

# Pitzer College Study Abroad Non-Pitzer Programs

Pre-Departure Orientation Handbook  
Spring 2018



**AIT**-BUDAPEST

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the purpose of this handbook

This handbook provides general information about study abroad for Pitzer students participating on programs sponsored by study abroad organizations such as SIT, CIEE, and others. 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.

Specific details about your program dates, visa processes, and country expectations will be provided by the program sponsor or directly from the host university overseas.

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 answer. The Online 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. Be a gracious guest and a responsible traveler.



# 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 mobile 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"> <li>• Help around the house</li> <li>• Run errands with your family</li> <li>• Play with the kids</li> <li>• 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,</li> <li>• Shop for a meal, prepare and cook food, eat, and clean up together</li> <li>• Go to clinics or hospitals or local healers with host family</li> </ul> <p>Other strategies:</p>	<ul style="list-style-type: none"> <li>• Volunteer in social work agencies</li> <li>• “Just get out”</li> <li>• Visit local markets</li> <li>• Check out community theater groups</li> <li>• Get involved in sports</li> <li>• Take local transportation</li> <li>• Eat in restaurants frequented by locals</li> <li>• Go to church/temple/mosque</li> <li>• Participate in community activities</li> <li>• Go to local hangouts (park, restaurants, cafes), frequent the same path so you can get to know locals</li> </ul> <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?”

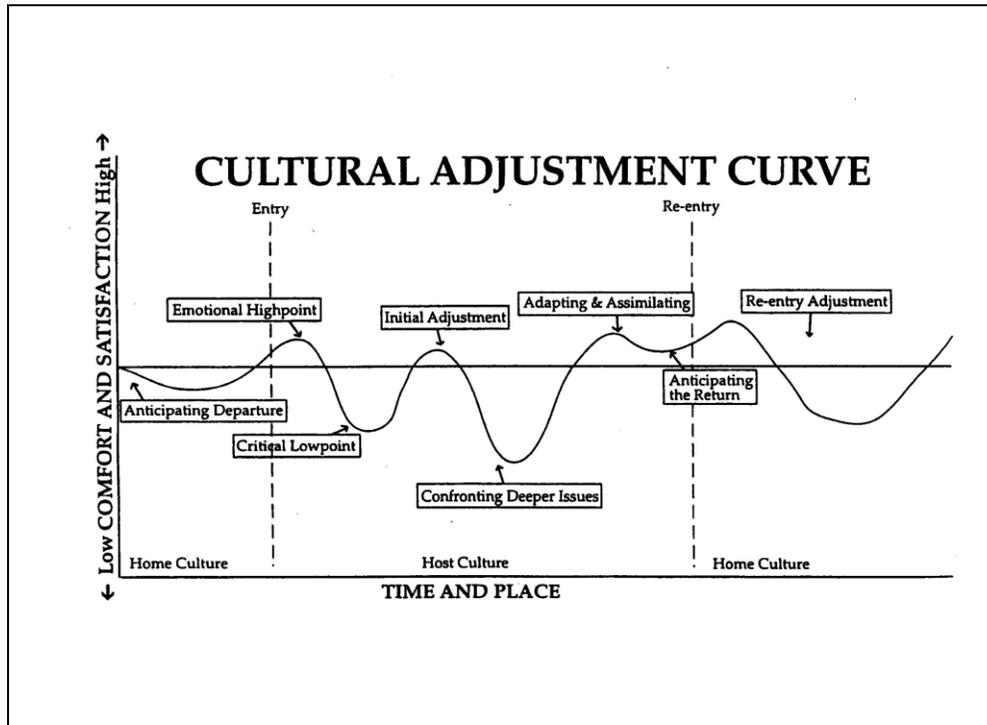
**A higher level** – represented by the question: “What must I change in order to show I respect the host culture’s values, facilitate meaningful relationships, and have a deeper more meaningful learning experience?”

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. Without continued participation your learning experience stops at the 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.<sup>1</sup> 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.<sup>2</sup>

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](#)

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<sup>1</sup> 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.

<sup>2</sup> 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 phone, 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 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.

## CULTURE LEARNING WORKSHOP

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](mailto:studyabroad@pitzer.edu) prior to departure for study abroad.**

### 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://www2.pacific.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](mailto: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?

# ACADEMIC MATTERS

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## 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 or more 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.

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 and International Programs 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 and International Programs:

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

## 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:**

- 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. All grades from 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 and Intercultural Programs staff member to ensure the correct amount of credit is earned.
- Students who wish to receive credit towards their major for a particular course should consult their academic adviser for guidelines. At Pitzer College, the field group decides which courses may be counted towards a major or minor graduation requirement. The Registrar, in conjunction with various field groups, decides which courses may be counted towards general graduation requirements. Some schools, field groups, or departments may wish to see a syllabus, coursework, texts, or other program materials to make a determination. Remember the credit per class abroad varies and will affect the credit for any graduation requirement. Check before you go.
- You must arrange with your host institution for an official transcript to be sent to Pitzer College (your signature may be required to release a transcript to a third party), Attention: Study Abroad and International Programs, 1050 N. Mills Avenue, Claremont, CA 91711. Make sure your student account is paid in full before you leave so the institution does not put a financial hold on your transcript. Please also make sure you complete any program evaluation required by the program sponsor. You may 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. We will accept a transcript sent to [studyabroad@pitzer.edu](mailto:studyabroad@pitzer.edu) directly from an official at the college or university via an official college or university email address.

- 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

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The **Center for Disease Control and Prevention (CDC)** and the **World Health Organization (WHO)** provide up-to-date health information on their websites at <http://wwwnc.cdc.gov/travel/destinations/list.htm> and <http://www.who.int/ith>.

