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Welcome to the K. Robert Nilsson Center for European Studies!

Dear Dickinson-in-Bologna Program Participant:

Congratulations on being selected to the group of students who will represent Dickinson College in Bologna next year. An academically challenging and personally rewarding experience awaits you. We wish you all the best!

This **Bologna Orientation Handbook** has been prepared to make your transition to Bologna and the Italian 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 Italy: packing tips, lifestyle abroad, an academic calendar, course choices, 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 carefully. A copy of the handbook will be mailed to your parent(s)/guardian(s) at your home address.

If you have any questions, contact the Center for Global Study and Engagement (CGSE) at (717) 245-1341 or 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 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.

To get a visa, your passport must be valid for 6 months beyond your return date. If the copy of your passport that was submitted with your application has been replaced by a new one, you must provide the Center for Global Study and Engagement with current passport information at once. Our letter of support for your visa would be invalid if we used incorrect passport information.

Do not pack your passport in your checked luggage -- you will need it for check-in at your airport of international departure AND when you land overseas! **You will need to bring 8 passport photos with you to Bologna, which will be used immediately upon arrival.**

As you read this handbook, if you feel anything has been left out that you wanted to know, or that some of this information is out-of-date, please let us know.

IMPORTANT CONTACT INFORMATION

The Program Center (Office):
The prefix [011-39] is only for direct dialing from the U.S.

Prof. Russell Bova, Resident Director
Dickinson College
K. Robert Nilsson Center for European Studies
via Marsala, 2
40126 Bologna Italy
Tel: (011-39) 051-22-44-51
Cell: (011-39) 335-701-3132
FAX: (011-39) 051-22-60-56
(Use [011-39] for direct dial from the U.S.)
E-mail: bova@dickinson.edu

The telephone number above is for the office at the Center. Students will not be able to take calls at this number. Parents or others who are having difficulty in reaching a student may leave a message at one of these two numbers.

Clarissa Pagni, Associate Director
Mobile: (011-39) 335-774-9865
E-mail: clarissa.pagni@gmail.com

Ellen Laird, Bologna Program Associate
Mobile: (011-39) 335-774-4322
E-mail: lairde@dickinson.edu

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: global@dickinson.edu

On-Campus Coordinator/Resident Director 2014-16
TBD
Dickinson College
P.O. Box 1773
Carlisle, PA 17013-2896
Tel: 717 245-1550

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.

CGSE's Travel Agency:

Advantage Travel
313 East Willow Street
Syracuse, NY 13203
TEL: 1-800-788-1980 or 315-471-2222; FAX: 315-471-6264
Contact: Gabriella Bonney gbonney@advantagecny.com

Italian Embassy in the U.S.:

Embassy of Italy
3000 Whitehaven St., N.W.
Washington D.C. 20008
Tel: 202-612-4400
Fax: 202-518-2154
Web site: http://www.ambwashingtondc.esteri.it/ambasciata_washington

Italian Consulates are also located in Boston, Chicago, Detroit, Houston, Los Angeles, Miami, Newark, New Orleans, New York, Philadelphia, and San Francisco.

U.S. Embassy and Consulates in Italy:
The U.S. Embassy is located in Rome at Via Vittorio Veneto 119/A; telephone: 011-39-06 46741. There are U.S. Consulates in Florence, Milan, and Naples, and U.S. Consular Agents in Genoa, Palermo, and Trieste.

GENERAL INFORMATION

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 VIII):
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 the Dickinson College's "Supplemental Emergency Travel Assistance and Medical Evacuation Insurance Program." (See Appendix VI 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 study abroad 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 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 a particular 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 there as a full-time learner, both academically and in all other aspects of daily life. Many study abroad participants are used to being 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 VIII 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 Center. It is further expected that students participating 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. The Executive Director of CGSE will make the judgment in consultation with the Resident Director/On-Campus Coordinator.

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 return early requires changing status, a process initiated by the Center for Global Study and Engagement.

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 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 IX, "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. 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

the $300 confirmation payment are non-refundable. Before making a final decision to withdraw, you should read the Refund Policy for Off-campus Programs, which is reproduced as Appendix IX of this handbook. **These policies apply in all cases of early withdrawal from academic year and semester 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.

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 of Education 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/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: tuition and fees, room and board, and scheduled group excursions. **Not included in the above charges are: travel costs to/from Bologna,** required health and accident insurance (purchased in the U.S.), visa expenses, books, clothing, entertainment, vacation travel, meals during vacation periods, and personal expenses, i.e. cell phones.

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). 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), 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

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 l6th 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 from 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.

- **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/, 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/. 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/. 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.

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/.

For more information on applying to graduate or professional school, go to 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/. You will find registration options and deadlines on this page. If you have questions about the internship program, please email 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 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/.

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.
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

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 have 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**.

The following section includes a list of things to consider with regards to 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 V 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**, which 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 Resident Director 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 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.
- ☐ Italy is a country with socialized medicine; therefore, 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. Please note that you cannot use this insurance outside of Italy.
- ☐ 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 VI 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. It is the responsibility of each program participant to purchase liability insurance, if

needed. Students who bring laptops are advised to purchase adequate coverage. Check first to see whether the homeowner's insurance of your parents/guardian will cover personal liability while overseas. 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 Italy 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 with regards to 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/.
Please also see the Health Issues while Traveling handout in Appendix VII.

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 this 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 cold medication or a certain painkiller, you should take enough with you to last the duration of your stay. **It is neither advisable nor legal to ship medications by mail**. It is your responsibility to make sure that your medications are legal in your host country. For example, medicine for ADD and ADHD patients is not legal in Italy and, therefore, neither sold nor available anywhere in Italy. If you take any medication for ADD/ADHD, it is suggested that you bring enough of a supply to last the duration of your stay. You can find out which medications are legal in your host country 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.

If you carry narcotics or syringes, you should also bring a copy of the prescription and a statement from the prescribing physician. 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.

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.

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 for 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 drink only non-alcoholic beverages regularly. 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

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

Passport and Visa Information

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.** For more information and the passport application, contact the Prothonotary's Office at the Cumberland County Courthouse at 717-240-6195.

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.

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**. All program participants must obtain a student visa to study in Italy**. The Center for Global Study and Engagement will provide instructions for applying for a visa via the online application system and at https://www.dickinson.edu/centers/global_study/content/Visa_Guidelines/. It is your responsibility to get visa application to the Italian Consulate on time.

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 campus.

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 during the year, so when in doubt-leave it at home! Travel with no more baggage than you can carry! Assume that you will accumulate a lot of things while abroad, and pack accordingly. When planning what to take with you, be practical and focus on the essentials of a wardrobe. Italians are highly fashion-conscious and dress with exceptional style and taste. Your Italian peers will dress well; you will not see them in baggy shirts, frayed blue jeans, and flip-flops. Choose clothes that can be mixed and matched and layered to serve different seasons and temperatures. In winter, European buildings and homes are kept at lower temperatures that Americans perceive as chilly. Dark, conservative colors can be worn longer without laundering and will help to make you appear less conspicuously American.

Italy is a great place to shop for both high-end and affordable merchandise. Students recommend these stores for affordable prices and good clothes: H&M, Zara, Pull and Bear, Celio, Sisley, Terra Nova, etc.

