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Welcome to the Toulouse Program!

Dear Toulouse Program Participant:

Greetings from Carlisle! Congratulations on being selected to participate in the Dickinson in France Program! You have demonstrated proficiency in the French language as well as a strong interest in improving your French fluency and immersing yourself in French culture and society. An academically challenging and personally rewarding experience awaits you. We wish you all the best!

This **Toulouse Orientation Handbook** has been prepared to make your transition to Toulouse and the French 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 France: packing tips, home stay advice, lifestyle abroad, an academic calendar, course information, and much more. Sections on cultural perspectives will help you put your observations and experiences into context. This program specific information will also help you to understand better and adapt more quickly to your new environment and culture. Everything in this handbook is very relevant, so please read it thoroughly. A copy of the handbook will be mailed to your parent(s)/guardian(s) at your home address.

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/winter break, or, if your insurance information has changed since you completed the Student Agreement form, let the Center for Global Study and Engagement know right away.

You will need your passport for check-in at departure and when you arrive in Toulouse. Do not pack it in your luggage!

You will be housed with a local host in the city of Toulouse. The name and address of your Toulouse host will be emailed to you from the Dickinson Center in France. As soon as you receive the contact information for your host, take a few moments to write them a brief note and send them a photo of yourself. You will also need to inform them of your travel itinerary because they will pick you up at the airport. They will be thrilled to hear from you and a friendly letter or e-mail will help get your relationship with your host off to a positive start.

Remember to send your flight itinerary to: global@dickinson.edu and raynaudl@dickinson.edu.

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

Dickinson Center Contact Information :

Professor Sylvie Toux

Dickinson en France

40, rue du Japon

31400 Toulouse

France

Tel: (011-33) 5 61 25 83 21 (with answering machine)

FAX: (011-33) 5 61 25 92 43

Cell: (011-33) 6 85 81 25 80

E-mail: touxs@dickinson.edu

Laura Raynaud, Assistant Director

Tel: (011-33) 6 83 24 46 99

E-mail: raynaudl@dickinson.edu

On-Campus Coordinator:

Professor Andy MacDonald

Department of French and Italian

Dickinson College

P.O. Box 1773

Carlisle, PA 17013-2896

E-mail: macdonai@dickinson.edu

Tel: (717) 245-1756

Department of French and Italian

Tel: (717) 245-1819

FAX: (717) 245-1456

The Center for Global Study and Engagement:

Brian Brubaker, Director of Study Abroad

The Center for Global Study and Engagement

Dickinson College

P. O. Box 1773

Carlisle, PA 17013-2896

E-mail: brubakeb@dickinson.edu

Tel: 717-245-1341

FAX: 717-245-1688

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

French Embassy in the U.S.:

Embassy of France
4101 Reservoir Road, NW
Washington, DC 20007
Tel: 202-944-6000 Web site: <http://www.consulfrance-washington.org>

CampusFrance
Embassy of France
4101 Reservoir Road, NW
Washington, DC 20007
Tel: 202-944-6294
FAX: 202-944-6268
Web site: www.usa.campusfrance.org E-mail: washington@campusfrance.org

French Consulate offices are located in Atlanta, Boston, Chicago, Houston, Los Angeles, Miami, New Orleans, New York, or San Francisco.

U.S. Consulate in Toulouse :

25, allées Jean-Jaurès
31000 Toulouse
Tel: (011-33) 5-34-41-36-50
FAX : (011-33) 5-34-41-16-19

U.S. Embassy in Paris:

2, rue Florentin
75001 Paris
Tel : (011-33) 1 43 12 22 22
www.amb-usa.fr

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 VI):

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 IV for more information on this insurance.)

Status of non-Dickinson Students:

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

Program Cancellation Policy:

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

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

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

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

Conduct and Discipline Policies

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

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

In a very real sense, you go abroad as an ambassador of Dickinson College. Your attitude, interactions, and presence abroad will speak volumes about you and about us. You are privileged to be 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 form that you have signed. This form is reprinted as Appendix VI 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 program accommodation such as hotels or hostels
- for safety purposes, provide the on-site staff 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 home stay 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.

Extension of Stay and Early Withdrawal: Process and Penalties

Student Status and Changes of Status:

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

Extending for a second¹ semester:

- You should first consult with the Dickinson Resident Director.
- If the Resident Director indicates that an extension is possible, you should discuss your plans with your major advisor(s). You will need to consider how an extension will affect the completion of your major and other graduation requirements. Your advisor(s) must indicate approval by e-mailing the Director of Study Abroad in the Center for Global Study and Engagement.
- If your advisor(s) approve(s) of your change in plans, you and your advisor(s) should e-mail Brian Brubaker, the Director of Study Abroad, at brubakeb@dickinson.edu. The Director of Study Abroad will give official approval to extend for another semester, and the Center for Global Study and Engagement will notify other campus offices of your change in status.
- You are responsible for obtaining the required visa necessary to extend your stay if you are not a European Union passport-holding citizen. Please note that you must return to the US (or to your home country) to re-apply for a visa.

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 VII, “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.

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

- If your withdrawal occurs prior to the end of the first week of classes at Dickinson, you may be granted permission to return to campus. If so, you can contact Campus Life to arrange for housing on a last-in-line basis.
- Students returning early from study abroad will register during the add/drop period of the following semester.

Refund Policy and Financial Consequences for Early Withdrawal:

Early withdrawal from a program will have financial consequences. Both the \$35 application fee and \$300 confirmation payment are non-refundable. Before making a final decision to withdraw, you should read the Refund Policy for Off-Campus Programs, which is reproduced as Appendix VII of this handbook.

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

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

Studying on Another Program:

Students studying in another foreign country during the 2nd semester must obtain their entry documents in the U.S. if they are U.S. citizens. Students in this situation have to return to the U.S. in order to obtain a visa from the foreign country's embassy or consulate in the U.S. They cannot obtain these documents in France. You need to consider in advance the timeframe in which you will need between programs to complete this process.

Non-traditional Off-Campus Study:

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

Special approval is also necessary for participation in more than two semesters of study off campus.

Petitions should be addressed to Brian Brubaker, Interim Executive Director of 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 2013-2014 academic year is \$57,212; for a single semester the fee is \$28,606.

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, pre-departure and on-site

orientations, scheduled group excursions, Internet access at the Dickinson Center, and transportation costs in Toulouse. **Not included in the above charges are:** travel costs to/from Toulouse, required health and accident insurance purchased in the U.S., visa expenses, books, meals during vacation periods, individual travel, and other personal expenses.

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: stuacct@ 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 16th course (counting towards the degree) is completed may be required to withdraw from the college.”

To declare a major you must complete the necessary paperwork available 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 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 purchase primary health insurance in the United States that is valid overseas to protect against the costs of hospitalization and medical care in the event of sickness or an accident while abroad. **This cost is not included in the program fee.**

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 III and at: <http://www.dickinson.edu/student-life/resources/health-center/content/Insurance/>

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

- ☐ On the **Student Agreement form** that you signed when you applied, you provided the **insurance company name and policy number** for your medical coverage. **If that information should change, please notify the Center for Global Study and Engagement immediately.** Up-to-date, accurate insurance information is needed in case of emergency and is also mandatory if your program requires a letter issued by the Center for Global Study and Engagement in support of your student visa.
- ☐ Make note of your insurance company contact information and policy number in your own essential records, which you take with you overseas. Also leave the information with someone at home.
- ☐ If you have **special health needs**, discuss them with the 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 up front 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.
- ☐ 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 IV at the back of the handbook for an overview of coverage and limitations.

Liability Insurance for Belongings:

The program fee includes public liability insurance and an insurance policy for your belongings in your home stay. This policy also generally covers accidental damage you may cause in your home stay, minus a deductible between 75€ and 125€, depending on the damage. Students may request a copy of the policy from the Dickinson in France staff.

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 France **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/.

Students who plan on studying in Toulouse for the fall semester and in Yaoundé, Cameroon for the spring semester can obtain the necessary immunizations inexpensively at the *Conseils aux voyageurs et vaccinations* service at the Centre Hospitalier Universitaire Purpan (Tel: 05.61.77.21.62).

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 carry narcotics or syringes, you should also bring a copy of the prescription and a statement from the prescribing physician. If you are on prescription medications or take particular over the counter medications, you should take enough with you to last the duration of your stay. It is neither advisable nor legal in some circumstances to ship medications by mail. It is your responsibility to make sure that your medications are legal in your host country. You can find this out by consulting the consulate website of the country you will be visiting. You may also want to take along some cold/flu medication, anti-diarrhea, and anti-fungal medicine. Women prone to gynecological infections should take a supply of medication. Some students find that local medication doesn't work the same way or has unusual side effects. If there is a particular kind of medication you use often, such as cough syrup or painkillers, you should bring a supply with you and not rely solely on local medicines. Be aware of recent changes in airport security regulations limiting the type of liquids or gels that can be transported in carry-on luggage.

The Center for Disease Control recommends that students with diabetes or health situations that require routine or frequent injections should carry a supply of syringes sufficient to last their stay abroad.

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. Upon or before arrival, the Dickinson Center staff can provide the name and phone number of an English-speaking therapist.

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 stay hydrated with non-alcoholic beverages. If you require a special diet, be sure to notify the airline at least 72 hours before departure.

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

Health Tips:

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

- Inform yourself about the particular health risks of the country you will be visiting and be meticulous in observing recommended precautions.
- Students with existing medical conditions should consult their personal physicians regarding special precautions they may need to take. It is important to tell your physician the location(s) you will be visiting.
- If you wear glasses or contact lenses, take along an extra pair, plus a copy of your lens prescription.
- 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.
- 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

Passport and Visa Information

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

Passport Information:

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

If a visa is required for you to participate on this program, 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 (INFORMATION IS SUBJECT TO CHANGE):

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 non European Union passport holding citizens must obtain a student visa to study in France. In order to apply for a visa, you must FIRST register with CampusFrance at <http://usa.campusfrance.org>. Once you have completed and sent your CampusFrance application, you may secure your visa from the French Embassy in Washington, D.C., which serves the jurisdiction for Dickinson College, or from a French Consulate nearest to your home residence. It is important to know that the embassy and consulates will require applicants to appear in person and that a processing time of up to 2 months is expected for all visas for more than 3 months (or 3 to 4 weeks for applications sent by mail in the event that this application method is approved by your consulate), therefore, do not wait until the last minute to apply for your visa!!**

OFII: When students apply for a visa, they must also submit an *Office Français de l'Immigration et de l'Intégration* (OFII) form which will be stamped at the Embassy/Consulate. Upon arrival in Toulouse, students must submit the original stamped form to the OFII and undergo a mandatory medical check-up by a doctor from the Agence Nationale de l'Accueil des Etrangers et des Migrations (ANAEM). The staff in Toulouse will assist you with this process.