### IMMUNIZATIONS

The immunizations required for entry into each country will vary (as well as other countries along your route) so you should consult with your program sponsor directly, 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 International Programs 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.** Plan to take adequate supplies of medications and copies of medical prescriptions with you. See the section *Traveling with Medication*.
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. Please know that in certain parts of the world, rates of sexually transmitted diseases, including HIV, hepatitis, among others, can be significantly higher than in the US. Consider your sexual health while abroad, and protect yourself.
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.
9. The Zika Virus is spreading rapidly worldwide. The situation is evolving quickly and there are still many unknowns about the potential effects of the virus, the mode and ease of transmission, how high in elevation the mosquitos that carry the virus can survive, and how long the virus may be present in someone who has been affected. We are monitoring the situation closely and will keep you updated as new information comes in. We also encourage you to keep informed by monitoring the relevant CDC and WHO websites: <http://www.cdc.gov/zika/> and <http://www.who.int/csr/disease/zika/en/> and other reliable sources of information.



**Have complete physical and dental examinations before you go.**

## TRAVELING WITH MEDICATION

If you have a health condition that requires medication you will need to plan ahead for traveling. Usually it is necessary to take adequate supplies of medications and copies of prescriptions with you. Shipping may be unreliable and some medications may not be available even with a local physician's prescription. **Although many over-the-counter medicines may be carried internationally, some cannot. Medications prescribed in the US may be unlicensed or controlled substances not only in your destination country but in countries along your route.** Some medications have restrictions on the amount that can be carried through customs. For details of US regulations, consult the following web site: <https://www.cbp.gov/travel/us-citizens/know-before-you-go/prohibited-and-restricted-items>. You should also check with the consulate of your host country about any restrictions or special procedures required for transporting prescriptions into the country. Be sure to find out before you go. The following websites provide information to assist you in your research.

### US Department of State - Your Health Abroad

<http://travel.state.gov/content/passports/english/go/health.html>

### OSAC US Department of State Bureau of Diplomatic Security - Traveling with Medication

<https://www.osac.gov/Pages/ContentReportDetails.aspx?cid=17386>

### US Centers for Disease Control and Prevention (CDC)

<http://wwwnc.cdc.gov/travel/yellowbook/2014/chapter-2-the-pre-travel-consultation/travel-health-kits>

### Transportation Security Administration - TSA Cares Help Line

<http://www.tsa.gov/traveler-information/travelers-disabilities-and-medical-conditions>

Travelers may call TSA Cares toll free 866.289.9673 Monday through Friday 8 a.m. to 11 p.m. and Weekends and Holidays 9 a.m. to 8 p.m. Eastern Time.

# INSURANCE

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## 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 ATM 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 College requires proof of insurance be provided to the College EACH year that you are an enrolled student. 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. 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. Providing insurance information to the Office of Study Abroad and International Programs does NOT meet the annual notification requirement. If proof of insurance is not provided to Student Affairs, the student's account may be charged with the current annual Student Health Insurance Premium. Visit the Pitzer College website or contact the Pitzer College Office of Student Affairs for questions about the Pitzer College health insurance.

### 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. The insurance coverage is in effect whether or not the card is in your possession.

**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 and will NOT be accepted in lieu of payment at medical facilities.** 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.

### Travel Insurance Coverage

- Trip Interruption – Return Air Only \$1,500
- Trip Delay Minimum 12 Hours Delay \$200 per Day, Maximum of \$500
- Emergency Accident and Emergency Sickness Medical Expense \$100,000, No Deductible
- Emergency Dental Only \$500
- Emergency Medical Evacuation \$500,000
- Repatriation of Remains \$50,000
- Emergency Non-Medical Evacuation Due to Catastrophe \$50,000
- Security or Political Evacuation \$50,000
- Accidental Death and Dismemberment Principal Sum \$25,000
- Accidental Death and Dismemberment – Common Carrier (Air Only) Principal Sum \$100,000
- Baggage Delay Minimum 12 Hours Delay \$200 per Day, Maximum of \$200
- Baggage and Personal Effects Including Lost Passport or Visa Replacement Expense per Item: \$250, per category (e.g. electronics) \$500 for a total maximum of \$2000

Coverage is underwritten by American Modern Home Insurance Company under **plan number AMT254032014**. Your Policy will govern the final interpretation of any provision or claim. A copy of your policy will be emailed to you when your card is ready for pick up. You may also request a copy from the Office of Study Abroad and International Programs.

**Emergency travel assistance services** are provided by April Travel Protection. If you need assistance, you can call toll free 24 hours a day, 365 days a year at one of these phone numbers:

**In the United States and Canada:**  
**855.743.6739**

**Worldwide Customer Call Collect:**  
**305.455.1571**

**Email for Claims:**  
[claims@apriltravelprotection.com](mailto:claims@apriltravelprotection.com)

**Email for Travel Assistance and Concierge Services:**  
[assistus@apriltravelprotection.com](mailto:assistus@apriltravelprotection.com)

**SMS Text Short Code for all Services: 51303**

**Skype for All Services: april\_us**

# SAFETY ISSUES AND EMERGENCY PROCEDURES

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## WHAT YOU CAN DO TO KEEP SAFE - GENERAL GUIDELINES

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/content/passports/english/country.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 "Students Abroad go from here," a US State Department publication, provided at <http://travel.state.gov/content/studentsabroad/en.html>
14. Register with the US Embassy in your particular country of study, and keep embassy's number and contact details on your person at all times. Visit <http://usembassy.state.gov/> for a list of US embassies abroad.

You should keep in mind that no matter how immersed you are in a local community, you should still be aware of your status as a student who studies in the US. Remember not to carry around a lot of cash, multiple credit cards, 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 foreigners 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.

## LIMITATIONS

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 locals 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.

## SAFETY GUIDELINES

- Reduce risk of robbery or assault by integrating into the local culture as much as possible: spend significant time with your host family (if you have one); dress, behave and interact in ways that respect local cultural values and do not call attention to being a foreigner.
- Do not carry valuables (passport, credit cards, laptops, large sums of money, etc.) with you when you walk around town. If you must carry valuables around with you for certain purposes, be discrete, travel with a group of friends, wear a money belt, take a taxi, etc.
- When you exchange at an ATM, use discretion. Do not, for instance, exchange money and walk away into a mall or street. That will make you a likely target. Try to go with friends and leave in a taxi (if applicable).
- Do not travel alone, especially after dark, in isolated areas, or when leaving clubs or bars.
- Do not hitch hike.
- If it's getting late at night, and the streets are getting deserted, take a taxi home (if applicable), even if you are with friends.
- If you are involved in a robbery, do not risk injury by trying to resist or fight off the perpetrator.
- Carry a list of emergency phone numbers with you at all times so that you can contact program staff at the office or at home in case of an emergency.
- Avoid areas of the country or your host community not considered safe. Your program sponsor and your host family (if you have one) will provide valuable advice in this regard.

