

# **Pitzer College Study Abroad Domestic Programs**

**Pre-Departure Orientation Handbook  
Fall 2018**

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# ACADEMIC MATTERS

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## PROGRAM DATES

Participation on a domestic program involves attending the orientation at Pitzer AND at the host institution. Students are required to stay from the first day through the last day of the semester at the institution. Leaving the program early must be approved by the External Studies Committee at Pitzer College.

## COURSE LOAD WHILE OFF CAMPUS

You must enroll in a full course load (the equivalent at your exchange 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 with the type and number of credits you will receive for your coursework abroad before the end of the registration period abroad. Once the add/drop period at your exchange institution has passed, it is too late to adjust your course load. Email your classes and credits to [studyabroad@pitzer.edu](mailto:studyabroad@pitzer.edu). Please refer to the Contact and Course Information Appendix in the back of this handbook. Information regarding the full course load equivalent for your program is provided at your program specific orientation session at Pitzer.

## 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 at the host institution. On some programs four course credits may not be possible. On some programs more than 4.0 credits may be the norm. All grades from approved study programs will appear on the Pitzer College transcript. Most are not calculated in the cumulative GPA. Domestic programs direct-run by another member of the Claremont Colleges (Claremont McKenna, Harvey Mudd, Scripps or Pomona) are an exception and are calculated into your Pitzer GPA. Examples include the CMC Washington semester program and the CMC Silicon Valley Program. Students must take all courses at their host institution for a letter grade, not pass/fail. Students should consult with a Pitzer study abroad staff member to ensure the correct amount of credit will be 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). Make sure your student account is paid in full before you leave so the institution does not put a financial hold on your transcript. Request transcripts to be sent to the attention of Office of Study Abroad and International Programs, 1050 N. Mills, Claremont, CA 91711. 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 also 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 account.
- 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.
- You will be required to complete our exchange program evaluation with details about your program before your study abroad grades will be forwarded to the Office of the Registrar for posting to your Pitzer College 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>.

### 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.**
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. If you have a 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. Practice safe sex, or better yet, abstinence.
8. Beware that use of recreational drugs is illegal in most places and is not permitted under Pitzer College policies. Additionally, the strength and content of drugs varies with location and may be different than what you may find in California 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. Take adequate supplies of medications and copies of prescriptions with you.

#### **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 for the duration of their program.** Depending upon what type of insurance you have, you may have to pay cash upfront at clinics and hospitals, 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, but it is your responsibility to call the company to discuss the specifics of your 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 in another locations for a period of 3-6 months or more?
- Will the plan cover doctor visits and medication prescribed elsewhere?
- 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 at my other location? 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. Some health providers will not process insurance claims for all insurance carriers 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. Be sure to obtain a receipt to submit with your insurance claim for reimbursement upon your return.
- 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 medical coverage if I need to use the insurance or if the medical provider 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.

## 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

Your Travel Insurance Coverage is effective upon enrollment and purchase of the International Student Identification Card. This insurance shall be governed by the Laws of the Bailiwick of Guernsey and subject to the exclusive Jurisdiction of the courts of the Bailiwick of Guernsey under **policy number TCRW-16711**.

**If you are in need of emergency assistance during your trip, please contact Global Benefits Group GBG Assist 24 hours a day, 365 days a year at:**

**In the United States and Canada:  
(866) 914-5333**

**Worldwide Customer Call Collect:  
(905) 669-4920.**

**Customer Service :** [gbgassist@gbg.com](mailto:gbgassist@gbg.com)

### How to Make a Claim

1. Go to GBG.com and click on Forms under Our Solutions
2. Complete the Travel Claim Form under Claims Forms
3. Send completed form along with proof of travel to:  
Online Claims Submission: [www.gbg.com](http://www.gbg.com)  
Mail: 27422 Portola Parkway, Suite 110, Foothill Ranch, CA 92610 USA  
Email: [eclaims@gbg.com](mailto:eclaims@gbg.com) or  
Fax: 949.271.2330

# SAFETY AND EMERGENCY PREPAREDNESS

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

While off campus, 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 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 location.
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 the Office of Study Abroad and International Programs and International Programs accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study 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 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 location. Carry a card in your wallet with phone numbers of the local police, and other emergency services. Also include the emergency contact information for the host institution.
12. Follow the program policies for keeping the institution informed of your whereabouts and well-being.