Studying on Another Program:

Students studying in another foreign country during the 2nd semester must obtain their entry documents in the U.S. if they are U.S. citizens. Students in this situation have to return to the U.S. in order to obtain a visa from the foreign country's embassy or consulate in the U.S. They cannot obtain these documents in France. You need to consider in advance the timeframe in which you will need between programs to complete this process.

Visa Guidelines (APPENDIX I):

Visa Guidelines for your program can be found in the back of this handbook. Please refer to this when applying for your visa. However, please note the following:

The information in the Visa Guidelines is current to date and is to be used as a general guideline only.

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

You should file your application between 1 month (minimum) and 3 months (maximum) before the your departure to France. Consulates are very busy this time of year – do not wait until the last minute to register with CampusFrance to apply for your visa or you may not receive it in time before the beginning of your program. If you have any questions or problems, please contact CGSE or a member of the French department immediately.

Make your appointment with the Consulate immediately after you register with CampusFrance using the consulate appointment service online. Schedule this appointment to take place two weeks after the date of your CampusFrance registration so there is no delay between the time you register and the time you receive your confirmation from CampusFrance. Please carefully read their guidelines BEFORE you begin to register. If you do not receive your visa in time for your departure, you will be responsible for all costs associated with changing your flight and may, ultimately, jeopardize your ability to participate in the program.

Visa expediter services:

Visa expeditors will deliver application papers to the consulate for a fee (in the range of \$50 to \$100). Such services can be worthwhile to those who live far from the consulate that serves them. These firms have proven useful in the past:

Travel Document Systems, on the web: <http://www.traveldocs.com>
Tel: 1-800-874-5100 Fax: 1-202-638-4674 email: support@traveldocs.com

Washington Passport/Visa Service: <http://www.wpvs.com>
Tel: 1-800-272-7776 or 1-202-272-7667 email: info@wpvs.com

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 French Embassy for assistance. Depending on the country's requirements, you may have to apply in person at that Embassy/Consulate. Citizens of European Union member countries do not need documentation to study in France, other than their passport.

According to the website of the French Consulate in Washington, D.C., holders of the following passports can expect their visa processing time to take three weeks:

Afghanistan	Algeria	Bahrain
Bangladesh	Belarus	Burma
Burundi	Colombia	Congo DRC
Egypt	Guinea	Indonesia
Iran	Iraq	Jordan
Kuwait	Lebanon	Libya
Nigeria	North Korea	Oman

Pakistan	Palestinians	Philippines
Qatar	Rwanda	Saudi Arabia
Somalia	Sudan	Suriname
Syria	United Arab Emirates	Vietnam
Yemen	Zimbabwe	US Re-entry permit
US Refugee travel document		

SEVIS Information for International Students at Dickinson:

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

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

Packing Tips and Travel Information

Packing Tips:

When planning what to take with you, the first rule is to take the minimum amount of clothes possible. You will accumulate things while abroad, so when in doubt – leave it at home! Maximize clothing use by bringing clothing that can be dressed up as well as down. Be practical and focus on the essentials of a wardrobe. 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 less conspicuously American. In comparison to Americans, you will find that the French tend to dress up rather than down. This is especially true in Toulouse.

Travel with no more baggage than you can carry! Keep in mind as well that airlines have cut back on the number of checked baggage allowed and the weight limit. Check with your airline to confirm luggage allowances in order to avoid extra charges. See more details below on TSA and airline requirements.

Here are some wardrobe suggestions for items to pack:

- 2 sturdy, comfortable pairs of walking shoes that you have BROKEN IN; also a nice pair of shoes
- 1-3 nice winter outfits and 1-3 nice spring outfits
- 6-8 everyday bottoms (jeans, other types of pants, skirts) that are wrinkle-resistant (girls, keep in mind that miniskirts are not considered as socially acceptable as in the U.S.)
- 10-14 tops (shirts, blouses) in coordinated colors
- 2 sweaters/hoodies
- sufficient underwear and socks, 15-18 of each
- slippers
- a set of sweats for studying/sleeping
- 1 folding umbrella for rainy days and a rain coat
- **an extra pair of contact lenses, eyeglasses and prescription**
- 1 swim suit and sandals for beaches
- 1 Spring/Winter jacket depending on the time of year
- 1 athletic outfit if you plan to exercise or join a sports team

- Layering clothes (i.e undershirts and tank tops) for warmth

Other Useful Suggestions:

- a day bag or a small backpack for traveling (excursions, outdoor activities)
- a weekend travel bag that follows local airline guidelines (i.e Easy jet, Ryanair)
- If you already have one, a laptop with wireless capabilities. Most recent laptops come with converters built in the AC adaptor, but make sure you check this. If you do not have the proper converter (i.e. one that can convert 220 volt current), you will ruin your hard drive.
- a USB/memory stick for transferring work between computers
- international telephone numbers of the manufacturer of your computer in case of problems
- 2 voltage converter and adapter plugs to be used for electronic devices
- Space/Vacuum bags (can be found at Wal-Mart or Target and condense the amount of space your clothes take up in your luggage)
- luggage ID tags both inside and outside of your luggage
- a small supply of toiletries
- a folder or other organizer to keep important paperwork, emergency contact info, and materials provided by Dickinson en France upon arrival
- hydrocortisone ointment (available only by prescription in France)
- a travel alarm clock
- money belt and/or neck pouch to carry valuables
- a travel sewing kit (with safety pins)
- small first aid kit
- Swiss army knife (packed in your checked luggage, not your carry-on)
- a camera
- shower sandals
- a few favorite photos from home to show new friends or decorate your room
- a few token gifts, something typically American or representative of the area in which you live in the U.S., or from Dickinson College. This is especially a good gift for your host.

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 Toulouse, although brands are frequently different. **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.
- 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: You should 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 this type of “backpackers” 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 that 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 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.

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! When in doubt, don't bring an item as it may cause more stress than comfort.

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

Airlines do not refund lost baggage unless you have original receipts, so keep your valuables with you at all times during travel.

Travel Documents:

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

- The information page of your passport
- Entrance visa
- OFII form
- Insurance policies and contact information
- Your airline ticket
- Front and back of credit cards and phone numbers for credit card replacement (see the “Telephone and Internet” section of the “Home stay Accommodations” chapter for information about calling 1-800 numbers from France)

- Travelers check numbers
- Contents of your wallet
- Prescription medications
- Rail passes

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. You may want to purchase Euros at the airport on arrival, since banks will be closed on Saturday afternoon and Sunday. ATM cards can be used at any European airport, and also at cash machines in Toulouse. You can find more information in the Financial Information section of the handbook (page 38).

Flight and Arrival Information

Travel Arrangements:

All students are responsible for arranging and paying for their own international flight to/from Toulouse. **For fall students, please make sure you are in Toulouse by September 1st. For spring students, please make sure you are in Toulouse by January 12th.** Please be sure to notify the Dickinson Center if you are arriving early. If you plan to arrive in Toulouse before these dates, you are responsible for your lodging and transportation until the official arrival date. As there are no direct flights from the U.S. to Toulouse, please allow at least two hours for a layover in a European airport.

If you would like the assistance of a travel agent to arrange your flight, you can contact CGSE's travel agent, Advantage Travel (contact information on page 5).

When you have booked your flight, please send a copy of your itinerary to Laura Raynaud (raynaudl@dickinson.edu) and complete the flight itinerary questionnaire found on the online application system at <http://dickinson.studioabroad.com>.

As soon as you know your itinerary, send it by e-mail to Laura Raynaud in the Toulouse office and to the Center for Global Study and Engagement. You must also send your itinerary to your local host.

In general, passengers on international flights need to be at the airport at least 3 hours before departure. Be sure to leave yourself plenty of time for potential delays due to increased security measures. You will need your passport to check in and when you land, so have it available.

Also, be sure to have telephone numbers for your host and the Dickinson Center with you while you travel in order to contact them in case you miss a flight or encounter delays. You can ask to telephone your host and the Dickinson Center from your airline's transfer desk.

Immigration and Customs:

In Toulouse, you will go through customs and immigration. Be patient and courteous to the officials and you will get through faster.

Arrival in Toulouse:

Your host will meet your flight at the airport in Toulouse, so you must share your itinerary with them. If your host is unable to meet you at the time your flight arrives, contact the Dickinson Center in advance. You should also notify the Dickinson Center and your host in advance if you are arriving by train. You will spend the remainder of your arrival day or weekend with your host. The first official function will be orientation at the Center on Monday morning. Your host will assist you in getting to the Center.

THE PROGRAM

The Dickinson in France program is a language immersion program designed to help students better understand the French language, people and culture by encouraging them to become active members of the Toulouse community. Students live in home stays and take classes at the local universities with French students and at the Dickinson Center with French professors. The program regularly organizes cultural events and academic excursions to help students take advantage of the culture and the history in Toulouse and France. Past students have also completed volunteer work or internships during their studies in Toulouse.

The City of Toulouse:

A thriving cultural and commercial center lying between the Garonne River and the Canal du Midi in southwestern France, Toulouse is famous for its brick structures that give the city its name of *la ville rose*. Toulouse is rich in art and architectural history. It was the capital of the Visigoths and the Carolingian kingdom of Aquitaine. Under the counts of Toulouse, it was the artistic center of medieval Europe, before being handed over to the French crown in 1271. Furthermore, the city boasts a Romanesque basilica (the church of St. Sernin) and the richly decorated *hôtels particuliers*, which display the wealth of the pastel merchants during the Renaissance. The enlightened design of the Hôtel de Ville brings the ancient and modern sections of the city together.

Toulouse is also the center of the French aeronautics industry (home of Airbus), so that the charm of old Romanesque France is combined with the excitement of high-technology modern France. The large student population in Toulouse makes the city lively and culturally interesting.

CLIMATE: The Toulouse climate is comparable to Carlisle - often rainy and cold during the winter (not much snow except in the mountains), and rather hot during the summer and early fall.