- Avoid large crowds, demonstrations or political rallies. These gatherings can easily turn violent.
- If you do go to a club or bar, do so with a group of fellow students or friends from the host community. Keep an eye on each other. Never, ever accept a ride home with a stranger or someone you just met that evening, and never allow one of your friends to leave with a stranger.
- When ordering drinks, ask for the bottle to be brought to your table. Do not leave drinks unattended. These simple steps will minimize the chance that your drink can be tampered with (Ruffies, Micky Finns, etc.)
- Refrain from impairing your judgment, and risking assault, robbery or arrest, with the use of alcohol or illegal drugs.
- Stay in regular contact with program staff or your host family (if applicable) when you travel. Let your host families know of any plans for overnight travel and make a courtesy phone call to your host family once you safely arrive at your destination.
- If you go to the beach, be aware of dangerous currents and riptides. Follow water safety guidelines – refrain from going into heavy surf unless you are an extremely experienced ocean swimmer or surfer. Always enter the water with a buddy and only swim or surf on beaches that have a life guard on duty.

**Please know that if anything happens to you, Pitzer and the program sponsor will work to support and get you the help you need.**

## **EXTREME SPORTS AND OTHER PROHIBITED ACTIVITIES**

During the program (which includes all days between the program arrival date and the departure date, including weekends and breaks) students are NOT allowed to drive automobiles, ride motorcycles, fly aircraft or participate in extreme sports. Extreme sports include, but are not limited to, white water rafting, jet skiing, scuba diving, parachuting, hang gliding, parasailing, bungee jumping, rock climbing, and technical mountaineering, No hitchhiking or night buses. Students who choose to participate in such activities during the program are subject to dismissal (see conditions of participation). Students who choose to participate in such activities before or after the program should be aware that the International Student Identity Card and some private insurers do not cover injuries sustained in a number of the activities listed above.

## **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 their medical forms and the Pitzer Request for Accommodation form. It is important for the program staff to be aware of the condition and to assist students with managing it so that they can take full advantage of the program's learning opportunities.

## **SEXUAL HARASSMENT, ASSAULT AND RAPE**

You should be aware of your increased vulnerability in an unfamiliar location and culture. While we expect program sponsors to cover gender relations/sexual health during the 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 am I expected to interact in the family? When I go out at night (if culturally appropriate)? In a bar? On public transportation? In the classroom? In the workplace?
- What can I do to prevent the risk of sexual harassment or assault, not just for myself but for my peers. 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 something happens to you, you should report it to someone you trust.

- 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 seek help from someone you trust who can provide support locally, 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. You may also consider resources available to Claremont Colleges students. See below.

Title IX Coordinator: Corinne Vorenkamp (909-607-2958)

On-Call Deans (For assistance after business hours and weekends): Contact the On-call Dean through Campus Safety at 909-607-2000.

Advocates for Survivors of Sexual Assault: 909-607-1778

EmPower Center: 909-607-2689; 1030 Dartmouth Ave.

Monsour Counseling and Psychological Services: 909-621-8202 during normal business hours. For assistance after hours, contact the on-call therapist through Campus Safety at 909-607-2000.

Student Health Services: 909-621-8222 during normal business hours. For assistance after hours, contact the on-call doctor through Campus Safety at 909-607-2000.

Crisis Hotlines:

Project Sister Sexual Assault 24/7 Crisis Hotline (Claremont, CA):  
800-656-4673  
909-626-4357

National Sexual Assault 24/7 Crisis Hotline (RAINN):  
800-656-4673

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 puts undue stress on families who feel as though they are helpless in helping their sons or daughters abroad.

Pitzer provides the ISIC, which includes insurance to cover emergency evacuations. Your program sponsor may also provide insurance that covers emergency evacuation. In the event of a political crisis or a natural disaster that would necessitate evacuation, the program staff will work closely with the US Embassy and other embassies (if you are not a US citizen) to facilitate your return home.

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 if they need to reach you about an emergency at home or to discuss an issue related to your stay. If contacting the program sponsor is not possible, parents are welcome to contact the Office of Study Abroad and International Programs at Pitzer for advice. See also under **Emergency Contact Information**.

## IN CASE OF PROBLEMS IN YOUR HOST FAMILY

Although extremely rare, problems of sexual harassment or abuse, racist comments or behavior, homophobia, theft and related issues 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. Students should express any concerns or preferences they may have regarding host families to the study abroad office and program provider before departure for their program so that the in-country director or host family coordinator can select host families with individual student needs and concerns in mind. Examples of things you might want to share: allergies, desire for a LGBTQ+ friendly family, health concerns with smoking or certain foods, desire for a family that welcomes students of color, etc.
2. Pitzer Study Abroad expects a strong commitment to cultural immersion and cultural appropriateness but this does not require you to endure behavior or comments that make you feel unsafe or that you believe puts your safety, health or emotional wellbeing in jeopardy.

Romantic or sexual behavior between a student and a host family member is never appropriate; you have the right to politely ask a host family member to stop any physical contact or behavior that is questionable or makes you feel uncomfortable. Similarly, racist or homophobic actions or comments that make you feel uncomfortable or unsafe are never appropriate. You have the right to inform family members that this type of behavior or language is painful or uncomfortable to you, and that you would like them to stop. In these types of situations, we strongly encourage you to immediately seek, support, clarification and guidance from your program director or host family coordinator. In some cases, there may be a cultural or linguistic misunderstanding that can be easily worked out, or adjusted to, but in other cases, the behavior may in fact be clearly inappropriate and something your program director or host family coordinator needs to address immediately. Early on in your program, you will not necessarily know the difference, thus the importance of communicating immediately with your program director or host family coordinator when anything of this nature comes up, especially when you are confused or unsure about something.

