

# **Kalamazoo College Center for International Programs**



**Study Abroad Handbook  
2007-2008**

<b>Part 1: Orientation Calendars &amp; Checklists .....</b>	<b>4</b>
<b>Orientation Calendar: Oaxaca, Mexico winter quarter 2007 .....</b>	<b>4</b>
<b>Checklist of Deadlines: Oaxaca Short-Term Program.....</b>	<b>5</b>
<b>Orientation Calendar for Spring Short-Term 2007 Study Abroad Programs.....</b>	<b>6</b>
<b>Checklist of Deadlines: spring Short-Term Programs .....</b>	<b>7</b>
<b>Orientation Calendar: Long- and Extended-Term Study Abroad Programs.....</b>	<b>8</b>
<b>Checklist of Deadlines: Long- and Extended-Term.....</b>	<b>10</b>
<b>Part 2: Orientation Materials: Getting Ready to Go.....</b>	<b>11</b>
<b>Part 3: Policies for the Study Abroad Program at Kalamazoo College .....</b>	<b>19</b>
<b>I. Academic and Financial Policies .....</b>	<b>19</b>
Program Length.....	19
Eligibility.....	19
Application, Selection, and Placement.....	20
Foreign Language Proficiency.....	21
Non-Kalamazoo College Study Abroad Programs.....	21
Fees.....	22
Billing and Payment.....	23
Financial Assistance/Scholarships .....	23
Confirmation of Participation and Study Abroad Deposit.....	23
Payment of Bill.....	24
Pre-Departure Orientation .....	24
Academic Credit .....	24
Grades.....	24
Course Selection on Study Abroad .....	25
Graduation Requirements and Study Abroad Courses.....	25
Cultures Requirement Worksheet .....	25
Incomplete Grades .....	26
Independent Study .....	26
P.E. Credits .....	26
Underloads, Drops, and Added Courses .....	26
Pass/Fail Courses .....	26
ICRP .....	26
Attendance Policy.....	27
Withdrawal.....	28
Dismissal from the Program .....	28
Program Requirements .....	28
<b>II. Additional Policies and Regulations affecting Study Abroad .....</b>	<b>29</b>
Applications .....	29
Books.....	29
Breakage .....	29
Controlled Substances .....	29
Deadlines and Due Dates .....	29
Documents .....	29
Early Departures.....	30
Changes in Program Length .....	30
Excursions .....	30
Health and Safety on Study Abroad .....	30
Health Policies and Recommendations .....	31
The Role of the Resident Director .....	34
Physical Health.....	34
Mental and Emotional Health .....	35
Sexual Health .....	35
Safety .....	35

Emergencies and Emergency Procedures.....	36
Sexual Harassment in Study Abroad Programs.....	36
Crisis.....	37
Responding to Physical or Sexual Assault While on Study Abroad.....	37
Additional Phone Numbers for your reference: .....	38
Housing Policies, Definitions and Regulations.....	39
Parent Mailings.....	40
Parent Visits while Students are Abroad.....	40
Parental Notification Policy.....	41
Passport Information .....	41
Photos .....	41
Social Behavior.....	41
Student Agreement.....	42
<b>Kalamazoo College Study Abroad Program .....</b>	<b>42</b>
Telephones.....	43
Transportation and Travel Information .....	43
Travel Policies .....	45
Vegetarians and Students on Special Diets .....	45
Visas .....	46
<b>Part 4: Before You Leave.....</b>	<b>47</b>
Pre-Departure Inventory/Packing List .....	47
Money Matters .....	48
Selected Bibliography .....	48

# Part 1: Orientation Calendars & Checklists

## Orientation Calendar: Oaxaca, Mexico winter quarter 2007

### Required Sessions: 11:30AM-12:30PM “Common Time” Fall 2006

Date	Topics	Presenters
<b>Thursday, October 19</b> (5 <sup>th</sup> week) Dewing 200 11:30 am – 12:30 pm	<b>Site Specific: Program Information</b> Day-to-day life on site Housing arrangements Local transportation Academic credits University and class structure Safety Role of resident director	<b>CIP staff member</b> Former participants International students
<b>Thursday, November 2</b> (7 <sup>th</sup> week) Dewing 200 11:30 am – 12:30 pm	<b>Overview and Expectations</b> Student Responsibilities Physical and Mental Health Safety Issues: Emergencies, Assault (Physical and Sexual), Drugs & Alcohol	Prof. Mahler, Provost Dr. Ponto, Counseling Center L. Ailstock, Health Center
Optional orientation workshops:		
<b>Thursday, October 26</b> (6 <sup>th</sup> week) Olmsted Room 11:30 am – 12:30 pm	<b>Women and Study Abroad</b>	<b>Student panel</b>
<b>Thursday, November 9</b> (8 <sup>th</sup> week) Dewing 200 11:30 am – 12:30 pm	<b>Site Specific Information</b> Past Participants	<b>Student panel</b>
<b>Thursday, November 16</b> (9 <sup>th</sup> week) Dewing 200 11:30 am – 12:30 pm	<b>Crossing Cultures</b> -Definition of culture -Subjective and objective culture -Cultural sensitivity	<b>Student panel</b> CIP Peer Advisers

## Checklist of Deadlines: Oaxaca Short-Term Program

(Please note that foreign Consular Officials reserve the right to request additional materials and to alter deadlines. Please watch your campus mailbox for further notices and materials.)

### Due by Thursday, October 19, 2006

- Study Abroad Participation Confirmation
- \$300 non-refundable participation deposit (checks should be made payable to "Kalamazoo College"; make sure name, student ID #, and study abroad program is written on the check)
- Health History

### Due by Thursday, October 26, 2006

- Student Agreement
- Health Insurance Form and Proof of Insurance. Please read the Health Insurance form carefully for further instructions.
- 10 Passport Photos
  - Please write your name, program, and student ID number on the back of each photo
  - Cover the writing in scotch tape to prevent smearing and transfer of ink to other photos
  - Place your photos in an unsealed envelope with your name, program and student ID number on the outside of the envelope
  - Be sure to let your photos dry before placing them in an envelope, otherwise they will stick together
  - It is a good idea to bring the specifications for passport photos with you when getting the photos taken
- Two copies of Passport picture page
- Study Abroad Travel form

• All materials, forms, and payments are due on the date specified. Failure to turn in items by the date that they are due can jeopardize your participation in the program and may lead to your withdrawal from the program.

• Please check with the Business Office to make sure your account is cleared. The CIP will not release your ticket unless your account is paid in full or appropriate arrangements have been made through the Kalamazoo College Business Office.

# Orientation Calendar for Spring Short-Term 2007 Study Abroad Programs

## Required Sessions: 11:30AM-12:30PM “Common Time” Winter 2007

Date	Topics	Presenters
<b>Thursday, January 11</b> (2 <sup>nd</sup> week) 11:30 am – 12:30 pm Dewing 103 + Breakout rooms (TBD)	<b>Site Specific</b> Overview and Expectations Day-to day life on site Local transportation and housing Academic credit University and class structure Safety and emergencies Role of resident director	<b>CIP program managers</b> Past participants International students
<b>Thursday, January 25</b> (4 <sup>th</sup> week) 11:30 am– 12:30 pm Dewing 103	<b>Overview and Expectations</b> Student responsibilities Physical and Mental Health Safety Issues: Emergencies, Assault (Physical and Sexual), Drugs & Alcohol	Prof. Mahler, Provost Dr. Ponto, Counseling Center L. Ailstock, Health Center
<b>Optional Orientation Workshops:</b>		
<b>Tuesday, February 6</b> (6 <sup>th</sup> week) 11:30 am – 12:30 pm Olmsted Room	Women and Study Abroad	Student panel
<b>Thursday, February 8</b> (6 <sup>th</sup> week) Break-out Rooms 11:30 am – 12:30 pm	<b>Past Participants</b> Madrid: Dewing 300 Strasbourg: Dewing 210 Trinidad: Dewing 304 Bonn: Dewing 200	Past participants
<b>Thursday, February 15</b> Dewing 103 (7 <sup>th</sup> week) 11:30 am – 12:30 pm	<b>Crossing Cultures</b> - Definition of culture - Subjective and objective culture - Cultural sensitivity	Student Panel CIP peer advisers

## Checklist of Deadlines: Spring Short-Term Programs

(Please note that foreign Consular Officials and host university institutions reserve the right to request additional materials and to alter deadlines. Please watch your campus mailbox for further notices and materials.)