You should always keep in mind that no matter how immersed you are in a local community, you are still new to the area and thus your chances of being a victim of criminal activity may be greater than for the average local person. Remember not to carry around a lot of cash or anything else that you really can't afford to lose.

## LIMITATIONS

While your safety is of utmost importance to Pitzer College and the exchange institution, you should realize that there are aspects of your experience that are beyond their control. In particular:

1. Program sponsors cannot eliminate all risk from the program environment. All travel 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 may not 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 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.

Please listen carefully to the advice of the locals. In most cases, they have more experience than you have had with the local 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 location. Many guidelines that may seem to be extreme or overly cautious to you may have significant and negative consequences if disobeyed.

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 tourist.
- Do not carry valuables (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 use 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 traveling 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 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. 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.
- 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.

## 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 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 hitch hiking 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 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 the Declaration of Disability or Special Needs form. It is important for the staff of the programs abroad to be aware of the condition and to assist students with managing it so that they can take full advantage of the learning opportunities of the program.

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

## SEXUAL HARASSMENT, ASSAULT AND RAPE

Note: The information below is directed towards all students.

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

- What are gender relations like? How are women and men expected to interact in the family? As friends? When they go out together at night (if culturally appropriate)? In a bar? On public transportation? In the classroom? In the workplace?
- What can students do to prevent the risk of sexual harassment or assault? This would include knowing about dangerous locations, traveling in groups after dark if advisable, and appropriate ways of dressing and behaving that may minimize risk.
- If I am feeling unsafe, what should I do? Who can I ask for help? If a female student feels threatened and there are other, women present, she should seek their assistance.
- If I am sexually harassed, assaulted, or raped, what are my resources? What is the name and address of an OB-GYN? What are community organizations in this city that address issues of sexual violence? How can they help me?
- What are the laws surrounding these issues?

- How and to whom would I report such events?

We urge you to confide in the program director and avail yourself of the support and resources they can provide, including medical, legal, or counseling services you may need. If you are uncomfortable reporting such an event to the program director, you should be aware of other resources that you can turn to; such as, fellow students, local sexual assault hotlines, counseling centers, physicians, etc.

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

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

## IN CASE OF EMERGENCY

True emergencies are actually quite rare. While losing luggage or other belongings 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 at the host location. 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 away from home and off campus.

Provide your contact information to your family and friends. Your family should also be advised to contact the Office of Study Abroad and International Programs staff members listed in the *Contact Information* section of this handbook.

# 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 and times.

## TRAVEL ARRANGEMENTS

Pitzer students participating in academic programs and exchanges in the US are NOT charged the \$550 travel contribution and are responsible for booking and paying for their own transportation.

## 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 off campus.

It is your responsibility to contact the 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 Pitzer College while you are away so you receive important information and updates. Students are expected to check their email on a regular basis. Pitzer students will be contacted via their official Pitzer College email accounts.

The end of the semester is always a busy time with papers, exams and special events. You should plan ahead 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.
- Arrange your flight or other **transportation**.
- Some insurance is only valid in the state or in the insurance provider area. Consult with your current **medical insurance** provider to ensure that your coverage is valid at your program location for the duration of your program. If not, purchase additional coverage.
- Compile a list of names and **contact information** of faculty and staff who you may need to reach while off campus.
- 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 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 off campus study program.
- Learn how you will **register for classes from off campus** for the semester you will return to campus. (Pitzer students: if you will be a junior while off campus you must **declare your major** before you go or you will NOT be able to register for classes from off campus.)
- Submit **housing** forms and designate a proxy for room draw for the semester after your program, if applicable.
- Visit your doctor or public health clinic for your **physical** and **immunizations**. Visit your **dentist** before you study off campus.
- Complete your **pre-departure reading** and coursework, if applicable.
- Discuss **emergency contact procedures** with your family and friends.
- Shop and **pack** lightly. Leave room for items you will acquire when off campus.



### If You Are Not a US Citizen

If you have a passport from a country other than the US be sure to follow the procedures specific to your particular country or immigration status. **Depending upon your immigration status, there may be special signatures or other procedures required for your off campus study or during your time off campus. Speak with your international student adviser. Check before you go!**

## 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)

# 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 bring \$800-\$1000, though this amount may be higher depending on your particular location. Be sure to plan ahead for any refundable deposits required. 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 \$50-\$100 in cash for expenses during travel.