3. Coming forward with questions or concerns about your host family behavior will never affect your grades.
4. While students tend to want to call parents in such situations, your program director or host family coordinator will be receptive to any concerns you have, and is the best person to consult if you have any problems or concerns of this nature. Please know that you are welcome to call Pitzer staff in Claremont (mobile and work numbers are provided in the handbook) where you might feel uncomfortable contacting the program director or host family coordinator directly.

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 director or host family coordinator, the many cross-cultural or language misunderstandings that might be at play. 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.

Living with a host family requires perseverance and effort as in any relationship. It is not always easy. We do not want you to give up on your host family simply because adjusting to the new culture, language and living situation is challenging. On the other hand, we want you to feel safe, welcomed, and part of the family, so that warm relationships can develop and language and culture learning can be maximized. Open communication with your program director or host family coordinator in which you share challenges and concerns early on, as well as triumphs and high points will assure that this happens for you.

## US DEPARTMENT OF STATE TRAVEL SAFETY INFORMATION

### Students Abroad

<http://travel.state.gov/content/studentsabroad/en.html> 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://step.state.gov/step/> STEP is a free service provided by the US 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.**

## PREPARE TO GO

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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 and International Programs, 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](mailto: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 documents** to the Office of Study Abroad and International Programs.
- Email a scanned image or send a photocopy of your **passport** to the Office of Study Abroad and International Programs. If you do not have a passport valid for six months after your planned return from study abroad, expedite the application or renewal process.
- 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, phone numbers, postal and email addresses of faculty and staff on campus who you may need to **contact** while abroad.
- Provide a **forwarding address** to the Pitzer College mail room. Include start and stop dates. Understand you will have a new mail box number upon your return to campus.
- 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, if applicable, 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://step.state.gov/step/> before you depart the US. Review **travel warnings**, if applicable.
- Complete 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.

## 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://travel.state.gov/content/travel/en.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/content/passports/english/passports/lost-stolen.html>.

For assistance in replacing your passport, call the International Student Identity Card (ISIC) emergency number. See the *Insurance* section 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 and International Programs. 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. Speak with your international student adviser. 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. 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.

The process for obtaining a visa can be bureaucratic and, in some cases, frustrating. Be proactive, patient, persistent, and polite when contacting the consulate officials. Procrastination will jeopardize your participation in study abroad. Pitzer College has no influence over a foreign government's visa rules and cannot intervene on your behalf.



**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 or 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 \$540 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”. Pitzer will reimburse students who submit a receipt for visa fees paid. Students are responsible for agency fees if they choose to use an agency.

The following website provides country specific information including foreign entry requirements for countries around the world: <https://travel.state.gov/content/passports/en/country.html>

The following web site lists addresses and phone numbers for foreign consulates in the US:  
<https://www.state.gov/s/cpr/fco/index.htm>



**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.**

We suggest that students who are planning to travel to other countries after the end of the program strongly consider obtaining their visas before departing the US. Although it may be possible to get visas after your arrival in the host country, the process of obtaining a visa in the host country, if even possible, may involve visits to an embassy at inopportune times or relinquishing your passport, which is not advised.

## **Independent Travel**

Independent travel outside the program country is discouraged and should be done after the end of the semester. In some cases, your program sponsor may prohibit travel outside the country. Please follow your program's policy for independent travel.

## If You Are Not a US Citizen

If you are not a US citizen and you do not have a US passport, please notify the Office of Study Abroad and International Programs as soon as possible. Depending on the country in which you have citizenship, you may need to apply for a visa prior to departure.

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!**

## 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!)

## INTERSECTIONALITY

Intersectionality is a term introduced to the academy by Dr. Kimberlé Crenshaw (1989 ) to describe the confluence of an individual's multiple social identities in shaping who they are. These social identities include race, gender, class, sexual orientation, ethnicity, age, ability, religion, etc. This concept provides a working theoretical framework in intercultural understanding as it helps in understanding positionality, power, oppression and social justice. Dr. Crenshaw has several videos on YouTube where she expands this concept, and below are a couple of shorter synopses of what the concept entails and an article.

### **Intersectionality 101 by Teaching Tolerance**

<https://www.youtube.com/watch?v=w6dnj2lyYjE>

### **Intro to Intersectionality by Taryn Crenshaw**

<https://www.youtube.com/watch?v=OWeDatP0cv4>

### **Intersectionality 101 by Olena Hankivsky, PhD**

[https://www.sfu.ca/iirp/documents/resources/101\\_Final.pdf](https://www.sfu.ca/iirp/documents/resources/101_Final.pdf)

## ADDITIONAL SOURCES

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 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 and/or what not to bring
- ✓ Places to practice your language skills in the host country



# TRANSPORTATION

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## PROGRAM DATES

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 (including orientations) through the last day of the semester. Late arrivals cause disruption and inconvenience to the program staff. Early departures may result in loss of credit or lowering of grades.

Consult your program sponsor for specific arrival and departure dates.

## FLIGHT ARRANGEMENTS

To arrive at your program site on the arrival date, you may need to begin traveling as many as three days earlier depending upon your location.

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. 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.

Allow ample time to work with our travel agent to arrange your flight. When you contact the travel agent, identify yourself as a Pitzer student and give them the name of your study abroad program.

### Pitzer's Designated Travel Agent

**KIM RUDD at Corniche Travel**

**Email:** [pitzer@corniche.com](mailto:pitzer@corniche.com)

**Phone:** 951.698.0089 6:00 a.m. to 4:30 p.m.

Additional agents are available from 6:00 a.m. to 6:00 p.m., (Pacific time zone)

Phone: 310.854.6000 Monday through Friday, closed major holidays

Office: 8721 Sunset Boulevard, Suite 200, West Hollywood, CA 90069

[www.corniche.com](http://www.corniche.com)

For emergency after hours service, Please call 800.242.7274 within the US or call collect 203.787.6266 outside the US. Advise the agent of your executive code 6TAO (six tango alpha zero).