### Due by Friday, January 5, 2007

- Study Abroad Participation Confirmation
- \$300 non-refundable participation deposit (checks should be made payable to "Kalamazoo College"; make sure name, student ID #, and study abroad program is written on the check)
- Address Update for winter quarter
- Health History

### Due by Wednesday, January 17, 2007

- Student Agreement
- Health Insurance Form and Proof of Insurance. Please read the Health Insurance form carefully for further instructions.
- 10 Passport Photos
  - o Please write your name, program, and student ID number on the back of each photo
  - o Cover the writing in scotch tape to prevent smearing and transfer of ink to other photos
  - o Place your photos in an unsealed envelope with your name, program and student ID number on the outside of the envelope
  - o Be sure to let your photos dry before placing them in an envelope, otherwise they will stick together
  - o It is a good idea to bring the specifications for passport photos with you when getting the photos taken
- Passport and Visa Application (Trinidad and Strasbourg)
- Two copies of Passport picture page (Bonn and Madrid)
- Study Abroad Travel form

### Due by Wednesday, January 24, 2007

- Germany (Bonn):  
International Student Application
- Spain (Madrid):  
Abono Joven

• All materials, forms, and payments are due on the date specified. Failure to turn in items by the date that they are due can jeopardize your participation in the program and may lead to your withdrawal from the program.

• Please check with the Business Office to make sure your account is cleared. The CIP will not release your ticket unless your account is paid in full or appropriate arrangements have been made through the Kalamazoo College Business Office.

## Orientation Calendar: Long- and Extended-Term Study Abroad Programs

(during spring quarter 2007)

**Required Sessions: 11:30AM-12:30PM “Common Time”  
(see below for session break-down information)**

<b>Date</b>	<b>Topics</b>	<b>Presenters</b>
<b>Tuesday, April 3</b> <b>(2<sup>nd</sup> week)</b> 11:30 am-12:30 pm Dewing 103 & Break-out rooms  <b>Programs:</b> 1) Mexico, Chile Costa Rica, & Ecuador  2) Kenya, Senegal, & Botswana  3) Thailand & India	<b>Region Specific</b> Program overview and expectations Role of resident directors University and course structure Daily life on site Housing arrangements Academic credits Safety/Emergency ICRP	Past participants CIP staff International students CIP peer advisers
<b>Thursday, April 5</b> <b>(2<sup>nd</sup> week)</b> 11:30 am – 12:30 pm Dewing 103 & Break-out rooms  <b>Programs:</b> 1) United Kingdom: Scotland, Ireland, England  2) Rome (AUR), Athens (CYA), & Copenhagen (DIS)	<b>Region Specific</b> Program overview and expectations Role of resident directors University and course structure Daily life on site Housing arrangements Academic credits Safety/Emergency ICRP	Past participants CIP staff International students CIP peer advisers
<b>Tuesday, April 10</b> <b>(3<sup>rd</sup> week)</b> 11:30 am – 12:30 pm Dewing 103 & Break-out rooms  <b>Programs:</b> 1) Clermont-Ferrand, Caceres, & Erlangen  2) Japan (all programs) & China (CET and Hong Kong)	<b>Region Specific</b> Program overview and expectations Role of resident directors Daily life on site Housing arrangements Academic credits Safety/Emergency University and course structure ICRP	Past participants International students CIP staff CIP peer advisers
<b>Thursday, April 12</b> <b>(3<sup>rd</sup> week)</b> Dewing 103 & Break-out rooms 11:30 am – 12:30 pm  <b>Programs:</b> 1) Bonn, Madrid, Strasbourg	<b>Region Specific</b> Program overview and expectations Daily life on site Housing arrangements Academic credits University and course structure ICRP Role of resident directors	Past participants International students CIP staff CIP peer advisers

2) Hungary (both programs)

3) Turkey, Cairo, Israel (both programs)

Date	Topics	Presenters
<b>Tuesday, April 17</b> (4 <sup>th</sup> week) 11:30 am – 12:30 pm Dewing 103	Student Responsibilities Physical Health Mental Health Safety Issues: Emergencies, Assault (Physical and Sexual), Drugs & Alcohol	Prof. Mahler (Provost) Dr. Ponto (Counseling Center) L. Ailstock (Health Center)

**European programs:** Denmark, England, France, Germany, Greece, Hungary, Ireland, Italy, Scotland, Spain and Turkey.

<b>Thursday, April 19</b> (4 <sup>th</sup> week) Dewing 103 11:30 am – 12:30 pm	Student Responsibilities Physical Health Mental Health Safety Issues: Emergencies, Assault (Physical and Sexual), Drugs & Alcohol	Prof. Mahler (Provost) Dr. Ponto (Counseling Center) L. Ailstock (Health Center)
--	--	--

**Non-European programs:** Australia, Chile, China, Costa Rica, Ecuador, Egypt, Hong Kong, India, Israel, Japan, Kenya, Mexico, Senegal, and Thailand.

## Optional Workshops

<b>TBA</b>	<b>Kalamazoo Project in Intercultural Communication (KPIC)</b> Poster Session See <a href="http://www.kzoo.edu/cip/kpic/">http://www.kzoo.edu/cip/kpic/</a> for more information about the KPIC course	KPIC students
<b>Thursday, May 3</b> 11:30 am – 12:30 pm (6 <sup>th</sup> week) Room Assignments TBD	Meeting with Former Participants: Expectations, Academic Program, Social Opportunities, Homestays, Living in the City, Practical Information, What to Bring, Independent Travel, Question and Answer	Past participant panels
<b>Wednesday, May 9</b> (7 <sup>th</sup> week) Olmsted Room 5:30 – 7:00 pm	Women & study abroad	Student panel
<b>Thursday, May 10</b> Dewing 103 (7 <sup>th</sup> week) 11:30 am – 12:30 pm	Crossing Cultures	Student panel
TBD	Visa Workshops Applying for a student visa	CIP staff CIP peer advisers

## Required Site-Specific Sessions

TBD                  Australia

## Checklist of Deadlines: Long- and Extended-Term

Please note that Host Institutions, non-Kalamazoo programs and foreign Consular Officials reserve the right to request additional materials and to alter deadlines. Please watch your mailbox for further notices and materials. Students participating in non-Kalamazoo programs are responsible for meeting all deadlines set by the administrators of their specific programs. If you are participating in a program "under development," please be aware that there may be additional forms or information needed. You will be notified via campus mail if this is the case.

