax with her coffee.

From the safe and comfortable confines of wherever you are reading this handbook you are probably thinking that these kinds of incidents won’t bother you. You are ready. But imagine waking up to the expectation of similar incidents

every day you are abroad. Imagine facing these daily disappointments while suffering from the frequent intestinal and respiratory illnesses that often attend extended stays in foreign lands. Imagine not understanding most of the verbal and non-verbal communication attending these incidents, and the treatment of your illnesses. Imagine experiencing all these things alone, without the emotional support of family and friends. Are you really ready? Can you be? Can anyone?

Culture shock is natural, it happens just as frequently to students in London and Sydney as it does for students in more exotic locales. It is a common experience for anyone making a serious attempt to adjust to another culture. Overt manifestations can range from mild irritability to deep psychological panic and crisis. It is often associated with feelings of resentment, estrangement, anger, hostility, indecision, frustration, sadness, loneliness, homesickness and even physical illness. The person undergoing culture shock often vacillates between feeling angry with others for their lack of understanding, and being filled with self-pity. It is much more than the simple shock of being confronted with unexpected behaviors.

Though it may seem like a liability, culture shock is actually beneficial. It presents an opportunity for one of the most meaningful types of learning. When you find yourself on the low point of the Lysgaard curve, your instinctive fight-or-flight response will lead you to three well-documented coping strategies. You may withdraw from the host culture, seek out the company of other expatriates, or project your discomfort onto members of the host culture, and see them as the source of your pain and suffering. All of these responses end in failure. The way to overcome culture shock is both simple and challenging. You need to continue to participate in the host culture. If you don't, your learning experience stops at this low point and you fall off the curve altogether. Simple persistence will get you through to the next peak where you will be able to see your experiences differently. Over time the curve should flatten out, the emotional roller coaster should subside, and at the end of the journey you will find a remarkably more mature person.

You may be hoping to avoid culture shock but if you do you may not learn anything at all. Most experts believe that culture shock is a prerequisite for true cross-cultural effectiveness. Gary Weaver believes individuals who claim to have never experienced any form of culture shock probably did not have a genuine cross-cultural encounter.¹ Douglas Brown argues that failure here may affect language learning as well. His research suggests that adjustment through avoidance leads you through the low points with a psychology that weakens the drive for greater fluency. If you find a comfortable niche requiring minimal participation in the culture the inevitable result is the acquisition of a stunted version of the language that meets minimal needs. Your speech remains grammatically fossilized and functionally inadequate.²

It is clear that the low points are the most critical moments of your experience abroad. You must choose to remain involved in the new culture, to retreat into the expatriate, tourist, or foreign student community lifestyle. Learning how to recognize and check this impulse to retreat is essential. Program staff should be able to help. It is their responsibility to keep you in the game. They should create opportunities for interaction, and pick you up when you fall. At the same time, however, they should insist you continue to confront your difficulties head on, and not lead you around them. Remember that you cannot overcome culture shock by thinking about how the other culture is different or even by reading about the other culture. The only way to successfully acculturate is by trial and error. You must make mistakes, misunderstand, and suffer embarrassment. Only then can you gradually learn to read the underlying cultural conditioning in yourself, and in others, which is the real source of all your troubles. Eventually, with effort, you will be able to interact successfully and appropriately.

IMMERSION AND COMMUNITY INTEGRATION THROUGH FAMILY STAYS

Wherever possible we urge you to take advantage of the opportunity to live with a family. More so than any other aspect of an overseas study experience, family stays can help you understand the host culture and issues important to the community and country. There is no stronger expression of your commitment to cultural immersion and no better way to accelerate your path to mastering culturally appropriate behavior. Family stays demand fuller participation in community life and integration into the local culture. They make it possible for you to develop meaningful relationships with family members and neighbors who will vary in age, gender, ethnicity, and educational background. Living with a family puts a human face to ideas and theories presented in your academic classes, allowing you to feel the pulse of a community, and to test and verify the assumptions offered in other more formal contexts. J. Daniel Hess, author of The

¹ Weaver, Gary. R. 1993. "Understanding and Coping with Cross-Cultural Adjustment Stress." In R. Michael Page (ed.), *Education for the Intercultural Experience*. Yarmouth, ME: Intercultural Press.

² Brown, H. Douglas. 1991. *Principles of Language Learning and Teaching*. Englewood Cliffs, N.J.: Prentice-Hall.

Whole World Guide to Culture Learning, has observed that one can learn more living with a family for six weeks than living in a dorm or an apartment for an entire year.

While family stays are an effective tool for culture and language learning, they are also, without question, one of the more challenging dimensions of a study abroad program (both for you and the family that hosts you). They require a commitment to building a relationship with a host family, to participate as fully as possible in their lives and to respect their habits, lifestyle and values. For the three to four months you will be living with your host family, you must be ready to make significant changes in lifestyle and behavior and adapt the social life you may be accustomed to on your home campus. This is hard work. Nonetheless, most students soon realize that it results in an experience that would be impossible to have on campus or in an apartment, and they find it to be one of the most personally rewarding and academically valuable parts of the program.

PITZER'S EXPECTATIONS FOR STUDENTS LIVING WITH HOST FAMILIES

Remember that there is no such thing as a "typical family," neither in the US nor in your host country. Your family may consist of a retired couple, a large family with children, a single adult, or several generations living under the same roof. In immersion or experiential programs, most host families have been selected because of their interest in sharing their culture with an American student, not because they live in the most convenient location, have the best house, or can provide all of the conveniences of your own home. While all families are compensated for the presence of an American student in their home, in some cases, what other programs might describe as a home stay is really more of a boarding arrangement. However with some effort on your part, you can develop even the landlord/boarder relationship into a meaningful learning experience as well. The tips below can be used to make the most of host relationships:

- Do not treat the host family's home as just as a place to eat and sleep. Do not invite others into the home unless you have received permission to do so. People often do not entertain visitors in their homes; people meet up in restaurants, at school or in the city square.
- Make a real commitment to building a relationship with your family. Ask them questions about their culture and share your culture with them.
- Respect your family's values, lifestyle, and customs such as meal times, quiet times, use of TV, use of telephone, taste in music, appropriate dress, coming home at a reasonable time, smoking restrictions, appropriate language, conversational topics, etc. This may require some adjustment on your part.
- Time with your family will be limited. Commit to sharing as many meals with your family as possible. Notify your family well in advance if you won't be home for a meal.
- Commit to participating as fully as possible in your family's life and their involvement in the community. This may include visits with your family to schools, medical facilities, markets, churches or temples, etc.
- Take responsibilities as a full member of your family. This might include, depending on what is culturally appropriate, helping a host sibling with homework, yard work, washing dishes, cooking, babysitting, house cleaning, shopping, etc.
- Occasionally, throughout the semester, engage your family (or certain members of your family) in social and community activities such as movies, theater, eating out, visits to relatives' houses, or areas of cultural interest, etc.
- Scrupulously observe the laws of your host country and community and the values of your family. Do not do anything that would embarrass, endanger, or hurt your family.
- Explore theories and issues raised in your course with your family and incorporate their perspectives into discussion sessions and writing assignments.
- Be patient. It takes time and energy to make this work but hundreds of Pitzer students have participated in family stays throughout the world and almost always unanimously agree that the rewards of building a meaningful relationship with a host family are worth the effort. And while we cannot promise that you will form a lifelong friendship, although many do, but you will have learned much more about the culture and at a deeper level than you expected.

ADVICE FOR LIVING WITH A ROOMMATE FROM ANOTHER CULTURE

Much of the advice about living with a host family will apply to students who live with students from the host culture. It can be difficult to live with a virtual stranger when it is someone from your own culture so you have to be especially sensitive to your assumptions as well as the assumptions being made by your roommate about you. It often works out best if you have a conversation about your likes and dislikes, whether you are a night owl or an early bird etc. in the first day or so. It is much easier to come to an understanding about such things in the beginning than to wait until they become a constant irritant and it damages a relationship that could be a big help to you in learning to navigate in your new culture. A roommate can be an important resource for you and can be helpful in developing your language skills as well. It will be worth the effort to develop a respectful relationship even if you do not become great friends. Don't take your roommate for granted.

ACADEMIC MATTERS

COURSE LOAD WHILE ABROAD

All students must enroll in a full course load (the equivalent at your study abroad institution of four courses at Pitzer). It is crucial that you pay attention to the credit awarded for your coursework, not the number of classes. You may be taking as few as two classes or as many as six classes to get the equivalent of four course credits at Pitzer. It is your responsibility to verify the type and number of credits you will receive for your course work abroad.

The maximum amount of credit awarded for a semester of study abroad is 5 courses. On most programs, students must take the equivalent of 15-16 semester units to receive the equivalent of four Pitzer courses. Some programs may use different credit systems. It is important to be in touch with the Office of Study Abroad as you register to ensure you take the number of courses required to equal at least 4 Pitzer courses. Again, you are required to maintain a full-time load when studying abroad.

This table shows the credit equivalencies for most programs – however, there are exceptions. If you have any doubts, please check with the Office of Study Abroad to ensure you are enrolling in the equivalent of a full Pitzer course load:

1 semester unit	0.25 Pitzer courses
2 semester units	0.5 Pitzer courses
3 semester units	0.75 Pitzer courses
4 semester units	1.0 Pitzer courses
15 or 16 semester units	4.0 Pitzer courses
20 semester units	5.0 Pitzer courses

EVALUATION OF YOUR ACADEMIC WORK AND RECEIVING CREDIT



Very Important - read this section carefully: To receive the equivalent of a normal semester load (4 courses) of credit at Pitzer, you should be advised of the following:

- Credit received for study abroad programs that are not directly administered by Pitzer College is treated as transfer credit – i.e. **a grade of “C” or better is required to receive credit (no credit is given for a “C-”) and your study abroad grades are NOT included in your cumulative GPA.** If you choose to take a language course on a pass/fail basis, we will need confirmation that the grade of “Pass” is for work of “C” or better. Students are allowed to take only one course on a pass/fail basis each semester on campus but it may be best not to do so while abroad. It will be best to check with your adviser in advance before taking any courses other than language on a pass/fail basis. Some programs may not allow pass/fail grades and graduate schools often do not accept them.
- If you want to receive credit towards your major for a particular course, it is wise to bring back a course description, a syllabus and copies of all the work you submitted for a grade to present to your advisor for determining whether it will meet major requirements.

- You must **arrange with your program for an official transcript to be sent to Pitzer College** (your signature is required to release a transcript to a third party), Attention: Study Abroad, 1050 N. Mills, Claremont, CA 91711. You will most likely receive your own copy of your transcript, however, we cannot accept a transcript directly from you as official if the seal on the envelope has been broken.
- Ask your host institution for an approximate date when your transcript will be received and follow-up to ensure that Pitzer has received it. Pitzer cannot request a transcript on your behalf.
- If you have a dispute over your grades, you must contact the program for information on correcting or contesting your grade. Pitzer cannot change a grade on an official transcript.

HEALTH CONSIDERATIONS

IMMUNIZATIONS

The Center for Disease Control and Prevention (CDC) in Atlanta provides up-to-date health information on its website at <http://wwwnc.cdc.gov/travel/destinations/list.htm>.



The immunizations required for entry into each country will vary (as well as other countries along your route) so you should consult with the Pitzer Associate Dean of International Programs, or the consulate for each country that you will visit for specific details. The more developed countries may not have many risk factors for various diseases and thus will have little or no requirements. Developing countries may require or highly recommend certain immunizations. **Contact your doctor or county health clinic for information on immunizations that are recommended, even though they may not be required for entry into the country, and to set up a schedule for your shots.** You should have all immunizations recorded in an official record of vaccinations from your doctor or health clinic. Some immunizations come in a series that may take weeks to complete so check the requirements early.

PRECAUTIONARY MEASURES FOR STAYING HEALTHY

The important thing is to be in control of your own health. Here are the key points to remember for staying healthy:

1. Have a complete physical examination before you go. Be aware of and prevent possible problems. **Let the Office of Study Abroad and your program sponsor know** if you are on any medications, have any allergies, or any other medical conditions that could possibly require accommodation while you are abroad. Take adequate supplies of any medications and copies of medical prescriptions with you. Some medications have restrictions on the amount that can be carried through customs. For details of US regulations, consult the following web site: http://www.customs.gov/linkhandler/cgov/travel/vacation/kbyg/kbyg_regulations.ctt/kbyg_regulations.pdf. You should also check with the consulate of your host country about any restrictions or special procedures required for transporting prescriptions into the country.
2. Make sure that your childhood immunizations are complete and up to date. Booster shots for tetanus are required every ten years; it may be time for another.
3. Visit your dentist and have a check-up to ensure that your teeth are in good shape before you leave.
4. Eat well over the break, exercise and get plenty of sleep so that you are rested and fit as you depart and your body can better fight off disease. Do not exhaust yourself with packing and preparations at the last minute. Plan ahead so that you can make your departure as stress free as possible.
5. On the long flight, bring along a bottle of water and drink plenty of fluids as you travel. Avoid alcoholic beverages. They lead to dehydration. Do isometric exercises in your seat and get up to walk up and down the aisle periodically to stretch your muscles. During flu and cold season, you may want to consider a breathing mask since the recycled air in planes can easily spread contagious diseases.
6. Follow all guidelines provided by your program about food and drink and personal hygiene. They are making these recommendations for a good reason.
7. Remember that AIDS/HIV infection rates in other regions of the world can be significantly higher than in the US. Practice safe sex, or better yet, abstinence.
8. Beware that use of recreational drugs is illegal in most places and is not permitted under Pitzer College policies. Additionally, the strength and content of drugs overseas are different than what you may find in the US and may be deadly.



Have complete physical and dental examinations before you go.

INSURANCE

HEALTH INSURANCE

Each student is responsible for obtaining a policy that will provide comprehensive health coverage both in the US and abroad for the duration of their program. Students may need to return to the US unexpectedly. All students must also have emergency medical and accident coverage for the duration of their program.

Regardless of what type of insurance you have, you will almost always have to pay cash upfront at clinics and hospitals abroad, collect the receipts for all expenses and submit them to your insurance company for reimbursement.

The insurance policy available to you through your school may provide adequate coverage abroad, but it is your responsibility to call the company to discuss the specifics of your study abroad program to ensure that you will indeed be covered. When speaking to any insurance company, be sure to ask the following questions:

- Will the plan cover hospitalization for accidents and illnesses while I'm abroad for a period of 3-6 months or more?
- Will the plan cover doctor visits and medication prescribed abroad?
- Is there a deductible? If yes, how much?
- Is there a dollar limit to the amount of coverage provided?
- What are the procedures for filing a claim for medical expenses abroad? Do I need to pay for expenses up front and then submit receipts to the insurance company for reimbursement? Make sure that you get full information from your policy about how to arrange for routine treatment, medical emergency procedures, and what is required to pay for or be reimbursed for a claim. Many overseas health providers will not process American insurance claims and will expect payment at the time of treatment so students should have access to a minimum of \$400 (either by credit card or traveler's checks held in reserve for emergencies) in the event that medical treatment is required abroad. Be sure to obtain a receipt to submit with your insurance claim for reimbursement upon your return to the US.
- What if I don't have enough money to pay cash up front?
- When does the plan begin and end?
- What do I use as proof of international medical coverage if I need to use the insurance or if the host government requires documentation?
- If I am not a US citizen, will I be covered by your plan?

Pitzer Students

Pitzer students must either be enrolled in the Claremont Colleges' student insurance policy, which provides both domestic and international coverage, or supply proof of another policy that provides comparable coverage. The College further requires that proof of insurance be provided to the College EACH year that you are an enrolled student. Proof of insurance through another policy must be submitted to the Student Affairs Office at Pitzer College prior to making your tuition and fee payment. If proof of insurance is not provided, the student's account will be charged with the current annual Student Health Insurance Premium. The Insurance Waiver/Enrollment Form is available at the Office of Student Affairs or on their website at http://www.pitzer.edu/student_life/student_affairs/health_insurance_options.asp.