Dry cleaning and laundry facilities are available, **but much more expensive than in the U.S.**

Here are some wardrobe suggestions:

- a sturdy, comfortable pair of walking shoes that are WELL BROKEN IN; one nice pair of shoes; hiking boots optional
- 1-3 nice outfits for all seasons (ties for men)
- sufficient underwear and socks, 15-18 of each
- 6-8 wrinkle-resistant bottoms (jeans, corduroys, skirts)
- 10-14 tops (shirts, blouses) in coordinated colors
- 6-8 coordinating sweaters
- 2 pairs of sweats for studying in your room and sleeping; it gets chilly in the evening
- shorts (Bermuda-length preferable)
- a set of thermal underwear (optional)
- a rain coat with zip-in lining AND/OR 1 warm coat or winter jacket
- **extra pair of contact lenses, eyeglasses and prescription**
- a sturdy folding umbrella (or plan to purchase one there)

- 1 swim suit and sandals for the beach (people swim on both the Mediterranean and Adriatic beaches as late as October)
- **1 towel, 1 washcloth (a light set for easy traveling)**
- hat, gloves, and scarf

Other Useful Suggestions:

- 2 converters/adaptor plugs that can be used for hairdryers, curling irons, electric shavers, etc.
- Space/Vacuum bags (can be found at WalMart or Target and condense the amount of space your clothing uses in your luggage)
- If necessary, a converter specifically for your laptop – most laptops have a built-in converter, so check your specific model (if you do not have the proper one you can ruin your hard drive)
- USB/memory stick for transferring work and other data between computers
- Swiss army knife with corkscrew, bottle opener, and scissors (packed in your suitcase- not your carry-on luggage)
- international phone numbers for computer and credit cards
- address book
- pocket calculator for currency conversions (can also be found on Italian cell phones)
- luggage ID tags both inside and outside of your luggage
- 8 extra passport photos for ID cards, etc
- camera
- playing cards
- sunglasses
- sunscreen
- sleeping bag for hostelling —or sleep sack, much lighter (found at EMS)
- backpacking backpack: very useful for weekend travel
- travel alarm clock with extra batteries
- portable music device and extra batteries
- money belt or neck pouch to secure valuables
- travel sewing kit with safety pins
- small supply of toiletries (bring enough for the entire semester if you are particularly attached to a certain brand or product. Girls have found make-up and beauty products to be considerably more expensive in Italy. Consider bringing a good supply from the U.S.)
- travel-sized toiletries for traveling (travel-sized items are difficult to find in Italy)
- shower sandals (especially useful when you are traveling)
- small first-aid kit
- all medications, prescription or non-prescription, should be carried in the original, labeled container. Take copies of all prescriptions with you.
- specific school supplies, such as index cards (notebooks, pens, etc can be found in Italy, but options can be different and some specific supplies, like index cards, are hard to find.)
- Italian-English dictionary
- favorite photos of family and friends with picture frames are nice to have for decorating your room or showing to Italian friends.
- a few small gifts: something that represents your college or the area where you live (e.g., T-shirts, baseball caps, view books, crafts, they love Dickinson memorabilia etc.)
- slippers/house shoes; there are no carpets

IMPORTANT Travel Documents:

You must bring the following with you to Bologna in order to register your permission to stay in Italy. It is **your** responsibility to bring these items with you to Bologna.

- EIGHT (8) PASSPORT-SIZED PHOTOS (computer generated photos are **NOT** acceptable)
- THE ORIGINAL LETTER OF ENROLLMENT IN DICKINSON'S BOLOGNA PROGRAM, WITH THE STAMP OF THE ITALIAN CONSULATE. (You will receive this stamped letter in the mail along with your passport and visa.) This letter will be needed for your "Permesso di Soggiorno" or your "Permit to Stay.")

Also, 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 passes

For the first few days, pack basic toiletries, toothbrush and toothpaste, and a washcloth in case you are not able to get to a store right away. Most toiletries are available in Bologna, and many brands are often the same. **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.

Carry-on and Checked Luggage:
BAGGAGE REGULATIONS: Call the airline directly or go online to inquire about baggage regulations. A backpack with a frame must be checked as one of these allowed pieces. (It should be noted that a backpack has 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 your luggage follows TSA regulations. Weigh your luggage before you arrive at the airport to ensure 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 also 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. When traveling on low-cost airlines, you may have to pay a fee for each checked bag.

SHIPPING LUGGAGE: Postal customs are different in Italy, and many things require tax due to government taxation. 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. It is also important that you **do not** put a high dollar value on the mailing form that you fill out in the post office. Even if you write "Used Clothing for Personal Use Only," you can still be taxed if you put a high dollar value on the form. It is advised to put a low dollar value, such as $10 (maximum: $25), along with "Used Clothing for Personal Use Only." 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. Address packages to yourself at Dickinson College (it's important to put Dickinson College on the address because that is the name recognized by mail carriers), via Marsala 2, 40126 Bologna. Make sure packages will arrive after your arrival in Bologna. **If you insure a package mailed to Italy, it will take longer to reach you and you can expect to pay customs duty of up to 30% of its declared value upon its arrival at the center in Bologna.**

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 of the list 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 it 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.

Immediate Cash/Travel Funds:
You will need some ready cash when you arrive at your program site. It is recommended that you bring approximately €100.00 in cash. ATM cards can be used at any European airport, and also at cash machines in Bologna. You can find more information in the Financial Section.

Flight and Arrival Information

International Flight:
Students will be informed of flight travel dates and information soon. You will have the option of using the CGSE's travel agent, Advantage Travel, or booking your flight independently. Students must ensure that they arrive at their location on the specified date. Students who arrive earlier than the specified date will be responsible for their lodging; likewise, students who remain after the end of the program will also be responsible for their accommodations.

If you have travel-related questions or requests, you should contact Advantage Travel directly. (For complete contact information, see page 5.) Let the Center for Global Study and Engagement and Advantage Travel know of any changes in your address so that messages and mailings about the flight will reach you.

Year-Students: If booking with the group flight, you will notice that your return ticket will have a December return date when it is booked, because it is too far in advance to book a return for the correct dates in May. If you choose not to return to the U.S. for Winter Break, then you must contact Advantage Travel before your departure date in December in order to change your return flight to the correct date in May.

When you have booked your flight, please complete the flight itinerary questionnaire found on the online application system at http://dickinson.studioabroad.com.

You will need to be at the airport at least 3-4 hours before departure (be sure to leave yourself plenty of time because of delays created by recently increased security measures). You will need your passport to check in and when you land in Italy, so have it available.

In case you miss your connection or your flight is delayed, make a note of the Resident Director's contact information and carry it in your wallet so that you will be able to get in touch with him.

Clearing Immigration and Customs:
When you arrive in Europe for your connecting flight to Bologna, proceed to the area in the terminal for Passport control. It is in your stopover city that you will clear customs. When you

arrive in Italy follow the signs to the baggage claim area and pick up your baggage. **The Dickinson in Bologna staff will meet the group just outside the exit for arriving flights.** At that time, students will be transferred to their housing assignments.

Registering with Authorities:

You must register with both the U.S. Embassy and local authorities upon arrival in Bologna. This will enable you to receive e-mail updates on travel and security from the U.S. Embassy and to secure your status for the semester/year in Bologna. During the orientation at the Dickinson Center, students will receive complete details about registering with the authorities, which can be a somewhat complicated process. To make this process easier, please make sure that you have the important travel documents that were previously listed (8 passport photos, a photocopy of the information page and of the visa page in your passport , letter of enrollment stamped by Italian Consulate, etc) with you upon arrival in Bologna.

THE PROGRAM

The City of Bologna:
Located in the plain of the Po River, Bologna has been an important commercial, cultural, and educational center for many centuries and remains a thriving and vibrant city. A distinct advantage of the Dickinson program is that Bologna is off the beaten track for tourists. Since few natives speak English, students must learn from the outset to use the Italian language and to adapt to Bolognese life.

Within the immediate area are Etruscan ruins, Roman remains, and the remarkable heritage of Renaissance palaces and fountains. During the Renaissance, Bologna was known as "Bologna the Red," for its many red roofs, "Bologna the Fat," for its wealth and cuisine, and "Bologna the Learned," for its university. Bologna is still envied throughout Italy for its cuisine, and its 900-year-old university has maintained a world-wide reputation. Equally important, the city is renowned for its hospitality and the friendliness of its people.