### Due by Wednesday, March 28, 2007

- Study Abroad Participation Confirmation
- \$300 non-refundable participation Deposit (checks should be made payable to "Kalamazoo College;" make sure name, student ID #, and study abroad program is written on the check)
- Address Update for spring quarter
- Health History
- Financial Responsibility form for the following programs: (Denmark, Egypt, Ireland, Israel- Jerusalem, UK- Goldsmiths, UK- Lancaster, UK- LSE)

### Due by Wednesday, April 11, 2007

- Student Agreement
- Study Abroad Travel form (Except for Israel (both programs); CET; India; and Waseda, Japan)
- Health Insurance Form and Proof of Insurance. Please read the Health Insurance form carefully for further instructions.
- 10 Passport Photos (Ecuador programs: **must** be color photos; **Costa Rica, Denmark, Japan- Waseda and Madrid** participants must turn in **12 photos**;)
  - Please write your name, program, and student ID number on the back of each photo
  - Cover the writing in scotch tape to prevent smearing and transfer of ink to other photos
  - Place your photos in an unsealed envelope with your name, program and student ID number on the outside of the envelope
  - Be sure to let your photos dry before placing them in an envelope, otherwise they will stick together. It is a good idea to bring the specifications for passport photos with you when getting the photos taken.
- Passport
  - Australia, Chile, France, Italy, Kenya, Senegal, Spain & Thailand participants only
- Two copies of Passport picture page (all other participants)
- China, Costa Rica, Hong Kong, Ecuador, India, Israel, Kenya, Mexico, Senegal, and Thailand Release Form
- Germany (Bonn and Erlangen): University Applications

### Due by Wednesday, May 9, 2007

- Visa materials – Chile

**NOTE: If you do not return these items to the Center for International Programs by this date, you will be required to apply and pay for your own visa.**

### Due by Wednesday, May 16, 2007

- Pre-Departure Summer Address Update
- Visa materials
  - France, Italy, Kenya, Senegal, Spain and Thailand

**NOTE: If you do not return these items to the Center for International Programs by this date, you will be required to apply and pay for your own visa.**

- All materials, forms, and payments are due by 5PM on the date specified. Failure to turn in items by the date they are due can jeopardize your participation in the program, and may lead to your withdrawal from the program.
- Please check with Business Office to make sure your account is cleared. The CIP will not release your ticket unless your account is paid in full or appropriate arrangements have been made through the Kalamazoo College business office.

# Part 2: Orientation Materials: Getting Ready to Go

## Twenty questions for the world traveler: How well can I adapt in another culture?

To assess how hard you will have to work to succeed in another country, rate yourself on your responses to the statements below. Use a scale of 1–5 to rate how strongly you agree with the statement; 1 being low and 5 being high.

1. I am constantly trying to understand myself better. I feel I know my strengths and weaknesses.
2. I respect the opinions of others, though I may not always agree with them.
3. I interact well with people who are very different from me in age, race, economic status, or education.
4. When I am at a party with foreigners, I normally go out of my way to meet them.
5. I do not need to understand everything going on around me. I tolerate ambiguity well.
6. I am able to change course quickly. I readily change my plans or expectations to adapt to a new situation.
7. I often find humor in difficult situations, and afterwards I can laugh at myself.
8. When I have to wait, I am patient. I can be flexible with my agenda, schedule, or plans.
9. I am always asking questions, reading, exploring. I am curious about new things, people, and places.
10. I am resourceful and able to entertain myself.
11. I tackle problems confidently, without always needing the help of staff or friends.
12. When things go badly, I am able to keep my mind clear and my attitude positive.
13. I have made mistakes and learned from them.
14. In an unfamiliar situation, I watch and listen before acting.
15. I am a good listener.
16. When I am lost, I ask for directions.
17. I sincerely do not want to offend others.
18. I like people and accept them as they are.
19. I am sensitive to the feelings of others and observe their reactions when I am talking.
20. I like new ideas, new ways of doing things, and am willing to experiment.

### How to score

Total your answers. If your score is 80 or greater, you have already made good progress toward intercultural sensitivity and an acceptance of difference. If your score is between 50 and 79, you will have to work on developing the attitudes and behaviors needed for good adjustment to living abroad. If your score is below 50, you should examine closely your motivations for wanting to go abroad.

Excerpted with permission from *Going International Part 1: Bridging the Culture Gap*. Copyright © 1983 Griggs Productions, San Francisco, CA. May not be reproduced without permission from Griggs Productions.

## Objectives Worksheet

Recently much attention has been paid to the clarification of objectives for the management of business and industry. Also, as every education major knows, objectives play an important role in lesson and course design and in education in general. In the last several years the clarification of objectives has entered the personal sphere as well. Time management and personal productivity seminars stress the importance of setting personal goals and monitoring one's progress towards achieving them.

The process of setting objectives is a valuable exercise as you prepare for your study abroad experience. For if you are not clear as to what you want from your sojourn abroad, you will have no way of knowing whether you are accomplishing your goals. In addition, by considering your personal goals for your study abroad experience you will begin to understand your motivations for wanting to live and study abroad.

Here is a list of the objectives most commonly given by Americans going overseas. Put an "X" next to all those that apply to you.

1. Advancement in future job or profession
2. Challenge of living and studying overseas
3. Opportunity to increase future salary
4. Pressure from friends or parents, teachers, or the "K" Plan
5. Desire to expand your own horizons
6. Desire to experience an exotic foreign place
7. Desire to learn another language and culture
8. Desire to keep up with classmates and friends who have been overseas
9. Desire to get away from the United States
10. Need for a change
11. Desire to get away from something in personal or college life
12. Hope that the new setting will solve something distressing in personal, college, or family life
13. Hope that foreign experience will stop the drift, uncertainty, or pointlessness in your personal or college life and give it new meaning
14. Other (specify)

If you are like most people, you have checked several items. You will want to review this list from time to time while you are abroad to check whether you are making progress on achieving your objectives. You might find it helpful to write in your journal about your feelings and motivations as you review this list.

Now go back through the list and note which three or four are **most** important to you now and put them in rank order. Consider these and the rest of the items carefully. Are there conflicts among the objectives that are most important now? Are there motivations on the list (or others that you've thought of) that you were unwilling to acknowledge? Almost everyone goes abroad with mixed motives, some of which we are not comfortable with. Over the next ten weeks you may wish to talk about your motives with friends, your advisor, a counselor, or someone from the Center for International Programs. By clearly and honestly stating your needs and goals in your own mind (even if they are less idealistic than you would like), you will be better able to establish realistic expectations for your sojourn abroad. Clear objectives and realistic expectations are the best beginning for your study abroad experience.

Adapted from L. Robert Kohls, *Survival Kit for Overseas Living*, (1984) p. 35–36.

## Culture and History Worksheet

Here are some questions about the culture and history of your host country, questions that will provide you with the sort of information about everyday matters that are known by most people living there. Try to answer as many of them as you can before you leave and complete them at your program. (Our thanks to L. Robert Kohls' book, *Survival Kit for Overseas Living*, for many of these questions).

By the way, there are international students on campus this quarter who would be very willing to help provide you information about these and other matters. If you haven't yet met them, make an effort to do so! They are your best source of information about the country you'll be living in within a matter of weeks.

We strongly encourage you to **find out as much information about these topics as you possibly can:** where adapting to another culture is concerned, it's very important to find out as much as you can about attitudes and beliefs, and about daily customs and practices.