The Dickinson in France program's partner institutions:

Dickinson's partnerships with 6 local institutions allow students to take classes adapted to their academic interests. Dickinson in France students take their courses at the Dickinson Center and in the partner institution of their choice. The partner institutions are:

Université de Toulouse 1 - Capitole (UT1) - www.univ-tlse1.fr

Université de Toulouse 2 - Le Mirail (UTM) - www.univ-tlse2.fr/

Université de Toulouse 3 - Paul Sabatier (UPS) - www.ups-tlse.fr/

Institut d'Etudes Politiques (IEP) - www.sciencespo-toulouse.fr/

Institut Catholique de Toulouse (ICT) - www.ict-toulouse.asso.fr/

Institut de Science et de Théologie des Religions (ISTR) - www.ict-toulouse.asso.fr/site/024.html

The Dickinson en France Study Center:

The program's French name is Dickinson en France. The Dickinson Study Center is housed in a large three-story villa not far from the center of Toulouse and is accessible on foot or by public transportation. The Center is situated next to the Canal du Midi and across from a Museum of Egyptian and Oriental Art. Located nearby are a post office, shops, grocery stores, cafés, boulangeries and a small shopping center.

The Center itself has a fully furnished basement and a large garden area. The Center also serves as a place of residence for the director and other staff. The Center is equipped for study and has limited lounge facilities. A small library has magazines, newspapers, and books on the history, art, literature, and sociology of both France and the United States, as well as grammar texts, dictionaries, film collections, and

access to the Dickinson College library website with all of its resources and databases. Writing areas in the library include four computers with Microsoft applications, as well as several outlets for students to connect their laptops to the Internet. The building is also equipped with wireless Internet access. In addition, you will find a student lounge with a television and DVD player and a large work table for studying. The student lounge is open during business hours Monday through Friday.

Use of the Study Center: Program alumni have asked that the following comments be passed on to you about the Study Center:

“Use of the Dickinson Study Center is a privilege, not a right. Keeping the Center presentable is the responsibility of the students as well as ensuring that the Center is properly closed at the end of the day. You will set up the rules at the beginning of the year with the Center staff. It is important to remember that when you set up the rules, to cooperate among yourselves and with the staff, and to respect the fact that the Director lives on the second floor.”

“To make the most of your experience in France it is good to limit your time at the Center. From the very beginning, start making connections with French people through student groups in Toulouse. You should make good use of what the Dickinson College Study Center has to offer, and it is encouraged to only speak French with classmates.”

ACADEMIC INFORMATION

Use of the French Language:

The Dickinson Center staff requires all students to use French as the only language of communication (oral and written) in the Center and during any program activities. If you are overheard speaking English, you will be asked to leave the building.

Academic Culture:

European universities differ greatly from their American counterparts. Courses appear to be less intense. Classes follow a lecture format, often with little class participation or discussion. You will have to learn to work hard on your own with minimal guidance and take detailed notes during lectures. In most cases, you will not receive a detailed syllabus, but will be informed as the semester goes on of any assignments or exams. You alone are responsible for class attendance, keeping up with the readings, and mastering the material.

Professors will grade you the same way they grade French students. The grading system in France ranges from 0 to 20. Most students receive grades between 0 to 14; 15 and 16 are relatively rare, 17 and 18 are very rare, and 19 and 20 are almost never given.

The formal aspect of the work is very important. Professors will not accept torn-off pieces of paper, spotted, badly written or hand written papers. Always verify the grammar and vocabulary of your written assignments. **Never** hand in an assignment without re-reading it, correcting it with Antidote and, if possible, having it re-read by a tutor or a native French speaker. Some students will have the impression that they have less work than they do in the U.S. Be on your guard. A large part of assignments and exams are concentrated at the end of the semester, so it is important to pace yourself!

University courses:

First-semester courses at the French universities start mid-September and finish in January. Second-semester courses begin in January and finish in May. Course selections are finalized in consultation with the Resident Director (see section "Course Selection" below). Students who choose to pursue a CEP (Certificat d'études politiques) at the IEP during their time in Toulouse must sign up for a social security account, which will be covered by the program.

Courses at the Dickinson Study Center:

We anticipate that the following courses will be offered for the 2013-2014 academic year in Toulouse. These course offerings may be subject to change each year.

Fall semester (SUBJECT TO CHANGE):

French 300, Toulouse Colloquium (required for all students arriving in the Fall semester), ½ credit
French 260, Writing Workshop (required for all students arriving in the Fall semester), 1 credit
Art and Art History 205/French 273, Photography, ½ credit

Spring semester (SUBJECT TO CHANGE):

French 300, Toulouse Colloquium (required for all students arriving in the Spring semester), ½ credit
French 260, Writing Workshop (required for all students arriving in the Spring semester), 1 credit
French 320, Studies in Intercultural Communication, 1 credit
Intern 301, Internship Seminar + Internship, 1 credit

Academic Policy:

- **All students must take the equivalent of a minimum of 4 Dickinson credits and can take a maximum of 4.5 Dickinson credits per semester *in addition to the Toulouse Colloquium course*.** Students who wish to take more than 4.5 credits must petition to the Resident Director, their academic advisor at Dickinson, and the Center for Global Study and Engagement. If a student registers for more than the maximum courses allowed without permission, the course credit will not transfer. Students will also be responsible for any additional fees for doing this.
- 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.
- **Course Equivalencies:** The Psychology department at Dickinson has made Institut Catholique de Toulouse (ICT only!) course equivalencies available on their website. If you have any questions, please contact the department directly.

<http://www.dickinson.edu/academics/programs/psychology/content/Study-Abroad/>

- **Transfer credit:**

- Only **liberal arts classes** will qualify for transfer credit.
- 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 (9/20) or better. Course titles and grades for Dickinson courses taught at the Dickinson Study Center will be recorded onto the transcript and will count towards the GPA, *regardless* of the grade earned.
- All courses taken at the local universities are recorded on the student's Dickinson transcript along with the grade earned, even though the grade is not computed into the Dickinson GPA.
- **To document coursework completed at the University of Toulouse, students must keep a dossier of work completed, including syllabus, papers written, oral presentations, class notes, examinations, and the like, to submit to the Resident Director and to the credit-granting department of the home institution.**
- **Institut Catholique de Toulouse courses in psychology are approved as “Dickinson courses”** by the Dickinson Psychology department. Letter grades earned for these courses will be included in the student's GPA.

All other courses taken at the universities will be listed on the Dickinson transcript with letter grades earned, but will NOT be computed into the student's GPA. For these courses, credit toward the degree will be granted **only if grades of “C” (2.00 on a 4.00 scale) or better have been earned**. Official transcripts of the grades earned at the universities are kept in the student's permanent file in the Registrar's Office at Dickinson College.

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- **Course selection:**

- Before arrival in Toulouse (May 4, 2013 for Fall semester & year students, November 16, 2013 for Spring semester students), students must fill out a form in which they select the partner university in which they will study. On this same form, students will choose at least 10 courses they are interested in taking in the chosen university and send the form (signed by the student's advisor and the on-campus program coordinator) to Prof. Toux (toux@dickinson.edu). Course listings and the blank *Choix de l'établissement universitaire et choix des cours* form are available on Moodle and will be sent via email.
- During the course selection process (both before departure and while in Toulouse), students must be in contact with their advisor in order to ensure that credit will be granted for each course by the corresponding department.

- **Add/drop:**
 - The add/drop period for courses at the Dickinson Center ends two weeks after the beginning of the semester, after which a dropped course will appear as a “W” on the student’s transcript.
 - For courses taken at the French universities, students may drop courses up until the date of the final exam, as long as the student maintains a minimum of 4 Dickinson credits, without counting the Toulouse Colloquium course.
- **Unexcused absences:**
 - Professors will penalize repeated (more than 1) unexcused absences by lowering the students’ final grade. A “no-credit” grade will be issued to a student with more than 2 unexcused absences. An excused absence is justified by a medical certificate.
- **Final exam periods:**
 - At the French universities, final exams take place during the first 2 weeks of January (Fall semester) and mid-May (Spring semester).

The Dickinson program in Toulouse is designed as an intensive academic, language and cultural immersion experience. Students interested in studying the English language while in Toulouse are limited to enrolling in only one English-based academic course per semester of study in Toulouse. Any English-based course work done in Toulouse is to be done at the master's level.

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 fall semester following your return. Know your home institution’s policy on transferring credits beforehand, as you may have to get pre-approval. Your institution’s policy will govern whether the credit will be counted toward the GPA. You should focus on your interests and credit needs. If you plan to take courses in a department other than your major, check the requirements with the respective department at your home institution before departure.

In regards to the required university and course selection form (see the “Course Selection” section), students should have the form signed by the on-campus contact for the Toulouse program in their home university.

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

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. Students must respect the deadline for choosing their university and their possible courses (see the "Course selection" section).

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 in the Registrar's Office by that time, the student will not be permitted to participate in 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.

The Dickinson in France Internship Program, Field Experiences and Volunteer Work:

Dickinson in France offers internships for interested and qualified students participating in the **full-year** Toulouse program. Please note that due to the competitiveness for internship placements, there is no guarantee that all interested students will be able to participate in an internship. In order to complete a successful internship, both students and internship sites must meet certain requirements. Only motivated students with an excellent level of French will be considered for internships. These one-credit internships are composed of several elements: 120 on-site hours, a 20-30 page internship paper, an oral defense of the internship paper, and compulsory participation in a seminar offered at the Dickinson Center.

Potential interns must offer useful skills to his/her internship site, and the internship site must be willing to incorporate the student into the workplace in order for the student to benefit from a worthwhile learning experience. An information session for full-year students interested in completing an internship will be held during the Fall semester.

Semester-only students are encouraged to complete field experiences or volunteer work in addition to their studies in Toulouse. Dickinson center staff can help interested students find the organisation that best suits them. Students interested in a field experience or volunteer work should contact the Dickinson Center staff before arriving in Toulouse. Field experiences and volunteer work help students take an active part in the Toulouse community and require commitment on the student's behalf. However, academic credit is not granted for these activities.