In Italy, generally, political life and the discussion of political issues maintain a brisk pace. The city is historically communist in identity. Discussions are especially lively in Bologna, making the city a rare living laboratory of the social sciences. Here students can study firsthand the pragmatic application of theory to the practical problems of urban life (administration, transportation, social services, and others).

The Bologna climate is comparable to Carlisle: not much snow, but often rainy and cold during the winter, and hot and humid during the summer and early fall. However, you can expect to be outdoors much more in Italy than you would in Carlisle as you will be exploring Bologna and other cities in Italy.

The K. Robert Nilsson Center for European Studies:
The K. Robert Nilsson Center is in the center of Bologna, near the beautiful **Piazza Maggiore**. The Center, up one flight of stairs from street level, contains office space, classrooms, a break area, a small library, and a few high-speed computers with Internet access. The Center is equipped with wireless Internet and students are encouraged to bring personal laptop computers with them to Bologna if they own one. The Center hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday.

The building also contains a number of apartments occupied by long-standing tenants. Out of consideration for these tenants, the Center is available for study, internet access, and classes only during the hours of operation. Smoking is not permitted at the Center.

ACADEMIC INFORMATION

With the exception of courses taught in English, every aspect of the program is designed to facilitate the interaction of formal study with the knowledge of Italian society and language, which comes through cultural immersion. You will find that formal classroom activities are supplemented and reinforced by immersion in Italian life and culture, which enhances understanding of the values, beliefs, and attitudes of Italian culture.

Academic Culture:
Teaching methods combine the best of the Italian and American educational systems. Due to the diversity of the faculty, there are various ways in which they teach (some straight lecture) and in the way they grade and evaluate student work. This is all part of the cultural and academic learning experience that students will encounter in Bologna. Students in the program are expected to carry a full course load, **which in Bologna means 4 credits (courses) each semester to be taken while classes are in session, and to regularly attend those classes for which credit is sought.** If special circumstances warrant an absence for reasons other than illness, students should notify the Resident Director and/or the professor of the circumstances.

Course Information:
The following section lists tentative courses for the 2014-2015 academic year. Please keep in mind that there may be some changes to the course offerings. Students will choose their courses upon arrival in Bologna.

Fall 2014

History 314/Econ 314/INBM 300	European Economic History
Political Science 290/ INST 290/Security Studies Certificate	Transatlantic Relations
Political Science 290	Media, Citizens and Politics: A Comparative Perspective
Art History 205	Reading Bologna: Art and Culture in Bologna from 1200-1500
Italian 101	Elementary Italian
Italian 232	Reading and Performing Italian Texts
Italian 323/History 213	History of the Mafia

Spring 2015

Political Science 270/History 213	The European Union
Political Science 273/INST 273	International Political Economy
History 232	Modern Italian History
Econ 314/INBM 300	European Economy
Art History 205	Reading Bologna: Art and Culture in Bologna from 1200-1500
Italian 101	Elementary Italian
Various Italian levels	To be determined

Qualified students may take additional courses at the University of Bologna. Most of the courses offered at the University of Bologna are taught in the Italian language although there are courses in English, especially in the Economics Department. Please find more information in the sections below. Qualified full year students may take a course at Johns Hopkins University Graduate Center during the spring semester.

Independent studies will be limited to one per year per student depending on students' needs and availability of instructors.

Internship placement is restricted to full year students. Please note that due to the competitiveness for internship placements, there is no guarantee that everyone will be able to participate in an internship (as part of the Intercultural Seminar). These will be based on the student's command of Italian, academic performance, and a personal interview.

Dickinson Italian Studies majors planning to take courses at the University of Bologna should read carefully Appendix II in this handbook: "FAQ about Courses toward the Italian Studies Major in Bologna."

Courses at the Johns Hopkins School:

A list of courses at The Johns Hopkins School of Advanced International Studies (SAIS) will be available in Bologna during registration for the second semester. Enrollment will be competitive and is open only to academic year students. There are only four student openings, and acceptances will depend on academic performance and an interview. We cannot promise admission into any Johns Hopkins program course in advance.

Courses at the University of Bologna:

Italian Studies majors or students with advanced Italian language fluency may take courses in Italian at the University of Bologna at http://www.unibo.it/.

Taking a course at the University of Bologna requires a serious commitment. The UniBo calendar differs from that of the Dickinson program, and classes may be in session while the Dickinson program is on break or over U.S. holidays, such as Thanksgiving. Students are expected to attend all UniBo classes during these times. Students may also have to stay longer into June to complete exams or other course requirements. Most classes at UniBo are three times a week for two hours, which can create scheduling conflicts with classes offered at the Dickinson Center. It can be difficult to find a UniBo class that fits a student's interest and schedule, so students should not assume that they will definitely attend one while in Bologna.

That said, taking a UniBo course is highly recommended for students with adequate Italian fluency.

In general, students will receive 1 credit for a successfully completed course.

Credit Transfer:

- 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.

- Each Dickinson course in Bologna earns one course credit (equal to four (4) semester hours). The normal course load during each semester is four (4) courses, for a total of eight (8) courses for the year.
- Only **liberal arts classes** will qualify for transfer credit.
- 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.
- Transfer credit is awarded only for classes in which a student earns a grade of "C" or better. However, *all* courses and grades will appear on the transcript, along with the corresponding grades.
- Must be taken for a grade; pass/fail courses are not allowed.

Grades/Transcripts:

- **Dickinson Center:** The courses offered at the Dickinson Center are listed on a student's transcript with titles and grades and will be calculated in the Dickinson GPA. If a course is cross-listed, it is up to the student to decide what credit it will count for on their transcript.
- **Johns Hopkins:** Courses taken at Johns Hopkins (SAIS) will be listed on the Dickinson transcript with titles and grades. The grade, however, will not be used in calculating the GPA.
- **University of Bologna:** Courses taken at the University of Bologna are also listed on the Dickinson transcript with titles and grades, but will not be calculated into a student's GPA. For full details and the official grade conversion scale in effect for University of Bologna courses, see Appendix II at the end of the handbook. Course work taken in cooperating institutions abroad is transferable provided grades equivalent to a Dickinson "C" (2.00 on a 4.00 scale) or better have been earned. To find out more information about the University of Bologna, please visit http://www.unibo.it/.

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 before arriving in Bologna. 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, please 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.

PHYSICAL EDUCATION ACTIVITIES*:* Students who take formal instruction in physical education or play on an organized university team in Bologna 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 a 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.

Students who wish to take a physical education class or participate in a university sports team may be required to take a physical examination.

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, reading list, completed projects, written work, examinations, journals, etc.

What to Do AFTER RETURNING to Campus

Upon return to the Carlisle campus, 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 submitted to 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 coursework completed at a cooperating university. The form is *not* required for Dickinson Center courses, or for courses at a cooperating university for which a student is seeking only general credit. 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.

Language Books/Library Privileges:

Bring a good Italian/English dictionary, as well as a phrase book (Berlitz makes a good one) for your Italian language courses. Library privileges for University of Bologna and Johns Hopkins will be explained to you by the Resident Director at the orientation meeting in Bologna.

Accessing College Library Resources from Off-campus:

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 at the Nilsson Center. All you need to do is to go to the Dickinson Global Library page (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.

LIFESTYLE ABROAD

Living Accommodations:
The CGSE is still negotiating housing for the 2014-2015 year. It will either be dormitories or apartment-style housing. Students will be informed soon.