1. Who are the country's most important national heroes and heroines? Who are the most widely admired public figures today?
2. Are other languages spoken besides the national language? What are the political and social implications of language usage?
3. What is the predominant religion? Is it a state religion? How long has the dominant religion been a force? To what extent does the religion continue to play an important role in the political and social life of the average citizen?
4. What are the most important religious observances and ceremonies? How regularly do people participate in them?
5. How do members of the predominant religion feel about other religions?
6. What are some of the prevailing attitudes toward divorce? Toward extra-marital relations? Toward homosexuality?
7. What is the attitude toward drinking?
8. Is the price asked for merchandise fixed or are customers expected to bargain? How is the bargaining conducted?
9. If, as a customer, you touch or handle merchandise for sale (including such things as fruit or linen tablecloths), will the seller in the store or market think you are knowledgeable, inconsiderate, within your rights, completely outside your rights? Other?
10. How do people organize their daily activities? What is the normal meal schedule? Is there a daytime rest period? What is the customary time for visiting friends?
11. How long do people talk when they use the telephone? Do friends call each other frequently to chat? How do people feel about having other people make Long-distance (overseas) calls from their private house phones?
12. What foods are popular and how are they prepared?
13. What things are considered taboo in this society?
14. What is the usual dress for women? for men? Are slacks or shorts worn? If so, on what occasions? Do teenagers wear jeans?
15. What are the special privileges of age and/or sex?
16. If you are invited to dinner, would you arrive early? on time? late? If late, how late?

17. On what occasions would you present (or accept) gifts from people in the country? What kind of gifts would you exchange?
18. Do some flowers have a particular significance?
19. How do people greet one another? shake hands? embrace or kiss? How do they leave one another? What do they say when they greet or leave one another?
20. What are the favorite leisure and recreational activities of adults? teenagers?
21. What sports are popular?
22. What kinds of television programs are shown? What social purposes do they serve?
23. What is the normal work schedule?
24. What kind of local public transportation is available? Do all classes of people use it?
25. Who has the right of way in traffic: vehicles, pedestrians?
26. Is military training compulsory?
27. Are the largest circulation newspapers generally friendly in their attitude toward the United States?
28. What is the history of the relationships between this country and the United States?
29. Are there American expatriates living in the country?
30. Is education free? compulsory?
31. Where are the important universities of the country? If university education is sought abroad, to what countries and universities do students go?

## Culture Shock

No matter whether you call it Cross-Cultural Adaptation Stress, Intercultural Adjustment Disorientation, Displacement Anxiety, or Culture Shock, “the anxiety that results from losing all our familiar signs and symbols of social intercourse” is a real part of almost everyone’s sojourn abroad. Along with our spoken language, we have learned an enormous number of non-verbal cues which indicate to us such things as when to shake hands, what to say when we meet people, how to tip, how to make requests, how to buy things in different settings, when to accept and when to refuse invitations, and when to take a person’s statements seriously. In addition there is the larger issue that one’s learned culture and cultural knowledge have only limited value in the new setting. Kalvervo Oberg, one of the earliest researchers on culture shock, notes that “when an individual enters a strange culture, all or most of these familiar cues are removed. He or she is like a fish out of water. No matter how broad-minded or full of good will he may be, a series of props has been knocked out from under him/her.”

Not everyone is affected by culture shock in the same way, at the same time, or to the same degree. For some the symptoms may be severe, for others quite mild. For some this may be a long drawn out affair, for others very brief. It is, however, typical for all humans (and other animals and even plants) to undergo some sort of transplant/adaptation stress when they move into a new environment. Robert Kohls notes that this move “can cause intense discomfort, often accompanied by hyper-irritability, bitterness, resentment, homesickness, and depression. In some cases distinct physical symptoms of psychosomatic illness occur” (63). Other symptoms may include “excessive washing of the hands, exaggerated concern over drinking water, food, dishes and bedding, the absent-minded, far-away stare, a feeling of helplessness and a desire for dependence on Long-term residents of one’s own nationality; 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 robbed or injured, great concern over minor pains and eruptions of the skin, and finally that terrible longing to be back home, to have a good cup of coffee, to walk into that corner drugstore, to visit one’s relatives and friends and, in general to talk to people who really make sense” (Oberg).

For many people, the sojourn abroad proceeds through several phases. While these phases may reflect all or part of your own adjustment process, there is no one “normal” pattern. Reactions to living in a new culture are as different as the people who are doing the reacting. You may find that your adjustment proceeds faster or slower than what is indicated here. The following are, however, typical.

### Pre-Departure

<b>Time</b>	Pre-Departure
<b>General Attitude</b>	Anticipation
<b>Events</b>	Planning, packing, processing, partying, orientation
<b>Emotional Response</b>	Excitement, enthusiasm, some trepidation of unknown, concern about leaving family, friends, lovers, familiar environment, desire to escape problems
<b>Behavioral Response</b>	Anticipation, loss of interest in current responsibilities
<b>Physical Response</b>	Tiredness, generally normal health
<b>Verbal Response</b>	I just can't wait to . . .

### Honeymoon or Spectator Phase

<b>Time</b>	Weeks 1–4
<b>General Attitude</b>	Exhilaration, euphoria
<b>Events</b>	Red carpet welcome, new homestay or dorm, new classes and teachers, exploration of sights and shops
<b>Emotional Response</b>	Tourist enthusiasm, sense of adventure
<b>Behavioral Response</b>	Outward curiosity about host nationals, avoidance of negative stereotypes, enthusiasm for studies and site, passive observer of culture
<b>Physical Response</b>	Intestinal disturbances, minor insomnia
<b>Verbal Response</b>	“How quaint; this place and these people are a lot like home.”

### Increasing Participation Phase

<b>Time</b>	Weeks 5–8
<b>General Attitude</b>	Bewilderment, disenchantment, restlessness, impatience
<b>Events</b>	Classes, homework, everyday life, responsibilities in homestay or dorm, unfamiliar food, manners, language, customs, cost of living
<b>Emotional Response</b>	Qualms, uncertainty, irritability, loss of enthusiasm, skepticism, frustration, questioning of values of self and others
<b>Behavioral Response</b>	Search for security in familiar activities (e.g. reading books in English), increased alcohol and/or food consumption, withdrawal
<b>Physical Response</b>	Colds, headaches, tiredness
<b>Verbal Response</b>	“Why do they have to do it like that? Why can't they just...?”

### Crisis Phase

<b>Time</b>	Weeks 9–12
<b>General Attitude</b>	Hostility, irritation, aggression
<b>Events</b>	Uneven work performance, confrontation with differences
<b>Emotional Response</b>	Discouragement, lethargy, depression, suspicion, boredom, homesickness, anger, extreme sensitivity and irritability, loneliness
<b>Behavioral Response</b>	Withdrawal, avoiding contact with host nationals, excessive sleep, fits of weeping, loss of concentration, tension and conflict with others
<b>Physical Response</b>	Minor illnesses, headaches, preoccupation with personal cleanliness
<b>Verbal Response</b>	“This place s—s! I hate it here. This place and these people are stupid.” Use of stereotypes, chauvinism, nationalism. “We” excludes host nationals.

### Adaptation Phase

<b>Time</b>	Weeks 13–20+
<b>General Attitude</b>	Recovery
<b>Events</b>	Work performance improves, able to interpret cultural clues, can laugh at and tell jokes
<b>Emotional Response</b>	Sense of comfort with surroundings, sense of belonging, sense of shared fate, biculturalism
<b>Behavioral Response</b>	Ability to see things from perspective of host nationals, empathy
<b>Physical Response</b>	Normal health

**Verbal Response** “Home” is homestay or dorm. “We” includes host nationals.

## Reentry Phase

(shares many of the same attributes as the previous phases)

<b>General Attitude</b>	Ambivalence
<b>Events</b>	Wanting to tell others about experience and finding others generally not very interested.
<b>Emotional Response</b>	Mixed-up, disconnected, disoriented, irritability, depression, homesickness for overseas site, uncertainty about “home”
<b>Behavioral Response</b>	Criticism of home and friends, lethargy, keen interest in foreign affairs and news
<b>Physical Response</b>	Colds, headaches
<b>Verbal Response</b>	“I never realized...”