Textbooks:

All of your textbooks can be purchased in Toulouse. Textbook expenses are not included in the program fee. Most students report spending less money for books in Toulouse than in the U.S. You should bring a good French-English dictionary, plan to purchase one upon arrival or use a good electronic dictionary. Many of the books used in university courses can also be accessed in the university library and some city libraries. Plan on purchasing the software program *Antidote* to correct French grammar for your written work. While the program is somewhat costly (\$125 on www.amazon.ca), it is useful for correcting your work while in Toulouse and costs less than what most students would spend on grammar books and dictionaries at the campus bookstore. *Antidote* is also available on the Dickinson Center computers for on-site use.

Accessing College Library Resources from Dickinson Global Library:

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

(http://lis.dickinson.edu/Library/Research/Global_Library/LibraryResourcePage.htm).

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.

Advice from Past Toulouse Participants:

Finally, here are some words of advice from Dickinson students recently returned from Toulouse:

"The aspect we all found to be the most difficult was balancing academic life with social life. Just do the best you can academically and try to integrate yourself into the French society as much as possible. Remember, it is the whole experience--social and academic--that contributes to making your year abroad worthwhile."

"Classes are hard, so don't expect this to be a blow-off year. Do not let the work get you down, though. You'll be happy in the end that you did it."

"French students, especially in 'lower level' classes can be rowdy -- talking during lectures, throwing paper airplanes, etc. The teacher cannot possibly monitor what goes on all the time. To get the most out of lectures, it may be better to stay away from the back seats, where the loud students usually sit."

"Use native French speakers and your peers as resources. If taking notes at a French institution proves too difficult, ask another student if you can copy his or her notes. In general, French students feel a strong sense of comradely with other students and they will be willing to help you out."

HOME STAY ACCOMMODATIONS

Getting Along with your Host:

Living in a home stay overseas can be an intensely rewarding experience, but students need to be prepared for a period of challenging inter-cultural adjustment. Your host has a different way of life (and a different set of rules) from what you are used to at home or on campus. Naturally, it will take you a while to feel 'at home' in this new environment. In the beginning, you may act like and be treated like a boarder. Whether you remain that way or whether you eventually integrate yourself into the life of the household will depend upon your initiative, adaptability, and acceptance of traditional habits and attitudes toward life in general. As you interact, you will notice differences. Some of these will be easy to accept and adjust to, while others may at first feel uncomfortable. Flexibility, communication, and openness to learning your host's ways of doing things will increase your success in learning about your new culture. Remember that this is a home stay and not your "real" family, and that you should begin the experience with an open mind and a realistic set of expectations.

There is no infallible recipe for the success of your home stay, but the tips below may help you to adjust more smoothly and quickly.

In the beginning...tips for daily life:

1. Although each host is different, be aware that they generally expect to have an adult relationship with the students they house. They will respect your independence while remaining open to exchanging ideas and conversation. Mutual trust and open communication is essential for a successful relationship.
2. Do not hesitate to ask your host questions or to start conversations with them. Remember, your host is an excellent resource. By starting conversations, you are initiating an immediate rapport. Hiding away in your room will communicate to the family that you do not wish to interact with them. Communication is the key to a successful relationship with your host.
3. The first few weeks are very important in establishing a "base" with your family in Toulouse. Therefore, try to avoid planning long trips the first few weekends. If you really want to travel right away, day trips to nearby Albi or Carcassonne are a lot of fun and still leave you free time with your family. The key is to settle in before you start moving around.
4. Although you might feel awkward at first, it is very important to communicate openly with your host. A problem that seems complicated for you to solve (the heat is not working correctly in your bedroom) may be very easy for your host to fix (the radiator works differently than what you're used to and your host can show you how to use it). Your host would surely prefer that you ask for help rather than be unhappy in your home stay!
5. We suggest keeping your schedule as flexible as possible in order to take advantage of activities proposed by your host. By joining your host if invited, you will get to know each other better while improving your French at the same time.
6. Be yourself with your host and be polite. Remember, although you are living with them and would like to be a part of the family, you are still a guest in their home. Do not assume immediately that you are afforded certain privileges just because you live with them. When you eat meals with your host, ask if you can help set the table, clean up, etc. Be sure to ask to watch TV and to use the phone. If you do not want your host to clean your room, ask for what you need (vacuum cleaner, dust cloths, etc.) and clean it yourself. Be sure to leave the bathroom or any other shared spaces clean after each use.

7. Do your best not to betray your host's trust. Respect their rules, and always ask permission before inviting anyone into the home. If you feel the rules of your host are unreasonable, talk to a Dickinson Center staff member.
8. On your first day in Toulouse, ask each of the people in your home stay what they prefer to be called ("tu" or "vous," first name or Madame/Monsieur and their last name). Until you know what they want to be called, use "vous" with adult members of the family and "tu" with children or young adults.
9. Observe, observe, observe! Adopt your host's patterns, such as keeping doors open or closed and being careful not to waste hot water and electricity. Be open-minded and flexible; there will be differences, so accept them.
10. Do not expect your relationship with your host to resemble your relationship with your family. Some hosts are more open to a close relationship while others prefer to maintain a certain distance.

Meals:

BREAKFAST:

All breakfasts are provided for you, but do not be surprised if you are not always with your host for this meal, as morning schedules often differ. Also, many French people drink their coffee or tea from bowls in the morning and breakfasts vary: bread, butter and jam, croissants or other pastries (generally only on weekends), fruit, yogurt, cereal. You should not assume that you can help yourself to whatever is in the refrigerator; if there is any doubt, ask! Also, breakfast is a *morning* meal. If you wake up late, you will not be entitled to help yourself to breakfast food at any hour of the day. If you want breakfast, wake up in time to eat it!

OTHER MEALS:

1. You can choose between eating three or five meals with your host per week, and together you will choose the meals that you will eat with them. The days may vary from week to week as the schedules of you and your host change. During vacation periods, you are not expected to take meals with your host.
2. Occasionally, your French family will tell you to serve yourself. Be careful, especially in large families, not to take too much--it is better to take a little less than too much. Besides, there are always seconds. In the case that you are offered extra helpings that you do not want, you will not offend your host by politely refusing.
3. Bread is usually served with every meal; however, butter is offered only at breakfast. In France, bread is often used as a utensil as much as a food, so do not be surprised when you see your host wiping the plate with a piece of bread.

TELEPHONE AND INTERNET: You should ask permission and determine if there are any rules or restrictions before using the phone. Generally, telephone use is more expensive overseas than in the U.S. and long, wide-ranging telephone calls are not the custom. Be aware that there is a charge for local calls, not just for long distance, and that calling a cell phone is even more expensive. Most households have only one line, one telephone, and no call waiting. Therefore, be considerate, learn the host's expectations, and go by them. We encourage students to purchase a low-cost cell-phone for themselves upon their arrival for contacting friends, for emergencies, etc.

If you receive permission to use the home telephone for incoming calls, you should discuss with your host

when it is appropriate for your family and friends to call. Inform your family and friends of these times as well as the time difference between the U.S. and your location. Friends should be asked not to call during mealtimes. When your parents call you on either your host's phone or your cell phone, it is free. Please remember that there is a six-hour time difference between the U.S. (East coast) and France (it is six hours later in France).

For making long distance phone calls, you will need a **pre-paid phone card**. **A better option is to use Skype** for long distance calls. More information can be found in the Communication Information section of the handbook (p. 41).

To call a 1-800 number from France, you must replace 1-800 with 1-880. The call will not be toll-free.

Whereas nearly all of Dickinson in France's host families provide wireless Internet access, it is important to realize that Internet service can be less reliable than in the U.S. In general, the French culture is less reliant on Internet than American culture, and Dickinson cannot guarantee 24/7 Internet access in their host's homes. Dickinson does provide free wireless Internet at the Dickinson Center during office hours, which allows students ample time for using the Internet for academic purposes. French professors will expect you to work with books provided in the bibliography of the course, and rarely with on-line material.

In any case, we encourage you to limit your Internet use to match your host's habits and 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 in France. When you want to interact with your host family, shut down your computer. It is not appropriate to participate distractedly in an activity with your host (i.e. discussion, television, games) while using Internet at the same time. This behavior is considered rude.

For local calls, students often buy a pay-as-you-go phone. Students recommend a phone company called Oragange, which has multiple locations in Toulouse.

ENERGY/WATER: The cost of energy overseas is much higher than it is in the U.S. Your hosts will most likely be energy conscious and want to conserve energy because of a general belief in conservation. Be respectful of this in your behavior. Switch off lights and other electrical devices when you leave a room. If you come in late at night, do not leave the lights on in the corridor or hallway. Do not be impatient or annoyed when reminded about leaving lights on or about energy consumption in general. Open your curtains during the day to make use of the sun's rays.

Similarly, you may notice greater concern for water conservation as well. The French are not in the habit of taking extended showers, but take quick showers (5 minutes maximum). You should try to follow the example of those around you and remain flexible and understanding as you adjust.

VISITING HOURS: Before inviting friends over, always ask permission from your host and check for their plans and expectations. Consideration for others is always a good rule to follow. During the week, visitors should not remain past 9 or 10 p.m. unless your host has given you special permission. The people you are living with often have to get up early and must consider their neighbors living close by or small children in the house or building. You can expect restrictions in the number of visitors you may have at one time. Moreover, you cannot assume you will be permitted to invite friends of the opposite sex. Be sure to discuss these things with your family first so that you understand what is expected. **Do not invite guests to your host's home without their permission when your host is absent.**

Another frequent source of tension is when friends or family members arrive on visits from the U.S. Your host is not required to accept these visitors in their (or your) rooms. Permission to have someone stay overnight would be an exceptional occurrence, not generally or lightly given. **Do not make the mistake**

of regarding your room as a hotel.

KITCHEN PRIVILEGES: Limited kitchen privileges are included in the home stay agreement, but you must establish what your host permits at the beginning of your stay. You might want to wait awhile and observe family customs and practices in the kitchen before you ask permission to use it. In any case, you should not expect more than limited use. If you are granted permission, be sure that you understand what appliances you may use and that you clean the kitchen when finished.

LAUNDRY:

Your host will allow you to do your own laundry or may do your laundry for you. They will provide you with sheets, bedding and bath towels.

FINAL REMARKS: This section reviews only some aspects of life with a host, so be aware that this new experience will require adjustment in many ways. One could say that adjustment is the primary vehicle of cross-cultural learning. The home stay experience will reward you richly if you remain flexible, keep an open mind, and maintain a sense of humor. Your host will be ready to help you, but both sides must share in making your stay a success, and both must realize that it takes time to establish a routine and achieve integration. Upon your arrival in Toulouse, you will sign a written agreement with your host to ensure that all parties clearly understand the conditions of the home stay.