Bologna is a large city with excellent shopping opportunities, but you will find things relatively expensive. While you should bring with you enough clothes for your needs, you may be tempted to buy an Italian outfit (or two). Leather goods are sold at reasonable prices in the open market in Florence. Most of the smaller shops close for two hours or more in the early afternoon and then re-open until 7 or 8 pm. In Bologna, some shops close for lunch on Thursday afternoon and then do not re-open until Friday morning. Bologna's open air market takes place on Fridays and Saturdays off of Via Indipendenza.

The Italian Finance Police are permitted to stop you outside a business establishment and ask to see your **receipt (ricevuta).** If you cannot show a valid receipt, both you and the business may be fined. Whenever you make a purchase at a store in Italy, be sure you get a receipt and keep it until you have left the premises.

Entertainment and Recreation:
Bologna has lots to offer in the way of social life. There are many clubs and organizations that serve special interests. You will have the opportunity to sing in a chorus through the University of Bologna. Sports enthusiasts can join one of many intramural sport activities. Night life is plentiful in Bologna.

Suggested Websites about Bologna:
City of Bologna: http://www.comune.bologna.it/

FINANCIAL INFORMATION

ATMs:
Automatic teller machines (ATMs) are a convenient way to transfer money and exchange currency. ATMs connected to international networks such as Cirrus and Plus allow you to retrieve cash in the local currency directly from your bank account in the United States. Inquire at your bank to be sure that your ATM card will allow cash withdrawals abroad. ATMs overseas will accept only cards that access checking accounts in your name.

Credit Cards:
Many major credit cards (e.g. Visa and MasterCard) are accepted abroad, depending upon the country. 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. Also, in some countries you may have to show a picture ID when you pay with a credit card.

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. 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. If you choose to open a bank account with the Banca Popolare dell'Emilia-Romagna, this would be a good, safe option for storing money. 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 make sure to let them know 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.

Spending Money:
Students sometimes ask how much spending money they should plan to have during their time abroad. The amount spent depends, of course, on the lifestyle you adopt and how much you plan to travel. In general, you should plan a **minimum** of $2,000 for the semester and $4,000 for the year.

Work Study:
Those Dickinson students who indicated that they wished to be considered for College Work Study (CWS) employment in Bologna will receive notification directly from the Financial Aid Office if College Work Study will be part of their financial aid package. Work study positions entail 4-8 hours of work each week, earning up to the maximum amount detailed in their financial aid package.

College Work Study payments are made monthly; earnings will be deposited directly into each student's designated U.S. bank account. In order to collect your earnings, you must have filed a W-4 form, an I-9 form, and a bank deposit form in the Student Payroll Office before leaving campus.

COMMUNICATION INFORMATION

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 from worrying, 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:
All correspondence between you and family/friends should be sent via air mail in both directions. Even with air mail, the postal system may be slow and unreliable. Tell your parents and friends to expect a two-week wait on average for a letter from you. Mail should be sent to you at the Dickinson Center (contact information on page 4). Stamps are available in all tobacco stores (*tabacchi*) marked with a large white T.

Phone Cards/Calling Home:
You can make a direct long-distance phone call from any regular pay phone (which are now difficult to find) using a calling card, which are available at most *tabacchi*. Another option is having your parents set up a low cost international calling service (it is cheaper to call Italy from the U.S. than vice versa), and arrange for a time for your parents to call you. Please note there is a six-hour time difference between the U.S. (East coast) and Italy (it is six hours later in Italy.)

Cell Phones:
Student apartments do not have telephones. Most students purchase cellular phones while in Bologna. 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. If students wish to use their American cell phone while in Bologna, they must first check with their current cell phone provider to see if their phone has international calling capabilities. It may, however, be very expensive to make international calls with your cell 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.

Most students in recent years have purchased cell phones on their own once they have arrived in Bologna. You can expect to pay approximately 30-50 Euros initially to purchase the phone and then approximately 5-30(max) Euros per month, depending on use. Students generally do not rely on their phones to stay in touch with other students in the program, and use alternative options through their computers, such as Skype or chat.

Note: Using an American cell phone (with an American phone number) in Italy may cost more when calling Italian cell phone numbers. The Bologna faculty and staff and students who purchase Italian cell phones will have Italian numbers. Therefore, if you call those numbers from an American

number, or vice-versa, you may pay higher rates for the call or text messages because it will be the same as if you make an international call.

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 monthly 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. Please note that this might not be appropriate for all programs due to privacy or access issues.

Computers:
There will be a few computers available for use in the Dickinson Center during office hours. You will not be able to use the computers after office hours. However, there are many internet cafes throughout the city that offer cheap and reliable service. The Dickinson Center is equipped with wireless capabilities. If you bring a laptop computer, check to see if it has a built-in voltage converter for 220V. If not, you will need to purchase a voltage converter for 220V. Please be sure to bring a plug adaptor for the electrical outlet as well. Although bringing a laptop is not required, it is strongly recommended to bring a laptop if you already own one. It can be useful for doing academic work, such as writing papers on your own and after office hours, when the Dickinson computers are no longer available for use. In any case, we encourage you 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.

E-mail:

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 account. If you ordinarily use another e-mail account, remember to check your Dickinson account occasionally for messages or have your Dickinson account forwarded to your personal e-mail account. Also, be sure to clear your Dickinson Inbox regularly so that messages can reach you and do not bounce back. Make sure you also empty your Sent and Deleted messages box regularly.

TRANSPORTATION AND TRAVELING WHILE ABROAD

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

IN ITALY: Most of the long distance traveling you do in Italy will be by rail and internationally will be by air travel, especially low cost airlines such as Ryanair. Bologna is a rail center with many connections between Bologna and Florence, Venice, Rome and northern Europe. Italian trains are comfortable and can be inexpensive, depending on which kind of train you use for travel (high speed trains are more expensive than others). Trains can often be crowded, especially in summer and during holiday periods. Stations display schedules of arriving trains (*arrivi*) and departures (*partenze*). Trains are classified according to comfort and speed. Schedules and other information regarding the different types of trains may be found at www.trenitalia.it or at www.italotreno.it Students should be aware that trains are not always the most reliable in terms of punctuality. Please make sure to leave plenty of time in your traveling schedule, especially if you need to make connections. Do not forget to validate your train tickets. To do this, you must insert your ticket in the "Convalida" machines, which will stamp your ticket with the date and time. All tickets will be checked for validation.

There are two kinds of train tickets: first-class and second-class. First-class tickets cost considerably more for roomier and plusher accommodations. Second-class is cheaper, often more crowded and used by a cross-section of the population. University-aged students mostly ride in second class. Take advantage of the opportunity to talk to people on trains. The discomfort of international rail travel can be allayed by the inexpensive **Couchette,** which allows the second class compartment seats to be arranged to provide six stretch-out bunks. CAUTION: If you sleep during a trip, secure your luggage against theft.

TRAIN TRAVEL IN EUROPE: There are several train options offered for train travel in Europe.

The ***InterRail Pass*** is available for travel in 30 European countries to those with documented residency for at least six months in one of the countries listed under the terms of conditions; for more information visit http://www.interrailnet.com/2_conditions_of_use. The pass is valid only outside the country of residency, but significant discounts may be available upon inquiry in the home country. There are two types of passes which can be purchased in European currency up to three months prior to the date of usage. For those between the ages of 12 and 25 a youth discount is also offered for second class travel.

- The ***Global Pass*** has different time period allotments where you can travel between many countries. The periods last one month or 22 days or there are two flexible options of five days within a 10 day period or 10 days within a 22 day period. The prices vary accordingly (prices range from 159 euro to 399 euro). For information please visit the website at http://www.interrailnet.com/global_pass?currency=eur.
- The ***InterRail One Country Pass*** is available for shorter and longer periods of travel in one country. Each participating country varies in terms and price. Please visit

http://www.interrailnet.com/one_country_pass?currency=eur for the most accurate information on the country of interest.

