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## Welcome to the Norwich Program(s)!

Dear Norwich Program Participants,

Greetings from Carlisle! Congratulations on your selection to the Dickinson Programs in England and the University of East Anglia in Norwich. An academically challenging and personally rewarding time awaits you. All the best!

This **Norwich Orientation Handbook** has been prepared to make your transition to Norwich and the British educational system a little smoother. The handbook covers general topics affecting all students who study abroad: health matters, insurance, safe behavior, code of conduct and other policies, Dickinson course registration and room draw while abroad, and absentee voting. It also contains specific information about studying in England: packing tips, lifestyle abroad, academic calendar course information, and much more. Sections on cultural perspectives will help you put your observations and experiences into context. This program specific information will also help you to understand better and adapt more quickly to your new environment and culture. Everything in this handbook is very relevant, so please read it thoroughly. A copy of the handbook will be mailed to your parent(s)/guardian(s) at your home address. Additionally, a **Handbook for Overseas Students**, published by the Dean of Students at UEA, will also be mailed to you over the summer/winter break. Please read both of these handbooks carefully.

If you have any questions, contact the Center for Global Study and Engagement (CGSE) at (717) 245-1341 or [global@dickinson.edu](mailto:global@dickinson.edu). The Center for Global Study and Engagement is open Monday through Friday from 8:30 am to 4:30 pm (EST).

### Important Reminders:

If you plan to be at a different address during the summer/winter break, or, if your insurance information has changed since you completed the Student Agreement form, let the Center for Global Study and Engagement know right away.

### Important Mailings:

When you have been accepted by UEA you will receive an e-mail from UEA's International Office. After that, the formal Letter of Admission will be sent to you via Dickinson's Center for Global Study and Engagement. You need to accept your place by sending an e-mail to [studyabroad@uea.ac.uk](mailto:studyabroad@uea.ac.uk).

The Center for Global Study and Engagement will also send all students a **letter of support to use as part of the visa/entry clearance process**. All students will need this letter as part of their visa application process. All students **MUST** present a "copy" of this letter, along with the UEA letter mentioned above, to immigration authorities on arrival in London. Students applying for visas/entry clearance will need to send the **ORIGINAL** letters along with their other documents to the Consulate for the visa process.

## **IMPORTANT CONTACT INFORMATION**

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### **In LONDON (for fall semester ONLY):**

From the U.S.: Dial (011-44) and the local phone number to call Norwich/London.

From the U.K.: Drop the (011-44), but add a zero before the first number. Thus the Norwich prefix becomes 01603 rather than 1603. To call the U.S. from the U.K., dial (001) then the 10-digit number.

### **HUMANITIES:**

Jesmond Hotel  
63 Gower Street  
London WC1E 6HJ  
Tel: (011-44) 207 636 3199  
FAX: (011-44) 207 323 4373  
E-mail:  
[reception@jesmondhotel.org.uk](mailto:reception@jesmondhotel.org.uk)  
Web Site:  
<http://www.jesmondhotel.org.uk/>

The hotel is centrally located, in the heart of Bloomsbury, home to the University of London and the British Museum and Oxford Street (shopping).

### **SCIENCE:**

Ridgemount Hotel  
65/67 Gower St., London  
WC1E 6HJ, England  
Phone: (011-44) 207 636 1141  
Fax: (011-44) 207 636 2558  
Website:  
<http://www.ridgemounthotel.co.uk>

The hotel is also located in Bloomsbury, near the Jesmond Hotel. Mr. and Mrs. Rees and their son, Aled, operate the hotel)

### **In NORWICH:**

### **HUMANITIES/SCIENCES PROGRAM:**

**Professor Susan Perabo,**  
**Resident Director**  
Faculty of Arts and Humanities  
Arts Building 1.41  
University of East Anglia  
Norwich, NR4 7TJ  
Tel: (011-44) 1603-592297

Home Address in Norwich:  
371 Unthank Road  
Norwich NR4 7QG  
UNITED KINGDOM

Home Tel: (011-44) 1603-449332  
Mobile phone: (011-44) (0) 7944 702715

E-mail: [perabo@dickinson.edu](mailto:perabo@dickinson.edu)

### **SCIENCE PROGRAM:**

**Sha'an Chilson**  
Office at UEA - To Be Determined

Home address in Norwich:  
549 Earlham Road,  
Norwich, Norfolk NR4 7HW  
UNITED KINGDOM  
Email: [chilson@dickson.edu](mailto:chilson@dickson.edu)

### **University of East Anglia:**

The UEA switchboard numbers FOR EMERGENCIES ONLY are:

Regular switchboard	M-F, 9-5: (011-44) 1603-456161
Emergency switchboard	M-F after 5 pm, and on weekends: (011-44) 1603-501266

**The Center for Global Study and Engagement:**

**Samantha Brandauer, Director of Study Abroad**

The Center for Global Study and Engagement

Dickinson College

P. O. Box 1773

Carlisle, PA 17013-2896

Tel: 717-245-1341

FAX: 717-245-1688

E-mail: [brandaus@dickinson.edu](mailto:brandaus@dickinson.edu)

**On-Campus Coordinators:**

**Professor David Strand (Humanities)**

Department of Political Science

E-mail: [strand@dickinson.edu](mailto:strand@dickinson.edu)

**Professor Dave Kushner (Science)**

Department of Biology

E-mail: [kushnerd@dickinson.edu](mailto:kushnerd@dickinson.edu)

**CGSE's Travel Agency:**

Advantage Travel

313 East Willow Street

Syracuse, NY 13203

TEL: 1-800-788-1980

FAX: 315-471-6264

Contact: Missy Severance

[mseverance@advantagecny.com](mailto:mseverance@advantagecny.com)

**British Embassy in the U.S.:**

3100 Massachusetts Avenue NW

Washington, DC 20008

Tel (202) 588-7800

Web-site: <http://ukinusa.fco.gov.uk/en>

For information on visas: <http://visa4uk.fco.gov.uk/Welcome.htm>

There are also British consulates located in Atlanta, Boston, Chicago, Houston, Los Angeles, New York, and San Francisco.

**U.S. Embassy in London:**

24 Grosvenor Square

London, W1A 1AE

United Kingdom

Tel: (011-44)-207 499-9000

**Major Emergency Protocol:**

If you need to contact the Center for Global Study and Engagement after hours for emergency assistance in a very serious situation, call the Dickinson College Public Safety 24-Hour Hotline (**001-717-245-1111**), identify yourself and the program, describe the emergency briefly, and give a number for call back. The operator will locate the proper CGSE staff member, who will return the call.

# GENERAL INFORMATION

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## General College and CGSE Policies

### **College Non-Discrimination Policy:**

Dickinson College is an academic community that values justice, free inquiry, diversity, and equal opportunity. It is a fundamental policy of Dickinson College to respect pluralism and to promote tolerance, civility, and mutual understanding within its community. On that basis, Dickinson College does not discriminate as to race, color, sex, political and religious beliefs, marital status, age, sexual orientation, national and ethnic origins, veteran's status, or disability.

### **Student Agreement Form (see Appendix V):**

The Student Agreement form, which applicants filled out as part of their application process, acknowledges awareness of inherent risks associated with foreign travel and that the student is participating in the program voluntarily. By signing the form, the participant agrees to release, indemnify, and hold harmless Dickinson College from and against any claim that the participant, the participant's parents or guardian or any other person may have for any losses, damages, or injuries arising in connection with participation in the overseas program. Signing this form automatically enrolls the student at no cost in Dickinson College's "Supplemental Emergency Travel Assistance and Medical Evacuation Insurance Program." (See Appendix III for more information on this insurance.)

### **Status of non-Dickinson Students:**

Students from other institutions who participate in Dickinson College study abroad programs are considered "guest students" of the College for the duration of the program; as such, they will enjoy all the rights and privileges granted by the program. (The one restriction is the ineligibility for Dickinson grant money and endowed scholarships.)

### **Program Cancellation Policy:**

All decisions concerning the cancellation (or required modification) of a Dickinson College program will be made by the Center for Global Study and Engagement in consultation with responsible authorities on campus and overseas. These decisions will be based on, but not limited to, State Department warnings. In the unlikely event of an emergency program cancellation, every effort will be made to accommodate the academic needs of program participants by offering an alternative to enable students to complete their course work. For example, one possible alternative would be to offer suitable coursework on-campus during the summer.

Students whose program is cancelled prior to the start date will receive a full refund of the program fee, including the confirmation payment.

If a program is cancelled after it starts and an alternative for credit completion is offered, no refund will be given.

If a program is cancelled after it starts and an alternative credit completion is NOT offered, the student will receive a full refund including the confirmation payment.

# Conduct and Discipline Policies

## **What is this all about? (IMPORTANT: PLEASE READ!)**

At Dickinson College, study abroad is not about travel to an exotic destination. It means becoming an active participant in the life and culture of a foreign locale in order to gain useful knowledge about a place and its people. By applying to this program, you have taken a significant step toward expanding your mind, engaging other cultures, and becoming a more active participant in our global society.

In a very real sense, you go abroad as an ambassador of Dickinson College. Your attitude, interactions, and presence abroad will speak volumes about you and about us. You are privileged to be abroad as a full-time learner, both academically and in all other aspects of daily life. Many study abroad participants are used to being in the “majority,” and once they become a minority abroad they realize their actions are viewed as representative of their entire group. Resist playing the role of the “ugly American” stereotype. Resolve instead to develop understanding and show respect for the culture you are visiting.

## **Code of Conduct:**

All students studying abroad are expected to abide by the code of conduct as expressed in the Student Agreement that you have signed. This form is reprinted as Appendix V of this handbook. Please read it again.

It is a fundamental expectation that students will respect the norms of the host culture with regard to behavior and dress and will obey host country laws as well as all policies and regulations of the host institution and/or Dickinson Program. It is further expected that students enrolled in Dickinson programs will:

- attend and participate in classes and complete assignments
- participate in planned group excursions
- observe the rules and respect the property of the host institution, housing accommodations, and any temporary excursion accommodation such as hotels or hostels
- for safety purposes, provide the Resident Director with contact information and/or itinerary to the extent possible when they leave for private travel.

Students shall respect the rights of other students whether on the program or at the host institution, as well as those of homestay families, staff, and faculty. Dickinson College policies regarding student conduct as outlined in the Dickinson College Student Handbook, including academic infractions such as plagiarism, apply to students enrolled overseas as well. In Dickinson programs abroad, the Resident Director will serve as the Judicial Hearing Officer for alleged violations.

## **Drinking and Drug Use:**

Most cultures have well-established customs with regard to acceptable social drinking. Mature behavior and respect for local customs is expected of all students. The misuse of alcohol will not be tolerated and can result in dismissal from the program. The use, purchase, or sale of illegal drugs is prohibited. A student caught using, purchasing, or selling drugs will be sent home immediately without refund.



Legal penalties with regard to drugs and alcohol may be more severe in the host country than in the U.S. and may entail fines and/or jail time. A student charged with breaking local laws will be subject to the rulings of local courts. U.S. laws and constitutional guarantees do NOT apply. The ability of program staff or U.S. Embassy personnel to assist is very limited. In most countries, release on bail while awaiting trial is not an option.

### **Removal from Program for Disciplinary Reasons:**

Students can be dismissed from programs for violating policies, rules, or regulations, for engaging in disruptive behavior, for academic infractions or failure, and for conduct that could bring the program into disrepute. In such cases, students will be discharged without a refund. The Executive Director of CGSE will make the judgment in consultation with the Resident Director and/or On-Campus Coordinator.

## **Extension of Stay and Early Withdrawal: Process and Penalties**

### **Student Status and Changes of Status:**

All students approved to participate in an academic year/semester program off campus continue enrollment as Dickinson students with “off-campus” status and are expected to keep their commitment to participate in an academic year/semester program for the full term, and to return to campus following their semester or academic year away. To extend a stay or to return early requires changing status, a process initiated by the Center for Global Study and Engagement.

### **Extending for a second<sup>1</sup> semester:**

- Students considering this should first consult with the Dickinson Resident Director. You will need to apply for an extension through the International Office at UEA, get permission from your school of study at UEA, and extend your visa if your original one was for only one semester.
- If the Resident Director indicates that an extension is possible, you should discuss your plans with your major advisor(s). You will need to consider how an extension will affect the completion of your major and other graduation requirements. Your advisor(s) must indicate approval by e-mailing the Director of Study Abroad in the Center for Global Study and Engagement.
- If your advisor(s) approve(s) of your change in plans, you and your advisor(s) should then e-mail Samantha Brandauer, the Director of Study Abroad, at [brandaus@dickinson.edu](mailto:brandaus@dickinson.edu). The Director of Study Abroad will give official approval to extend for another semester, and the Center for Global Study and Engagement will notify other campus offices of your change in status.

### **Early return or withdrawal:**

- A compelling medical or academic reason is required for leaving a program early. You should consult first with the Dickinson Resident Director, and then with the Center for Global Study

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<sup>1</sup> Students who are interested in studying abroad for longer than an academic year plus a short-term program must petition for special approval to do so. For information about the petition process, please see “Non-traditional Off-Campus Study” on page 9.

and Engagement. The Center for Global Study and Engagement will notify your class dean about your change in status.

- Whenever possible, students should complete the semester that has already begun. Students risk not receiving credit if they withdraw from a program mid-semester or before completing scheduled instruction and examinations.
- Financial consequences for early withdrawal are described in the following section, “Refund Policy and Financial Consequences for Early Withdrawal,” and in Appendix VI, “Refund Policy for Off-Campus Programs.”
- When you are certain of your decision, communicate your reasoning in writing to the Center for Global Study and Engagement at [global@dickinson.edu](mailto:global@dickinson.edu). Please also request that your Resident Director e-mail the Center for Global Study and Engagement to confirm the last date you attended class.
- The Center for Global Study and Engagement will then officially notify the campus of your change in status. If you are asked to follow-up directly with certain offices, please do so.
- If your withdrawal occurs prior to the end of the first week of classes at Dickinson, you may be granted permission to return to campus. If so, you can contact Campus Life to arrange for housing on a last-in-line basis.
- Students returning early from study abroad will register during the add/drop period of the following semester.

#### **Refund Policy and Financial Consequences for Early Withdrawal:**

Early withdrawal from a program will have financial consequences. Both the \$35 application fee and \$300 confirmation payment are non-refundable. Students may be responsible for non-recoverable costs incurred by the program. Before making a final decision to withdraw, you should read the Refund Policy for Overseas Programs, which is reproduced as Appendix VI of this handbook.

**These policies apply in all cases of early withdrawal from study abroad programs, regardless of the reason for withdrawal.**

Students receiving Title IV federal financial aid will have funds returned to federal aid programs according to the policies outlined in the Dickinson College Bulletin. It is important to understand that, since the financial aid refund and the refund to the student’s account are calculated using different methods, the refund to the student account may not fully cover the required refund to the financial aid programs, and the student may end up owing funds to the college after the refund to the financial aid programs has been made.

**Studying on Another Program:** Students studying in another foreign country during the 2<sup>nd</sup> semester must obtain their entry documents in the U.S. if they are U.S. citizens. Students in this situation have to return to the U.S. in order to obtain a visa from the foreign country’s embassy or consulate in the U.S. They cannot obtain these documents while abroad. You need to consider in advance the timeframe which you will need between programs to complete this process.

#### **Non-traditional Off-Campus Study:**

Off-campus study in the senior year that precludes meeting the senior residency requirement requires special approval from the Academic Program and Standards Committee.

Special approval is also necessary for participation in more than two semesters of study off campus. Petitions should be addressed to Samantha Brandauer, Director for Study Abroad, the Center for Global Study and Engagement and should include the following:

- An essay describing how your specific study abroad plans fit in with your overall academic goals and plans
- Letters of support from your academic advisor(s), department chair(s), on-campus coordinator and/or Program Director, as applicable
- An audit showing in detail how off-campus courses will fit in with graduation requirements.

## Program Fees and Financial Aid Information

### **Program Fees:**

The program fee for the 2014-2015 academic year is 59,214.00; for a single semester the fee is 29,607.00. Students at Dickinson College will receive invoices from the Student Accounts Office that show credit for the \$300 confirmation fee and any applicable amounts from your financial aid package.

### **The program fee includes the following:**

**Intensive Introduction to British Culture and History** (Humanities 209 and Science 258 course credits in the fall semester, taught partially in London): accommodations, food allowance, scheduled excursion fees, and bus/tube pass.

**IN NORWICH:** tuition, University accommodations, food allowance (**when classes are in session and students are in residence at UEA\***), scheduled program excursions, and local bus pass. \*Students do not receive a stipend during the winter and spring breaks. Therefore, students should budget accordingly.

**Not included in the program fee are:** roundtrip air transportation to/from England, visa fees, required health, travel, and accident insurance, insurance for valuables, board between semesters or during breaks, books, clothing, personal entertainment, local transportation beyond what is provided by the program, activity fees (such as fees/insurance for sports, use of the UEA Sportspark, or for clubs at UEA), books and materials, and independent travel on holidays or weekends.

Arrangements for any type of monthly payment plan options should be made as soon as possible through Tuition Management Systems (1-800-722-4867, x 775, or [www.afford.com](http://www.afford.com)). If the balance due on your account is not paid by the deadline noted on the billing, or if special arrangements have not been made with Student Accounts (Tel. 717-245-1953 or email: [stuaccts@dickinson.edu](mailto:stuaccts@dickinson.edu)), you will not be allowed to participate in the program.

### **Financial Aid Information:**

Dickinson grant money and endowed scholarships are available only to Dickinson College students on Dickinson programs. Students from other colleges and universities should check with their own financial aid office to determine eligibility.

# PROGRAM PREPARATIONS

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## Things to Take Care of at Dickinson

### **Declaring a Major:**

Before you can study abroad, you must officially declare a major. The applicable text from the Dickinson College Bulletin reads as follows:

“A student must be accepted for a major field of concentration by the time he or she earns junior standing. A student who does not have a declaration of a major on file in the Registrar’s Office by the end of the semester in which the 16th course (counting towards the degree) is completed may be required to withdraw from the college.”

To declare a major you must complete the necessary paperwork available in the Registrar’s office. The declaration of a major is only official when the completed paperwork has been turned in to the Registrar’s office. A conversation with someone in the major department about your intentions is NOT sufficient. To avoid being dismissed from your study abroad program, be sure to attend to this well before your departure.

Now is also an appropriate time to look over the requirements for your major(s)/minor/general education. Make sure to note courses that you need to take while abroad, especially if you are planning to double major.

### **Student Accounts and Financial Aid Loans:**

Two very important things to check on prior to departure:

- If you are applying for financial aid, make certain you have completed all necessary applications and responded to all requests for information from the Financial Aid office.
- Call the Office of Student Accounts (717-245-1953) to make sure your student account is clear. If you have a hold on your account, you will not be able to study abroad until it is released.

### **Career Center Resources:**

The Career Center offers a variety of resources to help assist you before you go abroad or while you are abroad. Please see the important information below about Career Center resources that you can utilize.

The Career Center is available to assist you in any way possible while you are abroad.

- **Resume/Cover Letter/Personal Statement Reviews:** If you would like to have a resume, cover letter, or personal statement reviewed, just email it to [career@dickinson.edu](mailto:career@dickinson.edu).
- **Phone or Skype Appointments:** If you would like to speak with a counselor – either email or call (717-245-1740) to schedule a phone or Skype appointment. Be sure to schedule the appointment for Eastern Standard Time and please provide a phone number or Skype address where you can be reached.
- **Skype IM:** You can IM the Career Center with quick internship questions that do not need an appointment. IM between 2-4 EST, W-F. Screen name: InternshipIM
- **Career Center Updates:** You will continue to receive emails from the Career Center about upcoming events, programs, deadlines, etc. Pay attention to these emails – there may be opportunities that you can take advantage of.

- **Career Center Website:** Periodically review our website, [www.dickinson.edu/student-life/resources/career-center/](http://www.dickinson.edu/student-life/resources/career-center/), for resources, and Dickinson Connect (available through the Gateway portal) for job and internship postings, interviews and events, job fairs, on-campus employment, scholarship and fellowship information, and volunteer opportunities.

### ***Graduate & Professional School Advice***

Studying abroad during the junior year and beginning graduate school immediately after graduation from Dickinson can be accomplished - with careful planning. But, before you make the decision to apply, here are some things you should consider:

1. What are your career goals? Do you need an advanced degree to accomplish them? This is important, irrespective of studying abroad.
2. Will you have enough time to prepare for the entrance exams you need to take? Are you willing to spend time doing that while abroad?
3. Some students find that trying to prepare for graduate or professional school while abroad is a difficult challenge. For those students, delaying graduate school might be a good idea. Graduate school will always be available, but this might be your only chance to study abroad, so make the most of it.

The typical timeline for applying to graduate/professional school is available at [www.dickinson.edu/student-life/resources/career-center/content/student/Grad-School-Timeline/](http://www.dickinson.edu/student-life/resources/career-center/content/student/Grad-School-Timeline/). Review the timeline to see what you can do before, during and after your abroad experience. If you are studying abroad for the fall semester only, you should be able to follow this timeline easily. In either case – one or two semesters abroad - you should plan to meet with the Graduate and Professional Studies advisor in the Career Center during the spring semester of your sophomore year to make sure you are on track.

If you are applying to medical, dental or veterinary school – or any of the allied health professions – be aware that your deadlines will likely be earlier, so plan to adjust your own timeline. For more information on applying to these professional degree programs, go to [www.dickinson.edu/student-life/resources/career-center/content/student/Pre-Health-Program/](http://www.dickinson.edu/student-life/resources/career-center/content/student/Pre-Health-Program/). For individual questions related to health related applications during your year abroad, please consult the Career Center Pre-Health Advisor by emailing [swarnerd@dickinson.edu](mailto:swarnerd@dickinson.edu).

Taking entrance exams - the GRE, MCAT, LSAT, GMAT, PCAT, DAT, etc. – before you return to campus for your senior year is always a good idea. The GRE Subject Test is paper-based and only available in October, November and April. It is administered on the Dickinson campus. However, do not take any exam before you have thoroughly prepared for it. Schools will have access to all of your scores, not just your highest ones! For more information on the entrance exams, go to [www.dickinson.edu/student-life/resources/career-center/content/student/Graduate-and-Professional-School-Exams/](http://www.dickinson.edu/student-life/resources/career-center/content/student/Graduate-and-Professional-School-Exams/).

For more information on applying to graduate or professional school, go to [www.dickinson.edu/student-life/resources/career-center/content/student/Students/](http://www.dickinson.edu/student-life/resources/career-center/content/student/Students/).

### ***Internship Advice***

If you plan to undertake an internship upon your return, you can search and apply to opportunities

while you are abroad. You can search online by going to Dickinson Connect through the Gateway portal. Login instructions are on the left hand side of the page. Additional resources and information about the internship program can be found on [www.dickinson.edu/student-life/resources/career-center/content/student/Students/](http://www.dickinson.edu/student-life/resources/career-center/content/student/Students/). You will find registration options and deadlines on this page. If you have questions about the internship program, please email [career@dickinson.edu](mailto:career@dickinson.edu).