Students who are not US Citizens

Many, if not most study abroad insurance policies do not provide coverage to students who are not US citizens. International students may need to obtain insurance from similar companies in their home countries.

TRAVEL INSURANCE PROVIDED BY PITZER COLLEGE



Students studying abroad through Pitzer will receive an **International Student Identity Card (ISIC)**, which, in addition to providing a form of identification and proof of your student status, supplies a range of emergency medical, legal and financial services.

Each student is responsible for obtaining a policy that will provide comprehensive health coverage both in the US and abroad for the duration of their program. The ISIC is travel insurance, NOT comprehensive medical insurance. This plan should be viewed as a supplement to your own medical health plan, not a replacement. ISIC does not provide comprehensive medical coverage for pre-existing or chronic medical conditions requiring ongoing care.

ISIC Premium Insurance - Plan Code 2ISIC

- \$300 Travel Delay
- \$2000 Baggage and Personal Effects Benefit
- \$500 Administrative Fees to reissue travel documents
- \$200 Baggage Delay
- \$100,000 Medical or Dental
- \$20,000 Accidental Death and Dismemberment
- \$100,000 Air Flight Accident
- \$1,000,000 Emergency Medical Transportation Assistance

For coverage details, refer to the ISIC Premium Insurance Description of Coverage brochure that came with your card or visit or <http://www.csatravelpro.com/2ISIC> to obtain your Policy or Certificate of Insurance.

EMERGENCY 240.330.1526 - call collect worldwide
877.628.9583 - toll free in the US

Information 800.353.1972 - toll free in the US
website: <http://www.myisic.com>

Claims CSA Travel Protection, P.O. Box 939057, San Diego, CA 92193-9057
866.922.0278 claims - call collect within the US
202.974.6480 claims - call collect worldwide
claims@csatravelpro.com

For claim forms and instructions visit
<http://www.csatravelpro.com/claims-forms-insurance.do>.

Enter Producer code: 2ISIC

SAFETY ISSUES AND EMERGENCY PROCEDURES

WHAT YOU CAN DO TO KEEP SAFE

While studying abroad, as in other settings, you can have a major impact on your own health and safety through the decisions you make before and during the program and by your day-to-day choices and behaviors. On any study abroad program, you will need to work together with program staff to ensure your safety. You should:

1. Become knowledgeable about your destination. Read and carefully consider all materials issued by your program sponsor that relate to safety, health, legal, environmental, political, cultural and religious conditions in your host country. In addition, please review the US State Department's Country Specific Information Sheet for your particular destination and any other countries you plan to visit during your stay at http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html.
2. Consider your health and other personal experiences when accepting a place in the program. If you are presently on a medication, this is not the time to make changes in your regimen. Consult your physician before making any such changes.
3. Make available to your program sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
4. Assume responsibility for all the elements necessary for your personal preparation for the program and participate fully in all orientation sessions.
5. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
6. Inform parents/guardians/families, and any others who may need to know, about your participation in the program, providing them with emergency contact information, and keeping them informed on an ongoing basis.
7. Understand and comply with the Conditions of Participation, codes of conduct, and emergency procedures of the program, and obey host-country laws.
8. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. We expect you to express promptly any health or safety concerns to the program staff or other appropriate individuals.
9. Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
10. Accept responsibility for your own decisions and actions.
11. Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country. Carry a card in your wallet with phone numbers of the local police, and other emergency services. Also include the emergency contact information for your program director and other program staff.
12. Follow the program policies for keeping program staff informed of your whereabouts and well-being.
13. Read the information in "Tips for Travel Abroad," a US State Department publication, provided at http://travel.state.gov/travel/tips/tips_1232.html and register at <https://travelregistration.state.gov/ibrs/ui/>.

You should always keep in mind that no matter how immersed you are in a local community, you are still a foreigner and thus your chances of being a victim of criminal activity may be greater than for the average local person. Remember not to carry around a lot of cash, airplane tickets, your passport (unless it is absolutely necessary to carry the original, a photocopy is better), or anything else that you really can't afford to lose. As a general safety precaution, you should refrain from visiting establishments where Americans are widely known to hang out, abstain from participating in any protest groups or political demonstrations, and avoid drawing unnecessary attention to yourself by dressing outrageously or conspicuously.

While your safety is of utmost importance to your program sponsor and the on-site staff, you should realize that there are aspects of your experience abroad that are beyond their control. In particular:

1. Program sponsors cannot eliminate all risk from the study abroad environment. All foreign travel, including domestic travel within in US, entails some risk.
2. Program sponsors cannot monitor or control all of your daily personal decisions, choices and activities.
3. Program sponsors cannot prevent you from engaging in illegal, dangerous or unwise activities.
4. Program sponsors cannot assure that US standards of due process apply in overseas legal proceedings or provide or pay for a legal representative.
5. Program sponsors cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor, for events that are not part of the program, or that are beyond their control, or for situations that may arise due to the failure of a participant to disclose pertinent information.
6. Program sponsors cannot assure that home-country cultural values and norms will apply in the host country.

Please listen carefully to the advice of the program staff. In most cases, they are host country natives or Americans with much more experience than you have had with the host culture. The advice they will give you will be based on the knowledge of previous students' mishaps and a wealth of experience living successfully in that country. Many guidelines that may seem to be extreme or overly cautious to you may have significant and negative consequences if ignored. If you and your program staff work together, you can expect to spend a reasonably healthy and safe semester abroad.

Portions of this section have been adapted from an article entitled, "Responsible Study Abroad: Health and Safety Guidelines," issued by the National Association for Foreign Study Abroad in June of 1998.

EATING DISORDERS AND OTHER ADDICTIVE BEHAVIORS

We strongly urge students who have or suspect they may be challenged with anorexia, bulimia, bingeing or other forms of eating disorders or addictive behaviors to indicate this condition on the Declaration of Disability or Special Needs form. It is important for the staff of the programs abroad to be aware of the condition and to assist students with managing it so that they can take full advantage of the learning opportunities of the program.

Though it is the goal of the College to make reasonable accommodation for students with special needs abroad, it is difficult or, at times, impossible, for the College to provide support for the management and treatment of eating disorders in other countries. Disorder-related counseling is often not available or not available in English. Students with eating disorders often run a significantly greater risk of health problems while abroad if the disorder is not acknowledged or under treatment. Therefore, the Office of Study Abroad asks the directors of Pitzer programs and strongly requests our contacts at exchange and non-Pitzer program sites to notify Pitzer College if they have evidence that a student has an eating disorder. The directors, in turn, ask host families or other staff members of the program to do the same. We ask the staff to discuss the situation with the student and ask that the student see a medical doctor to determine if they are maintaining their health. The program may also ask the student to undertake counseling or other steps of treatment, if available on site. If the College believes that the student is not taking responsibility for her/his health by refusing medical evaluation or treatment, it reserves the right to withdraw the student from the program for medical reasons.

SEXUAL HARASSMENT, ASSAULT AND RAPE

Note: The information below is directed towards all students.

You should be aware of your increased vulnerability as a foreigner in an unfamiliar location and culture. Gender relations and expectations will be covered in your on-site orientation. You may also want to discuss this with your roommate, host mom or siblings, language teacher, other students, your professors, etc. Some key questions you should answer within your first few days are:

- **What are gender relations like? How are women and men expected to interact in the family? As friends? When they go out together at night (if culturally appropriate)? In a bar? On public transportation? In the classroom? In the workplace?**
- **What can students do to prevent the risk of sexual harassment or assault?**
This would include knowing about dangerous locations, traveling in groups after dark if advisable, and culturally appropriate ways of dressing and behaving that may minimize risk.
- **If I am feeling unsafe, what should I do? Who can I ask for help?**
If a female student feels threatened and there are other, host culture women present, she should seek their assistance.
- **If I am sexually harassed, assaulted, or raped, what are my resources? What is the name and address of an OB-GYN? What are community organizations in this city that address issues of sexual violence? How can they help me?**
- **What are the laws surrounding these issues?**
- **How and to whom would I report such events?**
We urge you to confide in the program director and avail yourself of the support and resources she can provide, including medical, legal, or counseling services you may need. If you are uncomfortable reporting such an event to the program director, you should be aware of other resources that you can turn to; such as, fellow students, local sexual assault hotlines, counseling centers, physicians, etc.

If a sexual assault occurs Pitzer would like to be able to support you and may have important resources to offer. Please consider contacting us.

See the Appendix in the back of this handbook for more information on sexual harassment and prevention.

IN CASE OF EMERGENCY AT YOUR PROGRAM SITE

True emergencies are actually quite rare. While losing luggage, tickets or even a passport is inconvenient and upsetting, it is not an emergency. Emergencies are situations in which there is an immediate threat to a student's health or safety.

In all cases of emergency, your first course of action should **always be to contact the program staff or the local authorities first**. You should be given a complete list of emergency contact numbers during your orientation in the host country. If you do not receive this information, ask for it. While you are certainly free to contact your parents and families in any emergency, and indeed you should, please inform the program staff **first** since they can address your concerns immediately. Calling home only delays the process for intervention and often times puts undue stress on families who feel as though they are helpless in helping their sons or daughters abroad.

In the event of a political crisis that would necessitate Americans evacuating the host country, the program staff should work closely with the US Embassy to facilitate your return to the States.

You should make sure that your parents know how to reach you quickly if the need arises. Provide the phone numbers and names of the US sponsors of your study abroad program. Your parents should be advised to contact the US sponsor in some cases, if they need to reach you about an emergency at home. If contacting the program sponsor is not possible, parents are welcome to contact the Office of Study Abroad at Pitzer for advice. See also under **Emergency Contact Information**.

IN CASE OF PROBLEMS IN THE HOST FAMILY

Although rare, problems of sexual harassment or abuse in the host family or home stay community are possible. Because of the nature of the host family experience, the close relationships students develop with family members, the special efforts students make to behave in culturally appropriate ways, and the potential for cross-cultural or language misunderstandings, this is a particularly delicate yet important area of concern. We have developed the following guidelines to help minimize the chances of this type of situation occurring and to help us best support you when concerns or questions regarding your host family arise.

1. You will be given guidelines on what types of host family behavior are appropriate and what behavior is cause for concern and should be reported to your program coordinator. You will also be briefed on common behaviors, which, while not inappropriate in the host culture, may lead to potential misunderstandings.
2. Host families will be given guidelines on the types of behavior (especially touching and cross-gender interactions) that will be considered inappropriate.
3. Pitzer expects a strong commitment to cultural immersion and cultural appropriateness but this does not require you to endure behavior you believe puts your safety, health or emotional wellbeing in jeopardy.
4. You have the right to ask a host family member to stop any physical contact or behavior of a sexual nature that makes you feel uncomfortable and we strongly encourage you to seek immediate clarification with program staff regarding such behavior. Romantic or sexual behavior between a student and a host family member is never appropriate.
5. Coming forward with questions or concerns about your host family behavior will not affect your grades.
6. Program staff should consult with Claremont if a student expresses concern that there may be inappropriate behavior going on in their host family or if the program staff suspect this based on their own observations. This will allow us to share resources and better respond to these types of incidents. Information regarding these situations will be regarded as confidential and treated with the utmost discretion.
7. The program staff will be receptive to any concerns you have, and are the best persons to consult if you have any problems or concerns of this nature, but please know that you are welcome to call Pitzer staff in Claremont (home and work numbers are provided in the handbook) or your own study abroad director in situations where you might feel uncomfortable contacting the program staff directly. In addition, we have asked our program staff to provide information on other local resources (counseling services, sexual assault hotlines, women's centers, etc.) that you may want to consult.
8. We encourage students to approach issues and concerns of this type with an open mind. While we want you to come forward immediately if you have a concern or question regarding your host family, we also ask you to reserve judgment until you have a chance to carefully consider, with the help of your program staff, the many cross-cultural or language misunderstandings that might be at play.
9. Similarly, program staff have been instructed to approach such incidents with an open mind: while a student's concern may be due to a cross-cultural or linguistic misunderstanding that can easily be explained and cleared up, it may just as easily represent a serious situation that requires immediate intervention.

TRAVEL SAFETY INFORMATION

THE US DEPARTMENT OF STATE

<http://travel.state.gov/> provides information about security conditions in other countries.

- **Country Specific Information** provides information on every country in the world. For each country, you will find information like the location of the U.S. embassy and any consular offices; whether you need a visa; crime and security information; health and medical conditions; drug penalties; and localized hot spots. This is a good place to start learning about where you are going.
- **Travel Alerts** are issued to disseminate information about short-term conditions, either transnational or within a particular country, that pose significant risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert.
- **Travel Warnings** are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.

Note: There is an important difference between a Travel Alert and a Travel Warning. Travel Alerts are more frequent and do not signify an actual threat, but only the need for extra caution.

Country Specific Information sheets, Travel Alerts, and Travel Warnings

http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.

Students Abroad

<http://www.studentsabroad.state.gov/> contains information on travel documents, health, emergencies, embassies, voting, and security conditions all in one place. Students and parents may find this website very useful when preparing for a study abroad program.

Smart Traveler Enrollment Program (STEP)

<https://travelregistration.state.gov/ibrs/ui/> STEP is a free service provided by the U.S. Government to US citizens who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. STEP also allows Americans residing abroad to get routine information from the nearest US embassy or consulate.

The physical address to use to register with STEP will be given to you at your program specific orientation.



Students who are US citizens are required to register with the US State Department before leaving the US. Students who are citizens of other countries should check with their consulates for recommendations.

Emergencies and Crises

http://travel.state.gov/travel/tips/emergencies/emergencies_1212.html US embassies and consulates help to locate US citizens overseas when relatives or friends are concerned about their welfare or need to notify them of emergencies at home. This site contains information on how and when these services may be used.

Overseas Security Advisor Council (OSAC)

<http://www.osac.gov/> The US Department of State established the Overseas Security Advisory Council (OSAC) in 1985 to foster the exchange of security related information between the US Government and American private sector operating abroad. Through OSAC, the American private sector, including colleges and universities, is provided timely information on which to make informed corporate decisions on how best to protect their investment, facilities, personnel and intellectual property abroad.

ADDITIONAL SAFETY INFORMATION

Federal Aviation Administration

<http://www.faa.gov> Contains updated information on aviation safety, including accident and safety data on domestic and international air carriers that travel to the US They do not maintain data on any carriers that do not travel within or to and from the US.

US Customs and Boarder Protection

<http://www.customs.gov> Provides an overview of customs regulations and procedures that apply to travelers entering or exiting the United States.

ASIRT: Association for Safe International Road Travel

<http://www.asirt.org/> The Association for Safe International Road Travel (ASIRT) is a non-profit, international, humanitarian organization that promotes road travel safety through education and advocacy.

WHO: World Health Organization

<http://www.who.int/ith/> This International Travel and Health booklet is addressed to national health administrations responsible for providing advice on the health hazards of international travel, and to the practicing physicians, travel agencies, shipping companies, airline operators, and other bodies who are called upon to give advice in individual cases. In addition to summarizing the vaccination requirements of individual countries, this booklet covers certain health hazards to which the traveler may be exposed and indicates the areas in which these hazards are most likely to occur. This is particularly important with malaria, which has continued to cause serious problems in recent years. It also recommends precautions that the wise traveler should take when visiting unfamiliar places. An interactive Malaria map is also available at this site.

PREPARE TO GO

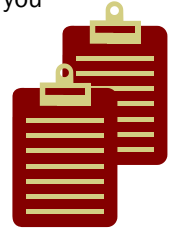
Any outstanding study abroad, financial, and academic issues must be resolved before the due dates listed in your **Acceptance Letter** for you to maintain your eligibility to study abroad.

It is your responsibility to contact your office of study abroad, student affairs, financial aid, housing, registrar's office and other departments to complete any pre-departure tasks and to find out what preparations you will need to make for a smooth return to campus after your time away. It is also your responsibility to stay in contact with your home institution while you are away so you receive important information and updates. (Note to Pitzer students: most Pitzer College offices will only contact you through your official Pitzer student email account. Make sure to update your password every 180 days. For assistance with your email, contact help@pitzer.edu.)