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

### Airfare Policy



**Program participants are REQUIRED to work directly with the travel agent designated by Pitzer College to finalize their tickets by the date indicated in their acceptance letters.** Tickets not purchased through the Pitzer designated travel agent will NOT be reimbursed or credited to student accounts. Frequent flier miles may NOT be used to book flights.

**The maximum airfare Pitzer College will pay is based upon the cost of a round trip ticket from the closest major international airport to the student's permanent address city in the US to the designated international airport near the program site for the exact dates of the program.** For international students, the maximum airfare is based upon the cost of a round trip ticket from Los Angeles International Airport (LAX). The travel agent will bill Pitzer for the approved ticket. Students will pay the travel agent directly for the additional costs of an itinerary that is more expensive than the approved flight. No refund or credit is given if the ticket costs less than the maximum.

The following items may increase the cost of a ticket. Students will only be charged for actual overages.

- Finalizing travel arrangements after the due date listed in the student's acceptance letter
- Travel dates that vary from the dates of the program, including going early or staying after the program ends
- Special requests for routing or stopovers through specific cities or countries
- Open return tickets - these are discouraged and may not be possible due to visa requirements



- Extra luggage charges - airlines may change luggage restrictions without notice.
- Changing the ticket after it is issued. These costs include change fees and any increase in airfare.
- Replacing lost tickets



If for any reason, you are not able to use an airline ticket, the **airline must be notified prior to the departure of the first 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.

## 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.

## 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

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 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.

## ARRIVAL

Check with your program sponsor for arrival information and instructions.

## Baggage Claim

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 with the airline before you depart the airport. Program staff will follow up by contacting the airline's office in the host country. Keep your baggage tags. Usually lost baggage is recovered in two to three days.

# MONEY MATTERS

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## HOW MUCH TO BRING AND HOW TO BRING IT

Personal spending is an individual matter and can vary widely between students based on their spending habits and financial resources. Most students do not have to spend a great deal of money on their program. You should plan to have access to \$800-\$1000, though this amount may be higher or lower depending on your particular location. If your location is in a cold region, be sure to budget for a winter coat and other necessary clothing. Do not carry large amounts of cash while traveling. It is recommended that students have about USD \$100 in cash for expenses during travel.

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) and exit fees. Pitzer will reimburse students who submit a receipt for visa fees paid. Exit fees are the student's responsibility.
- Money for books, school supplies, toiletries
- Emergency medical reserve plus personal medicines. Consult your program sponsor for suggestions
- Personal spending money for entertainment, souvenirs, independent travel
- Phone expenses
- 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 varies 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.
- Cell/phone charges
- Deposits

## ATMs

Never carry large amounts of cash while traveling. The program sponsor can provide recommendations on the best manner for dealing with money.



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, but this is a good way to transfer funds to your exchange site.

## Credit Cards

Credit cards are also widely accepted abroad and can be very handy in case of emergency. MasterCard and Visa are best. In Europe and other parts of the world, credit cards are usually chip and pin which is different than the chip and signature cards in the US. There are locations and businesses that may only accept chip and pin cards. If you bring a credit card, be sure to leave your card number and the 'Lost or Stolen' phone 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 worthwhile.

## 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 to Pitzer College plus the \$550 travel will cover your program tuition, housing, meals, visas, travel insurance and airfare for the length of the international program and the overall cost of providing and supporting study abroad at Pitzer College.

Students on programs in the US 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 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. For non-approved programs, the program sponsor sets the amount that Pitzer must pay for the student to attend the program. The portion of the comprehensive fee that does not go to the program sponsor is used to support the cost of promoting and administering study abroad programs as a whole as well as supporting the infrastructure of the college (from financial aid, information technology, public relations, financial services, 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 expenses during breaks (including periods between terms or semesters or for the long breaks during a term), 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.

## 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 program provider. 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.

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 \$550 travel contribution for airfare and travel insurance for an international semester study abroad program. This charge will be placed on your student account for the semester you are abroad. For Pitzer students, Pitzer designates a travel agent for the student to book a round-trip airline ticket. (Refer to the *Transportation* section of this handbook for information on flight Arrangements and the airfare policy. See also the section on *Insurance*.) Students on programs in the US are not charged the \$550 travel contribution and are responsible for arranging and paying for their own transportation.

## Additional Expenses

The items below are **NOT COVERED** in the semester comprehensive fees plus travel contribution or the summer study abroad fee and should be considered in your budget planning.

- Passport
- Photos required for applications and visas
- Cost of required immunizations
- Cost of the medical exam required prior to participation
- Comprehensive medical insurance coverage is required. (Fees for additional insurance, if required by the program or the host country, may be covered by Pitzer College. Ask the Office of Study Abroad and International Programs.)
- Additional costs incurred for airfare that costs more than the standard round-trip ticket (see Airfare Policy) or if arriving before or extending after the program dates, changing a ticket, or if participating on a domestic program
- Cost of housing and meals before or after the program or during school breaks (e.g. breaks between terms or semesters, spring break)
- Refundable deposits
- Expenses for items or services that are not typically provided on the program but to which students may be accustomed (e.g. email or internet access, access to computer labs, athletic facilities, etc.)
- Expenses for items or services that are not provided for in fees paid to Pitzer (e.g. personal entertainment, toiletries, independent travel during school breaks, field trips that are not a required part of a course, mobile phone charges, laundry charges, etc.)
- Clothing (e.g. winter jackets, boots, rain gear, formal attire, etc.) needed for climate conditions, cultural reasons or activities at the program site
- Course fees, lab fees and supplies
- Textbooks

- Expenses resulting from a difference in the cost of living. Expenses in your study abroad location may be the same, higher or lower than in Claremont.

## Exchange Rates

Exchange rates can change daily. Keep the exchange rate in mind when budgeting. The exchange rates can vary between now and your program departure. A handy website for tracking these rates is [www.oanda.com](http://www.oanda.com).

## BILLING

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.