(Adapted from the *Fulbright Newsletter*, 1988)

## Some general advice about culture shock

Problems most often arise abroad when there is a discrepancy between our expectations and reality. However, as normal human beings, we tend to expect others to be like we are. Even though we know we are in a different cultural reality abroad, we expect, often unconsciously, that things will be and work like they do at home. When we begin to recognize that things and other people are different, we often experience the symptoms noted in the chart. Thus, we suggest you

1. Expect change and difference. Keeping an open mind and remaining flexible are two excellent attributes for a successful study abroad experience. Make change and difference tools for learning, not enemies to be overcome. Avoid getting caught up in the little things. Keep your sense of humor. Be willing to fail at some tasks and feel stupid (or like a 5-year-old) when doing others. Study abroad involves a great deal of risk-taking—not necessarily bungee jumping type risks, but more like buying a movie ticket or asking directions in a foreign language.
2. Guard your health. Be sure to get enough to eat, drink enough water and get enough sleep.
3. Acknowledge symptoms of culture shock, when they occur and then do something constructive to deal with them. (See Dr. Grossman’s comments for suggestions.)
4. Spend some time before departure (both overseas and returning) to review your goals using the worksheet in this handbook. Keep your expectations reasonable and revise them at regular intervals. Be realistic about yourself and your abilities. People who have the ability to relax and ride with events tend to be more effective and enjoy themselves overseas.
5. Develop an attitude of patience and tolerance towards yourself as well as others. Tolerance towards ambiguity is an important skill for learning how to live in a new culture. Most of the time we do not know what things mean or how things work and it will frustrate us, if we let it.
6. Develop the habit of mentally stepping back from an uncomfortable situation and describing the situation as you see it. What is the specific thing that has triggered the feeling in you. Then go on to interpret the situation, that is say what you think about what you see. And then finally continue with an evaluation, that is what you feel about what you think you see. Frustration and other feelings of discomfort are traceable to a specific cause or action, usually an ambiguity, a disparity between expectations and reality, an unrealistic goal, a sense that things should move more quickly, or a cultural blunder.

## A word about coming home

Returning home is often as difficult an experience as going overseas. The reentry process recapitulates the same phases as the sojourn abroad, albeit in a more compressed manner. When returning home it is important to make use of the same skills and tools that you developed while overseas. The preceding list of suggestions

can help ease the transition back into life at “K”. Many students have told us that finding an outlet for sharing their study abroad experiences was an important part of their personal reentry process. Talk with your instructors, your academic advisor, or the Center for International Programs about possibilities. If you should experience severe emotional discomfort after returning home, contact the counseling office or the health center.

## Culture Shock Responses

Collected by Dr. Robert Grossman, Kalamazoo College

I think of our responses to stress as falling into four types.

- I. Critical or anger released reactions — magnifying the negative aspects of the experience, belittling others, minimizing the positive.
- II. Anxious or fear-aroused reactions — catastrophic thoughts, physical reactions, desire to avoid any situations that increase the fear which can result in only spending time with other “K” students.
- III. Depressive or low self-esteem reactions — desire to withdraw, self-critical thoughts, low motivation, lack of interest and strong desire to return home and, in the worst cases, self-destructive thoughts.
- IV. Denial of the stress — This is the tendency to totally ignore risks or problems. Men especially are trained in this style of response and many think this results in the high degree of stress-related cardiovascular problems they have in our society. There is some evidence to indicate that high-achieving women are also steeped in this tradition. Overseas it often results in serious illness in both males and females from eating food that is not recommended. In some cases this has led to going off on personal adventures without appropriate backup and safeguards. This style often results in obliviousness to serious cross-cultural problems. Worst of all, the person comes back from the overseas experience with prejudices and stereotypes unchanged. Such people often remain ethnocentric and miss out on the opportunity to be bicultural or even multicultural.

## Ways to Cope with Adaptation Stress

From L. Robert Kohl's *Survival Kit for Overseas Living*, Chapter 19 “Responding to Culture Shock,” pp. 97-103. Also see “A Word About Coming Home.”

- **Pursue information gathering assiduously.** (Kohl's suggests looking at areas such as history, basic facts, making a human profile, collecting Do's & Don'ts, current politics and problems, national heroes/heroines, and identifying intercultural ‘flashpoints’, undertaking a logical orientation to the city: identifying sights, monuments, scenic areas, etc. See the “Culture and History Worksheet” in this handbook for further suggestions.)
- **Look for logical reasons** behind everything in the host culture that seem strange, difficult, confusing, or threatening. Use the DIE(S) technique: **D**escribe, **I**nterpret, **E**valuate, and then **S**witch perspectives with the other person.
- **Try to trace** every “strange” action you observe in your new culture to its underlying value or values.
- **Don't succumb to the temptation** to disparage the host culture.
- **Identify a host national** who is sympathetic and understanding and talk with that person about specific situations and your **feelings** related to them.
- **Have faith in yourself.**

I suggest you look for the kernel of truth and of exaggeration in every disparaging thought that occurs to you rather than trying to suppress your desire to criticize the host culture. This is the best way to handle all

emotionally driven thought. Writing helps in this process. Consider keeping a journal of your study abroad experience.

## A Developmental Model of Intercultural Sensitivity

### Ethnocentric States

**I. Denial of Difference.** No recognition of cultural difference because of isolation or intentional separation. Attribution of deficiency in intelligence or personality to culturally deviant behavior. Tendency to dehumanize outsiders.

**II. Defense against Difference.** Recognition of cultural difference coupled with negative evaluation of most variations from native culture — the greater the difference, the more negative the evaluation. Evolutionary view of cultural development with native culture at the acme. A tendency towards social/cultural proselytizing of “underdeveloped” cultures.

**Reversal.** Tendency to see another culture as superior while maligning one’s own.

**III. Minimization of Difference.** Recognition and acceptance of superficial cultural difference such as eating customs, etc., while holding that all human beings are essentially the same. Emphasis on the similarity of people and commonality of basic values. Tendency to define the basis of commonality in ethnocentric terms (i.e. everyone is essentially like us).

**Physical Universalism.** Emphasis on commonality of human beings in terms of physiological similarity.

**Transcendent Universalism.** Emphasis of commonality of human beings as subordinate to a particular supernatural being, religion, or social philosophy.

### Ethnorelative States

**IV. Acceptance of Difference.** Recognition and appreciation of cultural difference in behavior and values. Acceptance of cultural differences as viable alternative solutions to the organization of human existence. Cultural relativity.

**V. Adaptation of Difference.** The development of communication skills that enable intercultural communication. Effective use of empathy, or frame of reference shifting, to understand and be understood across cultural boundaries.

**IV. Integration of Difference.** The internalization of bi-cultural or multicultural frames of reference. Maintaining a definition of identity that is “marginal” to any particular culture.

#### References:

Bennett, Milton J. “A Developmental Approach to Training Intercultural Sensitivity.” *International Journal of Intercultural Relations*. Vol. 10 (2). Summer 1986.

\_\_\_\_\_. “Towards Ethnorelativism: A Developmental Model of Intercultural Sensitivity.” in Paige, Michael (Ed.). *Cross-Cultural Orientation: New Conceptualizations and Applications*. University Press. Lanham, MD. 1986.

# Part 3: Policies for the Study Abroad Program at Kalamazoo College

This document represents the most accurate information available at the time of publication. Statements contained herein are not contractual obligations, and verbal or other representations that are inconsistent with or not contained within this handbook and its policies are not binding. Kalamazoo College reserves the right to change without specific notice programs and the conditions under which they are offered. Please refer to the Kalamazoo College catalogue for complete details.

## I. Academic and Financial Policies

Academic programs and requirements for a specific study abroad program, as well as eligibility criteria, etc., are described in detail on individual program information sheets available in the Center or at [www.kzoo.edu/cip](http://www.kzoo.edu/cip).