### ***IM about Internships***

Now you'll be able to IM the Career Center with quick questions about internships. IM via Skype between 2-4 pm Wednesdays – Fridays EST and Amity Fox, the internship coordinator, will get back to you. **Screen name:** InternshipIM You can also schedule Skype appointments if you'd like to have a face-to-face meeting. Just IM Amity or e-mail at [foxa@dickinson.edu](mailto:foxa@dickinson.edu) to schedule an appointment.

### ***Job Search Advice***

You can start your job search while you are abroad! The Career Center has many resources available online to assist you, and networking – the number one job search method – can be very effective electronically. One of the first steps in job searching is researching organizations to which you will want to apply, and learning their application processes. Some application deadlines will approach as early as the fall semester senior year; it is important to conduct research prior to returning to campus in the fall. A key resource to utilize in your research is Vault, available through the Student Resources tab in Gateway. Check out many other job search resources at [www.dickinson.edu/student-life/resources/career-center/content/student/Career-Research/](http://www.dickinson.edu/student-life/resources/career-center/content/student/Career-Research/).

### ***Networking Advice***

Networking is one of the most effective methods of job searching! Take the opportunity to meet and talk with as many people as possible who are working in your desired industry. Additionally, individuals who work in industries that are not of interest to you can also be of assistance in putting you in touch with people who can help. The primary networking tool available through the Career Center is Dickinson Works. This is a database of alumni who have agreed to provide career-related information or assistance to other Dickinsonians. Please note – this is NOT a job searching database, although networking can sometimes turn into a job lead, the primary purpose is to assist you in connecting with alumni in your desired career field and learning from them. More information on how to use Dickinson Works can be found on the main page of the Gateway portal.

Time spent abroad could be viewed as a networking opportunity. If you plan to network during your time abroad, you might want to consider having business cards made before leaving the U.S.

### ***On-Campus Student Employment When You Return***

Departments and offices on-campus are continually seeking student employees and are often looking to fill positions a semester ahead of time. Make sure you check the on-campus student employment section of DickinsonConnect the semester before your return.

### ***Using DickinsonConnect***

**DickinsonConnect** is the online recruiting system that will help you to:

- Apply and sign up for on-campus interviews
- Apply to resume referrals
- Search for jobs (full-time, part-time or summer opportunities)




- Conduct an employer search
- Search for internships
- Search on-campus student employment
- Search for graduate scholarships and fellowships
- View and sign up for events/programs
- Upload resumes and cover letters easily from a Microsoft Word file for employers to review
- Manage and edit your job/internship preferences (job type, level or location).

DickinsonConnect is available 24 hours a day, seven days a week. Students must complete a user profile in DickinsonConnect before being able to utilize the system.

Getting started with DickinsonConnect is quick and easy. To begin, follow these basic steps:

1. **To access your account, current students should do so through Gateway**
  - Log into your Gateway account.
  - Click on the "Student Resources" tab.
  - Click on the "DickinsonConnect" **link**
2. All students are pre-registered to use the DickinsonConnect system. But if you are having problems, please contact the Career Center office at [recruit@dickinson.edu](mailto:recruit@dickinson.edu).
3. After you have successfully logged in for the first time, your student profile will appear and must be completed before you will have full access to the system. **Note:** There are several tabs that required fields (indicated by \*) must be completed – make sure to fill in all required fields.
4. After your profile has been completed, you will see the Student Home Page. Here, you will be able to view Announcements, Upcoming Events and additional resource links.
5. The links on the left side and top of the page will allow you to navigate and to utilize the DickinsonConnect system.

For assistance on using the system, click on the  *Resource Library* link on the left side of page and click on the + sign beside the Using DickinsonConnect folder to view the folder contents. There are several files listed to help with most questions you may have. If you would have questions not covered in any of the files, please feel free to contact the Career Center at [recruit@dickinson.edu](mailto:recruit@dickinson.edu)

## Legal Matters

### **Limited Power of Attorney:**

In case your signature is needed for any reason during your absence, such as for a Stafford loan check, you should consider making arrangements for "limited power of attorney" to be held by an appropriate person stateside to act on your behalf. This is usually a parent or guardian, but can be another relative or close friend. It must be someone you trust to act responsibly on your behalf in legal and financial matters. You may use a standard "Limited Power of Attorney Form" (A240), available from the Office of Student Accounts or at the Center for Global Study and Engagement in the Stern Center. Examples of the kinds of things you might want to authorize the person(s) to do would be: acting on your behalf in federal loan matters or withdrawing or transferring money from a specific bank account. You should have the statement(s) notarized and request a couple of

originals in case the bank or other entity requires an original.

### **Income Tax Declaration:**

If you have taxable income for the year ending 31 December, you will have to file a tax return for that year. Options are:

- to have the forms sent to you so that you can meet the 15 April deadline
- to file on-line
- to file for an extension of the deadline.

### **Absentee Voting:**

If you want to vote by Absentee Ballot, you need to register to vote before leaving. Check with the Board of Elections or the Secretary of State in your home state about the procedures for voting by Absentee Ballot. It is important to get this information before going overseas since there are usually several steps involved with specific due dates for the Absentee Ballot. Remember to make a note of your Party, Ward, District, and Voter Registration Number.

The Federal Voting Assistance Program offers extensive information about registering to vote by absentee ballot online at <http://www.fvap.gov/>.

## **Insurance Information**

### **Health Insurance:**

**You are required to purchase primary health insurance in the United States** that is valid overseas to protect against the costs of hospitalization and medical care in the event of sickness or an accident while abroad. **This cost is not included in the program fee.**

Students who are studying at UEA for the **academic year** are covered by the NHS for routine care at the UEA Medical Center. Registration with the medical center is required to obtain free health care. You will need this registration, in addition to your US insurance information, if a specialist or hospitalization is needed. You can find more information in the Health Care section on page 50. Please note that the University student health system is NOT a substitute for the required health and accident insurance purchased in the United States. While the NHS will cover basic medical issues, it will not cover you if you travel outside of the UK and will not necessarily provide the same level of coverage as US insurance.

**Students who are studying for a semester only may obtain care at the UEA Medical Center but are required to pay a fee. Keep your receipts and seek reimbursement from their insurance company. Semester-only students should check with the insurance carrier to ensure that coverage extends to the UK and to any other countries the student may visit.**

The following section includes a list of things to consider about your current health insurance coverage.

- ☐ **Selecting and paying for adequate primary health insurance coverage is your responsibility.** You should read your insurance policy to determine what is and is not



covered. Pre-existing conditions, sports injuries, and dental care, for example, may not be covered by basic medical insurance. It is your responsibility to determine whether your policy meets your particular needs.

- ☐ Before deciding to use your health insurance policy, you should contact the provider to determine whether the policy will cover you **overseas** for the **duration of your stay**.
- ☐ You may want to consider the **Dickinson Student Health Insurance policy, which covers students while overseas\***. While it satisfies the minimum requirement for primary health and accident insurance while overseas, you are advised to examine the policy to see if the coverage meets your particular needs. You can find more information about this insurance in Appendix II and at: <http://www.dickinson.edu/student-life/resources/health-center/content/Insurance/>

Please contact the Office of Student Accounts for further information about the Dickinson health insurance plan. (\*This is for Dickinson students only).

- ☐ On the **Student Agreement form** that you signed when you applied, you provided the **insurance company name and policy number** for your medical coverage. **If that information should change, please notify the Center for Global Study and Engagement immediately**. Up-to-date, accurate insurance information is needed in case of emergency and is also mandatory if your program requires a letter issued by the Center for Global Study and Engagement in support of your student visa.
- ☐ Make note of your insurance company contact information and policy number in your own essential records, which you take with you overseas. Also, leave the information with someone at home.
- ☐ If you have **special health needs**, discuss them with the On-campus Coordinator and/or the Center for Global Study and Engagement before departure. Thinking ahead about how you will cope with special health needs is essential. Do not assume that the same services or medications (prescription or over-the-counter) you use at home will be available in the host country.
- ☐ As a rule, an insurance card will not be accepted for payment of medical expenses overseas. Be prepared to **pay cash for treatment and keep receipts** to present to your insurance company for reimbursement. Before going overseas, contact your insurance company to know exactly what you will need to send them in order to be reimbursed. Verify if the documents provided by doctors and pharmacies from another country will have to be translated into English.
- ☐ In some countries with socialized medicine, country-specific student health insurance coverage is required and is included in the program fee. While this usually covers most routine care, it is NOT a substitute for the required primary health and accident insurance purchased in the U.S.
- ☐ Canceling your policy while abroad puts you at serious health and financial risk, in the case that you become ill or need medical attention while abroad and have no health insurance coverage.

To evaluate personal sickness and accident insurance coverage, we offer the following questions:

- Does the plan include hospitalization for accidents and illnesses while abroad?
- What is the maximum amount of coverage provided?
- Are there deductibles? If so, what are they?
- Will the plan include emergency room expenses?
- What is explicitly not covered?
- Does the plan cover visits to the doctor or medication prescribed while abroad?
- What is the procedure for filing a claim, and how long does it take to be reimbursed?
- When does the plan begin and end?
- Does the plan have continuous coverage before, during, and after you go abroad?
- Is there a publication explaining the coverage in detail?
- Is there coverage for medical evacuation or for repatriation of remains?

### **Supplemental Travel Assistance and Medical Evacuation Insurance:**

Dickinson College provides "Supplemental Travel Accident and Medical Evacuation Insurance" for all students participating in a program overseas. **However, this is NOT a substitute for your primary health insurance coverage.** Please see Appendix III at the back of the handbook for an overview of coverage and limitations.

### **Liability Insurance for Belongings:**

Students are not covered by the College for personal liability, including the loss or theft of personal property. UEA separately requires property insurance covering property kept in your flat on campus.

Students who bring laptops are advised to make sure the property insurance provides adequate coverage. Normally, **a copy of the police report filed at the time of loss or theft will be required by the insurer before any claim will be considered.**

## **Health Matters**

### **Medical Check-ups:**

Before leaving the United States, you should visit your physician, gynecologist, eye care specialist, and dentist. Make sure you are in good health before going abroad so that you can avoid any potential problems.

### **Immunizations/Inoculations:**

Even though England does not require any specific immunizations, please consult with the Dickinson College Health Center or your personal physician to make sure that all of your routine inoculations are up-to-date. These include measles, mumps, rubella (MMR) and diphtheria, pertussis, and tetanus (DPT). It is strongly recommended that you also consult with your personal doctor and/or the College Health Center about other inoculations (e.g., Hepatitis A and Hepatitis B) or medicines that are advisable for the country you are visiting. For more up-to-date country-

specific information about immunizations and other health precautions, consult the Center for Disease Control (CDC) website at [www.cdc.gov/travel/](http://www.cdc.gov/travel/).

Students on the year-long program are required to register with the NHS at the beginning of the school year. Therefore, bring a copy of your immunization records with you.

Please also see the Health Issues while Traveling handout in Appendix IV.

### **Medications:**

Prescription/non-prescription medication(s) should be in the original container from the pharmacy and labeled with your physician's name, your name, and the medication name and dosage. **Do not transfer any medication into an unmarked container.** You should also carry a written letter or prescription from your physician verifying that the medication was prescribed by a licensed practitioner and is necessary for medical reasons. If you are on prescription medications or take particular over the counter medications, such as a painkiller or cold medication, you should take enough with you to last the duration of your stay. It is neither advisable nor legal in some circumstances to ship medications by mail. It is your responsibility to make sure that your medications are legal in your host country. You can find this out by consulting the consulate website of the country you will be visiting. You may also want to take along some cold/flu medication, anti-diarrhea, and anti-fungal medicine. Women prone to gynecological infections should take a supply of medication. Be aware of recent changes in airport security regulations limiting the type of liquids or gels that can be transported in carry-on luggage.

The Center for Disease Control recommends that students with diabetes or health situations that require routine or frequent injections should carry a supply of syringes sufficient to last their stay abroad. If you carry narcotics or syringes, you should also bring a copy of the prescription and a statement from the prescribing physician.

### **Mental Health, Stability, and Stress:**

For students under the care of a counselor or psychiatrist, please be sure that you see him/her before you depart from the US. Participating in a study abroad program in another country will not lessen any emotional issues that you may presently be experiencing. When you are abroad, you will probably experience various states of excitement and frustration as a result of the opportunities and differences presented by the new culture. These alternating emotions are usually related to the natural phenomenon of culture shock, which occurs when people adapt to a new culture and surroundings. As you become accustomed to your new surroundings and establish a routine, these feelings will begin to subside. If homesickness, depression, or eating disorders persist, consider seeking out professional assistance. UEA has an on-campus counseling service available for your use as well.

### **Special Accommodations:**

The accommodations available to students with disabilities in the United States may not be available to students studying abroad. It is unlikely that you will find the same medications, medical and/or psychological care, or support services at your study abroad site that you would at home. For you to fully assess whether you will be able to successfully complete a study abroad program, we encourage

any student with special needs to review the program descriptions and to visit websites about the community in which you will be living and learning. If you wish to have assistance from Dickinson College in helping you to assess your ability to succeed in studying in a particular program or in identifying programs where more support may be available, you are encouraged to disclose your situation on the medical forms you completed during the application process or to come talk to the Center for Global Study and Engagement. Such disclosure is completely voluntary. If you travel to an abroad site, you will be expected to fully participate in the program. Therefore, you need to inform yourself about the demands of the program in order to plan ahead and to prepare to cope with your health needs in a new environment.

### **Health and Safety in Flight:**

For safety and comfort, wear loose-fitting, natural-fiber clothing during your flight. Do not wear snug-fitting or heeled footwear! If possible, avoid wearing contact lenses. Low humidity in flight tends to remove the moisture from the eye's surface. It is helpful to do seat exercises or to walk in the aisles in order to maintain good circulation. One easy exercise you can do is to tap your toes while keeping your heels on the floor. This pushes blood up your legs and reduces swelling. Tap for several minutes every hour or so.

It is always advisable to sleep during long flights. You should avoid alcoholic beverages in flight because they cause dehydration. Recycled air also has a drying effect, so you should stay hydrated with non-alcoholic beverages. If you require a special diet, be sure to notify the airline at least 72 hours before departure.

The most common difficulty or problem that can result from flying is known as jet lag, which is the sudden sense of fatigue or wakefulness at the "wrong" time. Jet lag is more pronounced flying east than flying west. Veteran international flyers recommend going to bed and getting up at the customary local time from the beginning. This helps the body adjust quickly. Avoid naps until fully adjusted to the new time zone; the body confuses naps with night sleep.

### **Health Tips:**

By using common sense and taking everyday precautions, you can safeguard your health. Here are some tips:

- Inform yourself about the particular health risks of the country you will be visiting and be meticulous in observing recommended precautions.
- Students with existing medical conditions should consult their personal physicians regarding special precautions they may need to take. It is important to tell your physician the location(s) you will be visiting.
- If you wear glasses or contact lenses, take along an extra pair, plus a copy of your lens prescription. Pack enough lens cleaning solution for the entire trip.
- Always carry a wallet card or wear a necklace or bracelet stating any special conditions you have (such as diabetes, asthma, etc.). Be sure to list allergies to specific medications.
- If you are sexually active, use a condom. You may have trouble finding reliable brands of condoms abroad; consider taking a supply.
- Take care of yourself while traveling: try not to wear yourself down, avoid excessive exposure to the sun, drink plenty of liquids to stay hydrated, and try to get enough sleep.



# TRAVEL PREPARATIONS

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## Passport and Visa Information

The responsibility for ensuring that you have a valid passport and visa in time for your program is ultimately yours.

### Passport Information:

A valid passport **that does not expire for 6 months beyond the end date of the program** is required to enter any country. If your passport expires before the required validity, you will have to acquire a new passport before departure and/or before applying for a visa. **If you have not applied for your passport, you must do so immediately.** To find more information and the passport application, you can contact the Prothonotary's Office at the Cumberland County Courthouse at 717-240-6195.

If your program requires a visa, before sending your passport through the mail to apply for a visa, sign in the signature line provided with an ink pen, and also write in pencil your current address and daytime telephone number in the blank space provided opposite your photo page. This will help the U.S. Postal Service return it to you, if it should become separated from the envelope during processing. Be sure to use some traceable form of mail such as certified courier (FedEx, UPS, DHL) or registered mail with the USPS.

### Applying for a Visa:

A visa is a stamped endorsement placed in your passport by the embassy or consulate of a foreign government that allows you to enter that country for a specific period of time. The Center for Global Study and Engagement **requires all Norwich Humanities and Norwich Science students accepted for the full year to apply for a Tier 4 visa.** Students planning to study for a semester only may apply for **Student Visitor** status upon their arrival.

### Visa Guidelines:

Visa guidelines for each program can be found on the CGSE website and on your online application. Please refer to this when applying for your visa. However, please note the following:

The information in the visa guideline is current to date and is a general guideline only. Each consulate has specific rules that must be followed and with which you must comply. Before submitting your visa application, you will need to check and recheck the consulate website to be sure that nothing has changed. Please note that the responsibility for submitting all original documents required by you or your parents for your student visa ultimately rests in your hands. If necessary, the Center for Global Study and Engagement will supply the supporting documents required from the College or your host institution

**PLEASE NOTE NEW CHANGES HAVE BEEN MADE IN VISA PROCEDURES TO STUDY IN THE U.K. PLEASE BE SURE TO READ THE VISA GUIDELINES AND VISA WEBSITE VERY CAREFULLY.**

Information is available about these new changes at <http://www.ukvisas.gov.uk/en/>; click on studying in the U.K.

## Information for International Students

**If you are not a U.S. citizen**, it is your responsibility to research your status, and whether or not you need to obtain a visa, obtain any special entry papers, or other documentation that may be required for entry. Contact the host country embassy in your country of citizenship for assistance. Depending on the country's requirements, you may have to apply in person at that Embassy/Consulate.

### **SEVIS Information for International Students at Dickinson:**

Since you will still be a Dickinson Student while abroad, you are required to pursue a course of study that is considered a full course load at your abroad institution in order to maintain your F-1 status. You will be registered in SEVIS each semester, just as you are while on-campus at Dickinson.

Also, please remember to have your I-20 endorsed for travel prior to your departure from campus this semester.

## Packing Tips and Travel Information

### **Packing Tips:**

When planning what to take with you, the first rule is to take the minimum amount of clothes possible. You will accumulate things while abroad, so when in doubt-leave it at home! Be practical and focus on the essentials of a wardrobe. UEA rooms are not spacious and storage space will be sparse, as it will be in London. In general, if you bring an additional (2<sup>nd</sup>) bag of checked luggage, you should pack one suitcase for London and the other with items that you won't need until you get to Norwich. Choose clothes that can be mixed, matched, and layered to serve different seasons and temperatures. In general, what you wear at Dickinson is appropriate at UEA.

Travel with no more baggage than you can carry! Keep in mind that airlines have cut back on the number of checked baggage allowed and the weight limit. This has complicated things, but given the expenses of shipping, many may choose to pay the additional charge for a second piece of checked luggage. Check with your airline to confirm baggage allowances in order to avoid extra charges. See more details below on TSA and airline requirements.

Here are some suggestions:

- work around a basic scheme of coordinated colors; black and dark colors are always appropriate.
- 1-3 outfits for special events of all seasons
- a sturdy, comfortable pair of walking shoes that are well BROKEN IN; a nice pair of dress shoes; hiking boots optional
- 6-8 everyday bottoms (jeans, corduroys, skirts) that are wrinkle resistant
- 10-14 tops (shirts, blouses) in coordinated colors
- 6-8 coordinating sweaters
- for women, 1 or 2 nice dresses
- for men, a coat and tie
- sufficient underwear and socks, 15-18 of each

- a pair of sweats for studying in your room and sleeping (it gets chilly in the evening)
- a strong umbrella, rain shell, or rain parka
- a swim suit, sandals, and a beach towel for traveling
- a hat, gloves and a scarf
- slippers/house shoes
- an extra pair of contact lenses, eyeglasses and prescription

#### Other Useful Suggestions:

- if you already have one, a laptop with wireless capabilities (every dorm room has an internet hook-up just like Dickinson)
- a laptop lock to prevent theft. You may register your laptop with the University campus security in case it gets stolen. More information about laptops can be found on page 44.
- 2 converter/adaptor plugs if you plan to use U.S. appliances (Tip for women: buy hairdryers there!)
- space/vacuum bags ( can be found at Walmart or Target and can help condense the amount of space your clothing uses in your luggage)
- swiss army knife with corkscrew, bottle opener, and scissors (packed in the suitcase you are checking)
- travel alarm clock with extra batteries
- luggage ID tags inside and outside of your luggage
- international phone numbers for computer and credit cards
- a few Ziploc plastic bags
- a portable music device with extra batteries
- a camera
- playing cards
- sunglasses & sunscreen
- money belt or neck pouch to secure valuables (A MUST!)
- a travel sewing kit with safety pins
- a small first aid kit
- all medications (both non-prescription and prescription) need to be in their original, labeled containers. Take copies of all prescriptions with you.
- a small supply of toiletries
- shower sandals
- notebooks, school supplies, etc
- a few small gifts, such as mementos of the college or your hometown (T-shirts, baseball caps, books, etc.)
- favorite photos of family/friends to decorate your room and to show to British friends
- a day bag or backpack for traveling (sleeping bag for hostels)
- a portable USB memory device to save and transfer photos and computer documents

A half-dozen or more passport pictures of yourself **will be needed** for various identification cards, and transportation passes.

For the first few days, pack a bar of soap, toothbrush, toothpaste, and a washcloth. Most toiletries are available in London and Norwich, although brands are frequently different. In general, comparable or identical toiletries are readily available in the U.K. However, **if you have a particular type of toiletry that you like to use, you may want to bring it with you.**



### **Packing Tips from the Transportation Security Administration (TSA):**

- Do not pack oversized electronics (laptops, full-size video game consoles, DVD players and video cameras that use cassettes) in your checked baggage when possible. However, please be advised that you will be required to remove these items from your carry-on bag and submit them separately for x-ray screening. Small electronics, such as iPods, can remain in your carry-on.
- Prepare your 1 quart-sized, clear, plastic, zip-top bag of liquids before arriving at the airport, following the 3-1-1 guideline (place liquids into 3.4 ounce bottle or less (by volume); all bottles should be carried in one 1 quart-sized, clear, plastic, zip-top bag)
- Pack all your coats and jackets in your checked baggage when possible. All coats and jackets must go through the X-ray machine for inspection.
- Do not wrap gifts. If a security officer needs to inspect a package, they may have to unwrap your gift. Please wait until you've reached your final destination to wrap gifts.
- Undeveloped film should go in your carry-on bag. You will be able to declare film that is faster than 800-speed to a transportation security officer for physical inspection to avoid being X-rayed.
- You are required to remove footwear for X-ray screening so wear shoes that are easy to take off and put back on.
- Double check the contents of your pockets, bags, and carry-on luggage to ensure no prohibited items were inadvertently packed.
- When in doubt, leave it out. If you're not sure about whether you can bring an item through the checkpoint, put it in your checked bag or leave it at home.
- For more information, visit [www.tsa.gov](http://www.tsa.gov).