Charges for your semester abroad will be available via CASHNet. **Students who will be abroad are strongly encouraged to provide authorization to parents or other parties to view and/or make payments on their account.** For further assistance or to report problems with the CASHNet site, please contact the Office of Student Accounts at 909.621.8191.

## 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 program sponsor and these fees are the responsibility of the student. Consult your provider for specifics.

## Financial Aid

Pitzer 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, including the travel contribution, will be handled.

**Transcripts will be held 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 homestay or school property, non-reimbursed medical expenses, etc.**



# WHAT TO BRING

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## 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.
- Your **visa documents**, if applicable. 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
- A copy of your airline **e-ticket**
- Credit and ATM cards**
- Four passport-sized photographs (optional)**. These are in addition to those requested by the Office of Study Abroad and International Programs, and might come in handy.
- An official **immunization record** from your doctor or health clinic and a photocopy, **if applicable**. Not all countries require proof of immunizations. Check the US Department of State's website for requirements. <http://travel.state.gov/content/travel/english.html>
- International Student Identity Card (ISIC)**.
- Your **medical insurance information**.
- Important **contact information** for your home institution.
- This **handbook** and any other pre-departure reading materials.

## CLOTHING, MEDICINE AND MISCELLANEOUS

What you bring is an individual matter. It depends upon what you may want to buy in the host country, how much you want to carry (the lighter the better), and what you plan to do during your semester. Everything you might need is probably available in your host country, but you may not have access to your favorite brands. We suggest you come **as light as possible** and buy anything else you need in country. Traveling becomes much more enjoyable as the weight of your bags decrease. Whether you bring it with you or buy it, the following items are suggested:



**Check the Transportation Security Administration (TSA) website for current regulations about prohibited and permitted items for carry-on luggage and checked baggage.** <http://www.tsa.gov/traveler-information/prohibited-items>

### Clothing

This list is provided as a general guideline only; you are NOT required to pack everything on this list.

- 1 pair of walking shoes
- 1 pair of flip flops or shower shoes
- Socks
- 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 or slacks
- 3 shirts

- 1 sweater or sweatshirt
- 1 poncho or rain jacket
- 1 light jacket
- 1 bathing suit (ask about acceptable styles, bikinis may not be appropriate)
- 1 hat or sun visor
- 1 nice outfit with appropriate shoes
- 1 pair of pajamas

### **Medicine**

- Aspirin or other pain-reliever (two week supply unless you have allergies and wish to bring enough for the semester)
- Bring prescription medicines in their original containers and copies of your prescriptions. We recommend bringing enough for the entire semester. Shipping may be unreliable. Some medications may not be available even with a local physician's prescription. Be aware that some medicines are controlled substances and may be illegal in some countries. Refer to the section on Traveling with Medication.

### **Toiletries (a two week supply)**

- Toothbrush and toothpaste
- Soap and shampoo
- Brush and comb
- Sunscreens, moisturizers, cosmetics
- Deodorant
- 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
- Addresses
- Travel journal
- Books, guides and maps (make copies of only the essential pages to lighten your load)
- Novels to read and swap
- Day pack
- Several sizes of sealable plastic bags for storage (We recommend storing anything that can spill or leak inside a plastic 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)
- Thumb drive

### 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

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

- Your program sponsor will not be responsible for theft, damage or loss of your laptop. You should purchase property insurance to cover loss or damage. See ISIC Premium coverage in the *Insurance* section of this handbook.
- Your program sponsor cannot guarantee wireless or Internet access.
- Your program sponsor will likely not be responsible for storing your laptop 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 US, you will not have access to staff or 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.

### VIRTUAL PRIVATE NETWORK

Students who bring their own laptops may wish to install virtual private network (VPN) software on their computer. VPN software provides a secure connection to a network at home in the US. For Pitzer students, it provides a pathway to a network to simulate the connection you would get plugging in your computer or laptop while on campus in Claremont. When studying abroad, a VPN will help you access sites in the US that might be blocked in another country. It will also make it easier to access the US version of a site (i.e. Google, Yahoo). You will need internet access in order to launch the VPN software to establish the connection to Pitzer's network. Pitzer students may get a copy of the VPN software from the computer lab in Bernard 105 or bring in their laptop and someone in IT will install it for you. Although it may be possible for Pitzer students to install VPN software themselves, we recommend installing the software before you leave the US.

### 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.



Another effective strategy is to simply wait until you are settled in with your hosts and then 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

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## PHONE, EMAIL AND MAIL

### Contact Information for the Office of Study Abroad and International Programs in Claremont

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

**Phone** 909.621.8104  
**Email** [studyabroad@pitzer.edu](mailto:studyabroad@pitzer.edu)

**Mailing address**  
West Hall, Suite 100  
1050 North Mills Avenue  
Claremont, CA 91711

**Office hours**  
Monday through Friday  
8 a.m. to noon and 1 p.m. to 5 p.m.  
except holidays

### Ways to Make Contact While Abroad

Email, mail, Skype, Facetime, Whatsapp, text, and mobile phone calls are all options for contacting the US from abroad or for family and friends to reach you. Internet access may vary depending upon your location.

### Emergency Contact 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. They are 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 hardcopy of this Handbook.

### 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 they wish to contact a member of the Office of Study Abroad and International Programs in Claremont we are closed they 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 should note the following information and share this information with their parents or guardians.**

#### Program Sponsor Contact in the US

Sponsor Name	
Contact Person	
Phone	
Email	

#### Program Sponsor Contact in the Host Country

Name	
Phone	
Email	

## Cell Phones

Pitzer requires you to have a working cell phone abroad. You are free to bring your own cell phone if you wish, and purchase a local SIM card once abroad. If you want to do this you MUST have your phone UNLOCKED in the US. However, if you choose not to bring your own phone, or if your own phone doesn't work once abroad (often the case), you will need to make arrangements to get a local cell phone. If you want to have internet access to use instant, you may wish to increase your data plan. 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.

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.

## 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 five days to three 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 and International Programs at Pitzer with your mailing address, email and phone number.



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.