### General Information

The complete policies and regulations that govern the Study Abroad Program at Kalamazoo College are found in this *Study Abroad Handbook*, which is published by the Center for International Programs (CIP). For information on specific programs and policies, consult the Director of the Center for International Programs.

It is the student's responsibility to become familiar with all Study Abroad policies, regulations and guidelines. The student's application for participation in Study Abroad and his or her signature on the Study Abroad Participation Confirmation and Student Agreement Forms and a \$300 deposit are confirmation of acceptance of the policies governing the Study Abroad Program, including all academic and social policies of Kalamazoo College, among them the Honor System. Failure to adhere to any of these will be considered sufficient reason for dismissal from the program.

### Program Length

Study abroad programs available to Kalamazoo College students include **Long-Term**, **Extended-Term**, and **Short-Term** programs. In a **Long-Term** program, the academic experience typically lasts 14–17 weeks beginning in the fall. **Extended-Term** programs typically begin in the fall and end the following June or July. **Short-Term** programs typically last ten weeks, beginning in late March and ending in early June. The College offers one Short-Term program that begins in early January and concludes in mid-March. For information regarding specific program dates, please contact the Center for International Programs. Students need to meet with their academic advisors and consult the Center for International Programs well in advance of participation in order to determine the programs that will best fit their academic needs. Summer study abroad for credit is available to Kalamazoo College students only through CIP-sponsored International Study Seminars.

### Eligibility

Students are required to obtain approval in advance for participation in study abroad programs through application to the Center for International Programs. The Center determines which study abroad programs qualify for transfer of academic credit and Kalamazoo College financial assistance/scholarships. Participants are admitted to specific programs and sites based upon student qualifications, program capacities, and other conditions deemed relevant by the Director of the Center for International Programs. Students wishing to participate in study abroad must have a minimum 2.5 GPA at the time of application; some programs have higher minimum GPA requirements. The final decision regarding admission to and participation in specific programs rests with the Director of the Center for International Programs and host institutions abroad. The Director reserves the right to deny participation in study abroad when students' actions either on or off campus raise doubt that they are ready for an international study experience or prepared to represent Kalamazoo College appropriately. Programs may be changed, suspended, or withdrawn at any time due to political, economic or other conditions.

Application materials will be forwarded by the Center for International Programs to the appropriate programs or universities. No credit will be awarded for any academic work done outside the United States

without prior endorsement by the Center. **Requests for endorsements after the fact will not be entertained.** Students interested in enrolling in a program not on the List of Study Abroad Programs Approved for Transfer of Academic Credit (a copy of which can be found in the CIP office) can petition the Center to have the program endorsed on a one-time basis. Such petitions must be filed by December 1 of the calendar year prior to the year in which the student wishes to apply to participate. A description of the petition process is available in the Center for International Programs.

Students on academic probation or who have a history of significant disciplinary problems are not eligible to participate in the study abroad program. Students on level two probation are not eligible for study abroad. Students must remove all incomplete grades prior to departure for study abroad. All students participating in Long-Term or Extended-Term programs must have junior standing (a minimum of 17 Kalamazoo College credits passed with a "D" or better are necessary to receive junior standing). Students who are not able to complete the program's 17 unit requirement prior to the conclusion of the last quarter on campus before study abroad may be placed on a conditional admission status until proof of completion has been received and approved by the Registrar. Students who transfer to Kalamazoo College should talk with the director during their first term on campus about their study abroad options.

As a general policy, participation in Kalamazoo College study abroad programs will be limited to a maximum of 15 students per program, although some programs have different limits. Sophomores will be given priority for the spring Short-Term programs. Juniors will be admitted to spring Short-Term programs only if there is space available, and with the approval of the Registrar and the student's academic advisor. Sophomores and Juniors are eligible for the winter Short-Term program in Oaxaca, Mexico. Long and Extended-Term programs are open to juniors only. Due to College residency requirements, seniors are not eligible for study abroad. In those Kalamazoo-sponsored programs that are open to students from other colleges and universities (typically Kenya and Senegal), priority will be given to Kalamazoo students; non-Kalamazoo students will be admitted on a space available basis. First Year students are not eligible to participate in study abroad.

Kalamazoo students typically participate in only one study abroad experience for credit during their time at the College. Students who wish to consider applying to a second study abroad program should consult with the Director of the Center for International Programs, the Registrar, and their advisor to ensure that they are able to complete their studies in a timely manner. No more than ten units of credit from off-campus programs (including study abroad and GLCA programs such as New York Arts, Philadelphia Urban Studies, or Borders) can be used to meet a student's graduation requirements. Students may apply their Kalamazoo College financial assistance/scholarships to only one extended-, long-, or short-term study abroad program approved for such transfers. Students who participate in a second short-term program will not be able to apply their institutional financial assistance/ scholarships to a second short-term program. Students applying for a second study abroad program will have lower priority with regard to selection and admission to the second program and will not have institutional financial aid applied to the second study abroad experience.

Students whose physical, mental or emotional condition may require accommodations to participate in the study abroad program must contact the Center staff well before the deadlines for applications. The Center staff will assist by providing the student a clear description of the physical and mental requirements of the program. The student will be asked to provide the Center staff with a clear description of the accommodations that the student believes will be necessary for the student to meet the requirements of the program. The student may be asked to provide the Center with a release to speak with the student's healthcare provider so that the Center staff can clearly understand the student's needs. The Center staff will determine the availability of those accommodations, or other reasonable accommodations, at the program location. The student's acceptance into a specific study abroad program is contingent upon the determination to the Director's satisfaction that reasonable accommodations are available at the program location.

Students who intend to participate in the Extended-Term programs must pass all classes taken during the Long-Term portion of the program with a "C" or better. If a student has not passed all classes, they are not eligible to participate in the Extended-Term program and will need to make arrangements to return to campus for the spring quarter.

## **Application, Selection, and Placement**

Students must meet specific requirements and deadlines in order to be eligible to participate in any study abroad program. These requirements differ from program to program, but for all of them, prospective participants must complete and submit required application materials. Incomplete applications will be considered late and will be returned to the student. Students may only apply for one program at a time, regardless of the application deadline of that program. If a student is not admitted into his or her first choice program, the CIP will assist the student in applying for another program to which he or she is eligible and in

which there is space available. In some Kalamazoo programs, students who are not selected for participation may be offered alternate status. Typically, no more than two students will be considered for alternate status for any one program. Alternate status means that, should an active participant choose not to accept their offer of admission, the alternate will be assigned to that space. Alternate status is always set for a limited duration. At the end of that set time, the student will be given the choice to apply for another program where space is available and to which the student is eligible.

Information on specific program requirements and applications is available in the Center for International Programs. With the exception of a single required foreign language course, **students must meet all eligibility requirements at the time of application and continue to meet the set requirements prior to departure.** Academic performance and probationary status will be evaluated by the CIP following each quarter prior to study abroad departure. Students participating in off-campus programs fall quarter of their sophomore year are responsible for contacting the Center for International Programs to receive an application.

First Year and transfer students should complete and turn in the "First Year Student Interest Form" during winter quarter of the first year on campus. Sophomores and Juniors wishing to participate in short, Long- or Extended-Term programs must complete and turn in the "Sophomore/Transfer Student Interest Form" by November 1 of the academic year preceding the one in which they intend to participate. Applications for the Short-Term, winter quarter Oaxaca, Mexico program are due on October 6, 2006. All applications for participation in spring Short-Term programs are due in the Center by November 15; applications for participation in Long- or Extended-Term programs are due in the Center by January 15. Failure to turn in the completed application materials by the due dates can jeopardize a student's participation in study abroad.