The ***InterRail Pass*** may be purchased through the secure website online. For further details, please visit http://www.interrailnet.com/2_how_to_order; for all other information and questions visit http://www.interrailnet.com/interrail_passes.

The ***Rail Europe Company*** also offers many types of rail passes for youth (under the age of 26) traveling in second class throughout Europe. The most popular are the ***Eurail Global Pass Youth***, the ***Eurail Global Pass Youth Flexi*** and the ***Eurail Select Pass Youth***. Please note that these three options do not include the United Kingdom. Information for other train options for the United Kingdom, multi-country/regional passes and single country passes are available online at http://www.raileurope.com/us/rail/passes/youth_index.htm. The tickets are purchased in US dollars from the website and must be validated at least six months after the date of purchase.

- The ***Eurail Global Pass Youth*** is for consecutive days of travel within a set time period, the choices range from 15 days to 3 months. Travel is unlimited between the 20 available countries.
- The ***Eurail Global Pass Youth Flexi*** is for flexible days of travel. The two options are 10 days of train travel within a two month period or 15 days within a two month period.
- The ***Eurail Select Pass Youth*** allows the traveler to choose three to five bordering countries for a set period of travel. Again, the period ranges from 5-15 days within two months.

Airplane Travel:

In Europe, there are discount airlines, such as Easy Jet or Ryan Air, 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. Below is a list of airline websites that students have found useful in recent years:

www.skyscanner.com
www.ryanair.com
www.easyjet.com
www.vueling.com

Note: When booking flights on low cost airlines, and *especially* on Ryan Air, be sure to read *all* of the fine print so that you know what hidden fees there are. For example, Ryan Air requires you to check in online before you go to the check-in desk at the airport. If you forget to do this, they charge you a pretty high fee to check in at the airport. Fees are also incurred if your baggage does not meet baggage restrictions.

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. 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 and 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/.

ESN Card
Students recommend getting an Erasmus card (ESN) while in Bologna. Erasmus is a European organization that does most of university student exchange in various countries. The Erasmus card has a small fee but is valid for a whole year and will give you access to many places either for free or for a reduced fee. By attending Erasmus events, you also can meet students from all over the world.

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.

Students are urged not to drive motorcycles or motor scooters or to ride on them as passengers. The swirl of traffic and the adventurous driving of many Italians make this a hazardous enterprise. As there is little protection, injuries resulting from accidents tend to be severe.

Suggested Reading and Websites for Travel:
There are many travel guides that are geared towards the student traveler, especially *Let's Go* or *Lonely Planet*. To help save money, it may also be helpful to check www.amazon.com or www.half.com for used travel books.

WEBSITES:

The Italian Government Tourist Board: http://www.enit.it
Lonely Planet: http://www.lonelyplanet.com/destinations/europe/bologna/
Cycling Tour from Venice to Bologna: http://www.ciclismoclassico.com

HEALTH AND SAFETY WHILE ABROAD

Health Care

You can be assured of good medical care in Bologna, but it is not provided by the program. An English-speaking physician is available for program students; you will be responsible for paying his office fee (approximately €25 per visit). The Program will help you with initial appointments.

If you should need to use your U.S. primary health insurance policy, be prepared to pay cash, and get receipts to present to your U.S. insurer for reimbursement.

In Italy, tap water (except on trains) and the local pasteurized milk are safe to drink. Fresh fruits and vegetables may be eaten raw after they have been washed. Do not be surprised, however, if you have occasional intestinal upsets when you first arrive due to a change of diet. An over-the-counter product, such as Pepto-Bismol or some equivalent, should take care of this quickly. If problems persist, see a doctor.

For more information about health preparations before going abroad, please see the Health Matters section on pages 15-17.

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, 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. For example, students are asked to share flight itineraries with our office; our Resident

Directors ask 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.

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. On one side of the tag is the Dickinson College 24-hour Hot Line number (001 717-245-1111). (The digits 001 are the International Country Code for the United States.) On the reverse side is the phone

number of the Center for Global Study and Engagement (001 717-245-1341). A Program Center number or other emergency number can be entered in the blank space. 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, inform your host family if you are at home, then contact the Resident Director or other on-site contact, etc.

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 appropriate 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, traveler's 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 doesn't 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; observe signs and regulations in public places.
- Speak the local language wherever possible.

In Troubled Times...

Avoid the following:

- controversial discussions/situations in public places such as pubs
- 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 which 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 Safety in Italy
While off-campus, students should always be aware of their surroundings and use common sense. It is easy to fall into a false perception of safety and to let your guard down. In general, Italy has a low rate of violent crime. However, petty crimes, such as pick pocketing and purse snatching, are commonplace, especially in large cities. Most thefts occur at crowded tourist sites, on public transportation, or at the major railway stations (Rome, Milan, Florence, and Naples). Thieves in Italy often carry out scams in groups, where one person distracts the victim and others perform the robbery. Peace demonstrations in opposition to U.S. foreign policy have become common and have the potential to turn into confrontational situations. Students should be alert, exercise caution, and avoid demonstrations and other potentially dangerous situations.

IN BOLOGNA: Students who have never lived in a large city before may feel a sense of shock upon arrival in Bologna. Bologna is a relatively safe city, but it is always best to take precautions and remain aware. In Italy, approach large gatherings with caution since they have a tendency to spiral out of control. Do not keep valuable items in your pockets when at large gatherings at the piazza, as you may be a target to get robbed. It is best to be cautious, aware of surroundings and belongings, and use common sense at all times.

Safeguard your documents and money at all times! Do not walk home alone late at night. Do not take the bus alone at night and do not walk along the *viale* (edge of the city center) by yourself at night.
Do not make yourself an easy target. Use the buddy system or call a cab. Also, always keep the local emergency numbers for the police, fire station, and ambulance with you.

Emergency Procedures in Italy:
In cases of an emergency affecting the public, the Resident Director will utilize an emergency phone tree system. The phone tree system, along with other emergency numbers and procedures, will be explained to all students upon arrival in Bologna.

If you have an emergency while traveling, contact the local authorities and the program director at once. In a medical emergency, be prepared to pay 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 5).

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

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 20th and 21st 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. 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. 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 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.

Now is the time to prepare for your study abroad learning experience. We urge you to engage in learning about the world now!

The Italian People:

As a people, Italians are hospitable and talkative; it takes little to be drawn into a conversation with them. Many regard Italy as two distinct countries: the Italians in the south have a fairly relaxed approach to life, whereas in the industrial north the pace of life is much faster. In the north, people say, "time is money" and the drive to achieve affluence takes away from traditional Italian life.

Italians are usually very aware of the impression they are making on others. In his book *The Italians* (New York, 1965), Luigi Barzini writes: "An Italian will often utter grave and sincere words (dictated by wrath, jealousy, the defense of his interests and dignity, or passionate love) and, at the same time, look out of the corner of his eye to check the impression he is making on his public." Another characteristic trait of Italians is love of family. Family ties are very strong in Italy, which you can see in the important role that grandparents have in a family. Grandparents are often like a second set of parents to young children. They take the children to school, pick them up afterwards, and often watch them in the afternoon if parents work. Another typical cultural aspect of the Italians is that many young people remain at home until settled into a profession.

The idea of personal space is very different to Italians. They may stand very close during conversation; interaction can be lively and involve touching. It is often said that handshaking and gesturing are national pastimes. One might see persons of the same sex walking arm in arm; and men and women frequently greet one another with a kiss on both cheeks.

Racial/Gender/Sexuality Issues:

RACIAL ISSUES: Viewing racism as an issue is somewhat new in Italy. In general, racial discrimination in Italy extends to anyone of color. However, a person seen as a U.S. student of color will be viewed in a different, more positive light.