In lieu of sending a package (e.g. care package, birthday gift), we recommend families and loved ones simply deposit something extra in your ATM account and send you a note with best wishes to enjoy a nice dinner out on the town with your friends or host family.

## STUDENT COMMUNICATION RESPONSIBILITIES

### Read your Email

Before, during, and after your study abroad experience someone from the Office of Study Abroad and International Programs or another Pitzer College office may contact you with information about orientation, health, safety, academic, finances, or other matters. Faculty may need to contact you about academic issues, invitations to do a senior thesis, etc. **The official means of contacting you is your Pitzer College email.**

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 ensure continuous access. If your password does expire, log on to [www.pitzer.edu/pitpass](http://www.pitzer.edu/pitpass) or contact the Pitzer Helpdesk at [help@pitzer.edu](mailto:help@pitzer.edu).

### Keep your Student Contact and Emergency Information Current

We may also try to reach you via your mobile phone, home phone, 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 Pitzer College database or in your Study Abroad file. It is important that you notify the Office of Study Abroad and International Programs AND the Office of the Registrar at [registrar@pitzer.edu](mailto:registrar@pitzer.edu) (to update the College database) of any changes to your personal information.

When you leave campus for a semester your Pitzer College student mail box is assigned to another student. You will have a different box number upon your return to Claremont. Before you leave campus, provide forwarding information to the Pitzer College Mail Center. A forwarding address in the US is strongly recommended. Contact Kathleen Kile, Mail Center Supervisor, at [Kathleen\\_kile@pitzer.edu](mailto:Kathleen_kile@pitzer.edu) for more information.



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



# PREPARE TO RETURN HOME

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## Saying Goodbye

The bonds you form with people you meet when abroad go both ways. In most cases it would be impolite to just disappear. As we know, customs vary from culture to culture, and how you say goodbye can be just as important as the proper greeting when you first met.

- Plan ahead if you have exams to take or papers and projects due at the end of the program. Give yourself a couple days to say goodbye, pack and visit your favorite places one last time.
- Find out what is expected of you before your last week in the host country. If you are expected to give parting gifts, you may wish to purchase them during the semester as you explore and have more time to choose.
- Do not make promises lightly. If you invite someone to visit you at home, be prepared to be a gracious host. Be aware that customs restrictions, fees or shipping costs may make sending certain items from home impractical. If you promise to mail an item once you return, make every effort to do so. Keep in touch; send a note.

## What to Bring Home

- Souvenir is the French word for memory. If you want to bring home small items for yourself or your family and friends you may want to purchase them during the semester rather than in a rush at the end of the program. Check customs restrictions and duties before you buy.
- If you cannot take something with you, take a photo. Include photos of your homestay or dorm room, your classrooms, local shops, people you meet (with their permission), local plants, animals, cultural items, monuments, foods, study trips, etc. Do you have a photograph for the cover of the next Pre-departure Orientation Handbook or the study abroad website?
- Collect names, addresses, email, phone numbers, host family information, etc. so that you can keep in touch with people you met while abroad. In addition, study abroad students undergoing background checks and security clearances years later have been asked to provide their home stay addresses. The Office of Study Abroad and International Programs does not have this information for prior years.
- Make notes on any research you may wish to continue or use for your thesis or a grant or fellowship application such as the Fulbright. Collect source data and the contact information for people and organizations.
- To get credit towards your major or another graduation requirement for work done abroad, be sure to bring home any syllabi, assignments, course catalogs or other information for faculty to make a determination.
- Request a transcript be sent to the Office of Study Abroad and International Programs. Also find out how to request a transcript be sent to a third party. Even though your grades and courses will be listed on your Pitzer transcript, graduate schools often request an official transcript from the original credit granting institution.

## Culture Learning Workshop - Preparing to Return Home and After You Are Home

Your experiences abroad are now part of you and it is not unusual to experience reverse culture shock after your return home. Working through Module 2 - Welcome Back! Now What? of the on-line culture learning workshop a few weeks before the end of your program will help you prepare to say goodbye and better understand reverse culture shock. Modules include 2.1 - Preparing to Come Home; 2.2 - If you are Preparing to Return Home Soon; 2.3 - Back Home: Neither Here nor There; 2.4 - What Did You Learn Abroad? and 2.5 - Say No to Shoeboxing The on-line culture learning workshop may be found at <http://www2.pacific.edu/sis/culture/>. No written responses are required.



## REGISTRATION FOR NEXT SEMESTER'S COURSES

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Pre-registration at Pitzer College will occur on campus in late April for fall, and in late November for spring. 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 contact information for anyone you may need to consult with 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).

### Registration from Abroad

Information for fall courses should be available around mid-April and around mid-November for spring courses, about two weeks before pre-registration. Prior to pre-registration, you will receive an email from the Registrar's Office that will indicate your registration date and time. You will have a 24-hour window following your appointment time.

#### Online Registration

During your appointment time, you may register online via the [MyCampus2](#) Portal. You must continue to check your Pitzer email for any updates about the online registration system.

#### Email Registration

If you choose to register via email, please use the following format:

- Student Name
- Student ID Number
- Adviser
- Major
- **Course ID Number\* and Section Number\***
- **Course Title\***
- **Instructor\***
- **Day and Time\***

**\*for each course selection**

Check for holds via your Portal and clear them with the appropriate office **BEFORE** registration. You will not be able to pre-register if you have outstanding holds.

Please feel free to email [regabroad@pitzer.edu](mailto:regabroad@pitzer.edu) with any questions you may have regarding registration.