The end of the semester is always a busy time with papers, exams and special events. You should plan ahead to get your passport, have a physical, have photos taken, get signatures and submit your documents now while you still have time to respond to any surprises that may arise.

PRE-DEPARTURE CHECKLIST

- Complete, sign and return your **acceptance forms** to the Office of Study Abroad.
- Email a scanned image or send a photocopy of your **passport** to the Office of Study Abroad. If you do not have a passport valid for six months after your planned return from study abroad, expedite the application or renewal process. (No fax copies please.)
- Arrange your **flight** through the designated travel agent.
- Apply for your **visa**, if required.
- Consult with your current **medical insurance** provider to ensure that your coverage is valid abroad and in the US for the duration of your program. If not, purchase additional coverage.
- Compile a list of names, telephone numbers, postal and e-mail addresses of faculty and staff on campus who you may need to **contact** while abroad.
- Update and clean out your **email account**. Change your password, unsubscribe to student lists, and set up folders for non-urgent email that will clutter your inbox and obscure important messages.
- Meet with your **financial aid** officer to make sure you have signed loan forms and promissory notes, to discuss how your aid will transfer to your study abroad program, and to learn about procedures for renewing your aid for the semester you return to campus.
- Meet with your **academic adviser** if you have questions about your academic plan and study abroad.
- Learn how you will **register for classes from abroad** for the semester you will return to campus. (Pitzer students: if you will be a junior while abroad you must **declare your major** before you go or you will NOT be able to register for classes from abroad.)
- Submit **housing** forms and designate a proxy for room draw for the semester after study abroad, if applicable.
- Visit your doctor or public health clinic for your **physical** and **immunizations**. Visit your **dentist** before you study abroad.
- Register** with the **US Department of State** Smart Traveler Enrollment Program (STEP) at <https://travelregistration.state.gov/ibrs/ui> before you depart the US. Review **travel warnings**, if applicable.
- Work on your **pre-departure reading** and coursework, if applicable.
- Discuss **emergency contact procedures** with your family and friends.
- Authorize trustworthy individual(s) in the US to access and make changes to your **bank accounts and credit cards** in the event your cards are lost or stolen. Notify your bank and credit card companies of your travel plans. Depending upon your circumstances you may wish to set up a **power of attorney**.
- Shop and **pack** lightly. Leave room for items you will acquire when abroad.



CULTURE LEARNING WORKSHOP AT PITZER

If you received this handbook, then you've already completed one out of two orientation requirements. Congratulations! The second orientation requirement is the following:



Complete the on-line Culture Learning Workshop (time requirement - approximately 3-5 hours) and email the completed short essay responses to studyabroad@pitzer.edu.

Instructions for the on-line version of the Culture Learning Workshop

You are expected to work through Module 1 – from Section 1.1 through Section 1.7 of the on-line workshop at <http://www3.uop.edu/sis/culture/>. You will get the most out of this workshop if you complete each of the exercises and read the explanations for your answers. Reading the Cultural Encounter and Critical Incident sections that are sprinkled throughout will provide additional insights. While there may not be an example from the country where you will study, you should be able to extract the concepts needed to develop useful skills for understanding your host culture. Once you have completed the full Module, please respond thoughtfully to the essay questions below and send your responses to studyabroad@pitzer.edu.

1. Decide where the US and your host culture are most likely to be different in the value continuums (Individualist/Collectivist, Universalist/Particularist, High Context/Low Context or Monochronic/Polychronic) and in communication styles (linear/circular, direct/indirect, informational engagement/relational engagement etc.) Which set of differences do you anticipate having the most trouble adjusting to and what can you do to deal with this challenge?
2. According to the orientation materials what is the difference between a helpful generalization and making potentially harmful over-generalizations or stereotypes? How might this apply to your answer in Question 1?
3. Which of the other exercises did you find most useful and how will you apply what you have learned from this exercise on your semester abroad?
4. Describe the process of cultural adjustment as described in the workshop. Have you ever experienced culture shock? How did you work your way through this? What are your strategies for dealing with the inevitable culture shock when you are abroad?

Your program sponsor will most likely hold an orientation program once you arrive on site and you are required to arrive on your program in time to participate in the orientation.

PASSPORTS

Anyone traveling between countries needs a passport. Check the expiration date. If you do not have a passport valid for six months after your planned return from study abroad, expedite the application or renewal process. Processing a new passport application or renewal may take several weeks.



How to Apply for a US Passport

For information on how to apply for or renew a US passport go to the US Department of State's website at http://www.travel.state.gov/passport/passport_1738.html# or call 877.487.2778.

If Your US Passport is Lost or Stolen

If your passport is lost or stolen while you are abroad, report the loss immediately to local police authorities and the nearest US embassy or consulate. In addition, you should report your passport lost or stolen by visiting the US Department of State's website for details: http://travel.state.gov/passport/forms/ds64/ds64_845.html.

For assistance in replacing your passport, call the International Student Identity Card (ISIC) emergency number. See the *Insurance* chapter of this handbook for details. A copy will expedite the replacement process. It is wise to email a copy of your passport to yourself and keep a photocopy of your passport in your luggage or with your on-site program representatives.

If You Are Not a US Citizen

If you have a passport from a country other than the US, you may have different requirements, so be sure to follow the procedures specific to your particular country or immigration status. If you are not a US citizen and you do not have a US passport, please notify the Office of Study Abroad. If you do not have a passport from your home country, or if it is expired, please start the process of acquiring or renewing your documents immediately. In some countries, this process can take months, so it is imperative that you start working on it as soon as possible.

Depending upon your immigration status, there may be special signatures or other procedures required to ensure that re-entry to the US will be permitted after your study abroad program. Check before you go!

VISAS

Your program sponsor will advise you on the visa process for your particular program. Most students will be required to obtain a special visa for their time abroad. For some countries, the visa process may require more than two months to complete, in other countries you may obtain the visa at the airport as you enter the country and pay the visa fee. Your program should provide information on whether or not a visa is required and the specific type of visa required for your stay. Before you can obtain a visa, you will need to have a passport that is valid for the length of your stay and, in some cases, for a period of up to six months after the end of your program. Check your passport expiration date carefully.

The process for obtaining a visa can be bureaucratic and, in some cases, frustrating. It's important to be patient, and if applying in person, be polite 😊

More and more consulates and embassies will want you to visit their websites for visa information, hours of operation, etc., rather than calling. In some cases, you can call, but there may be no way to leave a message. Again, patience is key.



Ask about the amount of time that you should allow for processing and plan accordingly. In some cases, you may not be able to travel outside the US for an extended period of time since you need to relinquish your passport to the consulate/embassy processing your visa.

Some consulates require that you apply in person, for others you can accomplish the task by mail. If applying by mail, you should use an overnight courier service or other method that allows for tracking the package since it will include your passport. Make a photocopy of your passport and everything that you send. The following is a list of items that may be required to obtain a student visa **(please note that this list is only provided as a sample of documents that are commonly required. We have to repeat that every country is different and each consulate may have varying requirements):**

- your passport
- passport-sized photos
- a letter from the university or program you will be attending on official stationery, stating that you have been accepted as a student for a specified period (the letter must list the beginning and ending dates)
- proof of sufficient funds to finance your stay abroad – this may be a copy of your financial aid award or a bank statement showing that you have adequate funds (or your parents do) for your support while in the country
- proof of insurance coverage (sometimes this will need to be translated into the host country language)
- proof of your health status (an increasing number of countries have established regulations requiring AIDS/HIV testing, some require a tuberculosis test or other screening tests before obtaining a visa)
- a police report or background check stating you have not been convicted of any felonies
- a copy of your airline ticket to provide proof of the date you intend to leave the host country
- an application fee ranging from US \$30 to US \$340 for Australia (the most expensive known at this time)

If you have limited time for getting your visa, there may be agencies that can expedite the visa process (depending on the country) – for a fee, of course. If you would like more information on these services, check on-line by Googling “visa agencies”.

If your itinerary includes layovers or stops in other countries en route or you are traveling to other countries before or after your program you may need a visa for those countries. Please check with your travel agent and the relevant embassy for information.

The following website provides country specific information including foreign entry requirements for countries around the world: http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html

The following web site lists addresses and telephone numbers for foreign consulates in the US:
<http://www.state.gov/s/cpr/rls/dpl/32122.htm>

PRE-DEPARTURE READING

Read about the country where you plan to reside. Learning about a nation's culture, customs, people, and history will make your stay more meaningful. We would encourage you to consult with a faculty member for suggested readings on your destination. Libraries, bookstores and tourist bureaus are other good resources for this information. Also begin reading on-line international newspapers for the latest political developments in your host country. (You may want to be sure that you brush up on your knowledge of these aspects and issues as they relate to the United States as well - people will expect you to know a lot about these things!)

In addition to the country specific reading, the suggested books below offer an introductory look at the processes of second language acquisition and cross-cultural adaptation. A principle goal here is to equip yourself with enthusiasm, knowledge, questions, tools, and strategies that can help to prepare you for and enrich your personal experience on your overseas study program.

Athen, Gary, 1989. American Ways. Yarmouth, ME: Intercultural Press

Brislin, Richard, 1993. Understanding Culture's Influence on Behavior. Fort Worth: Harcourt Brace College Publishers.

Brown, H. Douglas. 1991. Breaking the Language Barrier. Yarmouth, ME: Intercultural Press.

Dowell, Michele-Marie & Mirsky, Kelly P. 2003. Study Abroad: How to Get the Most Out of Your Experience. Upper Saddle River, New Jersey: Prentice Hall/Pearson Education, Inc.

Dwyer, Mary M. and Courtney Peters. The Benefits of Study Abroad. Transitions Abroad, Mar/Apr 2004, Vol XXVIII No. 5, pages 56- 57.

Hall, Edward, 1981. Beyond Culture. New York: Doubleday.

Stewart, Edward and Milton Bennett, 1988. American Cultural Patterns: A Cross Cultural Perspective, Second Edition, Yarmouth, ME: Intercultural Press.

Storti, Craig. 1989. The Art of Crossing Cultures. Yarmouth, ME: Intercultural Press.

Some of these books may be available in your local bookstore, but you may also order them on-line at <http://www.amazon.com>.

Students who have returned from your program are another excellent source of country-specific information, although do remember that four months in any location does not make anyone an expert. If you have the opportunity to speak with a returnee (or you could consult the program sponsor), here are some topics that you may want to discuss:

- ✓ What problems are Americans likely to encounter in the host country?
- ✓ Are the roles of men and women different in the host country in comparison to roles in the United States?
- ✓ What is the usual manner of dress for women? For men? Are styles more formal in classes? At social events, etc.?

- ✓ When do people start dating in the country? How is pre-marital sex viewed? What are acceptable means of greeting others and showing affection in public with members of the opposite sex? With members of the same sex? e.g. holding hands, shaking hands, kissing on the cheek, hugging?
- ✓ How are students in the host culture different from American students? How are classes different?
- ✓ What foods are the most popular? Is it difficult to follow a vegetarian diet in this country?
- ✓ Who are the minority groups in the culture? How are they treated? How are specific groups (that matter to you) treated (e.g. gays and lesbians, certain ethnic groups, religious minorities, political minorities, etc.)?
- ✓ How is alcohol viewed in the country? What about drugs?
- ✓ What is a good gift for my host family? On what occasions could one present or accept gifts from people?
- ✓ What is the best way to meet locals in the country? Other students?
- ✓ How expensive are everyday items? Are there things that are difficult to find or more expensive that I should bring from home?
- ✓ Any recommendations for “must see” sights, inexpensive but safe hotels or hostels, cheap travel tips, or bargain souvenirs?
- ✓ Tips for what to bring / what not to bring.

Places to practice your language skills in the host country.

TRAVEL INFORMATION

PROGRAM DATES AND AIRLINE RESERVATIONS

Participation on a study abroad program involves attending the orientation at Pitzer AND at the host institution. Students are required to stay from the first day through the last day of the semester at the exchange institution. Late arrivals cause disruption and inconvenience to the program staff. Early departures may result in loss of credit or lowering of grades. Leaving the program early or returning to the US for any reason must be approved by the External Studies Committee at Pitzer College.

Consult your program sponsor for specific arrival and departure dates.

Travel Fees

All Pitzer students pay the Pitzer comprehensive fee plus a travel contribution for travel to an international semester study abroad program. For 2011-2012 the travel contribution will be \$550. This charge will be placed on your student account for the semester you are abroad. For Pitzer students approved for Pitzer programs and exchanges, as well as those approved on non-Pitzer programs for the academic year, Pitzer will pay for a round-trip airline ticket for one semester abroad experience booked with the travel agent designated by Pitzer College. Students doing more than one semester study abroad program will pay for their own airfare for the less expensive of the two destinations and will not be charged the travel contribution for the second semester experience.

Students on domestic programs are not charged the \$550 travel contribution and are responsible for arranging and paying for their own transportation.

Pitzer's Designated Travel Agent

Students must book their flights through the travel agent listed below:

KIM RUDD at Corniche Travel
email: pitzer@corniche.com or
Telephone: 951.698.0089 6:00 AM to 4:30 PM

Additional agents available from 6:00 AM to 6:00 PM, (Pacific time zone)
Telephone: 310.854.6000 Monday through Friday, closed major holidays
Emergency After Hours Number: 800.448.4722 (There is a \$25 charge)
Please give the VIT (very important traveler) code 6TAA (six tango alpha zero) to the after hours agent.
Office: 8721 Sunset Boulevard, Suite 200, West Hollywood, CA 90069
www.corniche.com.

Kim Rudd has been providing flight services to Pitzer College students for many years and is very knowledgeable about airline travel. She has many clients and it may be necessary leave a message with a call back number.



All program participants are required to work with the travel agent designated by Pitzer College. Tickets purchased through other travel agencies, on-line, or with frequent flier miles cannot be reimbursed or credited to your student account.

Flight Arrangements

Allow ample time to work with our travel agent to arrange your flight by the date in your acceptance letter. When you contact the travel agent, identify yourself as a Pitzer student on an exchange program. Please make sure the domestic portion of your flight is written onto your international ticket. In this way, if you decide to change the dates of your return flight, as many students do, you will not have to pay additional domestic penalties above whatever fee might be charged for the change of your international flight.

The travel agent will bill Pitzer for a round trip flight based on the cost of departing from New York, Chicago or Los Angeles (whichever is closest to your college) or an equivalent priced airport for the program arrival and departure dates. You will need to pay the travel agent directly if you arrange an itinerary that is more expensive than the approved flight (see *Extra Flight Charges* below).

In order to receive your ticket, you are required to submit the Pitzer acceptance paperwork and complete orientation requirements by the dates listed in your acceptance letter. The travel agent will not release your ticket until it receives clearance from Pitzer. If you complete these requirements less than two weeks prior to your departure, you will be responsible for any charges incurred to expedite your ticket.

Extra Flight Charges

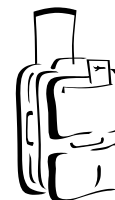
If the cost of the ticket exceeds the established approved flight amount set by Pitzer College, you will pay Pitzer's travel agent directly for the extra charges. The following items may increase the cost of your ticket:

- Late arrangements (check the deadline for booking the flight for your program)
- Travel dates that vary from the dates of the program, i.e. if you plan to go early or stay after the program and this results in a more expensive ticket
- Indirect routing or stopovers through other countries of interest
- Departure from or return to airports other than Los Angeles, Chicago or New York (Please note that you are not required to depart from these airports, these sites are simply used as the base for determining the established maximum amount of the airfare.)
- Open return tickets
- Extra luggage charges (luggage restrictions can be changed by the airlines without notice)
- Transfer charges to and from airports
- Replacement of lost tickets
- Charges for changing the ticket after issue

Baggage

We recommend you check your luggage in all the way to your final destination, when you first begin your flight in the States. If you break your journey for more than 24 hours en route, however, you may have to claim your baggage at that point and then recheck them in on your onward flight, but if you don't break your journey for more than 24 hours, you should be able to check them into your final destination. Please put both your home address and phone number, and your program address and phone number on each of your bags before you check them in.