GENDER ISSUES: U.S. American women will encounter a range of reactions from Italian males, from mere curiosity to persistent harassment. Women usually notice an increase in cat-calls, propositions, and men out cruising as they go farther south. A commonly recommended response is to ignore the behavior and walk on purposefully.

SEXUALITY ISSUES: Gay, lesbian, or bi-sexual activity is generally tolerated, although public displays of affection may bring on disapproving looks. Bologna has many clubs, organizations, and night spots catering to gays and lesbians.

CULTURAL ADJUSTMENT

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 two articles reprinted in this section are intended to help you navigate the experience of cultural adjustment you will soon face. If you are studying in a non-English speaking country, be sure to read the story of the woman who overcame her fear of using her clumsy beginners' Russian.

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

A Bit of Nerve, and Plenty of Pleases

A traveler to Russia finds that attempting the language, however haltingly, opens doors and prompts smiles

By JOAN CHATFIELD-TAYLOR

ABOUT five weeks into my evening class in Russian, I came to a hard truth. I knew, abruptly and positively, that I was never going to speak this language.

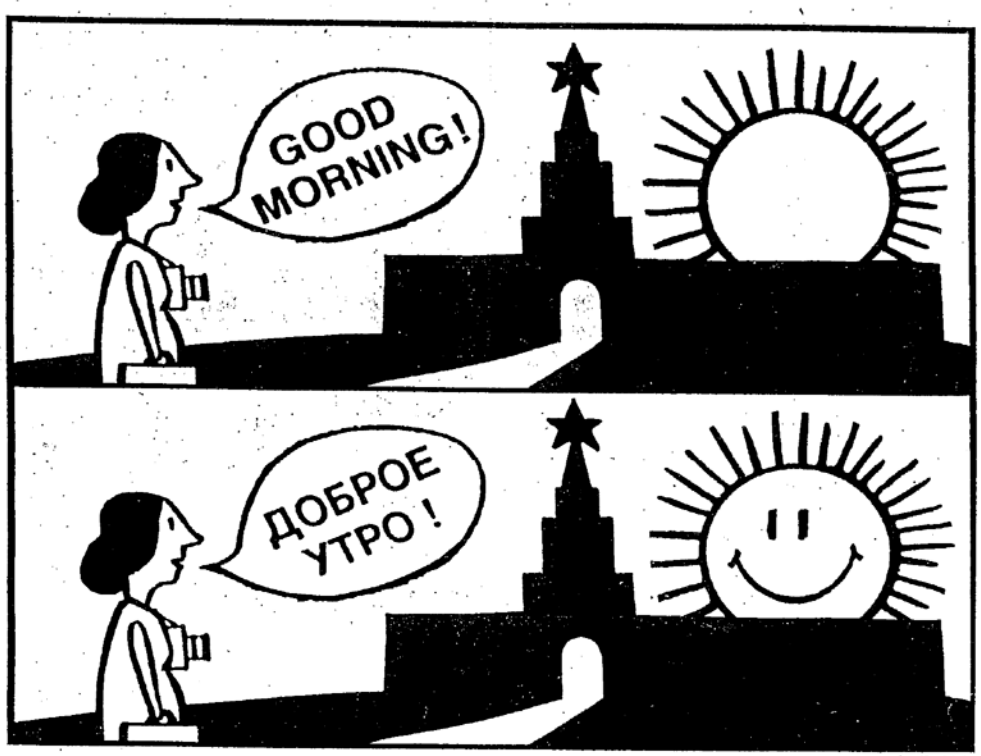
When I started my course, friends said with awe, "You mean you're going to learn a whole new alphabet!" The Cyrillic alphabet, for all its idiosyncrasies, like the capital letter T that becomes a small *m* in script, turned out to be conquerable. My classmates and I got a kick out of standing at the blackboard writing words embellished with hooks and loops and dots. But my middle-aged brain gave up when it came to the grammar, with its three genders and six cases for nouns and adjectives, its confusing verbs of motion and its different verb forms for completed and uncompleted actions.

If I had been in school, taking Russian for credit, I would have panicked. Instead I was a one-evening-a-week, not-for-credit student in a University of California Extension class in San Francisco. My classmates, ranging in age from 20 to 60, were taking the course for the sheer pleasure of learning new sounds. Not one was planning to move to Moscow or make a fortune in the Wild West of Russian commerce, although there were some hints of cross-cultural romance.

If there was little exterior pressure to excel, there was still the matter of self-respect. I am a language snob, who for years believed that the only acceptable way to speak a foreign language was perfectly. I feel a quite disgusting frisson of pride when French people ask me if I teach French or if I'm from another French-speaking country.

Clearly, no Russian was going to mistake my Slavic mutterings for the real thing. Nevertheless, I continued to study Russian. I just changed my goals. As my Russian-speaking daughter put it: "Mom, you are never going to learn this language perfectly. You just want to make Russia less opaque."

Less opaque. Those were the magic words that kept me listening to my tapes and filling in my workbook. The class moved from the university's extension campus to the teacher's home next to Holy Trinity Cathedral, San Francisco's oldest Russian Orthodox church. We drank tea and admired his array of icons and painted Easter eggs. In this informal setting, we no longer had written tests and our homework was corrected but not graded.



Igor Kopelnitsky

The real test for me came when I made my second trip to Russia. During my first trip, before I started the course, I had been content to struggle with the Cyrillic alphabet, walking slowly down St. Petersburg's Nevsky Prospekt trying to decipher signs. I stopped at one that seemed to announce, "BACKUH POBBUHC." After at least one minute of decoding, I started to giggle. BASKIN ROBBINS. My favorite word looked like bAP, which turned out to be good place to get a shot of bODKA.

Ten months later, as my plane bounced into Moscow in a blizzard, I was frantically rereading my Russian textbook. On the way into town, I began to read billboards. Suddenly, I felt a surge of confidence and an unseemly interest in cell phones, snack foods, banks, computers and other New Russia status symbols. I understood almost everything, with the help of an extremely basic vocabulary and the helpful, historical tendency of the Russians to borrow words from other languages. Even under the heavy disguise of the Cyrillic alphabet, the word for a hotel floor is pure French, étage. Nor does it take much linguistic brilliance to figure out that fotoapparat is just a fancy way of saying camera.

One cannot live by billboards alone, however. The more interesting challenge came when we decided to take a walk. I approached the elderly hotel security guard near the door, took a deep breath and asked "Where is the Stary Arbat?" in what I hoped was Russian. He looked at me with a mixture of relief and astonishment, smiled and not only gave me directions but drew a map highlighting the underground passages that save Moscow pedestrians from certain death on the city's many-laned streets.

Walking along the Arbat, Moscow's favorite pedestrian mall, in a flurry of snowflakes, we were approached by a woman who wanted to tell us about the Easter services at her cultural center. As she rattled on, I realized that I was getting the drift of the conversation. Unfortunately we had not reached the future tense in class, so I was unable to tell her politely that we were leaving for St. Petersburg in a few days.

Buoyed by the experience, I spent the next two weeks producing bits and pieces of Russian. I asked for directions. I bargained with taxi drivers. I mastered the Moscow metro, starting with the central station where four lines meet. I translated for my friends when the charming docent at the Romanov Boyars house explained the life of a noble family in 16th-century Moscow. I smiled a lot, and, almost without exception, everyone smiled back and tried to help with directions, information, advice. Russia was indeed less opaque.

I remembered other countries where a few words of the language had had dramatic effect. My best moment in Turkey came in a pretentious, dark restaurant in Istanbul. As we struggled to read the menus in the penumbra, our waiter ignored our requests in English for more light. Suddenly I remembered that my 40-word Turkish vocabulary included both lutfen (please) and mum (candle). When I said firmly, "Lutfen, mum," his amazement was lovely to behold, and so were the candles that promptly graced our table.