PLEASE LET SOMEONE IN THE PROGRAM KNOW IF YOU FEEL THE TERMS OF THE ARRANGEMENT ARE NOT BEING FULFILLED. (If there are difficulties, the program will serve as mediator between you and your host).

AND FINALLY:

"Try to integrate yourself into the home as much as you can. The more you experience it first-hand, the more rewarding it can be."

"Accept your hosts for who they are, respect them, and remember that you are representing America in their eyes for the time that you are staying with them."

"Don't expect to feel comfortable with your host right away. It will take some time to adjust. Your home stay definitely gives you a chance to really experience and observe French culture."

"Ask your hosts questions and engage with them. They are proud of their culture and happy to share it with you as long as you stay open minded."

LIFESTYLE ABROAD

Be sure to check out the Dickinson Center in Toulouse website:

<http://blogs.dickinson.edu/toulouse/>

Entertainment and Recreation:

You will enjoy a rich and varied social life in Toulouse. Movie theatres are plentiful, and students pay a reduced entrance fee with their student cards. You can enjoy music of all kinds; there are festivals, rock concerts, international singing competitions, and opera. Toulouse also has several theatre and dance companies. You may just enjoy walking around the beautiful city, surrounded by parks with fountains, sculptures and formal gardens, or strolling through the museums and galleries, churches and cloisters.

In the past, students have participated in a variety of individual and group sporting activities as well. There is easy access to skiing and hiking in the Pyrenees Mountains. You may join the local crew or basketball teams, run cross-country, or participate in one of the many university clubs. Dance has been a favorite of many students.

Meals and Shopping:

French breakfasts are light but satisfying. Bread and butter with jam or cereal often accompany coffee, tea, or hot chocolate. The French eat lunch between noon and 2 p.m., and tend to have dinner late, around 8 p.m. They are fond of lingering at the table and engaging in casual conversation. Be prepared to talk about the United States. It is one of their favorite topics.

You will want to get out and try the delicious French cuisine and the specialties of the area. The Southwest has its own regional cuisine. When you go shopping, you will have the best of both worlds; you will not only be able to shop at the larger supermarkets, but also at small shops. Try the open-air markets as well.

In many smaller French cities, almost everything except restaurants closes from noon to 2 p.m. Certain services in Toulouse may also not be available at those times, but for the most part, shops stay open until 7 p.m. It is common for food stores and boulangeries to remain open until 8 p.m. On the other hand, banks, shops, and almost everything else will be closed on Sundays and on local and national holidays.

For meals on your own, be mindful of spending and explore different cafes around Toulouse. Scout out options that give you the most bang-for-your-buck. For example, school cafeterias tend to be the best deal for your money.

Places of Worship in Toulouse:

If you wish to attend religious services in Toulouse, you will find ample places of worship and religious organizations. Go to www.ot-toulouse.fr and click on "Toulouse Pratique" and then "cultes;" you will find a partial list of churches, synagogues, mosques, etc.

FINANCIAL INFORMATION

Monthly allowance:

You will receive a monthly allowance to pay for meals not taken with your host and to help defray the cost of transportation to and from the University. Students who eat 3 meals with their families will receive €385 per month for their meals and €52 per month for their transportation costs. The transportation allowance covers the cost of a monthly unlimited bus and subway ticket (€10), bike rental and occasional taxi rides. Students choosing to take 5 meals per week with their family will receive €299,50 per month for their meals and €52 per month for their transportation costs. During vacation periods, host families are not obligated to provide meals. During months with vacation periods, please note that students who take 3 meals per week will receive their normal monthly stipend (€385 + €52), and students who normally take 5 meals per week will receive a compensation of €15 per week.

Expenses for food can vary greatly. You can save money by eating at the *Restaurants Universitaires*, student cafeterias, for €2,90 per meal. Tickets for the cafeterias can be purchased at the CROUS at the university. There are several '**Resto-U**' located throughout Toulouse. You can also do your own grocery shopping and prepare your own food.

Please note that your monthly allowance is intended for food and transportation costs only and is not meant to cover leisure or traveling expenses. The amount of €900 per month, which is used in the Center for Global Study and Engagement financial guarantee letter written in support of your visa application, is roughly equivalent to the combined home stay room and board costs and the monthly allowance named here. It is NOT an additional amount!

Bank Account:

You should have some extra money (about \$400) in your American checking account, at least for the first month. Shortly before your arrival in Toulouse, the staff at the Dickinson Center will open a bank account for you at the **Crédit Agricole** (CA), Pont des Demoiselles, Toulouse. You will receive a French debit card about 10 days after arrival. After opening your account, the program will immediately deposit your first allocation and will continue to electronically transfer money into your account once a month for your food and transportation money allocations. Second, you can deposit both travelers checks and foreign checks in your account. However, checks in American dollars take approximately two weeks to clear and there is a large exchange fee.

You are responsible for your French bank account. Please note that penalties for overdrawing accounts in France are severe. With your debit card, you can withdraw up to 300 euros at ATM machines over a period of 7 consecutive days in France or abroad, or you can purchase up to 750 euros of items in stores in France or abroad. You can modify these limits by contacting the bank. Many students modify their limits for vacation periods.

Transferring Money:

The most inexpensive way to transfer money from the U.S. to your French bank account is by withdrawing euros with your American bank card at an ATM machine in France. You can then deposit the cash in your French bank account. This method will only cost you the fees your American bank charges for a foreign withdrawal. However, be careful of foreign cash withdrawal limits imposed by your American bank. Check with your bank before leaving.

Past participants have suggested the following:

- Be aware that any money deposited (including your monthly allowances) cannot be withdrawn

until it clears the bank. This usually takes about 1 or 2 days.

- You may not under any circumstances overdraw your account. This is a national banking policy and there can be stiff consequences!

To deposit or cash travelers checks, you will need to show your passport at least until the bank knows you. Simply tell the bank teller you would like to exchange money (**changer**) or deposit it (**verser sur mon compte**). A withdrawal is a **retrait**.

ATM (guichet automatique or distributeur):

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 and you should verify your credit limit before you depart the US.

Check on Fees with Bank and Credit Card Companies:

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

You should notify your bank and credit card companies that you are going abroad for an extended period of time, and 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 travelers 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 traveler's 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. This amount depends, of course, on the lifestyle you adopt and how much you plan to travel. In general, you should plan on a **minimum** of an extra \$2,200 for the semester and \$4,400 for the year.

Note from a student: It may be helpful to monitor expenses by keeping a written record of your spending. This can also help you plan for big spending occasions – for example, trips and excursions.

Work Study:

Those Dickinson students who indicated that they wished to be considered for College Work/Study (CWS) employment in Toulouse will receive notification directly from the Financial Aid Office if CWS will be part of their financial aid package. Students will share a limited number of positions, earning up to the maximum amount detailed in their financial aid package. Work includes secretarial tasks and work around the Center.

CWS payments are made bi-monthly; earnings will be deposited directly into each student's designated U.S. bank account. In order to collect your CWS 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.

Other options to earn money are to give private English lessons to French children or to babysit. These are excellent ways to earn money, to improve your own language skills, and to create a bond with French people outside of your host and the Dickinson Center.

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 worry, we suggest an agreement to call or e-mail 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. Otherwise, it could take months to get to you. In general, letters will take 5 - 8 days to be delivered. When sending mail from France, be sure to have letters weighed, since weight limitations are much stricter in Europe and incorrect postage can result in rejection and possible loss.

All your personal mail should be sent to you at the address of your Toulouse host. That way you can be assured of receiving your mail more promptly. The name of your family and the address will be sent to you from Toulouse before you leave the U.S.

The following is an example of a properly written address.

John Doe
Chez Monsieur et Madame HUGO
20 avenue Victor Hugo
31100 Toulouse
FRANCE

If your friends or family plan on sending you packages, remind them that you may be required to pay taxes and/or customs fees according to the declared value of the package. We recommend using the U.S. Postal Service rather than U.P.S. for sending packages for a good quality of service at a reasonable price.

Telephones:

For general information about using the telephone, see the "Telephone and Internet" portion of the "Home stay Accommodations" section.

Cell Phones:

Most students purchase cellular phones while in France. This is an excellent way to communicate with other students, to be accessible to family and friends at home, and to be reachable in the event of an emergency. It may, however, be very expensive to make international calls from your cell phone. Students can check with their current cell phone provider to see if their phone has international calling capabilities. If so, you will have to find out the procedures for using your cell phone abroad. Students choosing to get a French cell phone should purchase pre-paid minutes that do not require subscribing to an overseas cell phone service. Many previous participants of the Toulouse program sell their cell phones to future program participants at a low cost.

Note from student: Orange is an easy-to-use company where you can buy pay-as-you-go phones. Orange

has multiple locations throughout Toulouse and additional phone minutes are often available at tobacs.

Skype (International calls through the internet):

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

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

For more information, 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:

Although bringing a laptop is not required, it is 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. The Dickinson Center is also equipped with wireless capabilities.

If you plan to take a laptop, make sure it is compatible with 220 voltage before you leave. Some laptops have built-in converters, but a laptop will need a plug outlet converter. The University of Toulouse computer rooms provide e-mail access, and four computers are available at the Center. With an Ethernet cord you can plug in a laptop at the Center, or you can use the Center's wireless Internet system.

Internet Access:

Wireless Internet access is available in the Dickinson Center when it is open. Students can also use cybercafés located throughout the city for e-mail and Internet access. Students should be aware that some host families may not have wireless Internet access. See the "Telephone and Internet" section of the "Home stay Accommodations" chapter for more information.

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 regularly 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. Make sure you empty your Sent and Deleted messages box regularly so that messages can reach you and do not bounce back.

TRANSPORTATION AND TRAVELING WHILE ABROAD

Program Excursions and Cultural Events:

As a part of students' academic work, Dickinson in France organizes group access to cultural events (concerts, theater, etc.) once a month for program participants. The first event (in September for fall and full-year students or in January for spring students) is mandatory, and most events thereafter are optional. These cultural activities are included in the program fee.

In addition, Dickinson in France plans several academic excursions per semester, some of which are mandatory and others that are optional. Transportation, group visits or activities, and some meals during excursions are included in the program fee. Personal expenses are not included.