### **Carry-on and Checked Luggage:**

**BAGGAGE REGULATIONS:** Call the airline directly or go online to inquire about baggage regulations. (It should be noted that backpacks have been found useful by past participants due to the amount of traveling you will be doing). Attach a label on the outside of your luggage and place a name and address label inside.

In most cases, you are allowed one piece of carry-on luggage not to exceed 45 total inches, which must fit under the seat in front of you or in an overhead bin. Make sure that your luggage follows TSA regulations. Weigh your luggage before you arrive at the airport to ensure that it is not overweight. Remember that bags should be small enough to go up narrow stairways, go down crowded train aisles, and fit on luggage racks. A coat and a handbag, briefcase, or laptop may be carried on. Also, in case your luggage is delayed for a few days, be sure to pack a change of clothes and any medicine or toiletries you would need in your carry-on bag.

Keep in mind that baggage requirements for intra-European flights are different from transatlantic flights. If traveling on low-cost airlines, you will pay extra for each checked bag.

**SHIPPING LUGGAGE:** If you mail winter clothes to yourself, indicate on the package that the contents are **USED CLOTHING FOR PERSONAL USE ONLY** to avoid customs duty. You should inquire about U.S. Postal Service air mail or book rates and compare with other international

services such as Fed Ex or DHL. It is not advisable to ship large suitcases or trunks. Make sure to insure your package in case it is stolen or damaged. Address packages to yourself at your Norwich address (see the “Mail” section on page 43), **for arrival after September 21 for AY/fall students and after January 11 for spring students.** (Please note these dates are subject to change as arrival dates to Norwich are finalized.)

**LAPTOP:** If you bring a laptop, it will be considered one of your carry-on items. You should purchase insurance to cover it in case it is stolen or damaged.

**VALUABLES:** Carry extra cash and travelers checks in a money belt or neck pouch. Do not carry all your cash in one place. Never pack money, valuables, or important documents in your checked luggage!

**LOST LUGGAGE:** Make a list of everything you pack, then bring a copy of the list with you and leave a copy at home. This will be helpful if your luggage is lost and you need to identify the items and cost of your luggage. If your luggage is lost or mishandled, you must file a claim with airline personnel immediately. Do not leave the airport thinking it will be easier to do so at a later time. It won't be.

Airlines don't refund lost baggage unless there are original receipts, so keep the things you care about with you at all times during travel.

### **Travel Documents:**

Before departure, you should make **copies** of all of your important documents. Leave one set of copies with your family and take one with you to keep in a safe place separate from your original documents.

- The information page of your passport
- Any entrance visas
- Insurance policies and contact information
- Your airline ticket
- Front and back of credit cards and phone numbers for credit card replacement (you cannot dial an 800-number from overseas so you will need a direct number).
- \* Travelers check numbers
- \* Contents of your wallet
- \* Prescription medications
- \* Rail and bus passes

# Flight and Arrival Information

## **OPTION 1-Group Flight Arrangements:**

A group flight option to London will be suggested to students. Although the group flight is not required, it is highly encouraged to ensure that students are arriving at the same time. Students are responsible for the cost of all travel to/from England.

## **OPTION 2- Individual Flight Arrangements:**

**If you plan to make your own travel arrangements, please see the following guidelines set by the program directors.**

- 1) You **MUST** book a flight that arrives at Heathrow airport in London before the group flight on the same date.
- 2) If you have particular circumstance that causes you to be in London a day or more before the group, please let the Center for Global Study and Engagement and the Resident Director know so that you may discuss a plan for meeting up with the group. In the past, students arriving a day or more before the group have been asked to book a hotel room in the Ridgemount Hotel (depending on if you are a Humanities or Science student). You would be required to cover the cost of this hotel stay.
- 3) You **MUST** inform your Resident Director (Professor Perabo, [perabo@dickinson.edu](mailto:perabo@dickinson.edu)) and the Center for Global Study and Engagement ([global@dickinson.edu](mailto:global@dickinson.edu)) of your flight (airline, flight number, time, and airport of arrival in London).

When you have booked your flight (either through the group flight or individual arrangements), please complete the flight itinerary questionnaire found on the online application system at <http://dickinson.studioabroad.com>.

## **WHEN TO RETURN:**

**FOR ALL YEAR AND SPRING STUDENTS:** If you are taking the group flight option, which uses Virgin Airlines, then you may change your return date for a modest fee. Please contact the travel agent about this. The return flight will be made for the beginning of **June**, the day after the last day of exams. Please see the academic calendar posted on the CGSE website for dates and be aware that the CGSE will inform students of flight options. Once you know your actual exam schedule, in mid-March, you can then change your return date if you wish. (Ask Advantage Travel when you need to let them know your date change).

**Note:** You may **NOT** ask UEA professors to allow you to take exams on an alternative date to accommodate your summer schedule. Exam schedules are fixed and non-negotiable. You must plan your travel arrangements accordingly.

**FOR FALL ONLY STUDENTS:** If you are taking the group flight option, which uses Virgin Airlines, then you may change your return date for a modest fee. Please contact the travel agent about this. The return flight for fall students will be made for the middle of **December**, the day after classes end. Fall only students do not take final exams. Please see the academic calendar posted on the CGSE website for dates and be aware that the CGSE will inform students of flight options. Once you arrive in Norwich and have a better idea of your schedule, you can change your return date if you wish.

## **IF YOU ARE BOOKING YOUR OWN FLIGHT:**

- If you book a round trip flight, please note the following about your return date: You will

not know your final exam schedule until about the first of April. The last day you can stay in Norwich is June 1 - this should be your default return date. **Please DO NOT assume that you will be able to return earlier than this date.** Students who have booked return flights without consulting their exam schedule have had to change the return date of their flight to avoid missing exams.

- **If you book a one-way flight,** you can make return travel arrangements at the Student Union Travel Shop on the UEA campus. However, due to the high cost of one-way tickets, it is generally preferable to purchase a round-trip ticket with a date change option. Please see the guidelines above about when to book your return flight.

### **Contact Information:**

**Group Flight Details:** Pam Devlin – [pdevlin@advantagency.com](mailto:pdevlin@advantagency.com)

**Phone #:** 1-800-788-1980.

You need to be at the airport at least 3 hours before departure; leave yourself plenty of time, especially if you have a connecting flight to an international departure airport. You will need your passport and entrance documents (see next topic on Immigration and Customs) when you land in London.

**In case you miss your connection or your flight is delayed, you must contact your Resident Director; make a note of his cell phone number and carry it in your wallet.**

### **Clearing Immigration and Customs:**

Upon arrival in the U.K., you will pass through British Immigration Control, where an immigration officer will interview you and your passport will be stamped for the duration of your stay.

### **Be prepared to present the following items to the officer:**

- Certification of Student Status in England letter (The ORIGINAL UEA International Office letter referred to on page 3)
- the ORIGINAL supporting letter from the Center for Global Study and Engagement at Dickinson (also referred to on page 3)
- your Landing Card (given to you on the plane)
- your passport
- your permanent UEA address (see page 42)

When you have retrieved your checked luggage from the carousel, proceed through one of the two appropriate Customs exit channels. The green one is for those with nothing to declare. The red one is for those who are carrying dutiable goods (for example, more than two liters of wine, more than 200 cigarettes, or gifts valued in excess of \$45). The Resident Directors will meet all arriving participants from the group flight in the arrival area. If you are not on the group flight, it is your responsibility to inform the Resident Director of your arrival terminal and arrange to meet up with the rest of the group.

### **Immediate Cash/Travel Funds:**

**(For fall semester only)** When you arrive at the hotel you will be given your **first week's London allowance for food along with your London transport and rail cards.** If you wish, you can withdraw personal funds in pounds directly from ATMs located in close proximity to the hotel. For more information, please see the "Financial Information" section on page 41.

# THE PROGRAM

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## **The City of Norwich:**

The University of East Anglia is located at the western edge of Norwich, about 2.5 miles from the city center. Buses run frequently from the University to the city center Monday through Saturday; they are less frequent during the night and on Sunday. With a population of over 122,000 (367,000 in the immediate metro area), Norwich has a cosmopolitan atmosphere that offers numerous attractions, as well as opportunities to participate in the social and cultural life of an English provincial capital. The history of Norwich stretches back to the Saxon period; a major Roman settlement has been discovered nearby at Caister St. Edmund. The Norman cathedral and castle are considered exemplars of their kind.

The city is a thriving commercial center with a bustling open-air market surrounded by department stores, shops, specialist retailers, restaurants, and some three hundred pubs. The Norwich Arts Center offers jazz, drama, rock and world music, and the city's Theatre Royal is a top regional venue, showing many London productions of opera, ballet, and theatre. London is only 110 miles to the southwest, and express trains reach the capital in less than 2 hours. Cambridge, just 60 miles away, can also be reached by direct train and coach services. Norwich has its own international airport with daily flights to Amsterdam, Scotland, Ireland, and other destinations throughout England.

**CLIMATE:** Winter will have frosts and perhaps a snow or two, whereas summer temperatures rarely reach the 80-degree range. Temperatures are moderate for most of the year, ranging between 35 and 65 degrees. The cold is often damp and penetrating, especially when walking across the windy UEA campus. Still, do not despair; you will need shorts and sunglasses for at least some of your time in Norwich, so bring them with you. Although days in September can get warm, students rarely find the temperature in Norwich warm enough for shorts. Pack accordingly.

## **The University of East Anglia:**

The University of East Anglia, established in 1963, currently enrolls 15,000 students in 23 schools. Dickinson students are fully matriculated members of the University with access to all facilities.

The University is built on over 320 acres of beautiful parkland on the south-facing slopes of the Yare Valley, on the western outskirts of Norwich. The main part of the campus, known as University Plain, has open views across the lake and river to woods, meadows, and playing fields. An extended footpath stretches along the lake and river.

The buildings are grouped together, following the natural contours of the land. They are linked by elevated pedestrian walkways that provide easy access between teaching buildings, residences, restaurants, and the library. The campus hosts sports facilities, three coffee bars, a pub, a travel agency, two banks, a post office, a newsagent, a supermarket, a bookstore, a launderette, a Chaplaincy, an art gallery, a concert hall, and a theatre.

# ACADEMIC INFORMATION

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## **University Norms and Regulations:**

It may well come as a surprise to you how different the academic practices at UEA are from what you are used to at Dickinson College. This includes teaching practices, classroom expectations, student-teacher relationships, exam schedules, assessments, subject matters, and more. Most students adjust positively to the different academic situation and take advantage of the opportunity to learn from a new perspective. For example, most UEA courses require lots of independent reading.

## **Program participants are to respect and abide by all University regulations and customs.**

Dickinson students are not entitled to any special privileges that are not available to UEA students.

Some pertinent examples:

- The **end-of-year examination schedule** is not posted before early April. UEA examination schedules, once announced, cannot be changed. Thus, program students should **not** request a change in exam schedule. Hold off on making summer plans (including flight arrangements, summer jobs, or internships, etc.) until you know what your exam schedule will be. If you know you have set summer plans, consider looking into “coursework only” units that may provide more flexibility at the end of the semester.
- You must pay all **UEA fines** incurred during the year. Otherwise, the University will not release your transcript.
- UEA courses are assessed by means of either a final examination, by coursework only, or a combination of both. As a matter of courtesy and respect for University **assessment norms**, Dickinson students are expected to conform to the assessment method noted in the course syllabus.

## **Course Enrollment:**

Program-specific information in this section **is labeled and indented** for either **Humanities**, or **Science** students. **Text not indented or specifically labeled applies to all programs.**

UEA courses, brief descriptions and the time slots are listed on the UEA website at:

<http://www.uea.ac.uk/study/study-abroad/incoming/what-can-i-study>

## **Remember the following when choosing University of East Anglia (UEA) courses:**

1. Before you leave campus, you should meet with your advisor to discuss the courses you should take in order to fulfill your degree requirements. Your advisor or the department chair can help choose courses appropriate for your major and academic needs. The on-campus coordinator may also be able to help you with this as well, but your best information will come from major department chairs and your academic advisors.
2. If you hope to use UEA courses to fulfill distribution requirements at Dickinson, you should check with the appropriate departments to make sure the courses will transfer back to Dickinson.
3. The UEA course catalog mixes Full Year, Autumn Semester, and Spring Semester classes, so be sure to consider only the courses available during your time at UEA. Courses offered only in the autumn have odd numbers (e.g., BIO-1A03), whereas course offered only in the spring have even numbers (e.g., BIO-1A04). Full year courses are designated by a Y (e.g., BIO-1A3Y).

4. UEA follows the British university tradition and offers a three-year undergraduate degree as opposed to the American model of four years. Therefore, UEA's level 4 courses approximate Dickinson's 100 or 200 courses, level 5  $\approx$  200 or 300, and level 3  $\approx$  300 or 400. Most of you will look for courses at level 2 and 3, only in exceptional circumstances may you be approved for level 1 courses. Level M is only for graduate students. The level is indicated by the first number, for example., BIO-1A59 is a level 1 course whereas BIO-2B15 is a level 2 course.

5. It is important to make sure that your courses do not meet at conflicting times. To do so you must understand the complicated course slotting system. UEA's teaching week is divided into five major slots of 12 hours each (identified by the letters A-E). As long as your courses have different slot letters, they should not overlap. If two of your courses have the same slot letter, they still may not overlap. To check this, you need to look at the sub-slot letter. These letters will tell you the exact time your course meets. A course listed as B2\*3 means that your course meets during blocks B2 and B3. Most UEA courses meet once or twice a week for two hours, and 300-level seminars generally meet for three hours. Some of you may come across some very strange sub-slot letters. These represent a range of times during which a lecture and several discussion sections may meet. If you have trouble interpreting course times, feel free to contact the Center for Global Study and Engagement, the Resident Director or the On-Campus Program Coordinator.

6. UEA does not count courses like we do at Dickinson. They count UCUs (University Credit Units). Most semester-long UEA courses are 20 UCU. Most UEA students sign up for 60 UCUs per semester. If the courses are less than 20 UCU (e.g., many math courses are 10 UCU), you will take more than three UEA courses in one semester to get up to 60 UCUs. 10 UCU courses typically meet for  $\frac{1}{2}$  as many hours as a 20 UCU course. Full Year courses are typically 40 UCU. Some full year courses (i.e., 20 UCU) can be split up and taken for just one semester (i.e., 10 UCU). If you take only the second half, make sure you have had the course content for the first half at Dickinson ahead of time.

7. Select two alternatives for each course you want in case you do not get in to the courses you would like to take. E-mail your alternative courses to the on-campus coordinator with the following information so that he/she can check to see what courses have space left.

- SEMESTER
- # of UCU
- SLOT (SUB-SLOT)
- UEA SCHOOL
- COURSE # and COURSE TITLE

### ***HUMANITIES:***

Students will make **preliminary course selections at Dickinson** with the guidance of their major advisors and the on-campus coordinator. You may be contacted over the summer about your course selection. Using the UEA course choices you have made, the Resident Director will pre-register you for courses at UEA. There will be some opportunity to make last-minute adjustments to your schedule when you arrive at UEA.

Year Long Humanities students will receive 8 Dickinson course credits for successfully

completing the Humanities 209-210 and Humanities 311 (each worth 1 Dickinson College credit) as well as UEA course work equivalent to 100 “UCU” credits. (Normally 6 UEA courses) Humanities 209 begins in London and extends into the fall semester. Humanities 311 is an independent research course in the spring semester.

Students take 60 UCUs (normally, 3 UEA courses) during the fall semester and 60 UCUs (normally, 3 UEA courses) in the spring, in addition to the courses taught by the Resident Director. Students are expected to maintain a full course load at all times.

Fall semester Humanities students receive 4 Dickinson course credits for Humanities 209 and 201, as well as completion of UEA coursework equivalent to 40 UCUs (normally two UEA courses).

**To aid students in preparing for their study abroad experience in England, the descriptions below serve to provide a preliminary sense of the Humanities Program’s “core” courses.**

**(HUM 209): Studies in the Humanities I.** Humanities 209 is an intensive immersion program which will take place both in the city of London and in Norwich as the first component of the Dickinson Humanities Program sequence. It is required of all students in the Humanities Program. The course combines class sessions and site visits to explore London and its environs as a vehicle for understanding key questions about how various humanistic pursuits both contribute to and reflect a sense of national identity. It will provide the essential tools needed to effectively “read” a new environment through a humanistic lens.

**(HUM 210): Studies in the Humanities II.** Required of all fall-semester and all-year students in the Dickinson Humanities Program. Building on Humanities 209, this class centers on regional/provincial British life and culture, with an emphasis on Norwich and East Anglia. Students will be expected to apply many of the tools learned in 209 to perceive and understand the sometimes subtle regional differences that characterize Great Britain. *This course will fulfill neither a distribution nor a major requirement. Prerequisite: 209. Offered only in the Dickinson Humanities Program in England.*

**(HUM 311): Independent Research in the United Kingdom.** This is an independent capstone research project designed for all-year students. Projects are designed by students to include both academic and experiential components; their design and proposed final product must be approved by the DHP resident director. Students are expected to seek out appropriate assistance from relevant UEA and Dickinson faculty. Students will have the option of applying to receive credit towards their major if this is approved prior to the beginning of the project subject to the rules and procedures of the relevant department at Dickinson. Students are encouraged to think boldly and imaginatively in approaching this project, thinking of ways in which their experience in England can be tied to their senior year back at Dickinson.

## **SCIENCE:**

Students will make **preliminary course selections at Dickinson** with the guidance of their major advisors and the on-campus coordinator. Using the UEA course choices you have



made, the Resident Director will pre-register you for courses at UEA. There will be some opportunity to make last-minute adjustments to your schedule when you arrive at UEA and through the first two week of modules.

All students going for the fall or all-year are required to take the program-specific course Science 258: History of Science (worth 1 Dickinson College credit) that begins in London in August and continues into the fall semester. Spring semester science students are required to take the program-specific course Science 301: The Science of Sustainability. SCIE300 – Science and Society may also be an offered course, at the discretion of the Resident Director.

All-year science students will receive 8 Dickinson course credits for successfully completing their Science 258: History of Science course in the fall semester and Science 301: The Science of Sustainability course in the spring semester (worth 1 Dickinson College credit each) and 3 UEA courses (60 credits) courses each semester. SCIE300 – Science and Society may also be an offered course, at the discretion of the Resident Director.

Fall semester science students can receive up to 4 credits for successfully completing their Science 258: History of Science (worth 1 Dickinson College credit each) and 3 UEA (60 credits) courses.

Spring semester science students can receive up to 4 credits for successfully completing their Science 301: The Science of Sustainability (worth 1 Dickinson College credit each) and 3 UEA (60 credits) courses. SCIE300 – Science and Society may also be an offered course, at the discretion of the Resident Director.

**Students are expected to maintain a full course load at all times.**

**Science students should plan to take mostly science courses while at UEA.** It is not customary for students at English universities to cross over to other schools because students complete their ‘general education’ before entering university and focus on their major field at university. Since non-science fields have limited enrollment slots, science students generally have difficulty getting into those courses.

Many science courses at UEA have a **lab component** built into the course but others do not. Some have **field course options**, which frequently take place before the semester begins (such as the Ireland field course) or during semester breaks. These are excellent experiences and students should take them into consideration.

**Course Equivalencies:** The following departments at Dickinson have made UEA course equivalencies available on their website. If you have any questions, please contact the department directly.

- **Chemistry:** <http://www.dickinson.edu/academics/programs/chemistry/content/Study-Abroad-Course-Equivalencies/>
- **Psychology:** <http://www.dickinson.edu/academics/programs/psychology/content/Study-Abroad/>

### **Academic Culture:**

Typically, the most difficult academic adjustments for American students are:

**1) Learning to manage time:** There is much more out of class “free” time at UEA, and assignments (course work) and exams are fewer and less frequent.

**2) Taking responsibility for planning all your work for each course.**

Schedule regular study time; do not let the work pile up. Talk with tutors, faculty, and/or your UEA academic adviser early if you sense any problems.

### ***HUMANITIES:***

The British education style features few or no assignments or tests during the semester (except in courses noted as graded on “coursework only,” which often have a presentation during the semester and **places responsibility on the student to organize and to pursue learning goals**. You will be given a reading list and expected to read widely and in depth about the subject from the first day – the more, the better, for the quality of your work. Do not wait for pages to be “assigned” or for your work to be checked by quizzes. Professors will lecture; you should listen carefully and take good notes. After the lecture, read through your notes and add in details you can recall, as well as related information you have read and your own ideas and opinions. Discussion occurs in tutorial and seminar groups numbering from three to twenty.

You will demonstrate competence by participating in seminars and tutorials and by writing essays. Original research and thought is expected in these papers. At the end of the semester, your grade is determined by mastery of the material as articulated in the final exam or paper. Some students thrive in this environment, while others can get lost because of the deceptive amount of “free” time. Your time will almost certainly be less structured than at Dickinson. You will need to organize and make good use of your time or else that time will quickly disappear, leaving you rushing to catch up.

### ***SCIENCE:***

**Keeping up with your work on a regular basis is crucial for students in the science schools.** Although science courses have some course work (such as lab reports and problem sets), which is handed in throughout the year, final exams for all-year and spring-only students will occur at the end of the second semester. **These exams will be for courses taken throughout the year, including those from first semester.** Although courses may have a textbook, specific reading is often not assigned and the student is responsible for finding and reading material that applies to the lecture topics. Be careful not to let reading pile up because this would result in an unmanageable amount of work during the last 3-4 weeks of spring semester. Exams can count for up to 70-80% of the final grade.

Students taking science courses with laboratories are advised to try to have a lab partner who is not American. A regular UEA student already knows the ropes, can answer questions, and can be a good way to meet other students.

### **Assessment/Grading:**

For your reference, see the official grade conversion chart for UEA grades on page 68.

UEA courses are assessed by one of the following: 1) examination (both the end of the year final and infrequent course tests (like our midterm exams), 2) coursework only 3) a combination of both coursework and exam. **As a matter of courtesy and respect for University assessment norms, Dickinson students are expected to conform to the assessment method noted in the University course syllabus.** If you opt for the coursework only option, be aware that a substantial amount of additional work will be assigned to make up for not taking the exam.

### **Credit Transfer:**

#### **General Credit Policies:**

- Students must take a normal full load as defined by their program. Students may not under-enroll under any circumstances. If a student registers for more than the maximum courses allowed without permission from the Resident Director, their academic advisor at Dickinson, and the Center for Global Study and Engagement, the course credit will not transfer. Students will also be responsible for any additional fees for doing this.
- Only **liberal arts classes** will qualify for transfer credit. If in doubt, consult the on-campus director or resident director as appropriate.
- Generally speaking, courses must have an equivalent at Dickinson. Exceptions include classes that focus on the culture and/or history of the country in which the student is studying.
- Transfer credit will not be awarded for coursework that duplicates what a student has already completed at Dickinson.
- Must be taken for a grade; pass/fail courses are not allowed.

The Humanities program courses (209, 210 and 311) and the Science program courses (258, 300 and 301) are “Dickinson courses.” Letter grades earned for these courses will be included in the student’s GPA.