Students meeting the College's and any program-specific eligibility requirements are selected for participation in the study abroad program on the basis of such items as their cumulative grade point average, their grades in the appropriate foreign language (where applicable), the strength of the required essay(s), faculty letters of recommendation, an evaluation of the transcript, and other information provided in their application and their College records. The Center for International Programs may also require applicants to be interviewed.

Transfer students are required to submit original copies of transcripts from any college or university that they have attended by the application deadline, as previous academic work will be reviewed as part of the selection process. The Office of the Registrar cannot release copies of non-Kalamazoo College transcripts. A combined Transfer and Kalamazoo G.P.A. will be used to determine eligibility.

## Foreign Language Proficiency

Students who desire a university-integrated experience in which they take classes with host country students in French, German, or Spanish speaking programs must have advanced proficiency in the appropriate foreign language equivalent to at least level 202 or 203. Students participating in Chinese or Japanese speaking programs will need considerably more language study to be able to gain entrance to regular University courses. Students who have proficiency in a foreign language through level 201 will most typically take courses in the target language but offered through a language and culture institute for foreign students attached or otherwise affiliated with a university.

Those who have already taken the required minimum level of foreign language for their study abroad program are encouraged to maintain their level of proficiency during the time before departure. Students will not receive credit for completing a language course abroad equivalent to one they have already taken at K.

Students choosing the spring Short-Term Study Abroad option may not have proficiency in the language of that study abroad program greater than four units (level 202) of that language and must have a minimum proficiency equivalent to two units (level 102).

Students who are not able to complete the program's language requirement prior to the conclusion of the last quarter on campus before study abroad may be placed on a conditional admission status until proof of completion has been received and approved by the language department and the Registrar.

## Non-Kalamazoo College Study Abroad Programs

The College collaborates with domestic and international program providers in order to offer a wide variety of study abroad experiences. Programs in this category are referred to as non-Kalamazoo programs and are listed in Groups II and III on the list of study abroad programs. The Center for International Programs assists students with the application processes, and coordinates the payment of tuition, room and board, international round-trip airfare and non-refundable deposits required by the host institution. Students interested in non-Kalamazoo programs will need to complete additional application materials for the host institution, submit pre-departure forms directly to the program provider and be prepared to be the primary contact prior to departure.

In other words, students will need to communicate directly in a timely manner with the program provider and independently work to turn in materials, forms, and other items by the deadlines designated by the program provider. The CIP will coordinate payment of application, housing and travel fees that are included as part of the Kalamazoo College study abroad comprehensive fee.

Application to non-Kalamazoo programs is a two-step process. Students first submit applications to the Center for International Programs for preliminary review. CIP endorsed applicants are then nominated for selection with the host institution. It is important that students interested in non-Kalamazoo programs are aware that the host institution makes the final selection and participation decisions.

The CIP provides a supplemental letter along with the notice of nomination. It informs students of their responsibilities for pre-departure deadlines, international transportation, and student visa application. Students on most non-Kalamazoo programs will be responsible for obtaining their own student visa or entry document. The Visa Section on page 44 lists important details.

A number of non-Kalamazoo programs are not approved for the transfer of financial assistance from the College. These programs are listed in Group III of the list of programs. Students endorsed for programs in Group III are required to submit the Acknowledgement of Financial Responsibility and Program Costs in which the CIP recommends students discuss alternate sources of assistance with the College's Financial Aid Office.

## Fees

For Kalamazoo College students participating in a Long-Term Kalamazoo College study abroad program, the comprehensive fee for 2006/07 is \$22,646; for an Extended-Term Kalamazoo College program, the 2006/07 comprehensive fee is \$33,969. The comprehensive fee for Kalamazoo College students participating in a Kalamazoo College 2007 Short-Term program is \$11,323. The comprehensive fees for the 2007-2008 academic year will be announced in February of 2007. Comprehensive fees for participants from other colleges and universities are the same as for Kalamazoo College students. All non-Kalamazoo program options are billed at the Kalamazoo College rates cited above or at the actual rate, if this exceeds customary Kalamazoo charges. **In no instance will a student pay less than the comprehensive fee assessed for Kalamazoo College's own study abroad programs.** A non-refundable \$300 deposit will be required prior to participation in all programs. The deposit will be credited towards the comprehensive fee.

Study Abroad comprehensive fees cover international round-trip group transportation from the designated port of departure to the foreign program location, and from the designated foreign port of departure to the original departure port; room and board while classes are in session; all academic tuition and fees; and excursions included as part of the academic program.

NOTE: Group round-trip international transportation is included in the comprehensive fee. Students who choose not to travel with the group to the foreign program location will be responsible for arranging and paying for their own transportation and arrival arrangements. The Center for International Programs does not offer refunds for unused transportation or other program segments.

Study Abroad comprehensive fees do not include:

- domestic round-trip transportation between the student's home and the designated port of departure;
- return transportation from the foreign program location to the designated foreign port of departure;
- books and other required educational materials (including photocopies and personal printing—typically \$150 per quarter) or additional lab or music fees;
- room and board during Christmas, Holy Week, and other extended vacation periods when the academic program is not in session;
- cost of local transportation at the program location;
- passports;
- required photographs;
- required physical exams, x-rays and other medical tests (these costs may or may not be covered by insurance)
- required and recommended immunizations; (these costs will vary from \$35 to \$450 depending upon destination);
- required health and accident insurance;
- anti-malarial prophylactic pills (where recommended by the CDC) that the student takes abroad (average cost \$10.00 per pill taken on a weekly basis—total cost varies from \$100-\$800 depending on the length of the program);
- required medical evacuation insurance (where indicated in the Study Abroad Handbook)

- independent travel while abroad;
- cost of local transportation at the program site, including field trips for a course;
- personal property insurance;
- incidental expenses en route and abroad;
- cell phones or internet fees/usage;
- visa fees (for Botswana, Beijing, China; Hong Kong, China; Denmark; Egypt; England; Greece; Hungary (BSM and BSCS); Calcutta, India; Ireland; Beer Sheva, Israel; Jerusalem, Israel; Kyoto, Japan; Hikone, Japan; Nanzan, Japan; Turkey and Scotland.)

Students who are older than 25 at the time of departure may incur additional transportation charges.

The amount students spend above and beyond what is paid to the College will vary. Returning students suggest that an average of \$1,500 extra for Short-Term, \$2,000–\$3,000 for Long-Term programs, and \$2,500–\$3,000 for Extended-Term programs is realistic. Students may be able to make it on less than these amounts if they are careful and restrict independent travel plans.

## Billing and Payment

Students will be informed of the entire comprehensive fee for the program prior to the beginning of the program. Payments for study abroad programs are made according to the regular college payment schedule. Bills are sent directly from the student accounts department of the Business Office at Kalamazoo College. For specific billing dates, contact the Kalamazoo College business office.

For GLCA and other non-Kalamazoo students: We prefer to bill the home institution. This generally allows you to receive any financial aid for which you may be eligible. Please notify the Center for International Programs if the bill should be sent to a different address. A form specifying the preferred billing address is completed following acceptance into the program.

## Financial Assistance/Scholarships

International education is supported at Kalamazoo College by a number of generous gifts, including the Rudolph S. Light Endowment, the Arcus Gay and Lesbian Fund Study Abroad Endowment, and the Beeler Memorial Foreign Study Endowment Fund. For Kalamazoo College students receiving financial assistance/scholarships, this aid will be available for those programs that appear in the “approved for transfer of academic credit and Kalamazoo financial assistance/scholarships” category of the “list of study abroad programs.” (available in the Center for International Programs) The term “limited financial aid” indicates that state and federal funds are fully available, but institutional funding (including GLCA tuition remission) will not be applied to the comprehensive fee. Students may apply their Kalamazoo College financial assistance/scholarships to only one short-, long- or extended-term study abroad program approved for such transfers.