Many airlines are setting more restrictive size and/or weight limits for checked baggage and are limiting carry-on items to one small piece of luggage and one personal item (a purse, briefcase, or laptop bag). Many airlines are limiting travelers to no more than 50 lbs. for checked baggage. If you have connecting flights, each airline may have different requirements and you must comply with the restrictions of both airlines. Limitations may vary by airline and destination, so check with the airline or travel agent before packing for your trip.



Visa Considerations

Visa and immigration requirements often obligate you to have a round trip ticket for entrance into the country. You cannot buy a one way ticket and plan to purchase the return portion later. Some destinations require that you have several blank pages remaining in your passport. If your passport does not have blank pages remaining, please arrange to get additional pages added to your current passport or renew for a new passport with plenty of blank pages.



If your itinerary includes layovers or stops in other countries en route you may need a visa for those countries. Please check with your travel agent and the relevant embassy for information.

Travel Delays

Unforeseen circumstances (weather, missed flights, equipment problems, etc.) may result in unforeseen expenses due to the delay. Students should travel with emergency funds in the event of unavoidable delays in transit. Pitzer College is not responsible for these expenses. Your International Student Identity Card (ISIC) has some coverage for costs incurred due to travel delays. Should you have expenses related to such delays, be sure to keep your receipts in order to make a claim. (See 'Travel Insurance Provided by Pitzer College' in the *Insurance* section of this handbook.)

ARRIVING EARLY OR STAYING PAST THE END OF THE PROGRAM

Students who choose to arrive in-country before the beginning date of the program must contact the program staff well in advance of the beginning of the program to arrange a time and place to meet on the arrival date. Pitzer can take no responsibility for early arrivals. Students must make their own arrangements for ground transportation, room and board.

If you think you may want to stay on past the end of the program, please advise Pitzer's travel agent before you make the final confirmation of your ticket. Otherwise, you will be booked for departure from the program site on the program departure date, and any additional costs due to changes made after your ticket is issued will be your responsibility. Please know that Pitzer can assume no responsibility for students who stay on past the departure date.

FLIGHT CHANGES, E-TICKETS AND PAPER TICKETS

If you choose to change the date of your return once you are in the host country; please know that this can be a frustrating, complicated, and costly procedure. You need to be check with the airline and the travel agent of the regulations, required tickets, and fees associated with changing your flight. Pitzer and the travel agent will not be responsible for expenses incurred for changing your return dates and/or itinerary after you make your initial confirmation with the travel agent, especially once you are in the host country.

Please verify with our designated travel agent whether your ticket is an E-ticket or a paper ticket. If your ticket is an E-ticket, please confirm with the travel agent and the airlines what you need to present for airport check-ins. Many international carriers and destinations treat E-tickets differently from the way they are treated in the US. If your ticket is a paper ticket please treat it like cash. If you lose your paper ticket or make a change in your itinerary and cannot present your original paper ticket at the airport check-in counter, you will most likely be charged full-price for a new ticket. This extra expense will be your responsibility.



If for any reason, you are not able to use an airline ticket, the **airline must be notified prior to the departure of the flight** that you will be changing the ticket. **Unused tickets including E-tickets become worthless once the plane departs.** You are responsible for the replacement cost of an unused ticket.

Please note that Pitzer requires you to participate in the entire program. Loss of credit or lowering of grades may result if you arrive late or depart early.

Lost Baggage

In the unlikely event that your baggage is lost en route, you will most likely first realize this in your host country. File a claim at the airlines desk before you depart the airport. Keep your baggage tags. Usually lost baggage is recovered in two to three days.

INDEPENDENT TRAVEL

Independent travel outside the program country is discouraged and should be done after the end of the semester.

MONEY MATTERS

HOW MUCH MONEY SHOULD I BRING?

Personal spending is an individual matter and can vary widely between students based on their spending habits and financial resources, so it can be difficult to give a definitive amount that you should bring for the semester. Most students do not have to spend a great deal of money on their program, **but consult your program sponsor for suggestions on a minimum amount that you should have available for emergency expenses should the need arise.** Other expenses that you should plan for:



- The cost of any immunizations recommended by your program or required for entry
- Entry visas if applicable (often must be in US dollars, not traveler's checks) and exit fees.
- Money for books, school supplies, toiletries.
- Emergency medical reserve plus personal medicines.
- Personal spending money for entertainment, souvenirs, independent travel.
- Cell phone and telephone calls (this can eat up your budget quickly)
- Departure tax at airport.
- Deposits if required

Consult the program sponsor, and talk to a student who has recently returned from your program for suggested amounts. The exchange rate of the US dollar against most foreign currencies is presently not favorable so be sure to consider this in your planning.

You may want to bring more depending to a large extent on: whether you bring everything from home or plan to buy clothing and other supplies in the host country, your independent travel plans, and any gifts or souvenirs you may plan on purchasing. Ask the program sponsor about the costs of certain items below to serve as a rough guide in planning how much money to bring:

- A good meal in a nice restaurant
- Movies
- Bicycles (renting or buying)
- Taxis
- Train and airfares to tourist areas
- Camping or trekking equipment and whether these items can be easily rented
- Clothes: If you come from a temperate climate like Southern California, you may not own a coat and other items that will be necessary. Check with the program sponsor to see if these items may be relatively cheap or prohibitively expensive abroad. You may want to check out thrift stores before you leave for an inexpensive jacket or coat or other items that you don't already own.
- The cost of a phone call to the US - This one bears repeating. This is an area that can use up your funds faster than you would expect. Limit your calls by considering them an expensive treat and do treat yourself when a familiar voice from home is what you need. All other times, email, Skype or write a letter!

TRAVELER'S CHECKS, ATMS, AND CREDIT CARDS

Never carry large amounts of cash while traveling. The program sponsor will provide recommendations on the best manner for dealing with money. More and more students are choosing to bring less in Traveler's Checks now that ATM cards are more widely accepted. We do, however, still recommend that students bring some Traveler's Checks in case of a problem with their ATM or credit card. Carry the numbered receipts for your traveler's checks separately from the

checks and leave a photocopy of the receipts at home. In addition, it is recommended that students have about USD \$50-\$100 in cash for expenses during travel.



ATMs with the Cirrus and Star symbols are accepted almost everywhere. Your bank will usually charge you a small fee for withdrawing funds from an international ATM machine, but this is a good way to transfer funds to your exchange site if you should run short on traveler's checks.

Credit cards are also widely accepted abroad and can be very handy in case of emergency. MasterCard and Visa are best. If you bring a credit card, be sure to leave your card number and the 'Lost or Stolen' 800-number at home. In the unlikely event that your credit card is lost or stolen while abroad, this information will help your parents or friends cancel your card quickly. Please note: only a person previously authorized to make changes on your account will be able to cancel a lost or stolen card. You should also notify your credit card company that you will be traveling and may make expenditures on your card in your destination country and other countries en route. Otherwise, when the first few foreign charges show up, your credit card company may put a freeze on your card.

It may be possible to set up a bank account in some countries. Please consult with your program sponsor if this is something you're interested in.

HOW TO RECEIVE FUNDS FROM HOME

The best ways to transfer additional funds from home to you is to use an ATM card or draw a cash advance on your credit card. Western Union and American Express also provide wire transfer services, but these tend to be more expensive than standard ATM and cash advance fees. If you do not have an ATM or credit card, and you need to have money wired to you, you will need to obtain the latest details from the banks in your particular country of study and forward that information to your parents (or other benefactor).

WHAT YOUR PAYMENT FOR STUDY ABROAD WILL COVER

Payment of the comprehensive semester program fee (\$27,494 for 2011-2012) to Pitzer College plus the \$550 contribution towards airfare and travel insurance will cover your program tuition, housing and meals for the length of the program, one semester round trip travel from Los Angeles (or equivalent priced airport) to the international airport nearest your destination, an International Student Identity Card that includes travel insurance and the overall cost of providing and supporting study abroad at Pitzer College.

Students on domestic exchanges are not charged the \$550 travel contribution and are responsible for arranging and paying for their own transportation.

What happens to the comprehensive fee I pay for the Pitzer study abroad program?

Students are charged the full Pitzer College comprehensive fee for participation in any of Pitzer's study abroad programs. This does not, however, mean that the full comprehensive fee is sent to the host country for the use of the Pitzer study abroad program. As with all college programs and departments, each year the Treasurer's Office at Pitzer develops a budget for Study Abroad as a whole and for the individual programs abroad. The costs in the budget are determined in collaboration with in-country staff, the Office of Study Abroad and the Office of Academic Affairs at Pitzer College. Money to cover in-country costs, such as accommodation, school fees or tuition, DISP allowances, study trips, instructional and staff salaries, materials, insurance, office rental, etc. is sent to the host country for each semester. The College expects the local director to manage the program within the budget the College has provided. Generally, no changes are made to the budget once a program is in session except in case of emergency. Recommendations for budget changes are taken into consideration for the formulation of the budget for the next fiscal year. The portion of the comprehensive fee that doesn't go to the host country is used to support the cost of promoting and administering the study abroad programs as a whole. It is also used to support the overall infrastructure of the college (from information technology, public relations, financial services, and insurance, to on-line library resources, etc.) that is available for study abroad students before, during, and after their time abroad.

Housing

Housing covered by Pitzer College means accommodations that are typical for that particular program or country during the period that school or the program is in session. Most programs provide housing as part of the program fees. Please note that housing expense during breaks (including periods between terms or semesters or for the long Easter break in the UK), and housing expenses before or after the program are the responsibility of the student and are not covered in

the fees paid to Pitzer. Students are also responsible for paying any additional charges if requesting single accommodation. If the program does not provide housing, Pitzer will provide a check for housing based on an amount recommended by the program. **Students are responsible for providing a written estimate of housing expenses from their program to the Office of Study Abroad.** Once written documentation of the housing expense is received, the Pendleton Business Office of the Claremont Colleges will process a check. Students should allow a minimum of two weeks for the processing and mailing of a housing allowance check.

Meals

Meals covered by the comprehensive program fee paid to Pitzer College include whatever is typical in the host culture but usually means breakfast, lunch and dinner Monday through Friday and brunch and dinner on weekends while the program is in session. Many programs cover expenses for meals as part of the program fee. However, there are programs that do not include meals, or include limited meals as part of the fees paid for the program. For these programs, Pitzer will provide a meal allowance, based on an amount recommended by the sponsor of the program. Students will not be reimbursed for missed meals that are provided by the program. Meals during any break periods between semesters/terms (including the extended Easter break typical in the UK and other countries) or before or after the program are the responsibility of the student and are not covered by the comprehensive fees paid to Pitzer. **Students are responsible for providing a written estimate from the program sponsor of meal expenses from their program to the Office of Study Abroad.** Once written documentation of the recommended meal allowance is provided, a check will be processed. Students should allow at least two weeks for the processing and mailing of the check.

Having a full semester's worth of housing and/or meal funds available at the beginning of the program requires some careful planning. Figure out the number of weeks in the country and determine a figure that can be safely spent each week and still have the money last until the program ends. Your meal allowance amount will have been adjusted for normal fluctuations in the exchange rate. A meal allowance is meant to cover expenses for food you purchase at a grocery store and prepare yourself or, for purchase in a student cafeteria. It will not cover eating daily in a restaurant. Just as the board fees paid to Pitzer do not cover late night pizza expenses or your favorite snacks, these are not covered in your meal allowance. If the meal allowance seems inadequate to cover your food expenses, consult the program sponsor to learn how these amounts are determined and how often they are updated. Pitzer cannot provide additional meal allowance funds **unless** the program sponsor recommends in writing that Pitzer make these adjustments. Keep copies of your receipts for a week to check that you are staying within your budget. You can use these receipts to demonstrate that additional funds are needed, if appropriate.

Travel Contribution

All Pitzer students pay the same travel contribution for travel and travel insurance (See the chapter on *Insurance* in this handbook) to a semester study abroad program. For 2011-2012 the travel contribution will be \$550. This charge will be placed on your student account for the semester you are abroad.

For Pitzer students approved for Pitzer programs and exchanges, as well as those approved on non Pitzer programs for the academic year, Pitzer will designate a travel agent for the student to book a round-trip airline ticket for **one** semester abroad experience for each student. Students doing more than one semester study abroad program will pay for their own airfare for the less expensive of the two destinations and will not be charged the travel contribution for the second semester.

Students on domestic programs are not charged the \$550 travel contribution and are responsible for arranging and paying for their own transportation.

Additional Expenses

Additional expenses that **are NOT covered** by the comprehensive program fee paid to Pitzer College include the following items that are unique to study abroad participation:

- Passport and visa fees
- Immunizations
- Required photographs
- Any additional expense due to a higher cost of living in the country where the student will study.
- Deposits for housing or sports equipment

Other expenses that are not covered are typical of the expenses that are not included in the comprehensive fees for students on campus in Claremont. These additional expenses include (but are not limited to) the following:

- Books
- Required medical/accident insurance
- Additional fees for science labs or art classes
- Housing and meals before or after the program
- Refundable housing/damage deposits
- Field trips
- Telephone service and long distance telephone charges
- Laundry
- Personal entertainment
- Toiletries

Finally, some conveniences which US students are accustomed to having access to on campus will not necessarily be included in a particular program because it is not commonly accessible to students in the host culture. Depending on location, these may include but are not limited to:

- Telephones
- E-mail/Internet access
- Gymnasium and sports facilities
- Access to computer labs
- Deposits for housing or sports equipment

Pitzer College does not provide compensation for a lack of access to such conveniences.

Exchange Rates

Exchange rates can change daily and it is important to note that changes may not be in your favor. When budgeting your funds, keep the exchange rate in mind. The exchange rates can vary between now and your program departure. A handy website for tracking these rates is www.oanda.com.

BILLING PROCEDURES FOR PITZER STUDENTS

Pitzer College students will be billed by the Student Accounts office for Pitzer College's comprehensive semester fee plus the \$550 travel contribution in the same manner as all other semesters.

Deposits

Pitzer students **do NOT** pay any **non-refundable** deposits or any charges for tuition, room or board to the exchange sponsor. If a student receives any invoices related to tuition, room or board or requests for **non-refundable** deposits, the invoice should be brought to the Office of Study Abroad at Pitzer. **Damage/housing deposits and any other refundable deposits are the responsibility of the student since any refund due would be paid to the student.** If your program charges a fee for insurance, or books, you are responsible for paying these charges directly to the exchange sponsor.

Withdrawal Fee

If a student withdraws after accepting a place on the program, Pitzer will bill the student's account for a withdrawal fee of \$350 plus any non-recoverable expenses paid on the student's behalf. Please refer to the *Conditions of Participation* for full information on when or if a refund is due to the student. Note that there may be other withdrawal charges assessed by the exchange sponsor and these fees are the responsibility of the student.

Invoices

Invoices are sent from the Student Accounts Office in the same manner as any other semester. You may continue any installment payment plans. Consult the Student Accounts Office for further details regarding the installment payment plan.

Financial Aid

Most financial aid can be applied toward the fees of any approved program. Please consult the financial aid office for specific details on how your financial aid will be handled.

Installment plan

As a convenience, Pitzer College is offering the option to make tuition payments on a monthly basis through Tuition Management Systems. To enroll, visit their website <https://www.afford.com> or call 800.722.4867. Please contact Pitzer College's Student Accounts Office at 909.621.8191 if you have questions about this option.

Transcripts will be withheld until Pitzer College is paid in full. This includes the comprehensive program fee and any outstanding balances due to charges incurred on behalf of the program such as library fines, charges for damages to dormitory, homestay or school property, non-reimbursed medical expenses, etc.