Likewise, **all UEA courses in the following fields are approved as “Dickinson courses”** by the appropriate Dickinson academic departments. Letter grades earned for these courses will be included in the student’s GPA for:

- Humanities: Psychology, English, American Studies, Economics, History, Fine Arts, Theatre, Music, Philosophy, and Religion. Courses in Sociology will also count as approved Dickinson courses, except for core courses 240, 241, and 330/331, for which pre-approval is required.
- Sciences: Biology, Chemistry, Environmental Science, Environmental Studies, Geology, Mathematics, Psychology, and Computer Science.

**All other UEA courses** will be listed on the Dickinson transcript with letter grades earned, but will NOT be computed into the student’s GPA. For these courses, credit toward the degree will be granted **only if grades of “C” (2.00 on a 4.00 scale) or better have been earned**. Official UEA

transcripts of the grades earned at the University are kept in the student's permanent file in the Registrar's Office at Dickinson College.

**PHYSICAL EDUCATION ACTIVITIES:** Students who take formal instruction in physical education or play on an organized university team and have written proof of successful completion of the program may receive credit from the physical education department on the Dickinson campus. Official standards regarding credit from the physical education activities abroad are as follows: 1) the activity is currently offered; 2) the student secures the approval of the Dickinson Resident Director; 3) the student participates in an activity for a length of time equivalent to (or greater than) that of a similar activity at Dickinson (as a guideline, 20-22 hours of supervised instruction = 1 block); 4) the student chooses an activity which does not duplicate an physical education course already completed at Dickinson; and 5) the student's participation is documented by the instructor of the class or by the Dickinson Resident Director. Credit for self-paced activities will not be permitted.

Upon return to campus, the student should present to the chair of the Physical Education Department the appropriate documentation of participation. Alternatively, the Dickinson Resident Director may verify to the department chair that the student has participated in a supervised, structured program of physical activity for which credit should be given. In either case, the department chair will notify the Registrar's Office of those persons who are to receive physical education credit.

### ***What to Do BEFORE Going Abroad***

Dickinson College does not formally pre-approve courses for transfer. However, students should discuss their study abroad plans with their academic advisors prior to leaving Carlisle. Students should talk with their advisors about what may or may not fulfill Dickinson transfer credit requirements, specifically which courses taken abroad may fulfill major, minor, or distribution requirements. In some cases, conversations with appropriate department chairs may also be helpful. Departments on campus may require extra work for some courses, especially for advanced-level credit. It is the student's responsibility to inquire about extra work required. CGSE staff are available to answer general questions about transfer credit policies.

### ***What to Do WHILE Abroad***

Students should maintain e-mail contact with their academic advisors while abroad, especially during the first weeks of the semester when they are in the process of finalizing course schedules. To document coursework at cooperating institutions, students should keep a portfolio for each course, including a syllabus showing weeks, days and hours in class, reading list, completed projects, written work, examinations, journals, etc.

### ***What to Do AFTER RETURNING to Campus***

Upon return to Dickinson, students must complete the *Enrollment in Another Institution Form*. Seniors are required to submit this form prior to the course request period for their last semester. If the form is not in the Registrar's Office by that time, the student will not be permitted to participate in the course request period. Please note that this form is required **only** when a student is seeking major, minor, or distribution credit for UEA courses completed. Students do not need to complete the form if they are only seeking general credit, or credit for Humanities 209 and 311; Science 258, 300 and 301, which receive general credit only. After obtaining the required signatures, the student should bring the form to the Center for Global Study and Engagement for approval. The form will

then be forwarded to the Registrar's Office.

**For *non-Dickinson* students:** The Registrar's Office will automatically send an official transcript of work completed with grades and course titles to the home institution once grades have been posted. Transcripts are usually sent to your institution later in the semester following your return. Know your home institution's policy on transferring credits beforehand, as you may have to get pre-approval. Your institution's policy will govern whether the credit will be counted toward the GPA. You should focus on your interests and credit needs. If you plan to take courses in a department other than your major, check the requirements with the respective department at your home institution before departure. However, note that you may not know what the course descriptions are before the school year begins, so you may have to take care of this once you are abroad.

### **University Library and Books:**

Dickinson students have full access to the University library and its collection of over 700,000 volumes of books and journals. Online access to the catalogues for the collections is available from any terminal on the campus and through the Internet. In addition, users of the campus network have access to CD-ROM databases, including major bibliographic and citation databases, and full-text archives of journals and newspapers. The University provides more than 200 PC workstations in the library and elsewhere on campus. All students are connected to the Internet in their dorm rooms via the high-speed University network, and all students are automatically given an email address. See <http://www.uea.ac.uk/is/lib> for more information on UEA's library.

Former students advise you not to rush out and buy textbooks as soon as you arrive. Multiple copies of textbooks are available in the UEA library or through E-journals on the internet. You can also look for cheaper copies of books on the British version of Amazon at <http://www.amazon.co.uk>. In addition, the many second-hand bookstores around campus may have what you need. You can also watch the notice boards in your school where third-year students often post their previous year's books for sale.

During the semesters, the Library is open as follows\*:

Monday- Friday	8:30 am-12:00am
Saturday	11:00am-7:00pm
Sunday	11:00am- 12:00am

\* Note also that the library becomes extremely busy, especially in weeks 11 and 12 just before exams. The fines for items on short loan are severe, and when they require that a book be returned by 10 a.m., the library really means 10 a.m.

### **Accessing College Library Resources from Dickinson Global Library:**

If the libraries at your abroad site do not have the resources you need, or if you have trouble getting the assistance you need for your research projects, please remember that you can access all the resources and services from Dickinson College Library no matter where you are. All you need to do is to go to the Dickinson Global Library page

([http://lis.dickinson.edu/Library/Research/Global\\_Library/LibraryResourcePage.htm](http://lis.dickinson.edu/Library/Research/Global_Library/LibraryResourcePage.htm)).

You can access the page on the library website under "For Students," or "For Faculty," or "Doing Research."

From the Dickinson Global Library page, you will find detailed information on

- How to find journal articles through the online databases

- How to find books and have them sent to you
- Research resources available online such as subject guides and online reference works
- And most important of all, how to get in touch with a Dickinson College librarian via phone, email, and instant messaging and get the assistance you need.

### **Interning/Volunteering:**

The most exciting independent research projects (such as those required for HUM 311) will require some fashion of on-going community engagement or use of site-specific resources. Only students holding a visa for the academic year study may hold paid positions and the visa may limit the number of hours per week for which the student is paid. In the past many Dickinson students have had learning experiences of lasting value through volunteer work or internships.

While UEA does not have a formal intern system, many positions (both paid and voluntary) can be found both on and off campus. If you are looking for an internship, a good place to start is at the Volunteer Office at UEA.

The Volunteer Office can help you set up an account, which will allow you to be e-mailed with possible application sites. They can also help you translate your résumé into a CV. Another option is to talk to your professors at UEA, as they may know of opportunities for you to work as a research assistant for post-graduate students and other researchers. Many organizations in England do not advertise internship (work experience) opportunities. Therefore, you will need to inquire directly to the organization to ask about potential placements. One possibility suggested by past students is the Norfolk and Norwich University Hospital located on the outskirts of the campus near the Research Park. In order to volunteer at this location or similar ones, you will need to be on campus for the whole year and bring a US Criminal Records check with you. For more information, please check with your Program Director.

# LIFESTYLE ABROAD

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A general reference guide for students arriving from abroad is available at [http://www1.uea.ac.uk/cm/home/services/students/International/IS\\_handbook](http://www1.uea.ac.uk/cm/home/services/students/International/IS_handbook).

It contains helpful information for the transition to Norwich and is a reference for all kinds of questions about living in Britain.

## **Living Accommodations-University Village:**

Students in the program are assigned to single rooms in co-ed university residence halls for first years (or 'freshers') and international students, approximately 12 students per floor. Each floor has a shared kitchen that includes a cupboard, refrigerator, freezer, stove, microwave, and grill. Each room has its own bathroom. Residences are centrally heated, well-equipped, and fully furnished. Housekeeping services clean the kitchen and bathrooms once a week and service the dustbins daily.

Over the summer/winter break, informational materials from the UEA International Office will arrive at your home address. Please ignore the request to choose accommodations. To ensure that students are scattered throughout university housing and to facilitate their meeting British and international students, the program requests that our students be assigned university housing in the Village. Read the sections of the UEA Accommodation Guide entitled "Licenses and Terms and Conditions" and "Living in Residences" so that you know your responsibilities as a tenant.

On arrival in Norwich, you will find out your housing assignment and be given a key. Mechanisms exist to trade rooms with other students if you still wish to change your placement after a reasonable time. Most students settle in, make friends, and stay where they are originally placed.

A bedding packet (pillow, bottom sheet, duvet, and cover) can be purchased from the University for about £20. Bed linens and comforters that fit British beds are can be purchased at less cost in Norwich. Previous groups of Dickinson students have left a collection of pillows, bottom sheets, duvets, covers, and other useful items (cooking utensils, hairdryers, school supplies, and so on) with the Resident Directors to be passed along to new students. It is best to wait and see what previous Dickinson students have left before purchasing items, especially bedding and cooking utensils. The Student Union also collects such items and resells them at low prices. You may also bring a fitted sheet, flat sheet, and pillowcase in your luggage.

Students can live in their dorm room until departing for the group flight at the end of their program (i.e., the day after the last day of classes). UEA will allow students to stay up to an additional four days in their dorm room, but UEA will charge a per day rental fee for those extra days. In 2010-2011, it was £13.62 per day. Dickinson will only cover the cost of up to four additional days if you have a DOCUMENTED academic course work requirement that you have shown to the Resident Director for which you need to stay later than the group flight departure date. You must arrange this through the accommodation office in consultation with the Resident Director to sort out the billing. Dickinson will NOT pay your per diem board for these extra days.

All year students can live in their dorm room and keep all their things in their room over the Christmas and Easter vacation periods. Spring only students may also keep their things in the dorm

rooms over Easter Break.

### **Food and Shopping:**

Since you will live in self-catering accommodations, you will have opportunities to practice your cooking skills and learn some new recipes. The kitchen is a good place to make friends, share tea and biscuits, etc. Basic equipment, such as a cooking pot with lid, a small skillet, a spoon to stir, a good knife and small cutting board can be bought cheaply in Norwich and/or inherited from previous students and handed down through the Resident Directors. The food allowance assumes self-catering and normal thrift; however, many students say that they are able to set aside some of the stipend for travel.

Grocery shopping is done during regular business hours (8 a.m. until 6 p.m.), but 24-hour stores (except Sundays) are becoming more common. There is a 24-hour Tesco mini-market just off campus. The most popular (and cheapest) grocery store for students is the gigantic Morrison's located next to the rail station in Norwich. It can be reached by the # 25. Sainsbury's, another large supermarket on Queens Street downtown, is also accessible by bus. The higher-end and more expensive Waitrose market (in Eaton) is within walking distance (1 mile) of campus and Marks & Spencers, which is another higher-end market is located in the City Center. A beautiful alternative to these megastores is the old marketplace in the center of Norwich where you will find fresh fruit and vegetable vendors, flower stalls, fishmongers, butchers, and more.

For a quick meal out, the usual fast-food chains and fish-and-chips restaurants are available. Another inexpensive option is pub food served at lunch and dinner times. You should also try some of the ethnic restaurants (e.g., Indian, Greek, Chinese, Thai, Cajun, Italian, etc.).

### **Entertainment and Recreation:**

**SOCIETIES AND SPORTS TEAMS:** Shortly after you arrive in Norwich, you can attend Societies Mart (a.k.a. SocMart); where you can find out about the dozens of societies (clubs) and other organizations open to you as a UEA student. Some Dickinson students take part in the UEA sports teams including men's basketball, men's American football, men's rugby, women's soccer/football, co-ed Ultimate, and women's volleyball. Joining at least one group is a good way to meet other students and to integrate into university life. It is up to you to take the initiative. An additional insurance fee may also be required in order to participate. Dickinson does not cover sports and club fees nor sports insurance.

**UEA SPORTS CENTRE:** The UEA Sportspark is available for Dickinson students to use. It offers many of the same things that the Kline center does, including a rock wall, squash courts, aerobic/weight room, and a pool. You must attend an orientation at the beginning of the year to use the facilities. After your orientation, the cost is £1 per entry (subject to change) with your UEA student ID card. The Sportspark also offers aerobics, dance, yoga, and Pilates classes for £3 per class (subject to change). Dickinson does not cover Sports Park membership.

**PUBS:** Britain's drinking establishments present a social culture very different from the U.S., with greater emphasis on socialization and conversation with friends and colleagues, and a more gourmet approach to drinking. Formerly rigid opening hours have been relaxed, but most pubs close by



midnight or so. The drinking age in England is 18.

**PUB ETIQUETTE:** There will not be table service – go to the bar to order both food and drinks. Tables in a pub will have a number on them; if you are ordering food, make sure to tell the person at the bar which table number is yours. If you are having drinks, buy them in a round, instead of individually. It is not necessary or expected to tip the bartender. In most pubs, you pay for food when it is ordered; in restaurants, by contrast, when you are finished with your meal you need to ask for the bill in order to pay. The server will not usually bring you the check until you ask. Many times service (10% tip and sometimes higher in London) is included and no further tip is necessary unless you think the service and food were exceptional. Sometimes you have to ask if service is included as it may not be obvious. If it is not, a 10% tip (perhaps rounded up a bit) is considered fair.

**EXPLORING LONDON THEATRE:** We especially encourage you to take advantage of the opportunity to experience London theatre. Thanks to government subsidies, some tickets can be relatively inexpensive, especially compared to Broadway in New York City. Ticket agencies often charge up to 20% commission, but there are ways to stretch your funds. Preview or matinee tickets, for instance, are less expensive (there is a half-price ticket booth in Leicester Square), and student discounts are often available if you show your student I.D. card. Shakespeare's Globe and The Royal National Theatre are a particularly good value and are types of theatres that you will not see in the U.S.

Norwich also has an active, though smaller, theatre scene. The Norwich Theatre Royal often has pre-West End productions. Other theatres such as the Maddermarket offer locally produced theatre at a reasonable price.

## FINANCIAL INFORMATION

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### **In Norwich:**

**FOOD ALLOWANCE AT UEA:** Students are allotted a stipend that is distributed weekly (or biweekly) by the Resident Director. The food allowance is calculated on the basis of £60 per week for food while studying at UEA. **The stipend will be distributed up until the group flight departs and will not go beyond the last day of exams.** However, if you choose to leave the program earlier than the last day of exams, your stipend will end the week you leave.

**Please note that students do not receive a stipend during UEA's winter or spring breaks.**

However, students will receive a stipend during their 'reading week' if such a week is designated for their course. Students who cook their own meals and budget wisely are able to manage comfortably on this amount.

**SPENDING MONEY:** Students and parents frequently ask how much spending money they should plan on for their time in Norwich. This is a difficult question, since this amount depends in large part on personal choices in Norwich and the amount of traveling done. As a general guideline, you should plan on a minimum of \$2,000 for the semester and \$4,000 for the academic year.

**WORK ABROAD:** International students are allowed to work for pay for up to 10 hours per week. In order to work, you will first need a Temporary National Insurance Number, which can be acquired through the International Students Office. This number gives you the privilege of both accepting a job and collecting your tax refund in April. Unlike Dickinson, on-campus employment is limited; however, there are many cafés, shops, and pubs that generally employ students off-campus and in the city, although such opportunities will often draw a considerable number of applications. If you are interested, discuss this in further detail with the Resident Director.

**WARNING REGARDING UNPAID OBLIGATIONS TO UEA:** **Before leaving campus,** be sure that you have paid all library fines and penalty fees owed to the University. Until all unpaid obligations to UEA are paid in full (even those little ones you thought they would forget), your UEA transcript will not be released and will not be sent to Dickinson. To avoid unwelcome consequences, please take care to pay all bills before you leave.

### **Money transfer and access:**

You can transfer and access money in a number of ways from the U.S. to the UK.

**ATMs:** Automated teller machines (ATMs), called cashpoints in England, have become commonplace. If you have an ATM card that draws on a U.S. checking account in your name (NOT a savings account) and shows a CIRRUS symbol, you should be able access it throughout Europe. ATMs have become the most common way for students to transfer money. Parents can make deposits in U.S. accounts as needed.

**CREDIT CARDS:** A VISA card can be used to obtain cash advances in pounds Sterling. If your VISA card has a PIN, you may be able to use cash terminals in the U.K. and on the continent. A credit card can be very useful for big purchases: restaurants, hotels, shops, and airline tickets, or for an emergency, in which you can track your spending. When you use a credit card it should be in your name. Verify your credit limit before you depart the US.

MasterCard is less widely accepted in Europe than VISA, but is normally OK within England. American Express cards are helpful for accessing cash at American Express Offices, but are not ordinarily used in stores or in restaurants. Very few outlets accept Discover. Note that credit cards issued in Europe generally have “chip and PIN” security, while American cards are of the “swipe and signature” variety. This means you may encounter places where you will not be able to use your card. Opening a UK bank account that provides a chip and PIN debit card (see below) will give you a backup.

**CHECK ON FEES WITH BANK AND CREDIT CARD COMPANIES:** Before leaving the U.S., check with your local bank and credit card companies about fees for using your card overseas. Many banks and credit card issuers impose additional charges on foreign transactions; others such as Capital One and MetroBank (at least at print time) do not. If the fees are hefty, consider withdrawing larger amounts of cash from the ATM and taking only what you need and keeping the rest in a safe place. Only use credit cards with high fees for big purchases or in emergencies.

You should notify your bank and credit card companies that you are going abroad for an extended period of time, and be sure to inform them as to which countries you intend on traveling. Otherwise, when they see charges on your card from a foreign country, they may assume that your card has been stolen and suspend your account. Keep a separate record of your credit card numbers and phone numbers of the companies so you can report theft or loss of your card quickly.

**TRAVELERS CHECKS:** Travelers checks have become less common in certain locations, especially Europe, but are worth considering as an emergency fund of last resort. The first signature line on traveler’s checks should be signed when you buy them, so that they cannot be used by anyone else. Keep a separate record of the numbers so that checks can be replaced if lost or stolen. You usually have to cash travelers checks at a bank and there is usually a charge.

**BANK ACCOUNT:**

Some students open a bank account to keep food allowance money safe or to deposit paychecks if they have a job while in Norwich. Dickinson College has its own account at the Barclays on campus. If you are interested in opening an account, you may use a letter for the UEA international office or Accommodations office that shows that you are a student and that includes your campus address. Please be aware that there may be other requirements or paperwork for opening an account in Norwich. These accounts are normally free to set-up and make withdrawing money around England, and often, Europe, much easier, since debit cards drawing on these accounts can be used almost everywhere.

Currency can be exchanged at a low interest rate at the Campus Post Office.

## COMMUNICATION INFORMATION

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Students on the UEA program must have a mobile phone that can be called and texted from a UK mobile or landline. Students sometimes tell family/friends that they will phone home ‘the minute they arrive’. However, plans often go awry because of plane or train delays, unavailability of an international phone line, etc. To save parents and loved ones worry, we suggest an agreement to call at the earliest convenient time, rather than promising to call at once.

E-mail, cell phones, and Skype allow students to keep in closer touch with family and friends back home than ever before. There is a good side to this, but it is possible to overdo it so that you focus too much on home to the detriment of your abroad experience. Consider writing frequent letters, postcards or a blog instead. These can be reread and kept as a record of your time abroad.

### **Mail:**

To expect to receive surface mail while in **London** is a stretch, since you will be there only for a few weeks. A first-class airmail letter takes roughly a week to reach the U.K. Correspondence to and from home should be marked ‘air mail.’ Aerograms (‘blue letters’) are a less expensive alternative for surface mail to and from England.

After you arrive in Norwich, surface mail can be addressed to you as follows:

[Your Name]  
University Village  
[Your School, i.e., School of Biological Sciences]  
University of East Anglia  
NORWICH NR4 7TJ  
United Kingdom

### **Mobile Phones:**

Many students purchase mobile (cell) phones while in the UK. This is an excellent way to communicate with other students on the program, to be accessible to family and friends at home, and to be reachable in the event of an emergency. They are essential in emergency situations when you need to contact the program director, or s/he needs to reach you. Most students buy mobile phones in the UK with a pay-as-you-go plan and use them for local and international calls. Phones cost from \$10 to \$100 and depending on usage, an extra \$25-and-up per month for phone calls (using a pre-paid or “top-up” card). Top-up cards can be purchased at phone stores, post offices, supermarkets, news agents, or the Paper Store on the UEA campus. Phones can also be topped up at most ATM machines. Please note that the specific top-up card for your UK phone service may not be available in other European countries. If traveling outside the UK, make sure to purchase plenty of minutes beforehand to avoid running out.

While you can purchase a phone in the UK, you may also be able to use an American cell phone abroad. Students should check with their current cell phone provider to see if their phone has international calling capabilities because most do not. This usually requires a tri or quad-band phone. If so, you will have to find out the procedures for using your cell phone abroad. More than

likely, you will purchase pre-paid cell phone minutes that do not require subscribing to an overseas cell phone service. Please note that the dormitory rooms do not have phones, although usually each floor has one pay phone per floor.

### **Calling Home:**

It is cheaper to call England from the U.S. than vice versa. You may want to consider is having your parents/friends arrange for a low cost international calling service and arrange for a time for them to call you. There is a five-hour time difference between the U.S. (East coast) and England (it is five hours later in England), except when one country is on daylight savings time and the other is not.

### **Skype (International calls through the internet):**

One of the most inexpensive ways to make international phone calls is through the Internet. Skype is one of the most common programs for this type of phone service. All that is required is access to a computer with an Internet connection and a headset or external microphone. Skype offers several options:

- 1) **Skype to Skype:** Have your family and friends download and register with Skype. Once you have both registered and have a headset or external microphone, you can talk for FREE!
- 2) **Skype Out:** A low cost way to make calls at a local rate to people that have traditional land lines or mobile phones.
- 3) **Skype In:** For a small fee, you can receive a local U.S. phone number that your friends can call. When someone calls, you will receive the phone call on your computer where you can communicate with your friend using a headset or an external microphone. This option also has free voicemail.

For more information, please visit the website at [www.skype.com](http://www.skype.com). Please note that this might not be appropriate for all programs due to privacy or access issues.

**Other options for communication:** Facebook, private and group pages for the program. This is a good way to plan events and stay in touch with each other in Norwich. For keeping a blog, many students choose to use Tumblr.

### **Computers and Internet Access:**

You may use the computers in the University computer rooms, and although they are sometimes crowded, you can usually get one. Essentially all program participants bring their own laptop computer. In any case, you are encouraged to limit your Internet use to create a healthy balance between staying in touch with your friends and family in the U.S. and taking advantage of the time you spend abroad. All dorm rooms have internet links (your laptop will need an Ethernet card and cable). Most laptops have converters included in their AC power supplies. However, you will still need a U.S.-to-UK plug adaptor since the U.S. uses 110 volts and the UK uses 220 volts. Connecting cables can be purchased at UEA. Wireless connection is limited, but it is rolling out across campus.

Please note that in the past, several Dickinson students have been robbed of their laptops when they have left their room doors unlocked for just a few minutes while they went to the toilets or kitchen.