During group excursions, students must travel with the group in order to participate in the trip.

Students may not, for example, make individual plans to travel to Paris for the mandatory trip to Paris; the group must travel together. Students who sign up for optional excursions or cultural events are expected to participate.

Vacation Travel:

During vacation periods, you will have the opportunity to organize personal travel. We recommend that you remain in French-speaking areas to aid in language acquisition. Near the end of each semester, you will have little time for travel because of your examinations and/or final papers. If your family or friends plan to visit you, organize these during vacation periods; try to avoid scheduling trips and visits during January and April/May, which are exam periods.

Transportation: (Please note this information is subject to change.)

IN TOULOUSE: The city center of Toulouse is relatively small and easy to get around on foot. Bicycles are also a very popular transportation choice, but we recommend wearing a helmet. Bicycles are readily available for short-term or long-term rentals. A well-developed bus and metro network can help you cover longer distances, and taxis are easy to contact for late-night outings.

IN FRANCE: For travel elsewhere, the French rail system is well organized and efficient. You can be assured of a seat on a train only by purchasing a seat reservation (**une place réservée**) several days in advance; you should do so for all but the shortest trips, and especially during **vacances scolaires**.

AIRPLANE TRAVEL: Discount airlines (such as Easy Jet or Ryanair) offer flights from Toulouse or neighboring cities like Carcassonne to European destinations. Book trips several weeks in advance for the best deals.

INTER-CITY BUS TRAVEL: An inter-city bus service is useful for short distances or for traveling in the immediate area of Toulouse. You can also travel between European cities cheaply by bus, often by traveling overnight. Tickets can be purchased through the Eurolines company at the Gare Routière, next to the train station.

For more information travel in France, check in the travel section of a French travel guidebook.

Travel Guides:

Insight Guide: France, *Let's Go: The Budget Guide to Europe*, *Fodor's France*, *Lonely Planet*, and *Let's Go: France*, which are especially written for the student traveler, plus *Europe on \$25 a Day* and the excellent Michelin *Green Guides* are comprehensive and helpful travel guides. (Some of these can be found in the Dickinson College bookstore or the Dickinson Center library.) To help save money, check www.amazon.com or www.half.com for used travel books.

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.isic.org.

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. Avoid traveling with unnecessary items, such as keys, your U.S. Driver's License, etc.

HEALTH AND SAFETY WHILE ABROAD

Health Care

You can be assured of good medical care when you are in Toulouse, but the Dickinson Program does not pay for it. The program staff will help you make appointments if needed. If you require allergy shots, you should consult with your allergist concerning your needs for allergy serum. You may need to take a year's supply with you, or the allergist may have other suggestions.

If you need to use your U.S. primary health insurance policy while abroad, **you must to be prepared to pay up front in doctors' offices, pharmacies, and hospitals**, and to get receipts to present to your U.S. insurer for reimbursement. An appointment with a general practitioner costs around 20-25€. Specialists cost around 40-50€ per consultation. For more information about the type of coverage you need while abroad, see the information on health insurance on page 15.

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 law enforcement officials on an ongoing basis.

Dickinson College has developed emergency plans that can be implemented in the event of a crisis directly affecting any of our programs abroad. In the unlikely event that it became necessary to return students to the United States, every effort would be made to offer alternative means for students to complete their academic program. For important information about Program Cancellation, see page 6 and the Refund Policy in Appendix VII.

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 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 proper CGSE staff member, who will then return the call.

Parents and the Public Safety number:

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

Requests for Contact Information and Itineraries:

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

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

Safe Behavior Abroad

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

- When you travel during vacations, give a copy of your itinerary to the Dickinson Center staff. 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.
- If your travel plans change for any reason, be sure to inform the Dickinson Center, your host, and the individuals with whom you will be traveling.
- 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 does not know the culture.
- Leave expensive jewelry at home. It's best to wear little or none.
- Every year backpacks are stolen from students who set them down at their feet or sling them over the back of the chair in a café. Be careful with your belongings because replacing your passport, credit cards, keys, etc., is quite a hassle.
- Be polite, low-key, and sensitive to local customs; always observe signs and regulations in public places.
- Speak the local language wherever possible.

- Student guidebooks such as *Let's Go* or *Lonely Planet* are generally a good source of information.

In Troubled Times...

Avoid the following:

- controversial discussions/situations in public places 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 that appears abandoned, and notify the employees or local police.
- Do not leave your own bags unattended, not only because they may be stolen, but also because the police may consider them dangerous and confiscate or destroy them.

Health and Safety information resource online:

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

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

Personal Safety in France:

France has relatively low rates of violent crime in comparison to the United States. Crimes involving theft are increasingly more common, such as pick pocketing, purse snatching (from a motorized vehicle), theft of unattended backpacks or baggage, and the like. Criminals often operate around bus and train stations as well as tourist attractions (including museums, monuments, schools, subways, beaches, etc.). Safeguard your documents and money at all times! Do not walk home alone late at night. Do not make yourself an easy target. Use the buddy system or call a cab.

The local emergency call numbers are:

Police: 17 Fire: 18 Local on-call urgent-care doctors (SOS Médecins): 05.61.33.00.00

Emergency Procedures in France:

In cases of an emergency affecting the public, the resident director will utilize an emergency phone tree system. The phone tree system will be explained to all of the Toulouse program students upon arrival in Toulouse. In addition to the phone tree system, all students will be given emergency cards that will indicate important telephone numbers. You must have the phone tree and the emergency card with you **at all times**.

In cases of an emergency affecting an individual student, the student should first contact the appropriate emergency professional (police, fire company, SOS Médecins) and get him/herself out of danger. The student should then contact the Resident Director or the Administrative Director. In case of the absence of the directors, the student should contact Dickinson Public Safety.

The following steps will then be taken:

- Resident Director confirms that the student is out of danger.
- Resident Director communicates with CGSE
- Resident Director meets the student and (if necessary) accompanies him/her at the hospital
- After the student's medical evaluation, Resident Director contacts CGSE
- CGSE contacts the student's family (after securing student's consent)
- Resident Director communicates with other students in the program to keep them informed (after securing student's consent).

Safety while Traveling:

If you have an emergency while traveling, contact local authorities and the Resident 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. However, we strongly recommend you to also consult European news like BBC or French online newspapers such as Le Monde (<http://www.lemonde.fr/>), Libération (<http://www.liberation.fr/>), or Toulouse's local newspaper La Depeche (<http://www.ladepeche.fr/>). 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, 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!

Cultural Differences: Do's and Taboos in France- Some Basic Rules of Thumb

GREETINGS:

1. Handshakes - very important - The custom is to shake hands upon meeting a French national and upon taking leave, no matter how short the conversation! In French families, customs vary. Watch what others in the family do. Young people often prefer the "bise" to handshakes.
2. The "bise" - When you become more familiar with a French person, you may approach the person and kiss both their cheeks. It is better to wait for an initiative from the French side before taking this initiative yourself. Like the handshake, this takes place on greeting and on departing. The "bise" is more common with young people; oftentimes students use the "bise" the first time they meet.
3. Hello and Good-bye - "Bonjour" and "Au revoir" should always be followed by "Monsieur", "Madame", "Mademoiselle", as the case may be. The expression "Messieurs Dames" may be used in a situation when there is a crowd - i.e., in a boulangerie. Be sure to greet shopkeepers when entering and leaving stores and office staff at the university.
4. First names - Unless you are speaking to a child or someone your own age, avoid using first names. Older people should be addressed as "Monsieur" or "Madame" as a sign of respect.

THE VOUS/TU:

This can be a very complex issue. Use "tu" with children and if peers say "tu" to you, you may say "tu" in return. Do not use "tu" with people older than yourself even if they address you with "tu" unless asked to do so. When in doubt, always use "vous."

IN THE FRENCH HOME:

1. Turn off lights when not in use.
2. Avoid excessive use of hot water. Use your host's shower or bathing habits as a model. Do not stay in the shower for more than 5 minutes.
3. Do not go about in stocking feet or bare feet. Take a pair of slippers.
4. Keep phone calls short and be sure to use a pre-paid phone card for any long-distance calls.
5. At the beginning of your stay, observe your host and ask them to explain their rules. Be respectful of their way of living.

AT THE TABLE:

1. When invited to a French home for a meal, take candy or flowers.
2. Wait to be served, or if you are serving, always serve others before yourself.
3. The French eat with both of their hands (but not the elbows) on the table. Do not keep your left

hand in your lap as you would in the U.S.

4. Keep your bread on the table, not on your plate. Buttered bread is eaten only in the morning.
5. Milk and soda are generally not taken with meals. If wine is served, it should be sipped and tasted rather than drunk as an ordinary liquid. Don't refill your own glass; wait for someone to serve you.
6. Keep an open mind about foods you are unfamiliar with; some foods that may seem strange to an American are regarded as delicacies in France. Always try a small amount of what is offered to you. You don't have to take seconds if you don't care for it.
7. Compliment the cook, and make sure to write a thank-you note.
8. It is polite to ask your host if you can help set or clear the table, help clean up, etc.

IN A CAFE:

1. The café is not just a place to eat or drink. Even if the bill is paid, it is perfectly acceptable to sit for as long as you wish. The concept of a bottomless cup of coffee is unknown in France. If you are offered more, you will have to pay for it.
2. Ice water is generally not served, though you may request tap water (*une carafe d'eau*) or cold bottled mineral water.
3. **TIPPING:** By law, a 19.6% tip is included in restaurant or cafe bills. It is not necessary to tip waiters or taxi cab drivers, but it is a common practice to round up to the nearest euro.

Racial/Gender/Sexuality Issues:

RACIAL ISSUES: France has absorbed, albeit gradually, thousands of people from North Africa and other Mediterranean countries. The large influx of foreigners causes conflicts that are fueled by economic recession leading to high unemployment among these groups. Moreover, many of the new immigrants are Muslims in a country of Catholics. Whereas French government policy has insisted on total assimilation by immigrants, Muslim immigrants do not necessarily view this as a welcoming gesture. Generally, U.S. students would not become involved in such conflicts unless taken for a member of the immigrant population. On a more positive note, immigrants have greatly enriched French culture (e.g., shops, restaurants, general cultural diversity).