WHAT TO BRING

ESSENTIAL DOCUMENTS AND ITEMS



- Your **passport** valid for **at least six months past the end of the program** and two photocopies carried separately from your passport in other suitcases or wallets. Also be sure to carry your visa documents. Visas vary by country but may be either a stamp in your passport or notarized documents. Be sure you ask the consulate about any documents you are required to present upon entry. Leave an additional copy at home with your parent or guardian.
- Your **airline ticket** (and photocopy of your ticket carried separately). Please note, if you have a paper airline ticket, it should be treated like cash. If you lose this paper ticket, it is the same as losing cash and you will have to purchase a new ticket, often at higher rates.
- Credit cards, ATM cards, and traveler's checks** (You will need original receipts for exchanging traveler's checks. Make photocopies and carry them separately.) Before deciding what form of money to carry see the *Money Matters* section for more information.
- Four passport-sized photographs.** These are in addition to those requested by the Office of Study Abroad and optional but could come in handy.
- An official **immunization record** from your doctor or health clinic and a photocopy.
- International Student Identity Card (ISIC).** Pitzer College will provide the ISIC after you confirm your participation in the program. We cannot process the card if we are missing your photo so please submit one as soon as possible. In the event that your card is lost or stolen, your insurance will continue. If you wish to replace the card in order to receive discounts, you are responsible for the replacement cost of \$22. Leave a copy of the front and back of the card at home and bring a copy with you.
- Your **medical insurance information.** Check with your provider to see if you should carry specific claim forms with you in the event of hospitalization or other medical need abroad.
- Contact numbers** for your home institution. Remember to bring your college catalogs, telephone and fax numbers, and e-mail addresses for representatives at your home institution. During the course of the semester, you may need to fill out pre-registration forms, contact your academic adviser, arrange housing, or work with financial aid. It is extremely important that you prepare for any contingency.
- This **handbook** and other pre-departure reading materials, if necessary.

CLOTHING, MEDICINE AND MISCELLANEOUS

What you bring is an individual matter. It depends upon what you may want to buy in Gaborone, how much you want to carry (the lighter the better), and what you plan to do during your semester. Everything you might need is available in Gaborone, but you may not have access to your favorite brands. That said, we suggest you come **as light as possible** and buy anything else you need in Botswana. Traveling becomes much more enjoyable as the weight of your bags decrease. When you've finished packing walk around the block carrying everything, or have a friend carry your things and tell you if you've packed too much. Whether you bring it with you or buy it, the following items are suggested:

Every year when we ask students for packing suggestions, the most common advice is that you don't need to bring half as much as what you think. What you bring is really an individual matter. It depends upon what you may want to buy in country, how much luggage you want to carry (the lighter the better), and what you plan to do on your trip. It is now a fact that virtually everything you might need is available in most destinations. However, time for personal shopping during the first two weeks of the program may be limited so pack any supplies (toothpaste, soap, etc.) you will need during this period. We suggest you travel as light as possible and buy anything else you need in the host country unless it is prohibitively expensive abroad. Traveling becomes much more enjoyable as your amount of luggage goes down.

When you've finished packing, walk around the block carrying everything, or have a friend carry your things and tell you if you've packed too much.



Please note that new restrictions are in place for carry-on luggage. Contact your airline for specific information or check the Travel Security Administration's website for permitted and prohibited items, <http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm>

Remember that your luggage may be searched at the airport and a well-organized packing job is advised.

Clothing

The important thing is that you dress in a way that is neat, clean, and acceptable to your hosts. Try to build a wardrobe around one basic color so that everything matches. Avoid white: it stains. Black is a season-less color that doesn't stain and works day or night and is considered chic, especially in Europe. Stick to easy-care, quick-dry fabrics for the more humid locations (jeans take forever to dry!). Wear your bulkiest clothes on the plane to leave more space in your luggage. Overall, keep it simple. Note that this list is provided as a general guideline only; **you are not required to pack everything on this list.**

- 1 pair of comfortable walking shoes
- 1 pair of flip flops or shower shoes
- 3-5 pairs of socks
- 5-7 pairs of underwear
- 1-2 pairs of shorts (if acceptable in the host culture, in many places, shorts are only appropriate at the beach or when participating in sports)
- 3-4 skirts/slacks
- 3 shirts
- 1 sweater/sweatshirt
- 1 poncho/rain jacket
- 1 light jacket
- 1 bathing suit (ask about acceptable styles, bikinis may not be appropriate)
- 1 hat or sun visor
- 1 semi-nice outfit with appropriate shoes
- 1 pair of Pajamas

Medicine and Toiletries (a two week supply)

- Prescription medicines (in their original container) and copies of your prescription
- Toothbrush (with cover) and toothpaste
- Soap and shampoo
- Brush and comb
- Sunscreens, moisturizers, cosmetics
- Deodorant
- Aspirin or other pain-reliever
- Tissues
- Tampons/Sanitary Napkins
- Razor blades
- Eyeglasses, sunglasses, contact lenses and cleaning solution

Miscellaneous

- Camera
- Swiss army-style knife (do not include in your carry-on luggage on the plane!)
- Small flashlight
- Address book
- iPod
- Travel journal
- Pocket calculator
- Books, guides and maps (make copies of only the essential pages to lighten your load)
- Novels to read and swap
- Day pack
- Laundry soap and line
- Sewing kit
- Several sizes of zip-lock style plastic bags for storage (We recommend storing anything that can spill or leak inside a zip-loc bag to prevent damage to other articles in your luggage. Bring extras; they come in handy in more ways than you can imagine.)
- Hostel sleepsack
- Change purse
- Small collapsible umbrella
- Luggage locks and tags
- Battery operated alarm clock
- Moist towelettes
- Batteries
- Adapter and voltage converter
- A half roll of toilet paper (you may be glad to have it)

Things to Leave at Home

- Expensive jewelry and things that have sentimental value. **If you can't bear to lose it, don't bring it.**
- Hair dryers, curling irons and rollers. American produced appliances use a different voltage than in most other areas of the world. Odds are that they will burn up on your first use, even with an adaptor. It is best to go for a less complicated hairstyle, or buy an inexpensive version of the appliance in country that will work with the electrical current there.
- Anything you don't want to carry around for hours, and all your cultural baggage!

Finally, leave space for treasures you find along the way, and remember that memories travel best of all – and they don't take up space in your luggage!

LAPTOPS: TO BRING OR NOT TO BRING?



A common question asked by students and their parents is whether or not bringing a laptop on a study abroad program is a wise choice. The answer to this will vary from person to person and program to program. There are several issues to consider in making an informed choice.

- Your program sponsor will not be responsible for theft, damage or loss of your computer. You should purchase property insurance to cover loss or damage. See ISIC Premium coverage in the section *Health Considerations*.

- Your program sponsor cannot guarantee wireless or Internet access.
- Your program sponsor will most likely not be able to take responsibility for storing your computer in the program office, even during times when you are traveling on program field trips or participating in an independent study project.
- Just as on your home campus in the States, you will not have access to staff/faculty computers or email accounts. Rather, students are expected to use local resources the same way any member of the local community would. (This would hold true of phones as well.)
- Students on programs where computer access and email are easily available are encouraged to use these resources in moderation and make interaction with members of the host culture a higher priority.

GIFTS



It's always nice to bring several modest gifts from home for your hosts. Pictures of yourself, your own family and your home are very much appreciated. Calendars with pictures of your state or country would also be a good idea. Candy and food items that are typically American are appreciated. Children enjoy receiving small trinkets, or crayons and coloring books. T-shirts, kitchen towels, hats or pins with sports team logos, popular culture icons, American tourist attractions, and other American memorabilia are popular. Another effective strategy is to simply wait until you are settled in with your hosts and then to purchase inexpensive gifts, according to their interests and needs. Students in the past, especially those studying in developing countries, have commented that small items purchased in the local culture that your hosts would not buy themselves will often be more appreciated than an American souvenir.

COMMUNICATIONS

TELEPHONE AND EMAIL

International Dialing Information

An international telephone number consists of several different parts:



The **International Access Code** from the **US - 011** (this number would be different from other countries),
Country code (usually 2 to 4 digits)
Phone number (usually a six to eight digit number)

Example: 011-###-##-##-### (telephone) when dialing from the US.

Emergency telephone numbers for students while abroad - see inside back cover

In an emergency, students who are abroad should call the emergency numbers listed inside the back cover of this handbook. Students are advised to contact their program coordinator or other designated person as soon as possible. He or she is best able to render prompt assistance and advice in the event of an emergency. Calling home to speak with a family member first, though it may be instinctive or comforting, is not going to get you the immediate local help you need.

For privacy reasons emergency numbers will only appear in the student edition of this Handbook. Please contact the Office of Study Abroad at the number below if you have questions.

Contact Information for the Office of Study Abroad in Claremont

**Pitzer College
Office of Study Abroad
& International Programs**

Telephone **909.621.8104**
Fax **909.621.0518**
Email studyabroad@pitzer.edu

Mailing address
Scott Hall 110
1050 North Mills Avenue
Claremont, CA 91711

Office hours
Monday through Friday
8 AM to noon and 1 PM to 5 PM
except holidays

Cell Phones

Pitzer **requires** that you either bring a cell phone from home or purchase a local cell phone once in country. You must also provide the study broad office at Pitzer with your cell phone number.

You will be responsible for keep a working cell phone (charged, paid up and ready to use in an emergency) on your person throughout the program.

Whether you bring your own cell phone from home or get one from the program, Pitzer expects all students to use cell phones in ways that are appropriate and responsible. In particular, cell phones should be turned off (including texting) during classes, program discussion sessions and study trips when interacting with program staff, faculty or guest speakers. In addition, students need to learn and practice appropriate cell phone use in their homestays. For some families it may be considered rude, for instance, to make or receive calls or text messages during a family meal or while engaged in conversation after dinner.

In Case of an Emergency at Home - Family and Friends

In case of emergency, such as a family crisis, it may be best to have your family contact the program sponsor rather than trying to reach you directly. Be sure to provide the program sponsor's phone number and email address to your family. In an emergency, if you wish to contact a member of the Office of Study Abroad in Claremont we are closed you will be directed to Campus Safety at 909.621.8170. Campus Safety has additional contact information on file. Please have them continue down the list until they are able to speak directly with a member of our staff.

Students on Non-Pitzer programs should note the following information and share this information with their parents or guardians.

Program Sponsor Contact in the US

Sponsor Name	
Contact Person	
Telephone	
Fax	
Email	

Program Sponsor Contact in the Host Country

Name	
Telephone	
Fax	
Email	

Contacting the US from abroad

Email, mail, Skype or cell phones are all options for contacting the US from abroad. An economical way to call internationally is with Skype, though quality may depend on the strength of your Internet or wireless connection. Skype can be downloaded on a computer, and then you are able to call any phone anywhere in the world. You can also call other Skype users for free. To learn more, visit Skype's website at <http://www.skype.com/>.

Contacting Students abroad

The best ways to reach you abroad is by email, mail, or possibly Skype and cell phone, depending upon your circumstances.

MAILING AND SHIPPING TO STUDENTS ABROAD

Regular mail is quite reliable in some countries, but may not be in others. International mail can take anywhere from 5 days to 3 weeks to arrive in various countries. Occasionally, mail can be misplaced or lost by the postal service abroad, just as it can be lost by the postal service in the US. Postcards are at a different rate and may take even longer. You will be provided with your address on site, if not before you leave. Please be sure to provide the Office of Study Abroad at Pitzer with your mailing address, email and phone number. Often faculty need to contact students while they are abroad about academic issues, invitations to do a senior thesis, etc.

Although you can ship almost anything abroad, please keep in mind that certain items may require a special tax or exorbitant fees in order to clear customs. Think twice before shipping expensive items, such as computers or books.



STUDENT COMMUNICATION RESPONSIBILITIES

Read your Email

Before, during, and after your study abroad experience someone from the Office of Study Abroad or another Pitzer College office may contact you with information about orientation, health, safety, academic, finances, or other matters. **For Pitzer students, the official means of contacting you will be your Pitzer College email account.**

Due to the large number of messages on student-talk, Pitzer-talk, and other email lists, we advise students going abroad to unsubscribe to email lists while off campus. If you have a limited amount of time to check email or are paying

for connection time at an internet café while abroad you don't want to miss important College information buried in your inbox. Investigate methods for labeling and filtering your messages before you go.



Students are responsible for managing their email accounts and reading their official school email on a regular basis before, during, and after studying abroad.

Your Pitzer password automatically expires every six months - 180 days from when you last reset your current password. Change your password before you leave to assure continuous access. If your password does expire, log on to www.pitzer.edu/pitpass or contact the Pitzer Helpdesk at help@pitzer.edu.

Keep your Student Contact and Emergency Information Current

We may also try to reach you via your cell phone, home telephone, personal email, or other means. In the event of an emergency, we may need to contact you or your parents or guardians via the information in the College database or in your Study Abroad file. It is important that you notify us of any changes to your information.



Once you arrive on site and are settled, send your new contact information (email, mailing address, phone and cell numbers, Skype, etc.) to studyabroad@pitzer.edu.

THINKING AHEAD

REGISTRATION FOR NEXT SEMESTER'S COURSES

Pre-registration at Pitzer College will occur on campus in late April for fall, and in late November for spring. If you do not attend Pitzer, please consult with your study abroad office to determine how pre-registration will be handled on your campus. For all students, planning ahead will do much to alleviate the anxiety you often experience about pre-registration. Before you leave campus, it is advisable to:

- Declare your major with the proper forms in the Registrar's office. If you will be a junior while you are abroad you must submit your major declaration form to the Registrar's Office before you leave. If you do not, you will not be able to register for the next semester.
- Talk to your adviser to have a clear idea of the type of courses that you will need to take upon your return;
- Take your college catalogue and e-mail and phone numbers of anyone you may need to contact regarding courses and general requirements;
- Ask a friend who is staying on campus to collect the necessary forms and signatures on your behalf for any courses that require special permission;
- Provide a signed document stating that your friend is acting as your proxy (most professors probably wouldn't require something this formal, but it couldn't hurt);

For Pitzer Students Only: Registration from Abroad

Students are encouraged to use the online registration system on the MyCampus2 portal. If you will be unable to register at your designated time, follow the instructions below:

Select courses from the 5-College Course Schedule at http://mycampus2.pitzer.edu/ics/Course_Schedules/ and email their registration to regabroad@pitzer.edu using the study abroad registration format found at http://www.pitzer.edu/offices/registration/externalstudies_request.asp.

In your email, please include the following:

Subject line - please put your name.

Example: "Your Name - Spring 2012 Registration"

Name

Student ID Number

Advisor

Major

Course ID Number

Section Number

Course Title

Instructor

Day and Time

Please be assured that you will be registered with your class. Your registration will appear on your student portal the day after your registration date. Due to the high level of student registrations from abroad, please allow 3 to 5 business days after your class registration date to receive an e-mail confirmation of classes. If a class you have requested is full or has been cancelled, you will be notified. E-mail permission from an instructor to register in a full course will be accepted only from the instructor's Claremont Colleges email account.

Information for fall courses should be available around mid-April and around mid-November for spring courses, about two weeks before pre-registration. Also, as communicated to you before your departure, if you have junior class standing and have not yet declared a major, or if you owe money to the College, you will not be allowed to register for courses until you have taken care of these matters.

PITZER IN ONTARIO - AN OPPORTUNITY FOR EXTENDING YOUR STUDY ABROAD LEARNING

Many students want to continue the type of learning that was possible on their study abroad program when they return to campus. An excellent opportunity to employ field methods, be involved in a community and participate in a meaningful internship is to apply to the Pitzer in Ontario program. Additionally, there is a program that allows students to start graduate coursework towards a Masters in Community Education and Teaching in their senior year at Pitzer. The Pitzer in Ontario program is a pre-requisite for students interested in obtaining this degree. Contact the Community Engagement Center (CEC) for information on how to apply for the Pitzer in Ontario program or visit the Center's website at <http://www.pitzer.edu/offices/cec/ontario/>.

LAYING THE GROUNDWORK FOR FELLOWSHIP APPLICATIONS

Most study abroad program alumni want to go back. One way to do this is to apply for one or more of several fellowships available to graduating seniors. The most popular of these seem to be the Watson, Marshall, Fulbright and Rotary International. For more information see the Pitzer College Office of Graduate Fellowships website: <http://www.pitzer.edu/academics/fellowships-grants/>.