Be sure to purchase adequate insurance for your laptop and to bring a laptop lock to secure the laptop to your desk.

**E-Mail:**

When you arrive at UEA you will be given a UEA email account. Remember that official communications from Dickinson College (for example, instructions from the Registrar, Campus Life, or the Center for Global Study and Engagement) will be sent to your Dickinson e-mail address. UEA communications will go to your UEA e-mail address. Thus, make sure to have one account forwarded to the other. Be sure to clear your Dickinson inbox, outbox, and deleted messages regularly so that messages can reach you and do not bounce back.

# TRANSPORTATION AND TRAVELING WHILE ABROAD

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## **Vacation Travel:**

Year-long students will find that breaks in between semesters and at the Easter holiday provide a good opportunity to travel elsewhere in the UK, or even continental Europe. Fall only students will have more limited opportunities, and will want to be careful to plan travel thoughtfully, making sure to give their academic and social life at UEA the time necessary to develop in a suitably robust fashion. For safety reasons, you will need to provide an itinerary to the Resident Director before leaving. Also, please be aware of bank holidays when traveling. It is common to find stores closed and extra traffic during these holidays.

## **Transportation:**

Please note this information is subject to change. Please check for updated information before purchasing.

## **AROUND NORWICH:**

- **Public Transportation:** A regular bus service connects the UEA campus with the rest of Norwich throughout the day. It runs 24 hours a day except for Sunday nights. During the day the buses run every 12-15 minutes, but are less frequent during the evenings and on Sundays. Bus timetables are posted at bus stops and on the internet. Program participants receive a bus pass for the year. (Note that if this pass is lost, it must be replaced at your expense (£190).) Single rides cost £2.30 as of early 2011.
- **Taxis:** Taxi ranks are located at the Railway Station, near Guildhall in the marketplace, on St. Stephen's Street and elsewhere in Norwich. Most taxis have a meter, but if not, the fare should be agreed upon in advance. A tip of approximately 10% is expected. Some taxi services will offer discounts to students. Telephone numbers for taxi companies are widely advertised.

## **RAIL AND BUS INFORMATION TO TRAVEL FROM NORWICH:**

- **Rail Information:** The Railway Station is situated at the junction of Thorpe Road, Riverside Road and Prince of Wales Road. There are two trains per hour to and from London throughout the day, with the last train to Norwich leaving London at 11:30 p.m. The Railway Companies offer a huge variety of travel and fares, including British Rail's 16-25 Railcard. As part of your program fee, you will receive this British Rail 16-25 railcard. Please ask your Resident Director about this. You can visit the website at [www.nationalrail.co.uk](http://www.nationalrail.co.uk). It bears repeating because it is so important: always book rail travel as far ahead of time as possible, with seven days as a minimum.
- **Bus Station:** Express coaches to London and other parts of Britain arrive and depart from the bus station on Surrey Street; buses to Heathrow, Gatwick, and Stansted airports stop on the UEA campus itself. For information contact the Travel Shop on campus or the Bus Information Centre (Tel: 01603 613613). The busses that stop on the UEA campus are the National Express and Megabus.

**TRAVEL IN LONDON:** Transportation in London is fast and reliable; here are some of the major options for getting around the city:

1. ***The Underground:*** the Underground (tube) is usually the quickest way to move around the city.

The Greater London area is divided into 6 zones, and the cost of your trip depends on the number of zones crossed. Almost all of the tourist attractions in London are located within the central zone (zone 1). Tickets can be purchased in each Underground station from automatic vending machines. Hang on to your ticket until the end of the journey when you have to surrender it. The Underground stops running between midnight and 1:00 a.m., depending on the line, after which night buses (marked “N”) run all night on set routes.

Electronic travel cards (called Oyster cards) will be given to students during their orientation in London for the London portion of the semester. If you do not have an Oyster card, it is usually cheaper and easier to buy a travel card for a set number of days from any underground station. One-, three-, or seven-day travel cards permit unlimited travel on both the Underground and buses in zones 1 and 2.

2. **Buses:** double-decker London buses offer a good way to see the city while getting to your destination. Traffic congestion in London often slows buses, so leave plenty of travel time if you plan on traveling via bus. There are two types of bus stops: a compulsory stop (white background) and a request stop (red background). At a compulsory stop, the bus will stop without being hailed, unless it is full. At a request stop, you must signal that you want the bus to stop by extending your arm. Bus route numbers are listed on bus stops and on the front of buses; timetables framed at bus stops list the places served and, often, the estimated travel time to each stop. Check with the driver or conductor if you are unsure. There is a fare zone system similar to that of the Underground. Single-journey bus tickets must be purchased at kiosks at the bus stop. Day-long Tube cards or Oyster cards also work on the bus and offer cheaper single-journey fares. Note that bus routes marked “N” are used only after midnight. Current fare between Norwich and Heathrow is about £22 one way on the National Express Bus.
3. **Taxis:** London's black taxis run independently, but the drivers (as opposed to drivers of “radio taxis” hired by calling for a pickup) have passed stringent tests on their knowledge of London streets. Fares are metered according to both distance and time. A taxi's yellow “Taxi” sign is lit when it is free to take passengers. Black cabs are not cheap, but they are very efficient. There are other cabs (“minicabs”) that you can call to pick you up at a specific location; these are usually cheaper, but they are also less reliable. Never use unlicensed (sometimes referred to as “gypsy”) cabs hailed or offered on the street.
4. **Docklands Light Railway:** this railway provides a spectacular ride from Tower Gateway (just to the north of Tower Bridge), above the docks, to Island Gardens on the Isle of Dogs and all the way to Greenwich. Tickets can be purchased from vending machines, and are valid for any Underground or DLR station. Oyster Cards or other Travel cards are accepted if they cover the appropriate zone.

You will either be met at the airport or transportation will be provided for you. However, for future reference, here are suggestions for getting to and from each of London's two major airports. Please note all costs are estimates and may have changed since the time of publication.

1. **Heathrow:** by Underground: 53 minutes on the Piccadilly line from central London if you are going to Terminals 1, 2, or 3 (slightly longer journey to Terminals 4 and 5). By bus: 1 or 1 ½ hours by A1 or A2 Airbus from Victoria Coach Station only (or, from Norwich, about 3 ½ hours at a current cost of £40.). By taxi from downtown London: 45 minutes to 1 hour, fare will be at



least £40, plus tip. If the taxi is pre-booked, the cost is around £30 one-way. Express train to Paddington: upwards of £14 for a quick 15- minute trip. There are also regular rail (non-express) trains that leave Paddington and call at Heathrow.

2. **Gatwick:** by train: from Victoria station take the Gatwick Express. Trains leave every half hour (sometimes more frequently), journey time is 30 minutes, and the fare will be upwards of £19. A slightly slower, but cheaper and more convenient way to get to/from Gatwick Airport is the regular (non-express) rail service, which stops at Farringdon, London Bridge, Blackfriars, and King's Cross rail stations and costs approximately £10 one-way. For more information, see <http://www.nationalrail.co.uk/planmyjourney/>.

The cheapest way to get to and from Heathrow or Gatwick from Norwich is via the National Express coach service. The one-way fare is £40+. Traveling with a lot of luggage is easier by coach than it is to take Anglia Rail to Liverpool Street and then the Tube to the airport express trains. See [www.nationalexpress.com](http://www.nationalexpress.com).

**TRAVEL OUTSIDE LONDON:** The Railway network ([www.nationalrail.co.uk](http://www.nationalrail.co.uk)) is a popular, convenient, and economical way of getting around Britain. Money-saving passes can be purchased for travel within Britain; inquire at the STA Travel Shop on the UEA campus about these and other travel discounts (including the Inter-Rail). For affordable train travel across Europe, you can look into the Eurail ([www.eurail.com](http://www.eurail.com)). They offer a range of packages, which can be selected to suit the manner of travel most accommodating to your plans. There is an extra charge to make reservations on the train when traveling, though these charges generally range only from 4 to 11 Euro. These passes MUST be validated prior to your first trip. Only specific offices validate these passes, so be sure to get this done before you begin your travels.

Coach travel is generally cheaper than rail, but often slower as well. British coaches are comfortable and provide an excellent opportunity to see less-frequented areas. There are often NO on-board restrooms. The National Travel Express ([www.nationalexpress.com](http://www.nationalexpress.com)) is the major coach company in Britain, operating services and excursions between all major cities and towns in England. Ask at the Student Union Travel Shop about purchasing a "coach card" which offers a discount much the same as the Rail Card. It would apply to the JetLink coach that makes a round-trip route from Norwich to the southern airports (Stanstead, Heathrow, and Gatwick). This is an excellent way to catch your flight at the end of the year.

**AIRPLANE TRAVEL:** In Europe, there are discount airlines that offer flights for relatively cheap fares. It would be wise to sign up for airline e-mail newsletters in order to receive information on any travel deals. You can also check discount travel sites such as [www.kayak.co.uk](http://www.kayak.co.uk) or [www.lastminute.com](http://www.lastminute.com). Below is a list of airline websites that students have found useful in recent years:

- [www.skyscanner.com](http://www.skyscanner.com)
- [www.easyjet.com](http://www.easyjet.com)
- [www.ryanair.com](http://www.ryanair.com)
- [www.vueling.com](http://www.vueling.com)
- [www.aerlingus.com](http://www.aerlingus.com)

**Hostels:**

You can save money and meet other young travelers by staying in youth hostels. One popular hostel network is the Youth Hostel Federation, which has a network of hostels all over the world. You can purchase a membership card to the Youth Hostel Federation and receive discounts on hostel accommodations and other travel offers. The YHA (Youth Hostel Association) is also provides accommodation throughout the U.K. For more information, you can go to <http://www.hihostels.com/>. Other websites that offer reviews of hostels throughout the world are [www.hostelworld.com](http://www.hostelworld.com) and [www.hostelbookers.com](http://www.hostelbookers.com).

**International Student Identity Card (ISIC):**

The ISIC card, or International Student Identity Card, can be used internationally to identify oneself as a student, thus qualifying in many countries for discounts on airfare, museums, theaters, and the like. Other benefits include a Help Line for emergency assistance, as well as supplemental hospital and accident insurance. ISIC cards can be purchased on line at [www.istc.org/sisp/](http://www.istc.org/sisp/).

**Travel Guides\*:**

- The Rough Guide to England by Robert Andrews.
  - Hanging Out in England by Dominique Herman, Lauren Koch and Kristy Apostolides (Frommer, 2001). Aimed toward a college crowd and features affordable accommodations, and less touristy places.
  - The Time Out Guide to London
  - Let's Go: Britain and Ireland
  - Let's Go: London
  - Let's Go: Western Europe
  - Let's Go: Europe The Let's Go books are cheaper if you buy older editions and generally stay up to date for a few years after the publication date.
  - Europe Through the Back Door by Rick Steves (Avalon Travel, 2003). A travel skills handbook.
  - Europe by Eurail by LaVerne Ferguson-Kosinski (Globe Pegnot, 2003)
- \* To save money it may be helpful to check [www.amazon.com](http://www.amazon.com) or [www.half.com](http://www.half.com) for used travel books.

**Safety while Traveling:**

Whenever you travel, take care of your belongings, and safeguard your credit cards, mobile phone, and cash at all times. One of the safer places to carry your passport and money is in a breast pouch tied at your neck or in a money belt strapped at the waist, under your shirt. A word to the wise: keep a small amount of money easily accessible so you do not have to dig into your hidden money in public.

# HEALTH AND SAFETY WHILE ABROAD

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## Health Care

**IN LONDON:** Resident Directors will assist students who need to seek professional medical attention while in London; an emergency room is located a few blocks away from the program hotels. An NHS Walk-In Centre is located in Soho and is open 7 days a week. If you seek medical care, you will need to pay for the visit on the spot and keep receipts for reimbursement through your insurance policy.

**AT UEA:** US Citizens studying at UEA have access to health care provided by the University Medical Centre. The University Medical Centre is a full-service National Health Service medical practice, which covers all medical needs, either on site or by referring you to specialist consultants or the hospital, as appropriate. Generally, such medical care is free to full year students, although a small co-payment is required for prescriptions or services that are not medically necessary. Students studying for a semester will be required to pay for their visits to the medical center and obtain reimbursement from their insurance carrier.

In order to use these services, you will need to show your passport with a visa or your letter from Dickinson showing the dates you are registered at UEA. Full academic year students are also entitled to full National Health System coverage, which includes hospital care. One semester students will need to pay for their own hospital care out of pocket. Students at UEA for only one term **MUST** make sure that their private medical insurance will cover their expenses.

Before leaving for the UK, students should ask their U.S. doctors for a one-page medical summary (including inoculation records). This will be useful to the nurse practitioner who does the intake when you register at the Health Centre at UEA. If you have an existing medical condition for which you will need treatment, the inclusion of a specific and recommended treatment protocol by your personal physician will facilitate better communication with the physician on site. Wearing a medic alert bracelet is recommended if your condition might affect the treatment administered in an emergency. Either you or your doctor or you should list all medications that you use regularly. Always carry prescription drugs in their original containers with the original labels.

The culture of medical practice in England is different and may result, for example, in a refusal to prescribe antibiotics as freely as U.S. practitioners do. Allergy shots are generally given much less frequently in the U.K. than in the U.S. and are normally administered in hospitals. Instead of allergy shots, a nasal inhalant for allergies is considered less dangerous and more effective. Consult your U.S. allergist in advance.

Occasionally, a student with special medical needs may not be satisfied with the services provided by the Health Centre at UEA. In this situation, you will have to seek out a private doctor, pay for services up front, and get a receipt to present to your U.S. insurer for reimbursement.

Familiar over-the-counter medicines and items for personal hygiene are plentiful, and chemists (pharmacists) are allowed to be more advisory than in the U.S. Some medications, which are

available only by prescription in the US are available over-the-counter in the UK. These may include allergy medications such as Zyrtec and Tylenol with codeine (low doses).

### **AIDS and STDs Overseas:**

You are at the same risk for AIDS and STDs while abroad as you would be at home since your risk of infection depends on your behavior. Therefore, if you are sexually active, use good judgment and common sense. It is also highly recommended that you carry a personal supply of condoms and birth control, especially if traveling to underdeveloped regions of the world.

## **Safety and Emergency Procedures**

### **Overview of Emergency Precautions:**

The Center for Global Study and Engagement has always taken seriously our students' safety while studying abroad. In the wake of the September 11 events, the revolution in Egypt, and the tsunami in Japan, safety concerns are even more urgent. With the continuing threat of terrorism around the world, we are obviously concerned about the global security situation and continue to monitor it, and we encourage students and parents to do likewise.

We depend on a variety of sources to assess situations overseas, including the news, our own Resident Directors, and other on-site contacts abroad, as well as professional colleagues and publications. One of the most important sources is the U.S. State Department. Please review the Department of State web site (see next section), as well as any other information you may find useful.

All past decisions about canceling or closing programs have been informed by Department of State or World Health Organization recommendations.

We consider it essential that students take responsibility for their own safety, and we expect their cooperation. **Students share flight itineraries with our office and Resident Directors expect students to inform them of any travel plans away from the site.** We share DOS warnings and announcements with students and remind them frequently to review common sense safety and security measures, such as those printed below in this section. Each student is given a key chain with emergency phone numbers and instructions and is asked to carry it at all times. In a serious emergency, administrative staff of the Center for Global Study and Engagement can be accessed 24 hours/day, 7 days/week.

Dickinson Centers and partner institutions are in regular contact with the Center for Global Study and Engagement in Carlisle, and contact information is updated routinely for students overseas, on-site staff, partner institutions, and local emergency officials at our program sites, as well as U.S. Consulates and Embassies. Our staff abroad remains in contact with local university and civic officials on an ongoing basis.

Dickinson College has developed emergency plans that can be implemented in the event of a crisis directly affecting any of our programs abroad. In the unlikely event that it became necessary to return students to the United States, every effort would be made to offer alternative means for

students to complete their academic program. For important information about Program Cancellation, see page 6 and the Refund Policy in Appendix VI.

Dickinson College is concerned about the health and safety of its students traveling abroad. We review our approach frequently and make every effort to anticipate health and safety issues. This said, it remains true that many of the risks in traveling abroad cannot be reasonably anticipated or prevented.

### **Department of State Announcements:**

Department of State travel information and publications are available on the Web at <http://travel.state.gov>. Every student going abroad is responsible for becoming familiar with the Department of State web site and the information available there.

- **Before leaving, read the Consular Information Sheet for your host country.**
- For your safety, do the same while abroad for all countries you visit.
- Current Travel Warnings and Public Announcements are accessible through the State Department web site.
- The DOS home page links to their Travel Safety Information for Students page, which has good advice and many links, including the fact sheet Travel Warning on Drugs Abroad.

The Center for Global Study and Engagement occasionally sends students Department of State announcements that are relevant to their host country. These announcements are not to alarm students (unless warranted), but instead to inform them of current situations in their country or surrounding countries that they may possibly travel to.

(U.S. travelers may hear recorded information by calling the Department of State in Washington, DC at 202-647-5225 from a touchtone phone.)

### **Key Chains for Emergencies:**

Lightweight key chains are distributed to all students participating in an off-campus program.

Students are asked to attach the key ring to the key(s) that they carry with them at all times. The tag provides the Dickinson College 24-hour Hot Line number (001 717-245-1111) and the phone number of the Center for Global Study and Engagement (001 717-245-1341). (The digits 001 are the International Country Code for the United States.) For obvious security reasons, the overseas home address or phone number should NOT be entered. The emergency numbers on the key chain make the following easier:

- calling for help at any time in a serious emergency
- contacting the Center for Global Study and Engagement during office hours with matters of concern
- identifying “who he/she belongs to” if injured seriously while not carrying identification.

Obviously, the first step in an emergency is to react to the emergency itself, i.e., contact a doctor, call the police, then contact the Resident Director.

Any student abroad, whether a Dickinson student or a guest student in a Dickinson program, may

call the 24-hour Dickinson College Public Safety number collect in a serious emergency and ask for assistance. The student should identify himself/herself and the program, and give a brief description of the emergency and a call-back number. The operator will locate the proper CGSE staff member, who will then return the call.

### **Parents and the Public Safety number:**

Parents, too, may use the 24-hour Dickinson Public Safety number if they need assistance in contacting their son or daughter after hours in a serious emergency, or if their son or daughter has contacted them because of such an emergency. The procedure would be the same as above.

### **Requests for Contact Information and Itineraries:**

To have emergency contact information at our fingertips, we collect emergency contact information for each student. Parents' work and cell phone numbers and email addresses are extremely useful, should we need to contact parents quickly. We therefore ask you to cooperate with our requests for parental contact information as well as your host-country mailing address and phone numbers.

We also need to know student flight itineraries. Therefore, please share your itinerary with us by completing the flight itinerary questionnaire on the online application system at <http://dickinson.studioabroad.com>.

## **Safe Behavior Abroad**

Travel abroad is always an adventure for students. A common sense approach to the risks involved goes a long way toward assuring safe travel and pleasant memories. We offer the following suggestions for your own safety:

- When you travel during vacations, give a copy of your itinerary to your Resident Director. Even if your plans are vague, leave whatever information you can, such as the names of travelers, expected destinations, lodging, phone numbers, and if available, mode of travel and dates of departure and return.
- Check State Department advisories on the web for all countries you will be traveling through to be prepared for any special conditions or dangers, visa requirements, etc.
- Travel with at least one other person.
- Carry passport, travelers checks, money, and other important papers in a pouch around your neck or waist under your clothing.
- Avoid travel in large, predominantly American groups. It is easier to meet local people this way. It is also easier to organize trips and sightseeing in smaller gatherings, and can be safer.
- Always carry some local currency. Keep the equivalent of at least \$50 cash in reserve while traveling.
- DO NOT HITCHHIKE. Travel by bus, train, local transportation, or car.
- Do not leave money, tickets, your passport, or other valuables in a hotel room while you are out. Take them to the hotel front desk and ask them to put them in a safe.
- Keep a low profile in demeanor and dress. It is wise to adapt to local dress codes; avoid clothes and behaviors that call attention to yourself as a foreigner who does not know the culture.
- Leave expensive jewelry at home. It's best to wear little or none.
- Every year backpacks are stolen from students who set them down at their feet or sling them over the back of the chair in a café. Be careful with your belongings because replacing your passport, credit cards, keys, etc., is quite a hassle.
- Be polite, low-key, and sensitive to local customs; always observe signs and regulations in public

- places.
- Speak the local language wherever possible.
- Student guidebooks such as Let's Go or Lonely Planet are generally a good source of information.

### **In Troubled Times...**

Avoid the following:

- controversial discussions/situations in public places
- street gatherings, demonstrations, picketing, etc.
- dangerous areas, shortcuts, narrow alleys, or poorly lit streets
- walking around in a large group speaking English
- heated sports matches and public events characterized by crowd excitement

In times of heightened political, religious, or ethnic tensions, be particularly careful in:

- identifiable American institutions such as Embassies, American Express, McDonald's, Hard Rock Cafés, discotheques, lobbies of American chain hotels and other places such as bars and restaurants identified with Americans or where Americans usually gather
- military and diplomatic installations; war memorials
- highly visible and crowded churches, mosques and synagogues
- train stations and airports; do not hang around ticket offices or airline counters--go quickly to your train or the lounges beyond the passport controls.

Some advice concerning terrorism:

Be especially careful to help maintain security both at your study site and while traveling.

Because terrorist actions are usually preceded by a surveillance period, the U.S. State Department asks all American citizens "to be alert to anyone who might appear to be following them, or anyone whom they notice in the same place repeatedly, or anything unusual near their vehicles, workplaces, or locations frequented by Americans. Any unusual activity of this sort should be reported to local police."

Remember that terrorist attacks are usually planned months in advance. They often involve innocent accomplices. Students in foreign countries are considered easy to recruit. Be cautious when you meet new people. Do not give your address, your telephone number, or contact info for your study site.

Further recommendations when traveling:

- Do not accept any package, parcel, or suitcase from anyone asking you to carry, look after or store items for them.
- Do not borrow suitcases; make sure that no one has put anything in your luggage. A few years ago, a bomb found at Heathrow Airport in England had been planted in the bag of a young woman by her boyfriend whom she had known for over a year.
- Never drive a car for someone else, especially across national borders.
- Remain alert in public places; look around; get away from any package or bag that appears abandoned, and notify the employees or local police.
- Do not leave your own bags unattended, not only because they may be stolen, but also because the police may consider them dangerous and confiscate or destroy them.

### **Health and Safety information resource online:**

Check out the Student Study Abroad Safety Handbook at <http://www.studentsabroad.com/>.

This is a resource intended for students' and parents' direct use. It offers exhaustive checklists and resources covering all kinds of topics related to safety abroad.

**Personal Security/Emergencies:**

**IN THE UNITED KINGDOM:** Although the incidence of criminal activity is generally low in the U.K., and its level of gun violence is among the lowest in the world, in major cities, one should observe the same level of caution as in any major U.S. city. Isolated incidents of theft and muggings on the UEA campus have occurred. Students should be wary of their personal property and avoid traveling alone at night.