GENDER ISSUES: U.S. visitors may be startled by relationships between men and women in France. A first-time (female) visitor may be offended by exploitative images of women in the media and in advertising. However, the representation of women in the media is less exploitive in France than it is in America. It is also no longer uncommon to see exploitative images of men as objects. Women may find it irritating to be overtly "sized up" by French males; such behavior is usually more annoying than threatening and is a part of the Latin-European culture. Women will "size up" men as well.

SEXUALITY ISSUES: In Toulouse, there are organized support groups for gays and lesbians. Even some of the usual club/bar scene venues cater to gays or lesbians. Information on this topic will be provided in materials distributed upon arrival in Toulouse.

Suggested Reading/Web Sites:

It is important to learn as much as possible about the French way of life before you leave. It is also important to know something about your own culture. Your French families will inevitably ask you questions about politics, religion, the judicial system, etc.

BOOKS:

- *Français et Américains, l'autre rive* by Pascal Beaudry (L'Autre Rive, Village Mondiale, 2007).
www.pbeaudry.com
- ***Les Frenchies* by Pascal Baudry and Luc Nisset (Les Frenchies, 2004).**
- ***Etre française et américaine : l'interculturalité vécu* by Nathalie Monsaint-Beaudry (available free on www.pbeaudry.com).**
- *Français – Américains, les différences qui nous approchent* by Gilles Asselin and Ruth Mastron (Alban 2005).
- *French Lessons* by Alice Kaplan (U of Chicago Press, 1995)
- *European Customs and Manners* by Nancy L. Braganti and Elizabeth Devine (Meadowbrook Press, 1992)
- *Sacrés Français!* By Ted Stanger (Michalon, 2003)
- *Sacrés Américains!* By Ted Stanger (Gallimard, 2005)
- *Au Contraire! Figuring out the French* by Gilles Asselin and Ruth Mastron (Intercultural, 2001)

NEWSPAPERS AND MAGAZINES:

Le Monde is a highly respected newspaper, which emphasizes political and economic news and analysis. It is of a center-left perspective. *Le Figaro* is of a conservative bent. *L'Humanité* is a Communist paper, and *Libération* is of left perspective. *L'Express*, *Le Nouvel Observateur*, and *Le Point* are weeklies comparable to *Time* and *Newsweek*. *La Depeche du Midi* is Toulouse's local paper.

The Dickinson Center receives *Le Monde* and *Le Figaro* daily as well as several French weekly or monthly magazines.

WEB SITES:

The Toulouse City Hall: www.toulouse.fr

Travel info: <http://www.routard.com/>

Toulouse news: <http://www.ladepeche.fr/>

LA UNE :

Each year, the students at the Dickinson Center contribute to a monthly on-line newsletter. You can look at this years' *La Une* at: <http://blogs.dickinson.edu/toulouse/>.

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.

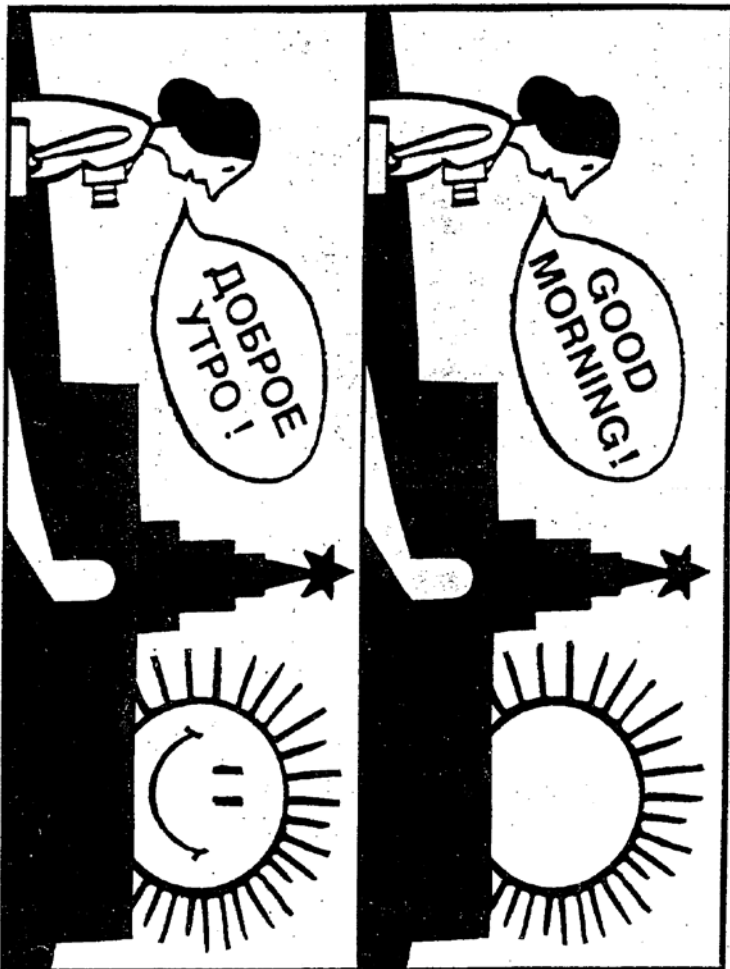
When I started my course, friends said with awe, "You mean you're going to learn a hard language?" The Cyrillic alphabet, for all its idiosyncrasies, like the capital letter "I" that becomes a small "i" in script, turned out to be conquerable. My classmates and I got a kick out of standing at the blackboard 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 30-year-old, not-for-credit student at the 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. None was planning to move to Moscow or make a fortune in the Wild West of Russia 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 little disgusting if I miss a word when I French people and if I teach French or if I'm from another French-speaking country. Clearly no Russian was going to mistake my Slavic muttering for the real thing. Nevertheless, I continued to study Russian. I just changed my goal. As my Russian-speaking daughter put it: "Mom, you 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

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corrected but not graded.

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 mean "one minute of decoding." I started to giggle like a baby, which turned out to be good place to get a shot of vodka.

Ten months later, as my plane bounced

into Moscow in a blizzard, I was fruitlessly rereading my Russian textbook. On the way

down, I began to read billboards. Suddenly, I felt a surge of confidence and an insatiable 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 tone 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 photocopy is just a fancy way of saying *copier*.

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 Embassy 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 yet. 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, decent 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 *butlen* (please) and *mum* (candle). When I said firmly, "Lütfen, 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 his graceful subjectives and catchy idioms. I now smile a lot. I begin every conversation with one can with these garbled bursts of conversation 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.

Cultural Adjustment: Response to Living in Toulouse

Most people who live abroad for an extended period experience some form of culture shock. 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. Being confronted with new ways of thinking and doing things, including oftentimes a different value system, you can become disoriented. Your 'normal', 'common-sense', or 'logical' way of looking at things may suddenly not apply. Suffering culture shock can, at its worst, lead to severe stress and depression. Even a light case of culture shock will be felt 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. In any case, the Dickinson Center staff is always available to help you through rough periods. We encourage students to talk to the Center staff when they meet problems and not to wait until the problem gets bigger and more complicated.

Responses to living in Toulouse:

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 by France, if not Europe in general (opera, concerts, theatre, student clubs, sights in Toulouse and nearby cities, e.g., Paris, traveling outside France, etc.)
4. Realization of aloneness, some independence, absence of family, problems of communicating by letter, struggle with French, 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 French, their customs and attitudes. Girls discouraged with French dates (never again!). Guys cannot meet French girls. Students complain and 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 French as individuals and not as stereotypes, suddenly realizing the great personal freedom and appreciating it, making deep friendships with fellow students and the French, finally leaving America and trying to learn something about France with an accompanying decision to appreciate the best of both countries.

Our Advice

Here are some additional thoughts concerning cultural adaptation:

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

There are clubs and activity groups at the University of Toulouse, 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 French people and prevent you from getting to the rich reality beneath 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 is 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 in Toulouse will not always be a bed of roses, and you may experience loneliness at times. 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 perfect French or make friends in the first two weeks after arrival. Accept that you cannot become totally submerged in French 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 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 study abroad students during which your photos will be displayed and eligible for prizes. More details about the photo contest will be sent out upon your return from studying abroad.

Dickinson Study Abroad Blog:

Dickinson College has a blog for students participating in study abroad programs. You may want to consider keeping a journal on the blog and to share your experiences and insights with your friends or other students interested in going on your program. It also serves as a good tool to keep you connected with Dickinson students studying at different locations and to exchange information. Please find the blog link here: <http://blogs.dickinson.edu/abroad/>. If you are interested, send an email to Todd Bryant at bryantt@dickinson.edu. He will create your blog and send you the basic instructions to get started.

Dickinson Study Abroad Wiki Page:

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

Check out the La Une newsletter. If you are interested in participating, send an email to the Dickinson center staff and to Todd Bryant at bryantt@dickinson.edu. Mr. Bryant will make sure you have the access you need and the very basic instructions.

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

“Nothing I did or do here on the Dickinson campus could compare to the experience of being immersed into French culture.”

“The traveling alone is enough to make anyone more knowledgeable and independent.”

“The culture was a wonderful experience. What sticks out in my mind is a stress on beauty (clothes, art and architecture), history (which is very important to the French), quality of food, and the development of intellect.”

“Make French friends immediately and don’t just stay with the Dickinson group, the security blanket. Those who made French friends improved their French leaps and bounds over those who only hung out with Americans.”

“There are certain difficulties of adjustment I experienced initially; however, the things which shocked me the most (living habits, etc.) were the things I came to appreciate the most by the end of my stay.”

“Don’t be frustrated because France isn’t like the US – try instead to see **why** it is different and give it a chance. It may just start to grow on you until you wake up one day and realize you can’t imagine life any other way.

“I heard it before I left, and I’ll say it to those who follow me: meet the French! Do not think that the people there are going to fall all over themselves to meet you just because you are American. You can’t really meet them in cafés either; you’ve got to go out and do something with them.”

“I love French culture. I was so ready to jump right in when I arrived. I love the social culture in Toulouse; I love the rich history and the importance placed on culture. The simple fact that dinner is a sit-down, non-rushed time is wonderful.”

“The main reason to choose this program is for its location. Toulouse is the number two student city in France and there is a lot to do. Get away from the North/North-West because that’s where everyone goes. Go to the South!!”

“Realize that France is not the same as the US and that means that things such as practicality sometimes fall on the wayside in favor of happiness and pleasure.”