The following ideas may increase your chances of winning a fellowship:

- Your career placement office and faculty fellowship advisors will have specific information on each particular fellowship. Find out as much about these fellowships as you can *before* you go on your program and then be on the lookout for good ideas.
- Think about applying to as many fellowships as possible. This can only increase your chances. You may choose to try out more than one idea or use the same idea (and essay) for more than one fellowship application.
- Keep a journal and have a section for dreams and fellowship ideas (often one and the same).
- Refer back to journal entries and quote them when appropriate in your fellowship application essay. This demonstrates long term interest and, perhaps, passion – important ingredients of successful fellowship applications.
- Many students who apply for these fellowships propose to build upon their independent study projects (ISP). If this is a possibility for you, conduct your ISP with this in mind. Think about the questions you would investigate, the people you would meet, the work you would do, the places you would go if you were able to return for a full year. Write these ideas into your ISP paper and your fellowship essay will be half written.
- When applying for a fellowship, your ability to demonstrate relationships with and support from host-country institutions and individuals will strengthen your application.
- The most important thing you can do is develop contacts *while you are abroad*. Cultivate relationships with host-nationals and organizations in the field you wish to pursue with a fellowship. Discuss your ideas with them. Ask them for advice.
- Get specific and accurate contact information for people and their institutions (phone numbers, fax number, email addresses, official titles, etc.). Ask them before you leave if they would be willing to support and or recommend you for a fellowship. If you are in a country where communication is slow, consider asking for a recommendation letter before you leave to avoid the frustration of trying to meet a deadline while waiting for recommendations from far away. Your mentor may have travel plans of their own and may not be easily reached when you need them.
- Keep in touch with your contacts. Send a thank you message as soon as you return home.
- When appropriate, and if communications permit, allow host-culture contacts to help you with your proposal. If they feel involved in the planning stage, they may offer stronger support.
- While you are still abroad, visit local institutions that sponsor specific fellowship recipients. Fulbright representatives and Rotary International members are often very willing to discuss your ideas and fellowship

possibilities with you. Six months later when many applications come across their desk, yours may be the only one with a face associated with it. That may make all the difference.

- When you return to the US, it is also a good idea to do follow up research on the country from which you have just returned. You have likely had a life changing experience and learned much about your host culture but there are many recognized scholars who should be consulted to deepen your understanding. Find out who is the leading authority and read some of his/her works. Don't rely on only your own perspective about the culture; test it out by reading further works.

CAREER SERVICES

During each of your years at Pitzer we want you to gain information and experience that will allow you to formulate your career and life goals. Even though you will be off campus for a period of time, it is important for you to be aware of timelines and deadlines that could impact your future. As you prepare to study abroad there are several things you can do before leaving and even while abroad to assist you in making career, graduate school, internship, and job decisions.

Sophomore Year

- Meet with a career counselor and take career interest assessment inventories to help clarify your interests.
- Conduct information interviews with alumni and professionals who work in fields that interest you.
- Create or update your resume.
- Review internship directories and listings. You can often apply for internships while you are abroad. Remember, summer internship deadlines are often in late fall semester or early spring semester.

Junior Year

- Begin to explore graduate school programs and become familiar with the application process.
- Review financial aid information - application deadlines occur early in the process.
- Explore scholarship and fellowship possibilities (most deadlines are early in the fall semester of your senior year).
- Update your resume.
- Register with Career Services during spring semester for senior year on-campus recruiting.
- Review internship directories and listings. You can often apply for internships while you are abroad. Remember, summer internship deadlines are often in late fall semester or early spring semester.

Senior Year

- Research and apply to graduate schools.
- Take the GRE or other necessary standardized entrance exams.
- If you are off campus first semester, contact Career Services to obtain on-campus recruiting information.
- Finalize your resume.
- Request references for graduate school applications.
- Network with alumni and other professionals.
- Learn the necessary steps you can take to conduct a job search.

Contact Career services via email and visit their web page at http://www.pitzer.edu/offices/career_services.

APPENDIX A: USEFUL WEBSITES

Library services available to students of the Claremont Colleges while abroad. (Students from other institutions should check with their schools for similar services that may be offered.)

<http://libraries.claremont.edu>

How to get a US passport

http://www.travel.state.gov/passport/passport_1738.html

US State Department Country Specific Information

Provides information about embassy and consulate locations, visa requirements, crime and security information, and health and medical conditions about each country

http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html

Centers for Disease Control and Prevention (country by country information on staying healthy):

<http://www.cdc.gov/travel/index.htm>

International calling codes

<http://www.countrycallingcodes.com>

Time Zone converter

<http://www.timeanddate.com/worldclock>

Currency converter

<http://www.oanda.com/converter/travel?lang=en>

International Human Rights Declaration

<http://www.un.org/en/documents/udhr>

Adaptors for converting appliances to different international electric currents

http://www.escapeartist.com/global/World_Electric_Power_Guide.html

Locating ATM machines

<http://www.mastercard.com/atm>

<http://www.visa.com>

Disabled travelers

<http://www.miusa.org>

Students of color

<http://www.studyabroad.msu.edu/people/studentsofcolor>

Gay/lesbian students

<http://www.indiana.edu/~overseas/lesbigay/index.html>

Voting while abroad

<http://www.fvap.gov>

World Factbook

<https://www.cia.gov/library/publications/the-world-factbook>

Global Calendar - holidays and festivals around the globe

http://www.oanda.com/cgi/world_holiday.pl?hdnAction=search_countries

Travel publications

<http://www.ricksteves.com>

<http://www.lonelyplanet.com>

<http://www.fodors.com>

<http://www.frommers.com>

<http://www.moon.com>

News

<http://www.newslink.org>

<http://www.bbc.co.uk>

Migration

http://news.bbc.co.uk/2/hi/talking_point/special/migration/default.stm#

Travel zines and newsletters for sharing stories as you travel

<http://www.travelmedia.com>

<http://www.great-adventures.com>

<http://www.artoftravel.com>

<http://www.journeywoman.com>

Tips on taking better photographs

<http://www.photosecrets.com>

International Internet Radio

<http://www.web-radio.com>

<http://www.live-radio.net/info.shtml>

APPENDIX B: SEXUAL HARASSMENT AND PREVENTION

THE • CENTER • FOR • GLOBAL • EDUCATION



SAFETI Clearinghouse



**SAFETI On-Line
Newsletter**

SAFETI On-Line Newsletter

Volume 1, Number 2, Spring - Summer 2000

Sexual Harassment And Prevention In College Students Studying Abroad

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Introduction

It has been my experience over the years as a Consultant to the US Peace Corps that the issue of sexual harassment for women can become a major stress factor that can greatly affect the entire overseas experience.

The information included in these pages comes directly from the work I have done with hundreds of inspiring and courageous Peace Corps Volunteer females as well as my own personal experience as a 22 year old Peace Corps Volunteer in Brasil many years ago. I have listened to and experienced the struggles, fears, frustrations, dilemmas, as well as joys of being a female in a developing culture. I have learned a great deal from the experience and from the incredible women with whom I have had the privilege of counseling. My life and my clinical work have been immeasurably enriched by the experiences we have shared together.

Cultural Sensitivity

We all want to be culturally sensitive, to get along, to be respectful, to fit in, to not offend. In training, cultural sensitivity is emphasized and highly valued. It can be the doorway through which a college student studying abroad gains entry to and acceptance with the community abroad.

It is very important that the cultural sensitivity training provided never requires that you submit to behaviors that invade your personal boundaries and that feel unsafe or even uncomfortable to you. If it feels inappropriate or makes you uneasy, get yourself out of the situation. Never sacrifice yourself or your sense of safety for the sake of cultural sensitivity.

Personal Boundaries

Personal boundaries are the personal space around us, physically and emotionally, that serves to preserve our physical and emotional integrity. When someone gets "too close", an alarm sounds inside. We need to listen for, respect, and respond to that alarm. We also need to respect the personal boundaries of each other. These areas can be very confusing for students for several reasons:

Reason One: The issue of personal boundaries tends to be confusing for people. Some of us were raised in families with broad rigid boundaries, lots of secrets, locked doors, distance from people, and perhaps even distance from our own emotions. Others of us were raised in families with loose boundaries, or inconsistent boundaries where people did not consistently allow personal respect or require privacy, where frequently no one knocked on bedroom doors before entering, where people shared common space and little personal space was available. And some of us (a very few) were raised with more of a balance of closeness, respect, and honoring of privacy and personal space.

Reason Two: Social conditioning in college has influenced boundary understandings by increasing tolerance for loose, fluid boundaries. Many college students have been acclimated to a very loose boundaried college culture. Students may "crash" in each other's dorm or apartment...males and females may share sleeping space for convenience without sexual expectations. They may have become accustomed to, and therefore have a high tolerance for loose personal boundaries.

Reason Three: We "assume" every one has the same understanding about personal boundaries as we do. Now enter another country and find the whole issue of boundaries and personal space is highly influenced by cultural norms and very different from what you are accustomed to. And the amount of personal space has a certain meaning in one culture and a different meaning in another culture. Like learning a foreign language, customs and personal boundaries in a new culture are not to be "assumed" to be known, but must be learned for your safety.

The Ultimate Boundary – Your Body

In some cultures, allowing a man to enter your house is symbolic of letting him enter your body. Many men have told women that they "assumed" she wanted sex just because she allowed entry into her house. Staying outside on the porch is a safer way to receive male guests. Where is the best place to entertain men in a safe way without misunderstandings where you live in the US? Where will the best place be to entertain men in a safe way without misunderstandings where you live/study abroad?

Concept of Male Friendship – A Boundary Misunderstanding

American women are accustomed to the concept of male friendship. It has a meaning that may not translate in the new culture. Being seen with a man, talking with a man, going out with a man may have a different "meaning" in the culture than a female student may intend. What does it mean in the culture you are in? Is that your intention? If no, change your behaviors to send the message you intend.

Strokes – Finding Deeper Meaning in Communication

Strokes are the measure of the exchange of communication between people. When interacting with others, we are constantly exchanging numbers of strokes. When we are communicating with peers, we tend to exchange a comparable number of strokes, a balanced exchange. In communication with those in authority however, the exchange may tend to not be balanced. The employee, for example, may tend to deliver more strokes than he/she receives from the boss. With friends, coworkers, spouse, children, authority figures, parents, strangers, strokes are delivered in varying amounts of balance or imbalance. Notice how this plays out in your life. Normally we are not aware of this measure of exchange as it operates at an unconscious level.

So it is, that when someone is being approached by a stranger or unwelcome individual, the amount of strokes should be kept to a minimum. In Latin culture, for instance, a man may sit next to a female student on a bus and begin an uninvited conversation with "Oh, baby. I love you." There is a tendency on some women's part to give a lecture on love to that individual ("How can you love me? You don't know me.", etc.)—providing a lot of strokes. Remember it's the number of strokes that are important, not the quality or content (negative or positive). This woman is then surprised to discover that the man continues and even escalates the harassment rather than moving away.

It is more effective to:

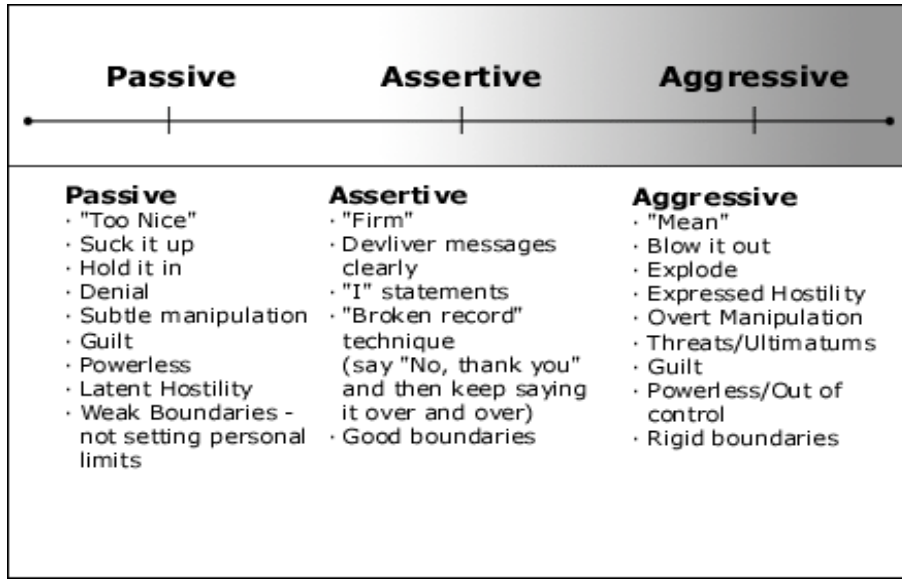
- Ignore the harassment/pretend ignorance
- Feign confusion/lack of understanding
- Move away/remove yourself from the situation

Confrontations of any type serve to encourage harassers who want attention, even negative attention will do. It's important to know about the power of strokes. When people come at you with strokes that you don't want, don't give away any strokes in return. Don't offer explanations. Get up and move, say no, but do not equalize the number of strokes exchanged as it may only escalate into getting you into more trouble.

Notice how strokes play out in your life. Notice the relationships where strokes are not equal—where someone is giving you far more strokes than you are giving out, and notice how it feels inside. Does it make you uncomfortable? This is true in all kinds of relationships, and can be used to help identify predators.

Harassment behavior and language varies from one culture to another. How do men harass women in the culture in which you are visiting? How do national women in that culture deal with it? Notice their effectiveness and use their response as a model.

Assertiveness



Actions

Actions speak louder than words. Make sure your body language is congruent with your words. If you say no with a smile on your face or in a weak, unconvincing voice, the words lose their force and power. Say no firmly and swiftly and follow that up with removing yourself from the situation and getting assistance if needed to back you up.

Persistent People

Use the broken record technique when faced with a situation when someone will not take no for an answer. Do not be coerced into backing down from your position by the persistence of the person insisting. Just because they did not accept your "no" does not mean you now need to come up with another reason or excuse. Keep saying the same answer over and over again, without developing a new reason or excuse each time the other person doesn't accept it. You don't have to be creative. Stick to your answer and just don't budge.

Example:

"Would you like to go to the movies with me?"

"No, thank you. I can't go."

"Oh, come on. It's just a movie."

"No, thank you. I can't go."

"I'll get you home early. I'll be a perfect gentleman."

"No, thank you. I can't go."

"Oh, you're too good for me, is that it?"

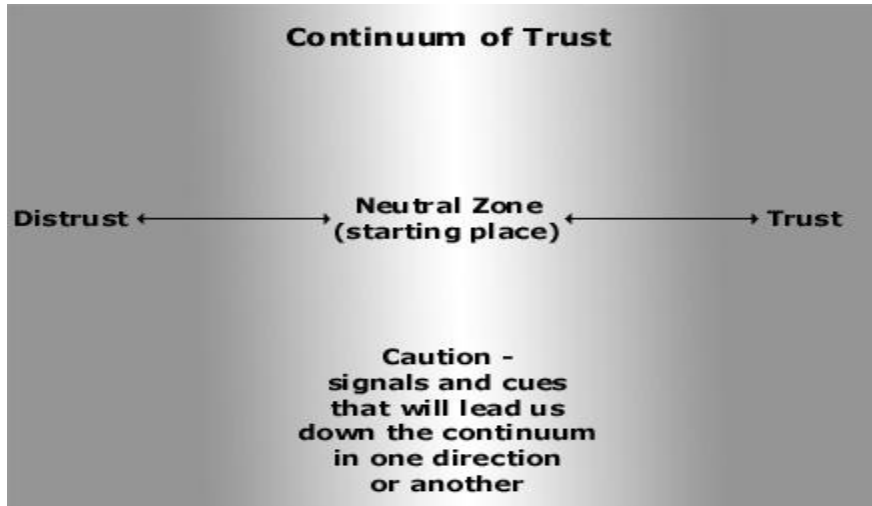
"No, thank you. I can't go."

"Oh, you can't go?"

"No, thank you. I can't go."

"Oh."