**REGISTERING WITH THE EMBASSY:** During your first week after arrival, you will be required to register at the U.S. Embassy in London, either in person or online. This will enable you to receive e-mail updates on travel and security from the US Embassy

24 Grosvenor Square  
London W1A 1AE,  
Telephone: in country (020) 7499-9000  
Consular Section FAX: in country (020) 7495 5012  
Website: <https://travelregistration.state.gov/ibrs/ui/>

Registration makes it easier for the Embassy to contact you in an emergency and it also enables you to replace a stolen passport more quickly. You can sign up to obtain updated information on travel and security in the United Kingdom and elsewhere. If you choose to register online, it is still a good idea to identify the physical location of the Embassy. For more information, visit the website of the U.S. Embassy in London at [http://london.usembassy.gov/cons\\_new/acs/passports/lostpassport.html](http://london.usembassy.gov/cons_new/acs/passports/lostpassport.html).

**LOST/THEFT OF PASSPORT:** The loss or theft of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate (see above contact details). When you travel, carry a photocopy of your passport's main page so that your passport can be more easily replaced.

**EMERGENCIES WHILE TRAVELING:** If you have a medical emergency while traveling, get assistance and notify the resident director as soon as possible. If necessary, be prepared to pay cash up front and submit receipts to your insurer for reimbursement later. In case of the loss or theft of your passport, contact the local police and the nearest U.S. Embassy or Consulate. See contact details for the U.S. Embassy on page 6.

**Family Emergencies:**

Since you will be far away from home for an extended period of time, it is good to discuss with your family what to do in the case of a family emergency while you are overseas. This should include what you would do if a family member becomes ill or dies.

It is important to consider how your family will respond if you are involved in an accident or suffer from a severe illness while abroad. We advise one or both parents to obtain a current passport in case of emergency. This should be done before you depart the U.S.

**Final Thoughts:**

Observing these mentioned precautions will be reassuring to you and to your parents, relatives, and friends at home. However, being overly concerned with safety should not interfere with the



enjoyment of life and study in another country.

## CULTURAL PERSPECTIVES

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### Being Informed about the Host Country and World Affairs

What do you know about your host country?

1. Can you name the capital city and the head of state?
2. Can you name the major political parties and what they stand for?
3. How is the government organized in your host country as compared to the U.S.?
4. Name five large cities, identify their location and a feature they are famous for.
5. What are the key historical events of the 20<sup>th</sup> and 21<sup>st</sup> century in your host country?
6. What are the major religions in your host country and what role do they play?
7. Who are the major literary and/or cultural figures of the last two centuries?
8. What is the state of the economy? What are its problems, successes, and how is it organized?
9. Can you identify on a map the major rivers, mountain ranges, and other significant geographical features?
10. Can you identify on a map the states, provinces, or other political subdivisions of the country?
11. How is the educational system organized and funded?
12. What is the predominant view in your host country regarding current U.S. foreign policy?

Without researching the answers, most of us would do poorly on this little quiz. However, most local people at your study abroad destinations could probably answer most of these questions about the U.S. Think about it!

Before you leave, do some serious research to educate yourself about your host country. Travel guidebooks and encyclopedias offer a respectable starting point. Read books, magazine articles, and newspapers about host country history, literature, geography, cuisine, etc. However, we strongly recommend you to also consult European news like BBC or read British national newspapers like The Guardian (<http://www.guardian.co.uk/>), The Independent (<http://www.independent.co.uk/>), or The Times (<http://www.timesonline.co.uk/tol/news/>) online. Foreign films are also a good resource. Take the initiative and get acquainted with international students on Dickinson's campus before going abroad.

No matter where you go, you will be asked hard questions about U.S. foreign policy, the U.S. government and its actions. It is crucial that you have an understanding of what is going on internationally. Read newspapers and magazines that cover international affairs in depth. Include foreign news sources to expose yourself to other perspectives and a different set of facts abroad. The point is: you do not want to arrive abroad poorly informed or be caught off-guard by an encounter with viewpoints sharply different from your own. You especially need to be knowledgeable about the situation in Iraq, Afghanistan and the Middle East, and how your host country and the United States stand in relation to those areas. People will have strong opinions and want to engage you in dialogue. Prepare for these situations and recognize their value as learning opportunities.

### **New York Times e-delivery:**

The New York Times runs an email service that provides daily delivery of the International section of the New York Times to your email box! You receive a brief overview of the article and a link that takes you to the full article.

To subscribe to the service, please go to <http://www.nytimes.com/>.

Down the left side of the page, there is a MEMBER CENTER, where E-Mail Preferences are listed. You have to "sign-up" with the NYT, which is free. Once you sign up, you can click on a box that says "International" and you will receive an email with headlines from the NYT every day.

Better yet, read British national newspapers like The Guardian, The Independent, or The Times online. Now is the time to prepare for your study abroad learning experience. We urge you to engage in learning about the world now!

### **The People:**

Social class distinctions still play a strong role in British society, although there is also a growing reaction against snobbery. Changing social classes, going from working class to middle class, is still widely regarded as trying to be something you are not.

The British are brought up to spare other people's feelings as much as possible. To do this, they may bottle up their own feelings or "keep a stiff upper lip." So long as people are civil to each other, so long as they keep their emotions in check and do not get carried away, there will not be any "scenes," which are the ultimate British nightmare. Americans, in contrast, tend to regard emotional self-control as an oxymoron if not an infringement on their right to self-expression.

The British attitude toward the new is to be practical and initially somewhat skeptical; naiveté is not a positive quality. They are as proud of a job well done as anyone is, but it is decidedly bad form to boast or appear proud. While their strong respect for privacy sometimes makes the British seem aloof, they will cheerfully provide assistance if asked. Kate Fox's book *Watching the English* is a light-hearted piece of descriptive ethnography that may be useful to you.

### **Local Customs ("Do's and Taboos"):**

- When referring to England alone, it is correct to say England (and the English). However, Great Britain (and the British) refers to England, Scotland, and Wales. The United Kingdom includes all these countries plus Northern Ireland
- Refer to people generally as "British" or "Brits" (not "English").
- It is bad form to state strong feelings or lose one's temper or self-control in public. (Football hooligans are an exception, but not one you want to emulate).
- Personal space is important. Do not get too close during conversation (e.g., no touching or backslapping).
- Maintaining eye contact during conversation is a sign of respect and interest.

- Never stare at people or bother them in public (unless asking for help).
- Never shout or laugh loudly in public.
- Do not be surprised to be called "love," "dearie," or "darling" by salespeople.
- Be polite; say 'please' and 'thank you' and 'sorry' more than you think you should have to. Wait in queues!
- Pay attention to the ever-present "queue" (line) everywhere from bus stops to supermarkets. Always go to the end. Also, make sure to be in single-file.
- Whenever you hear the national anthem "God Save The Queen," stand up out of respect.
- Eat European style, with knife in right hand and fork in left hand at all times. When eating soup, spoon the soup away from you. Rest your other hand on the table at the forearm.
- If you give the V-sign (i.e.: the peace sign), make sure your palm is facing out (otherwise it is a rude gesture).

### **Immigration /Racial/Gender/Sexuality Issues:**

**IMMIGRATION & RACIAL ISSUES:** Racism is a problem that is deeply rooted in Great Britain's history. After the break-up of the Commonwealth, people from many of the former commonwealth states came to Britain looking for a better life. Newly-arrived immigrants are often the targets of discrimination. This is especially true for people of color, although some Brits even exhibit patronizing attitudes toward Australians. U.S. Americans may encounter remarks about their American accent. It helps to keep your voice low, since U.S. American speech is more often noticed overseas for its loud volume than for the accent itself. U.S. Americans may also encounter 'anti-American' comments/behavior largely due to U.S. politics. It is usually best to divert the conversation or simply walk away if you do not know the person and do not wish to engage in such confrontational conversation.

**GENDER ISSUES:** As in other countries, evidence of sexism can be found quite readily in Britain, usually more in a pub-type setting than in a university setting. At the same time, there is a very strong and issue-oriented women's movement.

**SEXUALITY ISSUES:** In England, homosexuality is legal and civil unions are guaranteed. There are questions about age and consent, and there is a lack of tolerance toward the promotion of homosexual activity. Larger cities have special clubs and nightspots catering to gays and lesbians, and most universities have on-campus organizations dealing with GLBT issues.

### **British Sources of Information:**

Keep up with current events from a British/European point of view to become more aware of the culture and intellectual climate of the country. Respected British newspapers include (from the right wing to the left): *Daily Telegraph*, *Times*, *Financial Times*, *The Independent*, and *Guardian*.\* Daily tabloid newspapers of varying quality and/or entertainment value are immensely popular as well.

\* You may want to see if you can subscribe to the newspapers on-line service so that news is sent to your e-mail daily.

Weekly papers/magazines, including *New Statesman*, *The Spectator*, *New Society*, and *The Economist*, provide detailed information on British and European politics.

*Time Out* and *City Limits* are specialist magazines with information about what is currently going on in London. They discuss not only mainstream arts, but smaller art galleries, listings of public events and

"alternative" arts events (including fringe, socio-political, gendered, avant garde, European, and experimental theatre programs). There are similar publications available in Norwich as well.

News programs and current affairs broadcasts on radio and television include:

- BBC 1 and 2, ITV, Channels 4 and 5, plus satellite channels including BBC 3 and 4
- BBC Radio 1 (Top 40 and rock), Radio 2 (talk and music (think VH1), Radio 3 (classical), Radio 4 (news, cultural programming, drama), Radio 5 (on the AM band: news and sports)
- The BBC website – [www.bbc.co.uk](http://www.bbc.co.uk) – is excellent and provides news, weather, sports, and digital streaming of BBC radio and television, including digital stations targeted at ethnic populations.

### **Web Sites:**

- A general reference guide for students arriving from abroad: <http://www.uea.ac.uk/services/students/International/information>
- Information about courses and academic facilities at UEA: <http://www.uea.ac.uk/courses>
- CGSE study abroad programs, policies, announcements: <http://www.dickinson.edu/global-campus/>
- UEA School of Environmental Sciences at: <http://www.uea.ac.uk/env/>
- Information about Norwich: <http://www.uea.ac.uk/about/norwich>
- British Council- source of information for students studying abroad in England: <http://www.britishcouncil.org/usa-education>

# CULTURAL ADJUSTMENT

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## Stranger in a Strange Land...

Students head out into the global village, armed with sensible shoes, sharpened pencils, and bright hopes. They arrive at their destination, settle in, and head out again to discover local charms. They buy a Tube pass. Eat borscht or sushi. All goes well ... a few minor complications ... that begin to pile up ... until suddenly CULTURE SHOCK strikes! and the notion of “Home” gains an unprecedented, intense appeal.

Some form of this experience awaits almost everyone who goes abroad for the first time (and also for the second and every other time to follow). Culture shock is a natural phenomenon, the frustrating, but temporary first step toward the profound personal growth and broadening of horizons that is a central reason for studying abroad. A great deal depends on how you respond to it.

The article reprinted in this section is intended to help you navigate the experience of cultural adjustment you will soon face.

# CULTURE SHOCK

## What is it?

Culture shock is the mental, physical and emotional adjustment to living in a new environment. It is the coming to terms with different ways of approaching everyday living—everything from fundamental philosophical assumptions (one's worldview) to daily chores.

Anyone living in a new environment long enough cannot ignore the differences. They become frustrating, and possibly infuriating, until recognizable patterns emerge and an understanding of why things are done differently develops.

Culture shock can be charted on a U-shaped curve that encompasses five separate phases: fun, fright, flight, fight and fun. When you first arrive in Britain, everything is wonderful. You're excited that you've arrived, finally seeing firsthand all those places that previously were just one-dimensional pictures. This is the 'fun' stage.

After a while, all those wonderful, cute customs become aggravating. There is no point to them. You think your own culture's way are much better, more efficient, more sensible. While British people seem friendly, at first, it's just superficial warmth, not a real interest in establishing a friendship. You begin to miss your family and friends. This is the 'fright' stage.

Then it gets worse. You're really homesick. You can't find anything good about the UK. Everything stinks. You're convinced that nothing beats your home country, and you remember how good you had it at home. You may even come to believe that all your problems will go away if you can just pack up and go home. This is the 'flight' stage. It's serious but usually temporary.

You give yourself a pep talk and decide to stick it out awhile longer. This experience deserves a fair chance. You become a bit more active in the clubs you joined earlier. You make more of an effort to get to know the people on your dorm floor. You decide to be less furious with those stupid policies (like post offices and stores that close early). Now you're into the 'fight' stage.

Know what? You begin to like the people on your residence hall floor. In fact, those acquaintances are more like friends. They tell you why those stupid policies are the way they are. In fact, those policies make sense and don't seem too stupid. You're no longer inconvenienced by them and have trouble understanding why they bothered you so much. You suddenly realize you like it there and want to stay forever. You've arrived at the fifth and final stage -- and have made it through the emotional roller coaster ride of culture shock.

## Possible Symptoms of Culture Shock

Sometimes people don't realize when they're suffering from culture shock. This confusion can be

the result of looking at several symptoms as isolated problems rather than as related components of a single affliction. Some signs which you may notice that could indicate culture shock are:

- Homesickness
- Boredom
- Withdrawal (spending too much time in your room, only seeing other U.S. students, avoiding your host family)
- Negative feelings and stereotyping of nationals
- Inability to concentrate
- Excessive sleep or insomnia
- Compulsive eating or drinking
- Lack of appetite
- Irritability
- Crying uncontrollably or outbursts of anger
- Physical ailments, such as frequent headaches or stomachaches

## Dealing with Culture Shock

There are ways to prepare for, and thereby lessen the extremes of, culture shock.

First, know that you will experience some degree of culture shock (even if you don't believe it now). Everyone does. Carefully read the process outlined so that you'll recognize the symptoms and feelings. Most importantly, understand that those frustrating feelings will pass.

Second, expect things to be different. Some differences will be quite

obvious, others less so. You're probably prepared for the major cultural differences -- religious and socio-economic differences. It's the apparently trivial differences that will become the most grating. Try not to allow yourself to blow them out of proportion.

Third, don't label differences as "good" or "bad." Because the American way is the predominant (if not the only) way you know, you will inevitably compare everything there with the ways and approaches you know in this country. Realize that you are not looking objectively at your new culture. Rather, you're seeing (and judging) it from the American perspective. Instead of judging what you see as better or worse than what you know in America, try to focus on the differences and ask why they exist.

Fourth, maintain the ability to laugh at your mistakes. It will take some time to adapt to the point you can maneuver without making cultural missteps. After all, it took quite a bit of training by your parents and effort on your part to be comfortable in your own culture! Finally, you don't have to "do as the Romans do" and accept all the differences. You'll like some of the British ways and incorporate them into your daily routine. Other ways won't fit your values or outlook, and you'll decide that they're not appropriate for you. You are free to make choices, and doing so is perfectly acceptable.

#### Taking the Sting Out

Culture shock occurs because, unconsciously, we expect everyone to be like us. Inevitably, something will occur in a new culture that will not fit your frame of reference

and therefore won't be fully comprehended. This sort of ambiguity is threatening and frequently causes fear, anger, repulsion or some strong emotion.

The key to coping is to become aware of these reactions as they arise. Instead of allowing extreme emotional reaction to control, try to determine the cause of your reaction. By focussing on the cause instead of the reaction, you can frequently cause the emotion to abate. Then you can experience the situation more objectively, without the American presumptions which caused the emotional reaction in the first place.

Careful observation, not clouded or skewed by your own cultural presumptions and expectations, will help you develop an understanding of the new culture and will facilitate your inclusion in that culture. This is a general overview of culture shock. *The Art of Crossing Cultures* by Craig Storti (Intercultural Press, 1989) discusses culture shock and coping strategies in more detail.

#### American Cultural Patterns

Culture shapes everything -- the ways in which you think and analyze, what you value, how you do things, what's considered proper behavior. It's difficult to assess all the effects of a culture while you are enmeshed in it. When you're abroad, you'll discover important aspects of the American culture that you were unaware of before you left. Since you'll be viewing your new culture from the American perspective, it is helpful to have a good grasp of the American perspective and how it shapes you.

Being aware of your own cultural biases and presumptions will enable you to understand your reactions to ambiguous events that occur while you are abroad. While you won't escape culture shock, you can be well-prepared to face it and dilute its effects. You may think this is obvious, but take a look anyway. Tacit knowledge can only be of help to you if you're cognizant of it. Time in America is linear. The clear division between past, present and future allows for a chronological frame of reference. Time is a tangible thing. It can be "used," "spent," "wasted," and "managed." It is a commodity to be carefully monitored. The faster something is done, the better.

#### Cultural Variations

Most western cultures share many of the same assumptions with Americans, but some variations do exist. Be prepared for "efficient and quick" to be a very different concept from what you're used to. While everyone likes an idea that works, some cultures value aesthetics over practicality or emphasize the process over the end result, and family ties and social obligations are often given priority over individual needs and wants.

#### You're Not Alone

Remember that everyone else on your program will experience similar feelings to yours. Don't hesitate to look to them for moral and emotional support. In addition, the staff of both your host institution's international student office and our offices abroad can help you if you're feeling particularly stressed or anxious. Please seek them out.

From the Beaver College Orientation Handbook



# Cultural Adjustment: Responses to Living Abroad

In order to understand what culture shock is, you need to remember that your ability to function in the world depends on your being able to read hundreds of signs, to respond to subtle cues, and to behave according to countless explicit and implicit rules. At home, much of what you do in your daily life is automatic and requires little thought. Overseas, the reverse is true, and simple tasks can become difficult. Because you are not always able to understand the messages you receive and cannot always communicate what you mean, you may suffer anxieties. When you are confronted with new ways of thinking and acting, including oftentimes a different value system, you can become disoriented. Your 'normal', 'common-sense', or 'logical' way of looking at things suddenly may not apply. Suffering culture shock can, at its worst, lead to severe stress and depression. Even a light case of culture shock will manifest as frustration and irritation.

Culture shock usually manifests itself as a cycle of readjustment phases that may last quite a while before one adapts. Most people experience at least two lows during a stay overseas, but the length and severity of these vary greatly for each individual. Fortunately, culture shock is both predictable (it will happen) and manageable (you will survive it). If you are prepared for it, you can do a great deal to control it or at least understand its effect. The best advice may be to remain flexible and open-minded to new things, maintain a sense of humor about the mistakes you will make (and you will make some), and try to integrate as quickly as possible into your new culture. Whatever happens, the program director is available to help you through rough periods. We encourage students to talk to the on-site staff when they meet problems and not to wait until the problem gets bigger and more complicated. Also, talk with other students on the program, as they may be going through the same issues

## Responses to Living Abroad:

- 1) First weeks, riding high with enthusiasm. Commonly known as the "honeymoon stage."
- 2) Possible entrance of a slight anti-American streak such as thorough disgust with all American tourists... or "I am never going to go back to America again."
- 3) Feeling of being overwhelmed by all the possibilities presented in your host country, i.e. cultural events, restaurants, student clubs, traveling in your host country and elsewhere, etc.
- 4) Realization of aloneness, some independence, absence of family, problems of communicating by letter, struggle with the language, utilizing free time, heating and housing discomforts, etc.
- 5) This often coincides with mid-semester examinations adding academic pressure to all of the above, which results usually in a very low period or dark depression. Psychologist L. Oberg states that some of the symptoms of this period are: "Excessive washing of the hands; excessive concern over drinking water, food, dishes, and bedding; a feeling of helplessness, fits of anger over delays and other minor frustrations; delay and outright refusal to learn the language of the host country; excessive fear of being cheated, robbed or injured; great concern over minor pains and eruptions of the skin; and finally, that terrible longing to be back home, talking to people who really make sense."
- 6) Hostility or aggressive phase. Complaints about the local people, their customs and attitudes. Complaints about the program, regulations, and attitudes. This phase can become extremely petty.
- 7) Identity crisis. Searching within oneself, "Why am I here?", "Am I in the right major?"

### **Recovery:**

- 1) Slowly finding a balance between academic work and other compelling interests. Better organization of one's time, and separation of the romantic preconceptions from the reality.
- 2) Oberg again says, "The recovery stage usually finds a growing sense of humor, with the visitor able to joke not only about the host country, but also about his own difficulties. In the final stage, adjustment, the visitor learns to accept the foods, drinks, habits, and customs of the host country and even to enjoy them."
- 3) Important realizations include getting to know the local people as individuals and not as stereotypes, suddenly realizing the great personal freedom and appreciating it, making deep friendships with fellow students and the local people, finally leaving America and trying to learn something about the host country with an accompanying decision to appreciate the best of both countries.

### **Our Advice:**

Here are some additional thoughts concerning cultural adaptation:

Soon after arriving, you will undoubtedly confront the temptation to withdraw into the American group. Work hard to resist this crutch. Extreme dependence on the American group will limit ties and friendships outside your immediate circle. You should make a genuine and constant effort to penetrate and become part of the host culture. Opportunities are there from the moment you arrive, but you must take the first step and probably the second and third.

Look for clubs and activity groups, which provide opportunities for meeting people and for doing things that you enjoy. If you do join a group, realize that you are the one who will have to fit yourself in. People will not necessarily go out of their way to accommodate you. Even if you are not a "joiner," you should get involved in things that interest you.

Beware of cultural stereotypes! They can operate against you, as well as against the culture you are living in. Stereotypes are destructive because they can interfere with getting to know the local people and prevent you from getting to the rich reality behind the surface.

Avoid making negative comparisons with how you do things or what you have in the U.S. It can be a challenge to understand why things are done differently, but try to be patient and figure out what the difference is and why. Remember, you are not going abroad just to find the same things that exist here in the States. Beware of ethnocentrism, the attitude of superiority of one group over another. We tend to think our culture and society are the most important, worthy, and civilized in the world, and you may be surprised to find that others do not share our view.

Your experience abroad will not always be a bed of roses, and you may experience great loneliness at first. There will be a vacuum of comfortable social, cultural, and political structure. Activities and status symbols that make you who you are at home and on campus will be missing or meaningless: meetings, contacts, cars, sororities and fraternities, and extra-curricular recognition. There will be the void of a familiar routine in your life.

What can you do to survive with grace? Re-organize and learn to budget your time and avoid the temptation of too much travel. Keep a journal for future reference. Be patient; you will not learn the language perfectly or make friends in the first two weeks after arrival. Accept that you cannot become totally submerged in host culture. Be proud, although not intrusively so, of being an American. You will unavoidably carry your American cultural background with you. Accept that wherever you are is the center of the world for the people who live there. Behave as a guest, and show the inhabitants that you feel lucky to be there, in the center of their world.

And most importantly, remember that early disorientation is normal, healthy, and perfectly OK!

# KEEPING TRACK OF YOUR TIME ABROAD

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## **Keeping a Journal:**

You are about to embark on a journey where you will be a foreigner. As you interact with the people and customs of your new surroundings, your views of yourself and some of your most cherished values will be challenged and undergo subtle changes.