## APPENDIX A: SEXUAL HARASSMENT AND PREVENTION

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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 they receive 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

Passive	Assertive	Aggressive
<b>Passive</b> <ul style="list-style-type: none"><li>· "Too Nice"</li><li>· Suck it up</li><li>· Hold it in</li><li>· Denial</li><li>· Subtle manipulation</li><li>· Guilt</li><li>· Powerless</li><li>· Latent Hostility</li><li>· Weak Boundaries - not setting personal limits</li></ul>	<b>Assertive</b> <ul style="list-style-type: none"><li>· "Firm"</li><li>· Deliver messages clearly</li><li>· "I" statements</li><li>· "Broken record" technique (say "No, thank you" and then keep saying it over and over)</li><li>· Good boundaries</li></ul>	<b>Aggressive</b> <ul style="list-style-type: none"><li>· "Mean"</li><li>· Blow it out</li><li>· Explode</li><li>· Expressed Hostility</li><li>· Overt Manipulation</li><li>· Threats/Ultimatums</li><li>· Guilt</li><li>· Powerless/Out of control</li><li>· Rigid boundaries</li></ul>

## 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?"

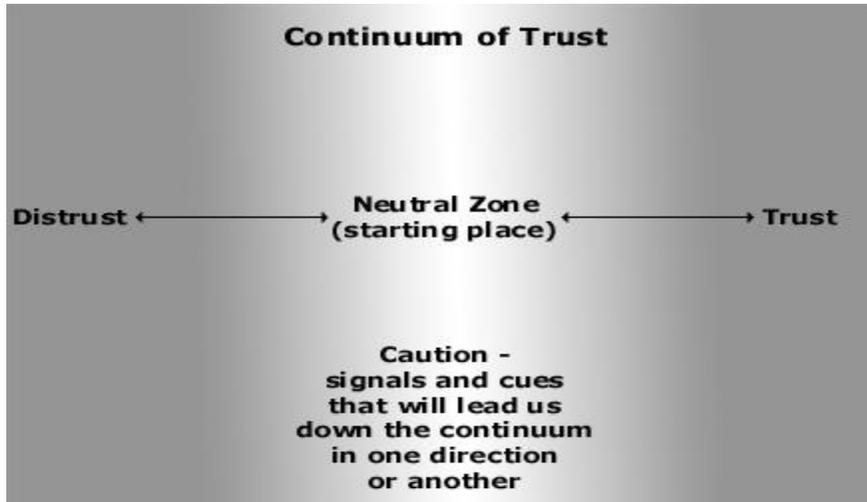
"No, thank you. I can't go."

"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 they are 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.

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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>.

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

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## 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 adviser 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 adviser.

## 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 C: CONTACT AND COURSE INFORMATION

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### Pitzer College Study Abroad

### Contact Information Abroad

**PROVIDE YOUR CONTACT INFORMATION WHILE ABROAD OR ON A DOMESTIC EXCHANGE.**

Please use Adobe Reader software to complete this form.

**Student Name** \_\_\_\_\_ **Program** \_\_\_\_\_

**Student Mobil Phone** \_\_\_\_\_ **Student Phone** \_\_\_\_\_

**Study abroad physical address**      **Host Family**      **Dorm**      **Other** \_\_\_\_\_

Street address, room number, etc. \_\_\_\_\_

City, country, postal code, etc. \_\_\_\_\_

Host Family name(s) if applicable \_\_\_\_\_

Host Family Phone \_\_\_\_\_ Host Family mobile(s) \_\_\_\_\_

**Study abroad mailing address** (if different from physical address)

Street address or box number \_\_\_\_\_

City, country, postal code, etc. \_\_\_\_\_

**Additional Information**

Email this form to [studyabroad@pitzer.edu](mailto:studyabroad@pitzer.edu) as soon as you know your study abroad contact information. In an emergency, it is important that we have current accurate contact information for you. Email any updates as they occur. Please check your Pitzer email on a regular basis for news and information from Claremont.

Pitzer College Office of Study Abroad and International Programs  
West Hall, Suite 100, 1050 North Mills Avenue, Claremont, CA 91711  
Telephone 909.621.8104 • Email [studyabroad@pitzer.edu](mailto:studyabroad@pitzer.edu)



**Office of Study Abroad and International Programs**  
1050 North Mills Avenue, Claremont, CA 91711  
www.pitzer.edu/studyabroad • 909.621.8104  
Email: [studyabroad@pitzer.edu](mailto:studyabroad@pitzer.edu)

Student Name \_\_\_\_\_ Program \_\_\_\_\_

**STUDY ABROAD COURSES**

**Include course number, course title, credits abroad and Pitzer College course credit equivalents** for courses you are taking abroad or on a domestic exchange program. Please note any pre-program language courses or independent study courses. Students abroad may need to take 2 to 8 courses while abroad to receive the equivalent of 4 Pitzer course credits. **Students must take all courses at their host institution for a letter grade, not pass/fail.** Please use Adobe Reader software to complete this form.

Pitzer students on exchanges will also take the **MLLC 110 Intercultural Learning: Portfolio Writing** for 0.5 Pitzer course credits pass/no credit. Please note: Students on approved SIT programs or non-approved programs will not take this course. Students on full-year exchange programs in the same location will only take this course once.

Total credits abroad \_\_\_\_\_ = Pitzer course credits \_\_\_\_\_  
MLLC 110 (indicate 0.50 if applicable) + \_\_\_\_\_  
**Total Pitzer course credits for the semester** \_\_\_\_\_

**VOLUNTEER ACTIVITY OR INTERNSHIP** while abroad (on an international or domestic study abroad program).

Are you **volunteering** while abroad? If yes, please describe your volunteer activity and the expected number of hours you will volunteer. yes or no \_\_\_\_\_

Are you participating in an **internship** while abroad? If yes, describe in detail below. yes or no \_\_\_\_\_

If yes, is the internship part of a course for credit? If yes, also include in courses list above. yes or no \_\_\_\_\_

Are you being paid for your internship? yes or no \_\_\_\_\_

**Email this form to [studyabroad@pitzer.edu](mailto:studyabroad@pitzer.edu)** as soon as you know your courses and credit information. Email any changes well before the end of the drop/add period (if any) abroad in case you need to adjust your course load. Please check your Pitzer email on a regular basis for updates from Claremont.

**Pitzer College Office of Study Abroad and International Programs  
West Hall, Suite 100, 1050 North Mills Avenue, Claremont, CA 91711  
Telephone 909.621.8104 • Email [studyabroad@pitzer.edu](mailto:studyabroad@pitzer.edu)**



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