Trust



Trust needs to be earned. Many people have the mistaken notion that people should be trusted until proven otherwise. Actually, it is prudent to stay in a neutral position about a person, neither trusting nor distrusting them at first. Gather information from this person that will help you determine the trustworthiness of the person. In a new culture, watch for clues and cues from people who know the person and figure out how trusted he/she is by the community.

Harassment Burn Out

Harassing behavior is annoying at best and threatening and dangerous at worst. All students should seek assistance if harassment towards them becomes out of control and /or causes increased anxiety and anger. Many students reach a point, after which time they can no longer tolerate the catcalls on the street with the same humor they had when they arrived in country. For some, the irritation escalates to anger and retaliation. Some students have acted out toward men on the street (yelling at them, insulting them, throwing things, hitting them) out of exasperation. This aggressive behavior is dangerous. It is a warning sign that needs to be addressed for your protection. It is very understandable that the harassment has "gotten to you," but exhibiting aggressive behavior back can put you at risk. This "burn out" is a signal that it's time to take a break. Get out of town. Take a vacation. Go talk to your teachers, staff, and/or counselor. Do some stress relieving exercises that work for you. Talk to someone. Do something different!

Predators/Prey

In the wild, when an animal is either separated from the herd, is weak, young, injured, or otherwise vulnerable, it is likely that a predator will spot the animal, consider it prey and attack.

It is essential to your safety that you never allow yourself to be vulnerable to attack, that you avoid behaviors that can make you prey. You may have the right to walk down the beach at 2:00 in the morning, but if you do, you are making yourself prey to a waiting predator.

You may want to go to a bar or a party and have some fun, let off some steam, kick back and have a good time but if you drink alcohol or use any mood altering substance, you are now potential prey. It's as if you said to the strangers/acquaintances around you, "I'm going to relinquish control of myself/my body now. I put myself in your hands." Being at the effect of substances of any kind sets us up to be vulnerable to the attack of a predator.

It's not fair. Of course, it's not. But it's true—and staying in control of yourself can save your life. Being awake and aware allows you to pick up on warning signs that alert you that something is wrong. In the book, *The Gift of Fear*, Gavin deBecker describes the "gut feeling", the intuitive sense, that something is not right—that some danger may be present—as the gift of fear. Fear alerts us if we are awake and aware and respectful of the feelings we get. We must not override our sense of fear by saying to ourselves, "I don't know what I'm worried about, I'm sure nothing's wrong here", instead of paying attention to that little voice in our gut that says, "I don't know what's going on here, but something's up". It is really, really important to pay attention to our intuition, that little sense of knowing that something is amiss here, and not to dismiss it or deny it.

In his book, deBecker describes seven (7) ways that predators manipulate people to become prey. Learn all of these strategies so that you will not fall prey to them yourself. The tactics are:

- Forced teaming: intentional and directed manipulation to establish premature trust, example: "we're in this together"—a form of false rapport
- Charm and niceness: manipulative, deceptive, for self-gain
- Too many details: a tactic used when people are lying
- Typecasting: a slight insult designed to manipulate a woman to feel compelled to prove its inaccuracy
- Loan sharking: unsolicited giving designed to create a feeling of indebtedness
- The unsolicited promise: false promises
- Discounting the word "no": when someone refuses to accept "no" for an answer

More about these tactics can be learned from reading the book, *The Gift of Fear*. It is a highly recommended resource for anyone wanting to be more savvy about ways to protect themselves.

Potential Predator Behavior—Progressive Intrusive Invasion of Boundaries

If in a situation there is someone giving you more attention that you want, or is finding excuses to touch you, this can be potentially dangerous to your safety. For example, a guy comes up to a woman and gently brushes his shoulder up against her, flipping her hair off her shoulder, grazing her hand. She's thinking, "This is creeping me out, but I'm sure I'm overreacting, I'm sure he doesn't mean anything." This is where danger begins. He is thinking, "How much will she tolerate and allow? How long can I get away with this without her calling me on it? How far can I go?"

Touch:

- Uninvited, seemingly "unintentional" touching (brushing up against a woman's leg or arm, touching her hair)

Escalated touch:

- If not acknowledged and objected to, the touch will escalate (hand on thigh, hand on arm, sitting very close)

Forced sense of indebtedness:

- Creating a sense of indebtedness (buying an unsolicited drink or meal for example) and then expecting her attention in return (a dance, to walk her home, to spend time with her)

Conclusion

While some men are harassed, women experience the majority of sexual harassment and sexual assault. If you are a female student, this reality undoubtedly frustrates and angers you to have to be so very aware of your safety. If you are a male student, it likely dismays and angers you that women are ever treated disrespectfully.

There are steps to take to minimize risk in while traveling abroad and maximize fun and a rich cultural experience. It is important for women to:

- Integrate into their community
- Make friends with the women of the village
- Learn from the women about self protection and practice what you learn
- Dress according to local customs
- Interact with men according to the local customs
- Behave according to the local customs
- Stay in control; staying sober and alert keeps your senses in place to protect you
- Have a buddy system: having at least one other person with you that you trust can help you in regular circumstances as well as in problematic situations (what if someone spikes your drink). It is generally a good idea to travel in groups
- Pay attention and respond to any inner signal (intuition) that "something isn't right" and remove yourself from the situation

Do not try to behave like you would in the States. You are here to experience a different way of life, one that allows you to assimilate into your village, to "join" the community, to have a full, rich cultural experience. Enjoy it. You are not giving up yourself—you, indeed, are expanding on your choices as a female. This article has been created as an invitation to you to be awake and aware and to acknowledge the realities of potential safety issues around you. To live your life as if this isn't so is to deny yourself adequate protection. Treat yourself well.

Nancy Newport is a psychotherapist in private practice in Fairfax, Virginia. She has been a counseling consultant to the Peace Corps since 1992 and has a specialty in treating trauma, especially sexual and physical assault. Ms. Newport conducts the Peace Corps Medical Officer Training on sexual harassment and assault treatment. She is certified in Clinical Hypnotherapy, NLP and EMDR and uses these modalities extensively in her trauma work. Ms. Newport is a Returned Peace Corps Volunteer (Brasil). Her website is: <http://www.nancynewport.com>.



Safety Abroad First-Educational Travel Info (SAFETY) Clearinghouse

Student Study Abroad Safety Handbook

World Wide Colleges and Universities

Study Abroad Research Online

Resources for Study Abroad

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APPENDIX C: PITZER COLLEGE STUDY ABROAD OVERVIEW OF ETHICAL PRACTICES OF RESEARCH AND ENGAGEMENT IN COMMUNITY

1. Informed Consent

RESEARCH

When conducting an interview or using a conversation for research data collection, you must have informed consent from the individual. This means you must inform the individual of your research intentions and who might possibly view your data before interviewing that individual. You must accept any refusal or declination to be interviewed.

PHOTOGRAPHY

Please consult with your program director regarding cultural and legal issues involved in photographing of members of the host culture. Please ask each individual you intend to photograph before taking any pictures. Be specific about the intended use of the photo. If appropriate, given the norms of the culture in which you are conducting research, get a signed release form. Please do not take pictures for public use unless given permission by the individual in the photograph and the director of your program.

Photographing children – Again, consult with your program director. In many countries, you may not do this without the approval of the parents/legal guardian. In general it is best to take photos only when the parents are present and give their approval. Again, if appropriate, use an authorization form in their first language and never assume they know what it says.

2. Compensation

Before offering compensation for participation in a research project to any individual, discuss your plans with the faculty supervisor of your project and the director of your program. Never loan money to anyone in the organization in which you are working or any individual involved in your project.

3. Questions

Be critical of the types of questions you include in everyday conversation, surveys, and/or interviews. Avoid questions that may frighten or intimidate the people you are interviewing. Be respectful of their privacy and ask only questions that have a clear purpose. Always explain your intentions. Assure confidentiality. For example, if working with a mostly undocumented population, you must always be aware of issues of privacy and law. Whenever possible, review and refine your research questions with your program director and faculty advisor before beginning your field research.

4. Confidentiality

If you are discussing sensitive topics that make the individual uneasy, always assure confidentiality and always keep your promise. Never use real names or any other information that can lead to an individual's identity in your data, field book, research notes or final paper. Keep a private key to the names for your own private use, but do not release those names. Always ask the individual if you can use his/her real name before doing so. In some cases you may want to use a pseudonym for your research location (village, community, organization) to add another level of confidentiality. Discuss this with your program director and faculty advisor.

5. Culture and Reality

Always be aware of the specific reality of your particular site. This reality may be different from what you would expect, what you are accustomed to, or what you commonly understand. Or it may be very similar to what you would expect. Whatever the situation, there are some general guidelines to follow in order to retain professionalism in a community environment. For example, dress code can become an issue in many environments. It is important to dress in a manner that affirms you as a student with an academic and community-based purpose. Otherwise, you may attract attention that may be perceived negatively or be misunderstood.

Also, age and gender play roles in forming relationships. For example, if you are working with older participants, they may expect you to demonstrate clear respect for them because of their long and often complex histories, yet they may feel they have to be deferential to you because you are college-educated and therefore have a high social/economic position. These relationships of power and respect are sometimes difficult to manage, but you should always be

sensitive to another individual's life experiences. Everyone is a teacher, and everyone is a student. Keep lines of communication open. Assume good will.

6. Safety

If there is any question about safety (e.g. the neighbourhood where your internship or research site is located), try to go to your site with a partner – especially at night. Consider going with a fellow student, a member of your host family, or a trusted member of the organization where you are working. Always have the organization supervisor or a staff member present at your site when you are there. Never go to your site alone when confronting a conflict or problem. Ask your program director to accompany you under such a circumstance.

7. Phone numbers

Never give out your phone number or the address or phone number of your host family. You can use the number of your program office if you absolutely must give contact information.

8. Sexuality and Gender Considerations

Cultural norms in this area vary greatly. In general, the guidelines you receive for culturally appropriate behaviour in the community and with your host families should apply for your internship or research. Check with your program director on any special considerations you need to be aware of in your particular situation. While cultural norms may vary, certain behaviours are not acceptable. Sexual harassment will not be permitted in any form (although the understanding/definition of sexual harassment will vary from culture to culture, and you need to be sensitive to this). This means that within the context of your host culture, you should refrain from any type of behaviour that gives the appearance of sexual harassment. By the same token, we will not permit any type of sexual harassment to be perpetrated on you. At the first sign of a problem please contact your program director so that you can work together to resolve the situation.

Keep in mind that any romantic or sexual relationships you form with people involved in your research or internship (clients, participants, supervisors, interviewees, etc.) may be unethical and/or culturally inappropriate, could negatively affect your ability to conduct your project, and might have negative consequences for the person you are involved with. Please consult with your program director for clarification in this regard if this is likely to become an issue.

9. Working with Children

Consult with your program director regarding cultural, ethical and legal concerns you need to understand when working with children. In general, if you witness any type of physical abuse, neglect, sexual abuse, emotional maltreatment of a child you should report to your program director. You are not permitted to transport children.

10. First Aid

You should learn and follow your organization's procedures for medical emergencies and the administration of first aid. You should wear protective gloves when coming in contact with blood or any type of wound. Take special care around needles or other medical instruments if you are working in a health care situation. It is always best, whenever possible, to allow a school nurse, local health professional, or member of your organization to handle medical and first aid situations.

11. Punctuality and Follow-through

It is important to remember that some of those with whom you may be working (e.g. children, adolescents, abused girls and women) may have abandonment issues. You may trigger negative emotions if you are late or fail to show up when you are scheduled. It is imperative that you prove to them that they can count on you for doing as you promise. In addition, you are a role model, and they will see no reason to follow through with their promises if you do not follow through with yours.

Note: This document was adapted from a document produced by the Pitzer College Community Engagement Center (formerly California Center for Cultural and Social Issues). These guidelines may be modified to fit the cultural and legal realities of your particular program site.

Pitzer College: Study Abroad
Declaration to Adhere to Ethical Practices of Research and Engagement in Community

Read the document. Place your name, date and signature at the bottom.

1. I will always obtain consent from the participants for any interview/questionnaire/research/evaluation I conduct with them. I will inform them of the purpose of the task. I will respect their decision and not treat them unfairly if they decline to participate.
2. When I ask questions of the participants – whether for research or everyday conversation – I will refrain from asking any questions which might be construed as intimidating or frightening. I will always explain my intentions and assure confidentiality.
3. I will always obtain consent for photographing, audio taping, or videotaping the individuals. If appropriate, I will get a signed release form - even if the collection of this information is for my personal use. When photographing, audio taping, interviewing, or videotaping children/minors, I will always go to the parents or legal guardian for consent.
4. If these individuals are clients of or participants in a particular organization with which I am working, I will always get permission from the director of the organization before I take any action related to my research.
5. If I keep field notes or other written records of my interactions, I will refrain from using real names. I may choose to create a key to the names, which I will keep confidential.
6. I will arrive at the organization or research site at the time I am scheduled. If there is preparatory work to be done for the meeting, I will complete that work before the meeting or arrive early enough before the meeting to make necessary preparations.
7. I will dress in a manner appropriate for the program, organization, or community with which I am working. In addition, I will be sensitive with regard to dress and attitude to not in any way demonstrate disrespect to its members, clients, or collaborators of that organization.
8. I will always use respectful language at my site and in my research interactions.
9. I will follow all safety guidelines given to me by the program director and organization supervisor, including precautions related to travel to and from my site.
10. I will ask for and follow safety, first aid, and other emergency procedures from my site.
11. If it is necessary to give a contact number to others in relation to this project, I will provide the number or email of the program office. I will not give out my personal contact information or that of my host family.
12. If I feel I am the recipient of any form of harassment in the organization with which I am working or I am confused about any behaviour or language that is directed at me, I will consult with the program director and organization supervisor immediately.
13. If I witness any type of abuse or harassment, or behaviour that I am not sure about, I will consult with my program director immediately in order to better understand the situation, and if necessary, resolve or report a problem.

I have read, understood, and agree to follow these ethical practices of research and engaging in the community.

Signature _____ Date _____

Print Name _____

Note: This document has been adapted from the original produced by the Pitzer College Community Engagement Center (formerly the Center for California Cultural and Social Issues).

APPENDIX D: ACCEPTANCE AND RELEASE

Acceptance and Release Agreement for Pitzer Student Participation on Programs Administered by Other Institutions (Exchanges & Non-Pitzer Programs)

This document requires the signature of both the student and his/her parent or legal guardian (regardless of the student's age) in order to participate in an study abroad program. **READ CAREFULLY BEFORE SIGNING. MAKE A COPY FOR YOUR RECORDS.**

I understand that there are certain risks and hazards inherent in activities involved in study abroad and international travel and that the best provisions possible for my safety have been arranged by Pitzer College. I also understand that the College has not made and does not make any representation regarding my personal safety while participating in this program. Specifically, but not by way of limitation, Pitzer College shall not be responsible for any negligent act or omission which injures me or my property, and which results from any activity arising while participating in the program including, but not limited to, sanitary or health conditions, civil disturbances, crime, travel or other accidents. I understand that Pitzer College in no way represents, or acts as agent for the program sponsor, host institution and other suppliers that are associated with this program and that Pitzer College is not liable for any negligence or default of the program sponsor, host institution or other service providers.

I understand that various forms of travel are involved in program participation, and I agree that Pitzer College is not responsible or liable for any loss of property, injury or death during such travel. Additionally, Pitzer College is not responsible or liable for any disruption of travel or any additional expenses incurred from such disruption. I understand that personal use of a motorized vehicle in a foreign country can be extremely hazardous due to different traffic laws and regulations and that the College advises against such activity by any student. If I choose to operate a motorized vehicle, Pitzer College assumes no responsibility or liability should I be involved in an accident. I understand that any independent travel either before, during, or after the program is at my own expense and that Pitzer College is not responsible or liable for me while traveling. I certify that I have read and understood the health, safety and other risks identified in the CDC Health Information for Travelers and the US Department of State Country Specific Information available on-line for the location where I will be studying.

In consideration of the services rendered by Pitzer College, and in consideration of becoming part of the program, I acknowledge that I assume all risks associated with study abroad, travel, and living, and hereby release Pitzer College from all liability for any negligent or wrongful acts or omissions referred to herein.