One of the best tools for gaining insight into these changes is to keep a journal. There you can reflect on the puzzling and wonderful things you have seen, experienced, and overheard that sticks in your mind. A custom that appears strange at first will often become understood as you continue to observe it in its own context. Writing down incidents, thoughts, questions, ideas, and reflections will help give depth and insight to your experience and can also be therapeutic. A journal can be especially helpful when traveling because it will be easier to remember the amazing places you visited – and a great reminder of your time abroad when friends and family ask about your semester.

It is always a challenge to put this experience into words, but make a start and stick with it. Go beyond the mere recording of incidents to recording your feelings and conjectures. Why did that comment sting? Why did people react so strangely to my shirt, or smile, or joke? You will see sights that strike you as barely imaginable back home. What does that say about the host culture? What does it say about your own? A month later you may see things differently and you should write that down too. Record stories or poems you are inspired to write, etc. The journal will capture your thoughts at a specific moment. Years later the journal will be a treasure. Keep a journal; you will not regret it!

## **Taking Pictures:**

Some people may not be particularly fond of writing or just can't find the time to keep a journal regularly. Keeping a camera close at hand is another great way to document all the memories you will make while abroad. Also, upon returning to campus, there will be a photo contest for returned studied abroad students during which your photos will be displayed and eligible for prizes. More details about the photo contest will be sent out upon your return from studying abroad.

## **Dickinson Study Abroad Blog:**

Dickinson College has a blog for students participating in study abroad programs. You may want to consider keeping a journal on the blog and to share your experiences and insights with your friends or other students interested in going on your program. It also serves as a good tool to keep you connected with Dickinson students studying at different locations and to exchange information. Please find the blog link here:

<http://blogs.dickinson.edu/abroad/>. If you are interested, send an email to Todd Bryant at [bryantt@dickinson.edu](mailto:bryantt@dickinson.edu). He will create your blog and send you the basic instructions to get started.

## **Dickinson Study Abroad Wiki Page:**

The blog is a great place for individual journals; however, if you and some of your fellow Dickinsonians would like to publish something together such as a newsletter or paper the wiki is a better bet. No technical knowledge is required. You can get an idea of how it works by visiting the example of the Toulouse program at [http://wiki.dickinson.edu/index.php?title=Toulouse\\_Study\\_Abroad\\_Program](http://wiki.dickinson.edu/index.php?title=Toulouse_Study_Abroad_Program).

If you are interested, send an email to Todd Bryant. He will make sure you have the access you need and the very basic instructions. (Hint: it starts by clicking the “edit” tab at the start of each page).

# RETURNING BACK HOME

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## Things to Take Care of at Dickinson before Returning Home

### Course Request Process when Returning to Campus:

Information regarding the course request period will be sent via e-mail to students' Dickinson e-mail addresses, announcing when the course request period will take place. Course requests will be made through the web, and the site will be accessible from off campus.

### Room Selection at Dickinson:

The following information about room selection has been provided by the Office of Campus Life. Like other offices on campus, Campus Life relies on e-mail to convey information to students away from campus. You may contact the Office of Campus Life by phone (717 245-1556) or email ([campuslife@dickinson.edu](mailto:campuslife@dickinson.edu)). Communications will be sent to Dickinson students off-campus at their Dickinson e-mail address.

**Remember to check your Dickinson account regularly for important messages from the College.**

- **If you are going abroad for *fall semester* and returning for spring**, you will receive an email from the Office of Campus Life during the fall semester, requesting housing preferences for your spring semester return. These include roommates, type of room, building, and if you have plans to switch with someone going abroad for the spring. Campus Life tries to honor all requests, but it is not always possible because available spaces vary from year to year.
- **If you are going abroad for *the entire year* or for *spring semester* and returning for next fall**, it is important that you make arrangements for a housing proxy for the next year **before you leave**. Make sure that you send Campus Life the name of your housing proxy. This can be done by emailing [campuslife@dickinson.edu](mailto:campuslife@dickinson.edu). Your proxy will pick your room assignment during room selection.

If you wish to live off campus, your proxy will fill out and hand in your off-campus housing application. Applications will become available in the spring semester. NOTE: Not all students who apply will be able to live off-campus. Only a limited number of off-campus permissions will be granted.

## MISCELLANEOUS INFORMATION

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### **24-Hour Clock/Time Change:**

Time in the U.K. (and in the rest of Europe) is based on a 24-hour clock. To convert, add 12 hours to any time after 12:59 p.m.--e.g., 1:15 equals 13:15. Or, subtract 12 hours from the 24-hour clock to get the 12-hour clock time. You can set most cell phones and digital watches to keep 24 hour time.

England is 5 hours ahead of the U.S. (Eastern Standard Time) for most of the year. England switches to daylight savings time at a different time than we do. So for brief periods, England is just 4 hours ahead. (Add 1, 2, or 3 hours to these figures for Central, Rocky Mountain, or Pacific time zones).

### **Numbers/Currency:**

In Britain, when counting floors of a building, the first floor is the ground floor; the floor above street level is the first floor.

The unit of currency is the pound, made up of 100 pence. Coins come in denominations of 1, 2, 5, 10, 20, and 50 pence and a 1 and 2-pound coin. Bills are in denominations of 5, 10, 20, and 50 pounds. Some small shops will not take 20 and 50-pound bills. You can check the current exchange rate at [www.xe.com](http://www.xe.com).

### **Metric Conversion Chart:**

See page 67.

### **Grade Conversion Chart:**

See page 68.

<b>Appendix I:</b>	<b>Accident and Health Insurance</b>
<b>Appendix II:</b>	<b>Health Issues while Traveling</b>
<b>Appendix III:</b>	<b>Student Agreement</b>
<b>Appendix IV:</b>	<b>Refund Policy for Off-Campus Programs</b>
<b>Appendix V:</b>	<b>The “Language Barrier”</b>
<b>Appendix VI:</b>	<b>Frequently Asked Questions</b>

## METRIC CONVERSIONS

<u>Thermometer Readings</u>		<u>Kilometers - Miles</u>	
C	F	Kilometers	Miles
38	100.4	1	0.6
37	98.6 (body temp)	3	1.8
35	95	5	3
30	86	10	6
25	77	15	9
20	68 (room temp)	20	12
10	50	25	15
5	41	30	18
0	32 (freezing)	40	24
-5	23	50	30
-10	14	100	60
-15	5	150	90
-20	-4	200	120
-25	-13	250	150
-30	-22	500	300
[To convert centigrade to Fahrenheit: multiply by 9/5 and add 32]		[To convert kilometers to miles: multiply by .6]	

OR, observe the simple rhyme: “30's hot and 20's nice, 10 is cool and zero's ice.”

### Weights and Measures

Metric	U.S.
1 gram (gr)	0.035 ounces
500 grams (= ½ kilo)	1.1 pounds
454 grams	1 pound
1 kilogram (= 1000 grams)	2.2 pounds
5 kilograms	11.0 pounds
1 liter (l)	2.113 pints
1 liter	1.056 quarts
3.785 liters	1 gallon
1 deciliter	0.21 pint
1 meter	3.28 feet
1 meter	39.37 inches
1 centimeter	0.394 inches
2.54 centimeters	1 inch

#### Kitchen Hints:

1 cup sugar = 200 gr. 1 tsp. = 5 gr.

1 cup flour = 150 gr. 1 tbsp. = 12 gr.

[To weigh yourself: double the number of kilos and add 10%]

## UNIVERSITY OF EAST ANGLIA GRADE CONVERSION CHART

<u>UEA Letter Grade</u>	<u>Percentage Range</u>	<u>US Letter Grade</u>	<u>UEA Degree Class</u>
A+	90 - 100	A	First Class Honours
A	80 - 89	A	
A-	75 - 79	A	
A=	72 - 74	A	
AB	70 - 71	A	
BA	68 - 69	A-	Upper Second Class Honours
B++	65 - 67	A-	
B+	61 - 64	B+	
B+?	60	B+	
B?+	59	B	Lower Second Class Honours
B	55 - 58	B	
B-	51 - 54	B-	
BC	50	B-	
CB	49	C+	Third Class Honours
C+	46 - 48	C+	
C	44 - 45	C	
C-	41 - 43	C	
CD	40	C	
DC	39	D+	Fail
D+	38	D+	
D	37	D	
D-	36	D	
DF	35	D-	
FD	34	F	
F	1 - 33	F	
FZ	0	F	

## APPENDIX I: ACCIDENT AND HEALTH INSURANCE

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Dickinson students are covered by a global medical and medical evacuation policy, currently provided by Arch insurance and paid for by Dickinson College. This policy is secondary coverage and only applies if your personal health insurance does not apply overseas. While it satisfies the minimum requirement for health and accident insurance for our students on overseas programs, you are advised to examine the policy to see if the coverage meets your specific needs.

Like Dickinson students, guest students attending Dickinson programs from other colleges and universities must also have health insurance coverage. Non-Dickinson students **are not** provided this coverage.

Questions: Please contact Tim Cummons at: [Dickinson@rcmd.com](mailto:Dickinson@rcmd.com).



# GLOBAL EMERGENCY SERVICES

Provided by  
**assist america®**



Congratulations! Your enrollment through Arch Insurance Group includes a unique global emergency services program from Assist America. This program immediately connects you to doctors, hospitals, pharmacies and other services if you experience a medical emergency while traveling 100 miles or more away from your permanent residence, or in another country.

The Assist America Operations Center is staffed 24-hours-a-day, 365-days-a-year with trained multilingual and medical personnel, including nurses and doctors, to advise and assist you quickly and professionally in a medical emergency.

One simple phone call to the number on your Assist America identification card will connect you to:

- A state-of-the-art Operations Center
- Worldwide response capabilities
- Experienced crisis management professionals
- Air and ground ambulance service providers

Assist America completely arranges and pays for the assistance services it provides without limits on the cost. This alleviates many of the obstacles and potential expenses that can be caused by medical emergencies away from home. Assist America is not insurance, rather it is a provider of global emergency services.\*

Assist America's services do not replace medical insurance during emergencies away from home. All medical costs incurred should be submitted to your health plan and are subject to the policy limits of your health coverage.

*\*All services must be arranged and provided by Assist America. No claims for reimbursement will be accepted.*

## Key Services

### Medical Consultation, Evaluation & Referral

Calls to Assist America's Operations Center are evaluated by medical personnel and referred to English-speaking, Western-trained doctors and/or hospitals.

### Hospital Admission Assistance

Assist America will assist with hospital admission outside the United States by validating a participant's health coverage or by advancing funds to the hospital.

### Emergency Medical Evacuation

If adequate medical facilities are not available locally, Assist America will use whatever mode of transport, equipment and personnel necessary to evacuate a participant to the nearest facility capable of providing a high standard of care.

### Medical Monitoring

Assist America medical personnel will maintain regular communication with the participant's attending physician and/or hospital and relay information to the family.

### Medical Repatriation

If a participant still requires medical assistance upon being discharged from a hospital, Assist America will repatriate them home or to a rehabilitation facility with a medical or non-medical escort, as necessary.

### Prescription Assistance

If a participant needs a replacement prescription while traveling, Assist America will help in filling that prescription.

### Emergency Message Transmission

Assist America will receive and transmit authorized emergency messages for participants.

### Compassionate Visit

If a participant is traveling alone and will be hospitalized for more than seven days, Assist America will provide economy, round-trip, common carrier transportation to the place of hospitalization for a designated family participant or friend.

### Care of Minor Children

Assist America will arrange for the care of children left unattended as the result of a medical emergency and pay for any transportation costs involved in such arrangements.

### Return of Mortal Remains

Assist America will assist with the logistics of returning a participant's remains home in the event of his or her death. This service includes arranging the preparation of the remains for transport, procuring required documentation, providing the necessary shipping container as well as paying for transport.

### Emergency Trauma Counseling

Assist America will provide initial telephone-based counseling and referrals to qualified counselors as needed or requested.

### Lost Luggage or Document Assistance

Assist America will help participants locate lost luggage, documents, or personal belongings.

### Interpreter & Legal Referrals

Assist America will refer participants to interpreters and/or legal personnel, as necessary.

### Pre-trip Information

Assist America offers participants web-based country profiles that include visa requirements, immunization and inoculation recommendations, as well as security advisories for any travel destination.

### Political Evacuation

In the event of an emergency situation due to government or social upheaval while a participant is abroad, and to avert immediate bodily harm, Assist America will arrange and pay for the evacuation of the covered person from the impacted area. Conditions apply.\*\*

### Natural Disaster Evacuation

While a covered person is abroad, if an emergency evacuation is needed due to a natural disaster that results in widespread and severe damage, with the government of that country issuing an official disaster declaration, Assist America will assess the situation. If the area is determined to be uninhabitable, they will arrange and pay for transportation from a safe departure point to the nearest safe location.

Eligible participants must contact Assist America as soon as possible after the country of study issues an official disaster declaration as delays may make safe transportation impossible and preclude an evacuation. Conditions apply.\*\*

*\*\*Please contact your international program sponsor for a full listing of conditions and exclusions as per the Security Evacuation wording.*



Please detach card and carry with you at all times.

## assist america® GLOBAL EMERGENCY SERVICES

Reference Number 01-AA-ARC-04123S

Name:

If you require medical assistance and are outside your country of permanent residence, call Assist America's Operations Center at:

1-800-872-1414 (inside USA)

+1-609-986-1234 (outside USA)

Or e-mail at:

medservices@assistamerica.com



Attention: This card is not a medical insurance card. All services must be provided by Assist America. No claims for reimbursement will be accepted. The holder of this card is a participant of Assist America and is entitled to its medical and personal services.

## Please provide the following information when you call:

- Your name, telephone number and relationship to the patient
- Patient's name, age, gender, reference number (see front of card) and international program sponsor
- Name, location and telephone number of hospital or treating doctor if applicable

assist america®

## APPENDIX II: HEALTH ISSUES WHILE TRAVELING

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### HEALTH ISSUES WHILE TRAVELING

#### Travel Clinics

Carlisle Travel Clinic Carlisle Internal Medicine 11 Sprint Drive, Suite C Carlisle, PA 17015 Phone: 717-245-9765	Holy Spirit Travel Health Program Holy Spirit Hospital 503 North 21 <sup>st</sup> Street Camp Hill, PA 17011 Phone: 717-972-4351	Hershey Medical Center Clinic Phone: 717-972-4222 Phone: 1-800-243-1455
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#### Internet Resources:

<http://www.travelhealth.com>

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

#### Prior to traveling

Check the CDC web site to get information on the country you are going to. Read about any epidemics or outbreak in progress. Read about water and food precautions. The CDC site will also give you the immunizations you need to be up to date along with any additional vaccinations needed for that specific country. Some vaccinations need to be given weeks before departure, so don't wait, make an appointment as soon as you know where you will be going, so that any needed vaccines may be given in the appropriate time frame.

#### Immunization

All the following immunizations should be up to date:

- Measles, mumps, and rubella (MMR)
- Tetanus and Diphtheria (Td) - within the past 10 years or 5 years if you will be doing work outside around soil or potentially rusted material
- Hepatitis B (series of three shots)
- Polio

For persons who have received a complete series of polio vaccine, an additional single dose of vaccine should be received by persons 18 years of age and older traveling to the developing countries of Africa, Asia (East and Southeast), and Middle East, and the Indian subcontinent, and the majority of the new independent states of the former Soviet Union.

Additional immunizations are recommended for those over 65 or anyone at high risk such as asthmatics, or immuno-compromised people (HIV, long-term steroid use due to organ transplant, chemotherapy treatments, etc.). They are:

- Influenza (flu) vaccine
- Pneumococcal vaccine

#### Malaria

Medication for Malaria must be taken before, during and after your trip to be effective. Expose as little skin as possible.

**\*\*THERE MAY BE ADDITIONAL VACCINES THAT ARE SITE SPECIFIC, SO CHECK THE CDC WEB SITE\*\***

### Medications

If you are taking prescription medication you should keep the medication in its original container from the pharmacy which will have your name, the medication name, dose, and the practitioner's name who prescribed the medication. Do not transfer any medication into any unmarked container. You should also have a written letter or prescription from your physician also verifying this medication was prescribed by a license practitioner and is necessary for medical reasons. You should calculate the amount of medication you will need while you are away, and bring enough so you do not run out.

### Food and Water

The number one cause of illness in travelers is from food and waterborne diseases. Diseases from food and water can cause diarrhea, vomiting, fever and liver disease (hepatitis). Tips on how to stay healthy when abroad can be found on the CDC site.

Some suggestions include:

- Drink only bottled water, boiled water or carbonated drinks in cans or bottles
- Eat only thoroughly cooked food or fruits and vegetables you have peeled yourself
- Don't eat food purchased from street vendors
- Don't drink beverages with ice
- Don't eat dairy products unless you know they have been pasteurized
- Don't handle animals especially monkeys, dogs, and cats
- Don't brush your teeth with tap water

### Items to take on your program

- Over the counter anti-diarrhea medicines such as Pepto-Bismol, or Imodium. Stronger prescription medications may make your condition worse.
- Iodine tablets and water filters to purify water
- Sunblock, sunglasses, hat

### Common Sense

- Automobile accidents account for fifty percent of fatalities and medical evacuations
- Wear seat belts
- Don't drive OR SWIM drunk
- Do not walk on dark roadways at night
- Look both ways several times before crossing the street. Many countries drive on the opposite side of the road from the US, and students have been hit because they look one way only due to habit, and step into the path of an oncoming car.

### Other Points

- Make sure you will have health insurance while abroad. Call your insurance carrier to find out procedure and get it in writing.
- Diabetics need to know country's regulations on needles.
- TB screening after returning is a good idea.
- Certain countries require HIV testing to enter country.
- Antibiotics cause oral contraceptives to be less effective. Always use a backup method if you have to be on an antibiotic.
- Emergency contraception and birth control pills may be illegal in some Islamic countries. If the country allows it and there is even a remote possibility you will be sexually active, women should take ECP's with them. Please call the Health Center to ask about this.

In Tropical areas don't walk around barefoot. Spray yourself and cloths with DEET, and cover skin completely with clothes. Wear hats.

## APPENDIX III: Student Agreement Form

In consideration of my selection for participation in a Dickinson College Study Abroad and/or Domestic Off-Campus Program, I hereby agree to the following conditions of responsibility:

1. I acknowledged that Dickinson College study abroad and domestic off-campus programs represent the broad values of liberal education and bonds between cultures. As a guest in a host country or with a host family, I will strive to understand and respect norms of conduct and patterns of the host culture. I agree to represent the College responsibly and to abide by dress and cultural codes suitable to the cultures visited.
2. I agree to abide by all policies and regulations of the host institution/Program and/or the regulations of the Dickinson Center I may be attending. I understand that as a participant in a study abroad or domestic off-campus program I remain enrolled at the College and will continue to abide by all College policies, rules, or regulations outlined in the *Student Handbook*. I understand that the College has the right to, and will, withdraw me from the program at any time if, in the judgment of the Associate Provost of the Center for Global Study and Engagement, on the advice of the Program Director, I have violated such policies, rules or regulations, or have engaged in disruptive behavior, academic infractions, or conduct which could bring the program into disrepute or disrupt the operation of the program. I agree, specifically, that I will have no involvement with illegal drugs, will not engage in illegal or abusive use of alcohol, and will participate in all classes and scheduled activities. I agree further that a decision to withdraw me from the program is final and that I am not entitled to any refund.
3. I further agree that the College may withdraw me from the program and send me home at any time during the program at my expense if the College determines that my continued participation in the program will adversely affect my health, safety, or welfare, or the health, safety, welfare, or enjoyment of the program by others. I agree further that a decision to withdraw me from the program is final and that I am not entitled to any refund.
4. I understand that the procedures outlined in this section for dealing with discipline and well-being are different than those outlined in the *Student Handbook*, and I agree that the procedures outlined in this agreement shall apply while I am a participant in a study abroad or domestic off-campus program. Further, I understand that a determination made by the Associate Provost of Global Education may be the basis for further disciplinary action by the College, in addition to causing my withdrawal from the program.
5. I understand and agree that in order to be assessed and receive credit for academic work completed while studying off campus, I must participate fully in the program. I also recognize that I am expected to complete the entire program and may forfeit credit should I choose to arrive after the program begins or leave the program early without the prior consent of the Program Director, the host institution, and the Center for Global Study and Engagement.
6. I agree to indemnify and hold the College harmless from and against all claims and actions for property damage or personal injury sustained by me or any other person or entity, which arise out of my participation in the program, including but not limited to, violations of the policies and regulations of the host institution, violations of the policies, rules and regulations of Dickinson College, violations of law, and/or which are due to my sole or concurrent negligence with the College.
7. I, on behalf of myself, my heirs and personal representatives, hereby release Dickinson College and any cooperating institution and each of their officers, employees, successors and agents from any and all claims and causes of action for inconvenience, damage to or loss of property, medical or hospital care, personal illness or injury or death arising out of my participation in the study abroad program and/or travel or activity conducted by or under the control of Dickinson College or any cooperating institution.

8. I understand and acknowledge that there are risks and delays common to travel abroad and that there may be special health risks associated with living and studying in the country or area I have chosen. I understand that I have a responsibility to exercise due caution in my behavior while in the program and agree further that I am personally responsible for obtaining adequate health insurance, health information, instruction, immunizations, and prophylactic medications appropriate to my study abroad program.

9. I have read and understand the refund policies of Dickinson College as outlined in the program orientation handbook published by the Center for Global Study and Engagement, and I understand that the application fee and confirmation payments are non-refundable.

10. I understand and agree that I will provide all completed materials, forms, and payments by the due dates specified and recognize that failure to do this may result in either added costs or in my being withdrawn from the program. Further, I have read or will read and understand all general information provided on this program by the Center for Global Study and Engagement, and will attend and participate in all orientation meetings and other pre-departure briefings.

11. This agreement shall be construed in accordance with the substantive laws of Pennsylvania without regard for its conflicts of laws provisions. The Courts of the Commonwealth of Pennsylvania, Cumberland County, or the United States District Court for the Middle District of Pennsylvania shall have exclusive jurisdiction over any issue or dispute arising under or out of this agreement. Still further, each of the undersigned individuals hereby consents and submits to the personal jurisdictions of the courts set forth in this provision and waivers any challenge to the venue or jurisdiction of such courts over them.

12. I grant permission to the Center for Global Study and Engagement to request on my behalf an official or unofficial transcript from the Registrar's Office at Dickinson College for the purpose of reviewing my GPA or to send the transcript directly to which I am applying. If I am from another school or have a transcript through another school, it is my responsibility to request a transcript with current information to be sent to the Center for Global Study and Engagement.

13. I grant permission to the Center for Global Study and Engagement to release my name and contact information to fellow program participants and to future students interested in applying to study off-campus.

14. In the event of a medical or mental health care situation while I am abroad, I give Dickinson my permission to contact and consult with any or all of the health care professionals I list on the Medical Background questionnaire, that will be requested of me after I have been accepted, without further consent in order to assess my ongoing ability to participate successfully in the program.