“There is no real way you can prepare yourself for what will happen to you. The most important thing to do is have an open mind and try to see what happens to you and around you objectively, throwing away your preconceptions; you will find that foreigners will be kinder to you if you do as much as you can to accommodate and understand them. And lastly, don’t be intimidated. It’s hard at first, but the only way to overcome that is to go out and meet people.”

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

“Going abroad is the best way to teach you that there is life outside of your own borders. You realize that there are people just like you living a similar lifestyle; they just grew up somewhere different on the globe.”

“Don’t be concerned about seeing as many countries as possible, but get to know a few really well and especially France. By traveling within the country you get to know where you are living and it’s cheaper too!”

“Be sure to participate as much as you can in activities with your host. It’s a good way to get a sense of French people, their family life and relationships. Basically, the more you make an effort to take advantage of the experiences offered to you, the more you get out of being here.”

“Do not leave expecting to be homesick. It is difficult adjusting to a new culture and it redefines the meaning of loneliness. But never shy from the French. Talk to students and understand their culture. Not only will your French improve greatly, but also you will begin to feel at home. Volunteer to tutor English, or baby-sit. You’ll make extra money and meet new people. Join the crew team, an orchestra, a choir; live your year to the fullest and extend yourself to the French. The busier you are, the less time you’ll think about home and Dickinson. Before you realize it, you will belong.”

“Be open-minded to the differences in the two cultures. Even the little things can strike you as “weird,” but usually they are what make two peoples unique from one another.”

“Become familiar with centre ville! Walk around the many narrow, winding streets of Toulouse. There are several excellent restaurants in Toulouse, try as many as you can, but when you find one that you truly enjoy, become a regular! Always greet waiters with a "Bonsoir ..." and make sure to say "Au revoir ..." when you leave. They will appreciate your patronage and you'll be surprised at how great the service becomes when they know you personally!”

“Realize and be okay with the fact that you’ll probably make some sort of cultural mistake every day you’re in France. Learn to laugh at yourself!”

“Though you should always speak French (even with your friends), make the biggest effort during your first three months. Try to converse in French when walking around Toulouse. Practice may not make perfect, but it certainly allows you to enjoy your experience so much more! The more comfortable you are with the language, the more rewarding your trip becomes!”

“Your language level is completely up to you. You decide whether or not to speak French outside of the center and you have a lot of influence over your fluency level.”

“I would say that making friends with the people in your courses is essential. Knowing the French and becoming their friend eases the cultural transition and creates a much more enjoyable experience. In addition, discussing your feelings and experiences with your Dickinson friends makes you realize that you are not alone in your uneasiness and insecurity. You can help each other adapt to a foreign lifestyle.”

“As a result of this experience, I have absolutely changed my mind about what I want for myself in the future. The French have taught me that the American concept of success is often based on monetary and materialistic goals rather than honest achievement of an individual. To enjoy the simple gestures of life each day – eating, drinking, and being with family and friends – is so much more important. I know that I have developed a tremendous sense of awareness of my own feelings as separate from others. I believe it will give me the self-confidence and conviction of purpose that will help me in any area I decide to involve myself in later in life.”

“You only have limited amount of time in Toulouse, so make sure to do what **you** want to do, don’t let anything take away from your personal goals and what you want to get out of your study abroad experience.”

MISCELLANEOUS INFORMATION

24-Hour Clock/Timetables:

Telling time in France (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 becomes 13h15). This system is also used for all timetables and schedules. Daylight savings starts a week before it starts in the U.S.

Numbers/Currency:

When counting the floors of a building, the French start with the ground floor, so the second floor up (U.S.) is counted as the first floor in France. The bottom floor is called the “rez de chaussée.”

In France, the **euro** is the basic unit of currency. In France and other European countries, the usage of commas and periods with currency numbers is reversed. For example, the English 5.8% is written 5,8% (and reads "**cinq virgule huit pourcent**"). The most common coins are 1 and 2 euro pieces. The usual bills in circulation are 5, 10, 20 and 50 euros.

Metric Conversion Tables: See page 65.

APPENDIX I:	TRANSFER CREDIT POLICY
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APPENDIX III:	SUPPLEMENTAL EMERGENCY TRAVEL INSURANCE
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METRIC CONVERSIONS

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

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

Weights and Measures

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

Kitchen Hints:

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

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

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

APPENDIX I: TRANSFER CREDIT POLICY

Transfer Credit Policies

Dickinson College Study Center in Toulouse

A semester or year *cours magistral* at the University of Toulouse I (Social Sciences) or the University of Toulouse II (Le Mirail) which does not include *travaux dirigés* is the equivalent of 2 semester hours per semester and is thus equal to one-half (.5) course credit at Dickinson per semester. In order to receive that credit, students normally must 1) prepare at least two written projects (paper and/or examination), and 2) complete at least one oral project.

A semester or year *cours magistral* at either university with *travaux dirigés* is the equivalent of 4 semester hours per semester and is thus equal to one (1) course credit at Dickinson per semester. In order to receive that credit, students normally must 1) participate actively in the *travaux dirigés*, 2) complete all *contrôles continus*, 3) prepare at least two written projects (paper and/or examination), and 4) either do one oral *exposé* or take one oral examination.

Students are responsible for presenting a course dossier comprising the syllabus (if available) and all work accomplished in the course to the Director of the Toulouse Program.

Credit for all courses is determined as follows:

For general college credit toward the degree: Recommendation by the Program Director to the Director of CGSE and the Registrar.

For major, minor, or distribution credit: Further approval by the appropriate academic department(s) at Dickinson.

Dickinson full-year students are discouraged from entering year-long courses in the spring semester. Any exceptions are to be approved by the program director.

The Department of French and Italian has adopted the following grade conversion scale for courses taken in French universities:

A	=	15-20	C+	=	10
A-	=	14	C	=	9
B+	=	13	C-	=	8
B	=	12	D	=	7
B-	=	11	F	=	6

Students must receive a minimum final grade of 9/20 in order to receive transfer credit. The Department of French and Italian and the Director of CGSE review these policies periodically. Any modifications are reported to the Academic Program Committee.

The Center for Global Study and Engagement Dickinson College

Credit Policies for Academic Year & Semester CGSE Programs

General Policies for All 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 Brian Brubaker, Director of Study Abroad. In the Director’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 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 II: MEMO ON HEALTH INSURANCE

MEMORANDUM

From: The Center of Global Study and Engagement

Subject: Primary Health and Accident Insurance Information

Students who are covered by the Dickinson Student Health Insurance are covered overseas by this policy. While it satisfies the minimum requirement for primary 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.

For students participating on fall or academic year programs, you will initially be billed for the Dickinson student health insurance. Follow the directions for “waiving out” of the Dickinson student health insurance if you plan to rely on a family policy. Information on waiving out can be found at: <http://www.dickinson.edu/student-life/resources/health-center/content/Insurance/>

Students, who wish to “waive out” of this coverage and be covered instead by their family health insurance policy, will find helpful information about evaluating health insurance in the *Health Insurance* section of their handbook. Your policy must cover you **overseas** and **for the duration of your stay**.

For those going overseas on a spring semester, if you would like to sign up for the Dickinson Student Health Insurance, please contact United Healthcare at 1-800-505-4160.

Like Dickinson students, guest students attending Dickinson programs from other colleges and universities must also have primary health and accident insurance coverage. Non-Dickinson students **do not** have the option of purchasing Dickinson student health insurance.

APPENDIX III: Supplemental Travel Insurance

(This policy is subject to change)

Emergency Travel Assistance Program
and
Supplemental Travel Accident and Medical Insurance

Under the auspices of the ACE American Insurance Company (A Stock Company), Dickinson College provides world-wide travel assistance services and travel medical emergency insurance to persons acting officially for the College (e.g., program directors, trustees, faculty, administrators, academic professionals, staff, or students).

Afforded under the world-wide travel services are the following: Pre-departure Services such as information on immunization requirements, passport and visa requirements and Overseas Assistance such as telephone advice about lost baggage or passport, emergency cash service, assistance during a medical emergency, emergency legal advice-assistance, and emergency message service. For further information, consult the "Travel Assistance Program" brochure available from the Office of the Vice President for Campus Operations. For travel service assistance in the U.S. (or Canada), call 888-293-9229. If outside the U.S., call 001-610-293-9229

Also provided is world-wide travel medical and emergency insurance which includes: up to \$50,000 for accidental death & dismemberment, up to \$50,000 for all medical expense benefits, up to 100%* of usual and customary charges for emergency medical evacuation and repatriation of remains. *Note:* This insurance coverage (ACE policy #GLM N0 48 49 06 1R) is effective ONLY AFTER the person has left the United States. For a complete schedule of benefits, deductibles, and policy limitations and/or exclusions, please consult with the Office of the Vice President for Campus Operations.

To process an insurance claim: a) written notice of the claim must be sent to the Company (ACE) within twenty (20) days after the occurrence or commencement of any loss covered by the policy; b) the Company, upon receipt of the claim, will furnish the appropriate forms to the claimant(s); c) written proof of the loss must accompany any claim; d) payment of the claim will be made to the claimant(s) or to a beneficiary.

Contact Address: Office of the Vice President for Campus Operations, Dickinson College, P. O. Box 1773, Carlisle Pa 17013-2896. Telephone 717-245-1943; FAX 717-245-1903;

* These benefits apply only after all other valid and collectible insurance benefits are exhausted and are subject to policy limitations and/or exclusions.

September 2009

APPENDIX IV: HEALTH ISSUES WHILE TRAVELING

HEALTH ISSUES WHILE TRAVELING
Mary Arthur, C.R.N.P., M.P.A., Director, Student Health Services

Travel Clinics

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

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

Common Sense

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

Other Points

- Make sure you will have health insurance while abroad. Call your insurance carrier to find out procedure 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 V: Student Agreement Form

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

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

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

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

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

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

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

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

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

A student who withdraws after the program starts will forfeit the non-refundable confirmation fee and 5% of the Semester Program Fee. Refund of the remaining Semester Program Fee will be determined on a daily pro-rata basis until 60% of the semester has been completed. No refunds will be calculated after 60% of the semester has elapsed. Weekends are included in counted days, except when part of a scheduled period of non-attendance of five days or more, such as spring break.

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

Total retained by Dickinson =

(\$ 300)

(5% x 26,705)

(50/110 x (26,705-300-1335.25))

\$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.