## WHAT YOUR PAYMENT FOR STUDY ABROAD WILL COVER

Payment of the comprehensive semester program fee to Pitzer College will cover your program tuition, housing, meals and travel insurance and for the length of the program and the overall cost of providing and supporting study abroad at Pitzer College. Students on domestic programs 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 programs. This does not, however, mean that the full comprehensive fee is sent to the program institution for the use of the 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 and off campus. For exchanges and direct enroll programs the amount of money paid for the program is set by the exchange agreement or the program sponsor. The portion of the comprehensive fee that doesn't go to the host institution, the exchange partner or to pay for the direct enroll program is used to support the cost of promoting and administering the study abroad programs as a whole. It is also used to support the overall infrastructure of the college (from information technology, public relations, financial services, and insurance, to on-line library resources, etc.) that is available for study abroad and off campus program students before, during, and after their time off campus.

### Housing

Housing covered by Pitzer College means accommodations that are typical for that particular program during the period that school or the program is in session. Most programs provide housing as part of the program fees. Please note that housing expense during breaks (including periods between terms or semesters, for example Easter break or winter break), 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 may provide a check for housing based on an amount recommended by the program. Check with the Office of Study Abroad and International Programs for details about your specific program.

### Meals

Meals covered by the comprehensive program fee paid to Pitzer College include whatever is typical for the program 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 may provide a meal allowance, based on an amount recommended in writing by the sponsor of the program. Students will not be reimbursed for missed meals that are provided by the program. Meals during any break periods between semesters or terms or before or after the program are the responsibility of the student and are not covered by the comprehensive fees paid to Pitzer. Check with the Office of Study Abroad and International Programs for details about your specific program.

If you receive a meal allowance, keep in mind that 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 location and determine a figure that can be safely spent each week and still have the money last until the program ends. 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. The meal allowance is not meant to cover items other than food. Just as you pay for certain items (personal care items, cleaning

supplies, entertainment) out of your own funds while on campus, you would use your own funds for these items during the program. 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

Students on semester-long domestic exchanges and programs are not charged the \$550 travel contribution charged to students on international semester programs.

## 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.

- Required photos
- Cost of the medical exam required prior to participation
- Comprehensive medical insurance coverage is required. (Fees for additional insurance, if required by the program, may be covered by Pitzer College. Ask the Office of Study Abroad and International Programs.)
- 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.

## BILLING

### Pitzer College Students

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

### Student Accounts

Charges for your semester abroad will be available via CASHNet. **Students who will be off campus 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.

### Financial Aid

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

### 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.



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

# WHAT TO BRING

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## Essential Documents and Items

- This handbook** and any other pre-departure program materials
- Your **visa documents**, if applicable
- A copy of your airline **e-ticket**, if applicable
- Credit and ATM cards**
- An official **immunization record** from your doctor or health clinic
- Your **medical insurance information**
- Important **contact information**



## Clothing, Medicine and Miscellaneous

What you bring is an individual matter. It depends upon what you may want to buy in the program location, how much you want to carry, and what you plan to do during your semester. We suggest you pack **as light as possible** and buy some items at your location. Traveling becomes much more enjoyable as the weight of your bags decrease. Remember that your luggage may be searched at the airport and a well-organized packing job is advised.



**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

The important thing is that you dress in a way that is neat, clean, and acceptable to your hosts. Be sure to bring clothing appropriate for the climate. Bring appropriate work clothes for an internship, if applicable.

### Medicine

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. Refer to the section on Traveling with Medication.

### 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.**

## LAPTOPS: TO BRING OR NOT TO BRING?

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



- Your program sponsor will not be responsible for theft, damage or loss of your computer. You should purchase property insurance to cover loss or damage.
- Your program sponsor cannot guarantee wireless or internet access.

- Your program sponsor will most likely not be able to take responsibility for storing your computer in the program office, even during times when you are traveling on program field trips or participating in an independent study project.
- Just as at Pitzer, you will not have access to staff or faculty computers or email accounts.
- Students on exchanges where computer access and email are easily available are encouraged to use these resources in moderation and make interaction with members of the local area a higher priority.

## VIRTUAL PRIVATE NETWORK

Students who bring their own computers may wish to install virtual private network (VPN) software on their computer. VPN software provides a secure connection to a network at home. 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.

## GIFTS

It's always nice to bring several modest gifts from home for your hosts. However, please remember that giving too generously may make it difficult for future, perhaps less affluent students who may live with your hosts.