**I have read and agreed to the above:**

**Participant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program:** \_\_\_\_\_

## APPENDIX IV: Refund Policy for Off-Campus Programs

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### Refund Policy for Early Withdrawal From Dickinson-Sponsored and Dickinson-Partner Programs (Semester/Academic Year) Administered by the Center for Global Study and Engagement (CGSE)

A student's date of withdrawal is determined by one of the following:

- 1) The date the student notifies CGSE in writing of his/her decision to withdraw, or
- 2) The date the student is officially dismissed from the program by the CGSE, or
- 3) If a student leaves the program without notifying the CGSE, the date of withdrawal is determined by either: the mid-point of the semester or the student's last documented attendance at an academically-related activity, whichever is later.

A student who withdraws 61 days or more prior to the begin date of the Semester/Academic Year Program will receive a 100% refund, less the non-refundable confirmation payment.

A student who withdraws during the 61 days prior to the begin date of the Semester/Academic Year Program will receive a 95% refund of the Program Fee less the non-refundable confirmation payment.

A student who withdraws after the program starts will forfeit the non-refundable confirmation fee and 5% of the Semester Program Fee. Refund of the remaining Semester Program Fee will be determined on a daily pro-rata basis until 60% of the semester has been completed. No refunds will be calculated after 60% of the semester has elapsed.

Weekends are included in counted days, except when part of a scheduled period of non-attendance of five days or more, such as spring break.

For example, if a semester includes 110 days from the start date through the end date and a student withdraws on the 50<sup>th</sup> day, the College will retain the \$300 confirmation payment, 5% of the semester fee and a pro-rate portion of the remaining fee.

	(\$ 300)
	(5% x 26,705)
	<u>(50/110 x (26,705-300-1335.25))</u>
Total retained by Dickinson =	\$11,530.55*

\*based on 2011-12 amounts

In all cases, Dickinson also retains the right to deduct non-recoverable costs from any applicable refund. For students receiving Financial Aid, please see the "Financial Aid Refunds" section below.

### Financial Aid Refunds

For students receiving Financial Aid, the financial aid refund rules apply as stated in the Dickinson College Bulletin under the Dickinson College Refund Policy. It is important to understand that, since the financial aid refund and the refund to the student's account are calculated using different methods, the refund to the student account may not fully cover the required refund to the financial aid programs, and the student may end up owing funds to the college after the refund to the financial aid programs has been made.

**Refund Policy for Emergency Cancellation  
Dickinson College Semester/Academic Year Programs  
Administered by the Center for Global Study and Engagement**

All decisions concerning the cancellation (or required modification) of a College program will be made by the Center for Global Study and Engagement in consultation with responsible authorities on campus and overseas. These decisions will be based on, but not limited to, State Department warnings. In the unlikely event of an emergency program cancellation, every effort will be made to accommodate the academic needs of program participants by offering an alternative to enable students to complete their course work. For example, one possible alternative for Semester/Academic Year programs would be to offer suitable coursework on-campus during the summer.

Students whose program is cancelled prior to the begin date will receive a full refund of the Program Fee, including the confirmation payment.

If a program is cancelled after it starts and an alternative for credit completion is offered, no refund will be given.

If a program is cancelled after it starts and an alternative credit completion is NOT offered, the student will receive a full refund including the confirmation payment.

## APPENDIX V: THE “LANGUAGE” BARRIER

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### The “Language Barrier”:

If someone invited you to a bed-sitter for bangers and mash with plonk for a quid from the off-license or said they'd narrowly escaped an articulated lorry on a zebra crossing, or a stranger offered to knock you up in the morning and wasn't being rude--you'd soon realize that the English and Americans have much in common, except the language.

#### English

999 (emergency)  
 A-Levels  
 Back dated  
 Bangers and mash  
 Bank holiday  
 Bed-sitter  
 Beeb  
 Biro  
 ‘Bicci’/biscuits  
 Bonnet  
 Book  
 Boot  
 Box room  
 Braces  
 Butty (normally bread  
 And chips)  
 Car park  
 Chemist  
 Chips  
 Chuffed  
 Cling Film  
 Coach  
 College  
 Consultant  
 Crisps  
 Curtains  
 Drawing pin  
 Dustman  
 Fags  
 Fanny  
 First floor  
 Flat  
 Flog  
 Fortnight  
 Frock  
 Gaff  
 Ground floor  
 Jelly  
 Jam  
 Jumper  
 Knackered  
 Knickers

#### American

911 (emergency)  
 Exams sat at the end of High School  
 Retroactive  
 Sausage and potatoes  
 National holiday [almost always a Monday]  
 One-room apartment  
 BBC  
 Ballpoint  
 Cookies  
 Hood of car  
 Reserve  
 Trunk of car  
 Storage closet  
 Suspenders  
 Sandwich  
  
 Parking lot  
 Drug store  
 French fries  
 Excited  
 Saran Wrap  
 Bus (inter-city)  
 Uni (university)  
 Medical specialist  
 Potato Chips  
 Drapes  
 Thumb tack  
 Garbage man  
 Cigarettes (slang)  
 Female genitalia (slang)  
 Second floor  
 Apartment  
 Sell  
 Two-week period  
 Dress  
 House  
 First floor  
 Jell-O  
 Jelly  
 Sweater  
 Very tired  
 Underpants (female)



Knock up	Awaken someone in the morning by knocking on the door
Lemonade	Dry lemon/Lime Soda
Lift	Elevator
Loo	Toilet
Lorry	Truck
Mac	Raincoat
Mark	Grade
Mate	Friend
Mobile	Cell phone
Off-License	Liquor Store
Panda car	Police car
Pants	Underpants (male)
Pavement	Sidewalk
Pear-shaped	Wrong
Petrol	Gasoline
Pissed	Blind drunk
Plonk	Cheap wine
Plimsolls	Sneakers
Post	Mail
Pub	Bar
Public School	Private School
Pull	Pick up (e.g. in a bar)
Queue	Line (of people)
Quid	Pound (currency)
Randy	Horny
Return	Round-trip
Ring up	Phone
Roundabout	Traffic circle
Rubber	Pencil eraser
Rubbish Bin	Garbage Can
Rucksack	Backpack
(S)Cello Tape	Scotch Tape
Shandy	Lemonade and beer mixed
State school	Public School
Squash	Soft fruit drink (usually concentrated syrup mixed with water)
Subway	Pedestrian underpass
Table (verb)	Discuss immediately
Takeaway	Takeout, usually Indian or Chinese
Tights	Pantyhose
Toilets	Restrooms
Torch	Flashlight
Trousers	Pants, slacks
Underground or "Tube"	Subway
Vest	Undershirt
Waistcoat	Vest
Way out	Exit
W.C.	Toilet
Whinge	Complain
You alright?	Hi, how are you?
Zebra crossing	Pedestrian crossing
Zed	Z

The list goes on and on. You will enjoy adding your favorites!

## APPENDIX VI: FAQ- Norwich Program

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# Frequently Asked Questions

Dickinson Humanities Program  
and  
Dickinson Science Program  
at the University of East Anglia, England

The Center for Global Study and Engagement  
Dickinson College



Created by J. Niemitz,  
Past Norwich Science Resident Director  
Updated by the Center for Global Study and  
Engagement 11/09

## **1) How does the British educational system differ from ours?**

Some students feel as though they were dropped into an educational system very alien to what they are used to. Think of the British educational system as different rather than strange. A little background helps your understanding. Though the government announced in 2007 plans to extend schooling to 18 for all students, at present British students have compulsory schooling until age 16. At that time, they can either move into the workforce, usually apprenticing with older workers in the service sector, or move to another 2-year intense course of study (sometimes called ‘colleges’) preparing them to take A-level exams. A-levels are roughly the British equivalent of our SAT’s, but are even more important to a student’s academic career. A-levels are taken in specific subjects and more or less dictate what a student will study at University. Most students take three to four A-level exams. If they do well they can be accepted into the best UK universities, including UEA. Unlike the US system, UK students do not apply to UEA. Rather, they apply to a particular school within UEA and are accepted (or not) by that school. Once accepted, they are essentially bound to that school, rarely taking courses outside of it. The British university system is three years rather than four (though American Studies students at UEA spend an extra year abroad in the US) and students take six courses per year, all within their degree (major). Of the eighteen courses that comprise their university education, most will be required for a particular degree program. It is therefore distinctly different from a liberal arts education.

You enter UEA as the equivalent of somewhere between a second and third year student in both age and ability. Most Dickinson students quickly catch on to the level of material. Most of the courses you will take will be second year courses. This does not mean that you should dismiss all third year courses from your consideration, but you should consult with your academic advisor and the on-campus director first. Ultimately, you will find that the British system rewards content knowledge and fluent writing more than critical thinking and discussion.

## **2) What are classes like?**

Because UEA is a large university, the classes tend to be larger than Dickinson’s. First year classes can easily have enrolments over 100, second year up to 60, but third year classes are usually more on the order of 20-25, if that. Even second year courses in the Humanities and Social Sciences tend to be quite small. Many courses have multiple instructors. The university prefers to keep the teaching load minimal because of the research expectations of the faculty with graduate students. There is always a course ‘convener’ that is responsible for the entire course including the syllabus, coursework grading, and final exam, if any.

### **Humanities:**

Humanities courses are some combination of lecture and “seminar” (what we would normally call a “discussion section”), usually meeting for two or three hours a week in total. It is often the case that lectures and seminars do not meet every week and that lectures may meet in different rooms and different times during any given week. It is essential for students to keep on top of these things so as not to miss anything important.

### **Science:**

Courses may meet two or three times a week plus a practical (lab) or seminar, but it is often the case that lectures and practicals do not meet every week and that lectures may meet in different rooms and at different times during any given week. It is critical for students to be responsible about attending lectures and practicals so as to not miss anything important.

### **3) What are lectures and seminars like?**

Besides the fact that several faculty may lecture with different styles, the lectures tend to be quite broad, covering a lot of content in a short period of time. Frequently, the lecturer will post on Blackboard the diagrams, PowerPoint slides, etc. , that will be shown in lecture. It is important to get this information, as it is useful for the final exam, your coursework, and your reading of material not presented in class. Students are expected to read widely on topics of interest to them independent of the course materials. Most courses will have a wide array of suggested or recommended texts and primary literature articles to read on the subject at hand each week. This does not mean you will need to go out and purchase the texts. Virtually no one buys the recommended readings unless they really want them for their personal collection or it is obvious that a text is critical for the course. Multiple copies of texts are usually in the library. However, come final exam time, everybody wants access to the same small number of copies of texts or other course material. Due to this, it is critical to plan your reading in advance. In addition, lecturers will frequently give a list of primary journal articles to read on the lecture topics. This may seem daunting at first since Dickinson students typically do not have much experience reading journal articles, but it is a skill worth cultivating.

The atmosphere of lectures can be quite one-sided with the lecturer talking and the students listening. British students are somewhat reticent to ask questions, even when prompted to do so, and seem loath to discuss anything beyond clarification of content. Seminars, however, rely on student participation and, as at Dickinson, you may well be asked to lead discussion or make a presentation by yourself or in a small group.

Students report that the quality of lectures can be quite variable compared to Dickinson. Remember, the UEA faculty are not there just to teach. For some, teaching undergraduates is really their second priority after their research with graduate students. This means that you need to be prepared to do a lot of learning on your own. This is where reading texts and journal articles pays off. It is absolutely true that you will get as much out of the courses as the time you put in them.

### **4) What is the workload like?**

The workload varies from course to course. Typically, final grades from first year courses are based solely on coursework assessment, and there may not be a final exam. Final grades for second year courses can be based on a combination of coursework and a final exam. Third year courses may only have a final exam, but more commonly consist of additional projects and presentations. The final exam carries tremendous weight because it can be worth up to 70% of the final 'mark' (grade). Some courses that would otherwise have final exams allow international students to enroll in a "coursework only" option. This may be a good choice, since otherwise you may find yourself taking an exam in June on a course that ended in December (see #6, below).

You can expect the coursework to be somewhat similar to that at Dickinson: papers, projects, presentations, and problem sets, but no quizzes or mid-term exams. You can also expect to frequently work in groups for projects, maybe even for the entire semester. You and your group may not receive much guidance about your project or presentations but you can always ask for help. Don't expect your coursework to be handed back right away. Furthermore, your coursework will not always be returned in class. It may be returned by an academic advisor assigned to you upon entering UEA who will know little about the content of the work or why you received a particular mark.

## **5) Can I talk to my course lecturer/academic advisor?**

Absolutely! Open office hours are expected of all UEA staff. Outside office hours, you should make an appointment by e-mail or phone to meet with faculty and not count on being able to “drop by.” While most British lecturers are happy to meet with students, they have other responsibilities besides office hours, and most British students do not engage faculty the same way Dickinson students do. Consequently, you will need to be assertive in seeking out your lecturer. However, when you do meet with faculty they are usually more than happy to help and can give you good insight into how the rest of the course will run. They can also offer guidance for writing papers, which tend to be quite specific in their format and length. This requires significant revision in order to produce a concise but robust piece of work, all good practice for the real world.

As at Dickinson, some advisors are better than others and more or less available. The academic advisor keeps students up to date with school matters and is the person you see about changing courses when you first get started and who can clue you in on other school matters.

## **6) What are exams like?**

When they say ‘final’ exams, they mean just that. ALL course exams are given at the end of the spring term. This presents some interesting differences to the Dickinson experience. If you are at UEA for the fall only, you will not take the course final exam, rather you will take the course as a ‘coursework-only’ option. This means you will be asked to do an extra coursework to substitute for not taking the exam at the end of the year. If you attend UEA for the entire year or for just the spring semester you will take the final exams (again, unless you enroll in the coursework-only option). The exams attempt to cover all the material taught in the course using a series of very broad, open-ended essay questions. Usually there are no multiple choice or short answer type questions. If the course had multiple lecturers, there will usually be a question or two on each section of the course from each lecturer. You are typically asked to answer only a few of the total questions. Students will typically have 3 hours to complete an exam. Receiving good marks on the exams requires a deep understanding and well-formed answers. A response to an exam question that covers only the basics of the topic will receive an average mark. If you can add journal articles and specific examples to your exam answers, your mark will improve. The more in-depth and well written the answer, the better the mark. The exams are read by at least two people and graded independently. Then the markers ‘compare notes’. If the marks are similar then that will be the score that you get. If not, then discussion among the graders ensues to reach agreement. As a last resort, a third marker might be asked to read the paper.

## **7) What is grading like?**

If an exam or paper is returned to you at Dickinson and the grade you received was a 50, then you probably failed the assignment. A mark of ‘50’ at UEA is an average grade equivalent to a B- at Dickinson. Marks at UEA can range from 35 to 100, where 35 is just passing with a D-, and 100 is virtually unheard of. A mark of 70 is considered 1<sup>st</sup> Honours, or the Dickinson equivalent of an A. A conversion chart is included in the appendix to the blue handbook. If you are conscientious about your work you can expect to receive marks between 55-75. Most Dickinson students in the past have received marks in this range so don’t worry too much about grades but rather concentrate on what you are learning and how you are learning it.

## **8) What are British students like?**

This is a very good question to ask a student who has returned from UEA. For the most part, UEA students are like any other students except they have an accent and have some intriguing tastes in food, clothing, and music. They like to socialize and have a good time going to the pubs and night clubs in Norwich. They probably drink too much and get a little wild on Fridays and Saturdays, but for the most part they are at University to learn and start careers just like you.

British students can and will come from backgrounds that are different from the typical Dickinson student. They tend not to have a lot of money (students, rather than their parents, usually pay for most of their university expenses) but the money they have they tend to spend on socializing. They don't seem to be in a big hurry or overly stressed out about life in general.

Sometimes British students are just as clueless as you will be when it comes to what an assignment is all about or what professors expect on coursework. They are usually very friendly and warm up to Americans pretty fast, although they have definite opinions about what America stands for and will ask you about it. Most of them have not been to the US and can be educated gently. They will educate you about British life as well. It is important to just be yourself and try not to be the stereotypical 'ugly American'. They do like to discuss politics, often their own, and are good at articulating an argument. Most of them are very liberal both politically and morally. Living with a 'partner', divorce, abortion, being religious (or emphatically not), etc. are not as big of issues in Britain as they might be in the US. The Brits are very tolerant of others lifestyles, though not necessarily sensitive to other races, of which there are many in the UK and especially at UEA.

## **9) What will dorm life be like?**

Dickinson students are housed in University Village (referred to as 'the Village'), which is one of the housing areas on the UEA campus, just north of the gym complex. Residence halls are arranged in a 'flat' (apartment) style with 6-8 single en suite rooms per flat and a common kitchen. Flats are coed and can have any combination of international and British students. Dickinson students will be dispersed throughout University Village in different flats. Unlike Dickinson, only first year students (freshers) live on campus at UEA. Most freshers are age 18 and it is their first time away from home. This means that the residence halls tend to be quite wild the first few weeks as students act out their new found freedom in a variety of ways. Think of your freshman year at Dickinson and multiply that behavior by five. Usually, though, calm is restored as the year progresses.

The flat kitchens have a fridge/freezer, cooker with hob (stovetop), microwave, sink, ample surface space and a long table. There are cabinets and shelf space available to each occupant for dry/non-perishable food and cooking utensils. Much of the time students will cook together, and in this way the kitchen becomes an additional social space. Bedrooms have a single bed, a desk and chair, shelf space, a wardrobe, a bathroom, and one window. Also, the bed frames lift up to provide additional storage underneath. Each room has Internet access so bringing a laptop computer is a reasonable consideration. See UEA's accommodations office homepage for photos and details.

## **10) How do I pay for food?**

Your comprehensive fees to Dickinson cover your room and board at UEA. The on-site Director pays for your room in one lump sum. Your board, however, is given to you in cash every week or two from the time you arrive in London until you leave, except during official University

breaks. Students report that the weekly ‘dole/stipend’ is adequate for food (though note that you should not expect it to cover eating out every night – or to cover nightlife). By being frugal, some students are able to save a portion of the food allowance for travel and entertainment. Note that Britain has a culture of ‘pay-as-you-go’, so you will pay for what you use. This is not what Americans expect. So, for example, if you want to use the UEA Sportspark (similar to the Kline Center), you pay for it each visit at a subsidized rate.

### **11) Can I work in the UK if I need more money?**

Yes! If you have time. A student can work up to 10 hours a week without a work permit in the UK. Some students have worked in pubs, for example, and were paid minimum wage, which, for those younger than 22, is £4.77/hour (about \$8.00 USD) as of 2009. It goes without saying that the UK is expensive. The same item in the US will cost about 1.5 times as much in the UK given the present exchange rate. There are few on-campus jobs available at UEA. For instance, the University has a ‘phonathon’ program similar to Dickinson’s, and student workers are hired for these positions. The UEA’s Sainsbury Center (like the Trout Gallery, but much bigger) hires students as well. This can be a great way to meet other students and to earn some extra money without having to travel very far! However, one term students will have more difficulty with this as time may not permit working.

### **12) Besides the academic/financial aspects, what else can I expect from the Resident Director?**

It has been the tradition of the Director to invite the Dickinson students over to his/her house for tea, dinner or other events. You can expect to have a few holiday celebrations there as well (e.g. Thanksgiving, which is not celebrated in the UK, and perhaps Super Bowl Sunday or Valentine’s Day). We also have end-of-term events to say our good-byes. In the past, students and the Director have had cooking classes, watched movies and professional soccer games together, played outdoor games such as Badminton and croquet, and have hung out together on many occasions.

#### **Humanities/Sciences:**

The Humanities house is a short bus ride or a 20-minute walk from the UEA campus. In the fall, students will meet with the director for Humanities 209; this may be supplemented by academic excursions in both semesters. However, all of this will vary depending on the Director’s preferences. For the 2014-2015 year, the Humanities Director will serve both Humanities and Science students.

### **13) What about travel in Norwich, the UK, and Europe?**

This is a two-part question because it depends on whether the travel is with the Dickinson program or on your own. In the former, the College pays for the expenses. This includes all program related travel during the London Orientation period (Underground and Buses; Coaches to sites outside London) and all field trips from Norwich. You are given money to purchase two important transportation tickets: a bus pass for use in Norwich, and a discount student rail card that entitles you to 33% off retail rates for travel within the UK.

Independent travel is done at your own expense but can be subsidized by the student rail card if you are traveling within the UK. Discount airlines (Ryan Air, Easy Jet, Flybe) have made travel to Europe from the UK easy and cheap. Most flights are out of Stansted Airport, which is

between Norwich and London (about 2 hours or less by bus or rail). Staying in hostels further reduces costs. Some destinations are cheaper than others. For example, Paris is expensive, Prague is not. Train and Coach trips to Europe can be inexpensive as well, if booked in advance. Riding the ferry across or the Eurostar train underneath the English Channel can be exciting. The earlier you make your arrangements, the greater your chance of getting the cheapest fares. For instance, if you book early enough, a round trip ticket to London from Norwich can be as cheap as 12 British Pounds. Planning ahead can certainly be a money saving strategy.

#### **14) Other Questions?**

This short piece could never answer all the questions one might have about such an experience. It is certain that each of you will have questions specific to your situation. We encourage you to get those questions answered to your satisfaction before applying for this program or any study abroad program of interest to you. The Dickinson faculty, including the present on-site and on-campus directors, and former student program participants are available to help you answer your specific questions. Please take advantage of our expertise and ask.

### **SPECIFIC QUESTIONS FOR SCIENCE STUDENTS**

#### **1) Can I do research or an internship?**

The general the answer is YES. There are opportunities to work in faculty labs with graduate student assistance on interesting projects. Specifically, you will need to do some legwork ahead of time to procure a research project spot or participate in a meaningful internship experience. It is never too early to start thinking and talking about what you might like to do. First off, think about something that would be interesting or useful to you later in your time at Dickinson (e.g., senior research requirement) or in your career. Students in the past who have worked closely with UEA faculty were later given good recommendations for graduate or professional schools. Once you have thought about possible fields of study, you need to find a person at UEA who might be doing that kind of research. It is helpful to look at the research interests of faculty on the school website. Also, talk to past Norwich directors at Dickinson and send an e-mail to the present on-site director stating your interests and he or she can make some inquiries at UEA. Alternatively, you can e-mail UEA faculty members directly and inquire about possible research opportunities. In some science schools, research can be done as coursework.

Specifically, there are research opportunities in every science school and in the various research centers near campus (plant science, cancer, nutrition). Other opportunities exist at the new teaching hospital attached to the Medical school. Note: If you are interested in an internship at University Hospital you need to have a US Criminal Check done before you come. Internships at the University Hospital are only available to students on the year long program. There are certainly other opportunities in Norwich proper but you need to take the initiative. You need to make the first move.

#### **2) Can I take UEA courses other than science courses?**

To answer this you have to differentiate between the courses you need to take for your major (if any) and why you are coming to UEA (to explore?). If UEA has all the courses you would



have taken at Dickinson in your junior year then you may not have room for any non-science courses. Many students take 3 UEA science courses plus the Dickinson course each semester. If you need a distribution requirement and not as many science courses, then you can certainly explore one non-science course. If you need to take two really difficult science courses in the fall term, you may want to consider giving yourself a break and taking a less challenging non-science course for interest only. Be aware however, that non-science courses are more difficult to enroll in because they have smaller capacities and science students have lower priority. **Remember, you can always change course enrolments AFTER you arrive at UEA.** The bottom line is that this is a science program. The expectation is that you will take MOST of your course work in your science school.