I have consulted with a medical doctor and have fully described on the health form any physical or psychological health conditions that I may have. I state that there are no undisclosed health-related reasons or problems that will preclude or restrict my participation in the program.

I wish to participate in the study abroad program indicated in my letter of acceptance from Pitzer College. I have read and I do understand the terms of this Acceptance and Release Agreement as stated above, and I agree to be bound by these terms and the terms of the acceptance letter and the Conditions of Participation. It is my express intent that this Agreement shall also bind my family, estate, heirs, administrators, personal representatives and assigns. I state that I am at least eighteen years of age and fully competent to sign this Acceptance and Release Agreement and that I have signed this agreement as my own free act.

Student Name Printed

Date

Signature of Student

Signed at (please indicate city and state)

As the parent or legal guardian of the participant whose signature appears above, I have read and understood the terms of this Acceptance and Release Agreement and agree to be bound by these terms and the terms of the acceptance letter and Conditions of Participation, and have given my child or ward permission to participate in the study abroad program indicated in the letter of acceptance from Pitzer College.

Parent or Legal Guardian Name Printed

Date

Signature of Parent or Legal Guardian

Signed at (please indicate city and state)

APPENDIX E: CONDITIONS OF PARTICIPATION

PITZER COLLEGE STUDY ABROAD CONDITIONS OF PARTICIPATION FOR PITZER STUDENTS

Please read this document carefully and acquaint yourself with these policies before signing to indicate acceptance. Make a copy for your records and make your parents or guardians aware of these policies. Return the original to the Office of Study Abroad by the due date listed in your acceptance letter.

Eligibility: Pitzer College considers participation in study abroad as a privilege and places in the programs may be limited. Study abroad programs are open to all qualified juniors and first semester seniors (i.e. students who have completed a minimum of 16 and a maximum of 24 courses prior to participation) who might benefit from on-site international and intercultural experiences. Students with less than 16 and a minimum of 12 courses completed prior to participation may be considered if space is available. Selection will be made by the External Studies Committee. Approval for study abroad will be based not only on the applicant's academic record, but also on his/her suitability for the program in question. Some programs are more competitive than others. In order to be selected and to participate in a study abroad program approved by Pitzer College, a student must satisfy the program's requirements and be considered by the External Studies Committee as likely to benefit from and contribute to the program.

The Office of Study Abroad maintains a listing of the Pitzer College programs and exchanges that have been approved by the College. Students may petition for unapproved programs but a limited number of spaces are available. If a student is approved for one of the limited spaces on a non-Pitzer program, that program will be regarded, for the duration of the student's participation, as a Pitzer-approved program. Policies regarding credit and refunds will vary depending on the type of program chosen. Students on programs directly managed by Pitzer College, which presently are: Pitzer in Botswana, Pitzer in China, Pitzer in Costa Rica, Pitzer in Ecuador, Pitzer Exchange in Italy, and Pitzer in Nepal must sign Form A. Students on other exchanges and students on non-Pitzer programs must sign Form B.

Required Health Insurance: Pitzer College requires all participants to have adequate health, hospitalization and accident insurance coverage during participation on and travel to and from the program. It is the responsibility of student to verify that any current policy (or new policy they obtain) will provide insurance coverage during the full period of overseas study. Pitzer College makes no assessments or assurances regarding the level of health insurance necessary for its programs, nor does it make any assessments or assurances regarding the individual health needs of any of its participants or for specific program locations.

Initial to acknowledge you agree to the conditions in the Required Health Insurance section: _____

Fees and Financial Aid: For all first-time participants on a semester study abroad program approved by Pitzer College, students are charged Pitzer's comprehensive fee for 2011-2012 (Pitzer tuition, fees, room and board) and a flat \$550 travel contribution. The comprehensive fees for a first semester abroad cover: tuition, room, board, a round-trip airline ticket for travel from Los Angeles International Airport to the international airport nearest to the program site, an International Student Identity Card (ISIC) and the overall cost of administering study abroad at Pitzer College. There is one exception to this, the CMC Washington Semester, for which students are neither provided with nor charged for room and board. Students on a second semester abroad pay the full comprehensive fee, are responsible for paying the full cost of airfare for the least expensive destination but are not charged an additional \$550 contribution. In addition, accepted students may be responsible for some portion of their travel expenses (if extending their stay, departing from or arriving at alternate airports, making additional stops or making late arrangements that increase the cost of the ticket). Students may be charged additional fees for some courses and/or field trips (e.g. lab fees, art fees and optional field trips). In cases where the total costs paid by Pitzer, including the College's own overhead, exceed Pitzer's comprehensive fee, students may be asked to pay the difference. Pitzer financial aid is granted only to students approved for study abroad by the External Studies Committee. All program fees, charges and expenses, whether mandatory or discretionary, are paid in U.S. dollars to Pitzer College in Claremont, California. **Some costs connected with overseas studies are NOT included in the fees paid to Pitzer** and should be considered in the student's budget planning. Expenses that are the student's responsibility include fees for a passport and student visa, medical insurance coverage while abroad (required), the medical exam required prior to participation, immunizations recommended for participation, photographs, additional costs incurred if departure is not from Los Angeles or if arriving before or extending after the program dates, cost of housing and meals before or after the program or during school break periods or independent travel, textbooks, housing or damage deposits (these will be refunded to you at the end of the program if you do not cause any damage), expenses for items or services that are not typically provided on the program but to which American students may be accustomed (e.g. telephones in rooms, email/internet access, access to computer labs, gymnasium and sports facilities, etc.), field trips that are not a required part of a course, long distance

phone charges, laundry charges, etc.), and expenses for a difference in the cost of living and generally expenses for items that are not covered in fees paid to Pitzer (e.g. personal entertainment, toiletries, independent travel during school breaks, etc.). Students are advised to be attentive to the exchange rate and the impact that it will have on their budget.

Initial to acknowledge you agree to the conditions in the Fees and Financial Aid section: _____

Participation and Reasons for Dismissal: All study abroad programs are governed by the normal rules and regulations of Pitzer College as stated in the Student Handbook and the Pitzer College Catalogue. In addition, students are expected to participate fully in all dimensions of their program, obey all laws of the host country, follow all program specific rules, and make a sincere effort to understand and respect the host culture, especially in interactions with their host family and community and in their participation in program activities and classes. The Program Director, in consultation with the Assistant Vice President for International Programs, has the authority to dismiss a student when in his/her view, it is determined that the student's behavior 1) is in violation of the laws of the country, 2) is excessively offensive or disrespectful to the student's host family, the host community members or members of the program staff, 3) is potentially detrimental to the health and safety of self or others, or 4) compromises the ability of the College to operate the program and realize its educational objectives. Students dismissed under these circumstances will receive no credit or refund.

Participants are subject to the laws of the host country. It is the student's responsibility to be informed of and observe the laws in the country in which the program is offered and other countries where a student may travel during any free time. Possession and use of illegal drugs is a serious criminal offense punishable by fine, imprisonment and/or deportation; thus, students currently dependent upon any such substances should not participate. Students found to be in violation of the laws of the host country are subject to immediate expulsion from the program. Pitzer College is not responsible for providing any assistance under such circumstances. Students should also understand that the US Embassy can only aid in obtaining legal assistance and cannot obtain release from jail for any US citizen. Any costs associated with such legal problems (including but not limited to lawyer fees, fines, return airfare) are the sole responsibility of the student.

Initial to acknowledge you agree to the conditions in the Participation and Reasons for Dismissal section: _____

Program Changes: Programs are offered contingent upon minimum enrollment, permission from host governments or institutions, stable political conditions, etc. Pitzer College reserves the right to alter or cancel a program or withdraw approval for any program in the event of unforeseen circumstances. Some programs are only offered on a one-time or alternate-year basis. In the event of program cancellation, participants may not receive course credit.

Initial to acknowledge you agree to the conditions in the Program Changes section: _____

WITHDRAWAL AND REFUND POLICY

Charges and Refunds: In the event of a withdrawal, deferral or change to another program any time after May 15 for fall programs and November 15 for spring programs, a \$350 administrative fee will be charged to the student's account. Any refund of Pitzer's comprehensive fee will be made according to the schedule below. If written notification of change of status is received by the Office of Study Abroad:

- on or before two days prior to the study abroad program start date, the refund will be the balance of charges remaining after paying the \$350 administrative processing fee, and repaying the amount of any allowances and stipends (for airfare, meals, room and board) previously paid by Pitzer College to the student and other non-recoverable costs or deposits made on behalf of the student by Pitzer College (e.g. tuition and fees) either in the US or at the study abroad site. Students enrolled in exchanges may be responsible for tuition, room and board fees up to \$9,000 if the host institution charges Pitzer such fees or decides that the student has taken up an exchange slot that cannot be filled.
- on or before the tenth day of the program, the resulting refund will be 60% of charges;
- on or before the twenty-fifth day of the program, the resulting refund will be 40% of charges;
- on or before the fortieth day of the program, the resulting refund will be 20% of charges;
- after the fortieth day of the program, there will be no refund.

Notification of Change of Status: Refunds will be calculated from the time written notification by the student of withdrawal, deferral or change is received in Claremont, California at Pitzer College's Office of Study Abroad. Notifying another campus office does not fulfill this obligation. After the refund amount has been determined, a new balance statement for the student account will be issued and refunds, if any, paid. Refunds may take up to 90 days to process. Notification of change of status is acceptable by fax or a scanned document attached to an email if it bears the student's legible signature or by direct email if it is sent through the student's college email account.

Financial Aid: Students on financial aid should check with the Financial Aid Office to see what if any effect the change of status will have on their financial aid package. In some cases, even in the case of medical or family emergency, a full or significant portion of a student's financial aid for the semester may have been allocated and prove unrecoverable for subsequent semesters, even if students receive no or partial credit for their semester abroad.

Enrolling in courses back at Pitzer: Students who withdraw from or defer enrollment in study abroad program and wish to return to Pitzer to register for classes must do so on or before the last date to add courses published in the Pitzer catalog for that semester. Students returning after this date will not be eligible to return to Pitzer College for that semester. Such students will be placed on a Leave of Absence and must follow procedures required by the Office of the Registrar to return to Pitzer in a subsequent semester. Students who return to Pitzer and register for classes prior to the last day to add courses will be charged the comprehensive semester fees for tuition, fees, room, and board on campus in addition to the amount due based on the refund schedule for study abroad above.

Airfare: If students withdraw from, defer enrollment in or change a program anytime after their tickets are confirmed with the designated travel agent they will be charged the full cost of their plane tickets minus the \$550 travel contribution. If they withdraw, defer or change programs they will be responsible for working directly with the travel agent to change or refund their tickets and for any fees or penalties associated with the change or refund process.

Academic Credit: The granting of credit, if any, to students withdrawing early from a Pitzer program will be decided by Pitzer College on an individual basis. Academic credit is usually not given to Pitzer students who withdraw early from a Pitzer exchange or non-Pitzer programs.

Housing: Students who withdraw early or defer from their study abroad program and plan to re-enroll at Pitzer are responsible for contacting the Office of Student Affairs to arrange housing. Campus housing may not be available and is not guaranteed.

Initial to acknowledge you agree to the conditions in the WITHDRAWAL AND REFUND section: _____

Credit Policy: Credit information is included as part of this document as this policy is dependent upon the type of program chosen. Students should note the section on the following pages that is applicable to their category of program.

- Programs directly administered by Pitzer College - Includes Pitzer in Botswana, Pitzer in China, Pitzer in Costa Rica, Pitzer in Ecuador, Pitzer Exchange in Italy, and Pitzer in Nepal.
- Programs not directly administered by Pitzer College – i.e. other exchanges and non-Pitzer programs.
-

Please ensure you have the page that refers to the conditions that apply to your chosen category of program and return that with this document. If on more than one program, you will need to sign the appropriate version for each program.

Agreement to Conditions: I will be participating on the _____ program. I agree to the terms of Pitzer's acceptance letter and these "Conditions of Participation" and acknowledge by my signature below and initials as required above that I have read and understood them thoroughly.

Student's Name Printed _____

Student's Signature _____ Date _____

B. Credit policy specific to programs not directly administered by Pitzer College Includes Exchanges (except Italy) and Non-Pitzer Programs

No credit will be granted to Pitzer students for study abroad programs during the academic year without approval of the External Studies Committee and payment to Pitzer College for the comprehensive semester fee and the flat \$550 travel contribution. The comprehensive fee includes tuition, student fees, room and board charges for a double room and full meal plan.

Students studying in non-English speaking locations are required to take a course in the language of the host country, either an intensive language course or content courses taught in the language of the host country. Students are also required to take one core course relevant to the culture, history, art, politics or society of the host country. Students may not drop below full-time status as determined by the host institution as the normal course load leading to the undergraduate degree and must participate fully in all program components.

Please note that grades for all programs not directly administered by one of the Claremont Colleges will be treated as transfer credit. In order to receive credit for the equivalent of four Pitzer courses, students must successfully complete the equivalent of a full semester leading to graduation in the host culture. Grades of C or their equivalent, or higher (not a C-), are necessary to earn credit. All grades from any approved study programs will appear on the Pitzer College transcript, but are not included in the cumulative GPA. Students must take all courses at their host institution for a letter grade, not pass/fail. Students should consult with a Pitzer study abroad staff member to ensure the correct amount of credit is earned.

Students should consult the host institution or program sponsor to find out how to have a transcript sent to Pitzer College's Office of Study Abroad. Unofficial transcripts or copies issued to students are not acceptable to obtain credit. Students can typically expect to receive a transcript two to three months after the end of their program. (Exception: Birmingham courses for fall participation are not graded until the following June.) Pitzer College is not responsible for delayed transcripts. Should there be a dispute about a grade, the student is responsible for following the procedures of the host institution for disputing a grade. Pitzer College is not able to change grades on transcripts from other institutions.

Agreement to Conditions: I will be participating on the _____
program.

I agree to the terms of Pitzer's credit policy for programs not directly administered by Pitzer College and acknowledge by my signature below that I have read and understood them thoroughly.

Student's Name Printed _____

Student's Signature _____ Date _____

READ CAREFULLY BEFORE SIGNING. MAKE A COPY FOR YOUR RECORDS.

Pitzer College Office of Study Abroad

REQUEST TO CHANGE STATUS FOR STUDY ABROAD PROGRAMS

Student name (print) _____ Home institution _____

Program name _____ Semester / Year _____

Location (city and country) _____

I _____ hereby notify the Pitzer College Office of Study Abroad that
Student name – please print

I am withdrawing from the above program effective _____.
Month / Day / Year

Pitzer students only:

I intend to re-enroll at Pitzer College for the _____ and understand the last day to add classes for
Semester / Year
that semester is _____.
Month/Day/Year

I do not intend to re-enroll at Pitzer College for the _____ and acknowledge I will be on a
Semester / Year
Leave of Absence for that semester.

All students, including Pitzer students:

I request a change of my participation in this program to _____.
Semester / Year

I request to change my program from the program listed above to the following program for the same semester:

Program Name _____

Location (city and country) _____

I am neither requesting a deferral nor a program change.

I understand that approval to defer my participation or to change programs is at the sole discretion of Pitzer College. I have read and understood the Change of Status and Refund Policy for Study Abroad Programs and agree to abide by the terms of this policy.

Student's signature _____ **Date** _____

Currently in (city and country) _____

Request to Change Status for Study Abroad Programs may be submitted to the Office of Study Abroad by fax or a scanned document attached to an email if it bears a legible signature or by direct email if it is sent through the student's college email account. Submit your request to:

Pitzer College, Office of Study Abroad, Scott Hall 110, 1050 North Mills Avenue, Claremont, CA 91711
Telephone 909.621.8104 • Email studyabroad@pitzer.edu • Fax 909.621.0518

**Pitzer College Office of Study Abroad
1050 North Mills Avenue, Claremont, CA 91711**

Telephone: 909.621.8104

Email: studyabroad@pitzer.edu

Website: www.pitzer.edu/studyabroad