EXPERIENCES like these have made me a firm believer that speaking languages badly or barely is better than not speaking at all. It takes some nerve, of course, although my own experience has been that people react with a smile rather than a sneer, particularly if you're stumbling about in relatively obscure languages.

Speaking badly required a dramatic change in personality. Gone was the perfectionist with her graceful subjunctives and catchy idioms. Instead, I now smile a lot. I begin every conversation — if one can call these garbled bursts conversations — with pleases, thank yous and excuse me. I grovel, linguistically speaking.

It has been worth it. Even a handful of words, chosen almost at random, is empowering. Russia, that mysterious and intimidating country, became a friendlier place as it became less opaque. So have Turkey, Costa Rica, Italy, Denmark, Morocco and a dozen other countries where I opened my phrase book, tamped down my shyness and began, however haltingly, to speak. ■

JOAN CHATFIELD-TAYLOR is an author who lives in San Francisco.

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.

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.

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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

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 your program. It also serves as a good tool to keep you connected with Dickinson students studying at different locations and to exchange information. You can find the blog at http://itech.dickinson.edu/blog/. If you're interested, send an email to Todd Bryant at bryantt@dickinson.edu. He will create your blog and send 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 looking at the example of the Toulouse program at
http://wiki.dickinson.edu/index.php?title=Toulouse_Study_Abroad_Program

Check out the La Une newsletter. If you're interested, send an email to Todd Bryant. He'll 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

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). 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 participate in the housing selection process on campus. Campus Life offers informational and educational materials that are available to all students so they can make informed decisions about room selection.

- **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 well in advance of the dates of housing selection. All students studying abroad in the Spring semester will receive an email from Campus Life reminding them to designate a proxy. This can be done by emailing 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.

COMMENTS FROM FORMER PROGRAM STUDENTS

These excerpts are from evaluations completed by students returning from the Bologna program.

"I had a difficult time initially, but Italy is wonderful and the experience was unique...There is no comparison between living abroad and continuing study at Dickinson. Horizons are broadened and new ideas introduced."

"Keep a good balance between being with the group and getting out and meeting Italians."

"The Italians are a very warm and open people. They are very patient about the language, helpful and very receptive (even though the men are sometimes too receptive!)."

"I found myself challenged by many things I would never have confronted on campus, challenges which taught me about myself and helped me to grow a great deal."

"Keep an open mind when you go. If you bring any hard and fast pre-conceptions of what to expect, you could be disappointed or cheat yourself out of some wonderful times and encounters."

"It takes the whole first semester before everything falls into place and you feel like you belong no matter where you go."

"I think that if there is one crucial thing that I gained from the Bologna Program, it is the ability to see with greater empathy different cultures and customs, and to not always assume that what is ours is what is best."

"Expenses tended to be a lot more than I expected, especially concerning everyday living expenses such as laundry, entertainment, and other miscellaneous personal expenses."

"The Italian environment has to be one of the most receptive to foreigners; I say this because I faced very little cultural shock adjustment despite the fact that I had not known any Italian before I arrived. I was encouraged by the unusually warm personalities of Italian residents, shopkeepers, waiters, etc., their appreciation of my garbled attempts at Italian was shown by their smile, their correction of my pronunciation, and their attempts to teach me new words and symbols. Italy and I became immediate lifelong friends. My most profitable experiences occurred when I went out and met 'the natives'."

"What could be better than sitting at a café in one of the oldest piazzas in the world, watching some of the best dressed people walk by, sipping a cappuccino and picking at a plate full of tortellini, all while understanding a spirited conversation in another language?"

"My Bolognese experience will always remain very special to me. In my opinion, the positive aspects of the year were heightened by my extreme assimilation into the culture. I was determined from the minute I got off the plane to immerse myself in the Italian way of life. Not that I wanted to imitate them, but I found it rewarding to adopt certain manners of behavior, such as a way of dress, presenting yourself, emotionalism, etc. In this way it was easy for me to meet Italian friends which added a special touch to the year."

"Be ready for differences in things...don't go with the idea of 'It's not like this at home,' or 'I can't believe they do this!' Accept it readily because that's what you are there for. No one wants to force you to change to "their" way, but be willing to try to understand theirs."

"I would tell future Bologna students to immerse themselves immediately and totally in the Italian culture and way of life--I cannot emphasize this point enough because this is the essence of the program, to learn through firsthand observation and participation. I would also tell them to be prepared to take a lot of grief about being American, or accept it and be proud of it because perhaps the best lesson learned is that of objectivity. They should be receptive to all new things, while at the same time maintaining their American identity."

MISCELLANEOUS INFORMATION

24-Hour Clock/Time Change:
Telling time in Italy (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 p.m. equals 13:15).

Dates/Numbers/Currency:
As in other European countries, the date is written with the day first, then the month and year (e.g., the 10th of May is written as 10/5/2005).

In Italy and other European countries, the use of commas and periods with currency and percent are the reverse of U.S. usage. What would be 5.8% here is written 5,8% (**cinque virgola otto per cento**) in Italy.

APPENDIX I: GRADE CONVERSION SCALE
APPENDIX II: ITALIAN STUDIES MAJOR INFORMATION
APPENDIX III: TRANSFER CREDIT POLICY
APPENDIX IV: ACCIDENT AND HEALTH INSURANCE
APPENDIX V: HEALTH ISSUES WHILE TRAVELING
APPENDIX VI: STUDENT AGREEMENT
APPENDIX VII: REFUND POLICY FOR OFF-CAMPUS PROGRAMS

METRIC CONVERSION TABLES

METRIC CONVERSIONS

Thermometer Readings

C	F
38	100.4
37	98.6 (body temp)
35	95
30	86
25	77
20	68 (room temp)
10	50
5	41
0	32 (freezing)
-5	23
-10	14
-15	5
-20	-4
-25	-13
-30	-22

[To convert centigrade to Fahrenheit: multiply by 9/5 and add 32]

Kilometers - Miles

Kilometers	Miles
1	0.6
3	1.8
5	3
10	6
15	9
20	12
25	15
30	18
40	24
50	30
100	60
150	90
200	120
250	150
500	300

[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%]

APPENDIX I GRADE CONVERSION SCALE

Official Grade Conversion Scale
University of Bologna

30 e lode = A
30 = A
29 = A
28 = A-
27 = A-
26 = B+
25 = B+
24 = B
23 = B
22 = B-
21 = B-
20 = C+
19 = C
18 = C

Italian university students who score less than 18 do not receive a grade. They are expected to take the course examination again.

APPENDIX II: ITALIAN STUDIES MAJOR INFORMATION

FAQ ABOUT COURSES TOWARD THE ITALIAN STUDIES MAJOR IN BOLOGNA

Before selecting your courses, please refer carefully to the following, which describes departmental policy regarding credit toward the major for courses taken at our program in Italy. Please also review the requirements for the Italian Studies major as published in the Dickinson College Catalog.

I. WHICH BOLOGNA COURSES COUNT TOWARD THE ITALIAN MAJOR?

Three kinds of courses toward the major may be satisfied by work done in Italy: 1) Courses in Italian 2) Selected courses in other departments, and 3) Courses in an area of elective emphasis.

Courses in Italian

While in Bologna, Italian Studies majors normally take Ital 232 and Ital 305/6 and are highly encouraged to take one course in Italian at the University of Bologna. A course taken in Italian at the University of Bologna satisfies the requirement for one of the Core Requirements (Culture, History or Visual Arts and Representations) or can count as an elective.

Selected courses in other departments

Art & Art History satisfies the Visual Arts and Representations core requirement. History 232 "Modern Italian History" satisfies the History core requirement or can be taken as a history elective. Various Political Science courses can count as electives for the European and Mediterranean Studies are of emphasis.