# COMMUNICATIONS

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## PHONE AND EMAIL

### 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 Q100  
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

### Emergency Phone Numbers for Students Off Campus - see inside back cover

In an emergency, Students are advised to contact their program coordinator or other designated person first since they are best able to render prompt assistance and advice in the event of an emergency. Students who are off campus and need to speak with a staff member can call the emergency numbers listed inside the back cover of this handbook. 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, parents or friends may contact a member of the Office of Study Abroad and International Programs and International Programs staff at the numbers listed above if they cannot reach you. If they call the office number and 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.

### Mobile Phones

Pitzer **requires** that you have a mobile phone while off campus. You will be responsible for keep a working mobile phone (charged, paid up and ready to use in an emergency) on your person throughout the program. You must provide the study broad office at Pitzer with your mobile phone number.



Whether you bring your own mobile phone from home or get one from the program, Pitzer expects all students to use mobile phones in ways that are appropriate and responsible. In particular, mobile 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 mobile phone use in their homestays, if applicable. 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.

## STUDENT COMMUNICATION RESPONSIBILITIES

### Read your Email

Before, during, and after your off campus program 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 to unsubscribe to email lists while off campus. If you have a limited amount of time to check email 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 off campus programs.**

Your Pitzer password automatically expires every six months - 180 days from when you last reset your current password. Change your password before you leave to assure continuous access. If your password does expire, log on to [www.pitzer.edu/pitpass](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 (mailing address, phone and mobile numbers, Skype, etc.) to [studyabroad@pitzer.edu](mailto:studyabroad@pitzer.edu). See the Contact and Course Information Appendix.**

# PREPARE TO RETURN HOME

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## Saying Goodbye

The bonds you form with people you meet go both ways. In most cases it would be impolite to just disappear. 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. 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. 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.
- If you cannot take something with you, take a photo. Include photos of your housing, 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. In addition, students undergoing background checks and security clearances years later have been asked to provide all their 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 off campus, 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.

# 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 off campus 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).

## For Pitzer Students Only: Registration while off campus

For instructions and course schedules visit the Registration Information and Resources website page at <https://www.pitzer.edu/registrar/registration-information-resources/> **Email your registration to [regabroad@pitzer.edu](mailto:regabroad@pitzer.edu) PRIOR to your assigned registration day and time. Remember to account for different time zones.**

In your email, please include the following:

**Subject line** - please put your name. Example: "Your Name - Fall 2016 Registration"

**Name**

**Student ID Number**

**Adviser**

**Major**

Course ID Number

Section Number

Course Title

Instructor

Day and Time

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

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

## 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

By Nancy Newport, RN, LPC, Licensed Professional Counselor

Consultant to Peace Corps, Fairfax, Virginia, (703) 352-9005

<http://www.nancynewport.com>,

[NaNNewport@aol.com](mailto:NaNNewport@aol.com)

### **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?"

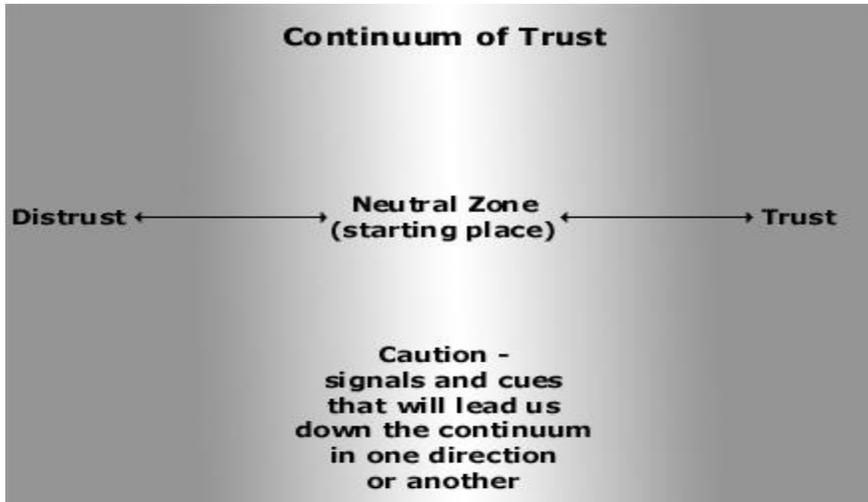
"No, thank you. I can't go."

"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 can 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 than 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 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 we have current accurate contact information for you. Email any updates as they occur. 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  
Phone 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 semester 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, non-approved programs or summer 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 program** \_\_\_\_\_

**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. 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)**



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