Courses in an area of elective emphasis

Two courses in a single elective area are required. The areas of emphasis are: 1. Humanities; 2. History; 3. European and Mediterranean Studies; and 4. Film and Media Studies. Students can take courses that fulfill their area of elective emphasis at the K. Robert Nilsson Center (occasionally) and at the University of Bologna.

II. TAKING COURSES IN ITALIAN AT UNIBO

Structure of the courses

UniBo courses are short and very intensive: they last less than an American semester and meet on average for 2 hours per day. Classes consist of lectures given by the professors. At the end of the course, students take a final examination, often an oral exam, which determines whether a student passes or fails the course. Even though attendance is not mandatory at UniBo, it is required for Dickinson students, in compliance with the college's attendance policies and because listening to the Italian professors' lectures is crucial for students' success. In addition, students will do all the readings required for the course, and take the final examination at UniBo.

-

How to succeed at UniBo

Students are responsible for their own proficiency in the course they attend and they need to be aware that they can fail the course if they do not fulfill the professor's standards and expectations.

Below are some tips which will help students succeed:

1. **Understand the Italian academic system!** The evaluation and grading systems in Italy are very different from those used in the US. In Italy, students are usually evaluated only at the end of the course; therefore, the final examination determines if a student passes or fails. During the course, students are not assigned any homework, but are expected to read and study the material listed on the syllabus, in preparation for the final examination. Passing grades range from 18 to 30 *e lode* (with honors). Any student whose score is lower than 18 fails the course.

2. **Take notes in class!** Classes at Italian universities consist of lectures given by the professor. Students should take notes because professors' lectures usually focus on those aspects that a professor considers particularly important. Professors' questions during the final examination often refer to topics that were lectured in class, so efficient note takers will be at an advantage for the final exam.

3. **Repeat what you study orally!** Since final examinations are often oral, it is very useful for students to repeat out loud the topics that they study. This is what Italian students often do! Italian professors expect students to learn facts and provide evidence, so students should learn to tell the facts that they study. Critical analysis is less important in Italy than it is in the United States, so students should not dispense their opinion, unless they are asked to do so by their professor.

4. **Study with other students!** Studying with other Dickinson or, better yet, Italian students is very helpful. Students who study together can ask each other questions, clarify doubts and have someone with whom to repeat what they study.

APPENDIX III: Transfer Credit Policy

The Center for Global Study and Engagement
Dickinson College

Credit Policies for Academic Year & Semester CGSE Programs

General Policies for <u>All</u> CGSE Programs:

- Dickinson students who have been granted permission to study off-campus must take a **normal full load of classes** as defined by their program or host institution.
- Only **liberal arts classes** will qualify for transfer credit.
- 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 a student is studying.
- Transfer credit will not be awarded for coursework that duplicates what a student has already completed at Dickinson.
- Transfer credit is awarded only for classes in which a student earns a grade of "C" or better. However, *all* courses for which a student has registered will appear on the transcript, along with the corresponding grades.
- Grades for courses taken at a cooperating institution (including all non-Dickinson programs) are recorded on the transcript, but are not included in the GPA (see exceptions for Dickinson and Dickinson Partner Programs below).

Specific Policies for Dickinson and Dickinson Partner Programs:

- Dickinson students enrolled in a Dickinson or Dickinson Partner Program abroad may receive up to a maximum of 4.5 course credits for one semester.
- Some programs require a separate pre-program orientation course that may yield an additional credit (please consult your program-specific handbook for more information).
- Please note that not all programs will provide half courses (.5 credit).
- To take more than 4.5 credits per semester, a student must petition Samantha Brandauer, Director of Education Abroad. In the Director's absence, students may also address their petitions to the Associate Provost and Executive Director of the Center for Global Study and Engagement. **If a student registers for more than the maximum credits allowed without permission of 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.
- Grades for Dickinson courses taught at Dickinson Centers (i.e., courses approved by the Academic Program and Standards Committee and taught by faculty approved by the Faculty Personnel Committee) are included in the GPA, *regardless* of the grade earned.
- The following courses taken at cooperating institutions have been approved as "Dickinson courses" by the appropriate academic departments. Letter grades earned will be included in the GPA for:
    - University of East Anglia (Norwich) courses in English, American studies, economics, fine arts, theatre, music, history, philosophy, and religion. Courses in sociology except for core courses 240, 241, and 330/331, for which pre-approval is required.
    - University of East Anglia (Norwich) courses in biology, chemistry, environmental science, environmental studies, geology, mathematics, and computer science.
    - All courses taken through the School for Field Studies.
    - All courses taken at the Intercollegiate Center for Classical Studies (ICCS) in Rome, Italy.

Upon return to Dickinson, students must complete an *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 coursework completed at a cooperating university or through the Dickinson in Yaoundé program. The form is *not* required for Dickinson Center courses, or for courses at a cooperating university for which a student is seeking only general credit. After obtaining the required signatures, the student should bring the form to the Center for Global Study and Engagement. The form will then be forwarded to the Registrar's Office.

Specific Policies for Non-Dickinson Programs:

- Dickinson students enrolled in a non-Dickinson program may receive up to a maximum of 4 course credits for one semester.
- To take more than 4 credits per semester, a student must petition Carla Maranto-Arnold, Study Abroad Coordinator. In the Study Abroad Coordinator's absence, students may also address their petitions to the Associate Provost and Executive Director of CGSE. **If a student registers for more than the maximum credits allowed without the permission of the Center for Global Study and Engagement, the course credit will not transfer.**

Upon return to the Dickinson, students must complete an *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 whether a student is seeking major, minor, distribution, or general credit. After obtaining the required signatures, the student should bring the form to the Center for Global Study and Engagement for approval by the Study Abroad Coordinator. The form will then be forwarded to the Registrar's Office. Students should work directly with their host program to ensure that an official transcript is sent to the Registrar's Office as soon as possible after the program has ended.

What to Do Before Studying Off-Campus:

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

What to Do While Off-Campus:

Students should maintain e-mail contact with their academic advisor(s) 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, reading list, completed projects, written work, examinations, journals, etc.

APPENDIX IV: ACCIDENT AND HEALTH INSURANCE

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.

GLOBAL
EMERGENCY SERVICES

Provided by assist america®

Arch Insurance Group®

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.

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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

Arch Insurance Group®

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 V: HEALTH ISSUES WHILE TRAVELING

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 21st Street Camp Hill, PA 17011 Phone: 717-972-4351	Hershey Medical Center Clinic Phone: 717-972-4222 Phone: 1-800-243-1455

Internet Resources:

http://www.cdc.gov/travel/index.htmhttp://www.travelhealth.com

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 (seasonal and H1N1)
- Pneumococcal vaccine

Malaria

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

****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 name of the health care practitioner 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, sunglassses, 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 for obtaining care while outside the U.S., and get it in writing.
- Diabetics need to know country's regulations on needles.
- TB screening after returning is a good idea. This can be done at the Health Center.
- Certain countries require HIV testing prior to entry.
- Some antibiotics may cause oral contraceptives to be less effective. Always use a backup method if you have to be on an antibiotic.
- Emergency contraception (ECP) 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 or similar anti-bug spray, and cover skin completely with clothes. Wear hat.

APPENDIX VI: 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 form 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:_____

Please list the first person to contact in case of emergency for the time the participant is abroad.

Name:_____Relationship:_____

Address:_____

_____

_____

Home Phone:_____Work Phone:_____Cell:_____

Fax:_____E-mail:_____

11/09

APPENDIX VII: Refund Policy for Off-Campus Programs

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

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 Center for Global Study and Engagement, or
3) If a student leaves the program without notifying the Center for Global Study and Engagement, 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 50th 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)
(50/110 x (26,705-300-1335.25))
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.