**Non-Kalamazoo College students** receive no financial assistance from Kalamazoo College. They should consult with the Director of Study Abroad and the Financial Aid Office on their own campus to see if their home institution will continue their financial aid package for the time they are abroad.

Work/Study: No employment is available to students while on study abroad. Students travel overseas on a student visa or with the understanding that they are temporary guests, which specifically prevents them from seeking employment or earning money while they are in the country. If work/study is part of a student’s financial aid package, students will have to find an alternative source for those funds for the quarters spent abroad.

## Confirmation of Participation and Study Abroad Deposit

In order to hold a student’s place in a program, a \$300 non-refundable deposit is required. A check for this amount will be due with the “Study Abroad Participation Confirmation” form a few weeks after notification of admission. If this form is not returned by the deadline, students will be withdrawn from the program. In the cases of withdrawal after that date or dismissal from the program, this deposit will be forfeited. In addition, following submission of an application to study abroad, students are liable for all other monies advanced on their behalf at any time, including, but not limited to, application fees and non-refundable deposits assessed by the programs abroad, airlines, etc.

## Payment of Bill

All accounts, including fees, must be cleared before students can leave for their programs abroad. The CIP will not release tickets unless accounts are paid in full or appropriate arrangements have been made through the Kalamazoo College business office. Non-payment of the comprehensive fee installments while abroad will jeopardize a student's continuing participation in the program and may result in withdrawal or dismissal.

## Pre-Departure Orientation

Kalamazoo College students must attend all mandatory study abroad orientation meetings on the Kalamazoo campus. Presentations as well as question-answer sessions conducted by CIP staff members and study abroad returnees help students prepare to make the most of their time abroad. Please refer to the Orientation Calendar and Checklist of Deadlines in Part 1 of this Handbook for specific dates and times.

Non-Kalamazoo students are not required to attend the orientation sessions held on Kalamazoo College's campus but are required to abide by and satisfy all deadlines.

## Academic Credit

All academic work completed in the study abroad program is certified by the director of the Center for International Programs and the Registrar and recorded on the student's Kalamazoo College academic transcript on the basis of examinations and reports supplied by supervisors and teachers abroad. Study abroad credits count toward graduation and may be used to satisfy Area of Study requirements. The distribution of credit toward the major, minor or concentration will be determined by the specific academic department. Credit distributions for other college graduation requirements are determined by the Registrar. When registering for courses abroad, students should direct inquiries regarding such credits accordingly. We encourage students to obtain approval from the department for specific credit prior to taking courses abroad. Communication with Faculty, the Registrar and Center for International Programs staff members is easily accessible via email or fax from abroad. Only those courses from study abroad which are within the "Liberal Arts Tradition" of the College will be accepted for credit. Distance learning courses will not be eligible for transfer of credit.

During the 2007/08 academic year, Kalamazoo College students are eligible to earn three Kalamazoo College units of credit for a Short-Term program, six units for a Long-Term program, and nine units for an Extended-Term program. Students from other colleges participating in Kalamazoo College programs should consult the Center for International Programs regarding credit. Once students have completed the study abroad program and (where necessary) consulted with the Registrar after grades and credits have been received from the programs abroad, the appropriate grades and credits will be recorded on the transcript. If you need to contact the Office of the Registrar while you are abroad, they can be reached at [regist@kzoo.edu](mailto:regist@kzoo.edu) or (269) 337-7204.

## Grades

All grades earned on study abroad fall within the college's general policies on transfer credit. Study abroad grades will be reviewed, translated, and certified by the Center for International Programs and will be recorded by the Registrar on the official Kalamazoo College transcript according to the Kalamazoo "A, B, C" grading system. Grades from study abroad courses will not be counted in the student's Kalamazoo grade point average. To receive credit for a study abroad course, students must earn a "C" or better according to the local grading scale. Credits will normally be listed on the Kalamazoo College transcript, with the same academic rubric used at the foreign institution; for example, a class listed as a "History" course will be listed as a "History" course on the Kalamazoo transcript. A student who believes that, for instance, a course listed as "Art History" at a foreign institution should be listed as "History" on the Kalamazoo transcript should appeal to the Director of the Center for International Programs and the Kalamazoo College Registrar. In consultation with the department affected and after examining a syllabus of the course completed abroad, the Director and Registrar will determine how the course should be described on the transcript.

Students seeking a grade change for a course taken on study abroad must petition the Center for International Programs no later than six weeks following notification of their grades. Requests for a grade review must be accompanied by complete documentation from the course in question including syllabi, assignment sheets, reading lists, homework and other assignments, essays, examinations, etc. Grade appeals must follow the College's standard change of grade procedure as outlined in the catalogue. Study abroad grades are recorded on the Kalamazoo College transcript according to the Kalamazoo "A, B, C" system but are not computed as part of the student's GPA.

## Course Selection on Study Abroad

Many of the study abroad programs approved by the CIP for transfer of academic credit allow students to select their courses from a larger set of courses or from regular university offerings. When selecting courses abroad, especially when choosing from the wide array of courses available at a comprehensive university, students must take care to assure themselves that the courses selected are “liberal arts courses” and are thus appropriate and acceptable for transfer to Kalamazoo College. If the course at the foreign university is similar or equivalent to a Kalamazoo College course, there is typically no problem in transferring it. However, if the foreign course does not match any of the courses in the Kalamazoo College academic catalogue, students are strongly encouraged to contact either the CIP or the College Registrar before enrolling in that course. The College does not accept practical or applied courses such as secretarial science, word processing, automotive mechanics, web site design, electronic commerce, surgery, nursing, etc. for transfer of credit. Students will not receive any credit for distance-learning courses sponsored by the host institution.

## Graduation Requirements and Study Abroad Courses

Courses taken on study abroad can be used to fulfill requirements for general College graduation requirements for Areas of Study, Cultures, and Physical Education. Only one course taken abroad may be used to meet the Cultures requirement and this course must be about the culture of the study abroad program. A list of pre-approved Cultures courses for each program is available in the Center. A petition process is available for students wishing to use other courses taken abroad for Cultures (see the “Culture’s Requirement Worksheet” below). With permission of the departments and/or the Registrar, courses taken abroad can also be used to satisfy requirements for majors and minors as well as the Quantitative Reasoning and Creative Expression. Students should consult with the appropriate department and the registrar before departure and during the course registration process abroad. Students should be prepared to provide the Registrar, the departments, and/or the CIP with complete course materials (syllabus, assignments, reading lists, and completed work) for courses that they wish to use to meet specific requirements, especially in the major.

## Cultures Requirement Worksheet

Some study abroad programs already have designated courses that will fulfill the cultures requirement. Students may also request for a course to be considered to fulfill the cultures requirement. Note, the course must be related to the culture of the study abroad site in order to be considered. The following is a worksheet for students wishing to use a study abroad course to satisfy the College’s Cultures requirement: On a separate page(s), please fill in this information and respond to the questions. Submit the worksheet and attachments to the Director of the CIP for approval upon return to campus.

### Part 1.

In what discipline was the course offered?

What was the subject matter covered in the course? (Give a brief synopsis of the course and attach a copy of the course syllabus. If no syllabus was distributed, then recreate a detailed syllabus from your notes.)

Describe how the course discipline and subject matter are means of studying culture. What theories, definitions, etc. of culture were used in the course?

### Part 2.

Describe how the subject matter of the course relates to the larger culture using such categories as family, state, and ultimate meanings.

### Part 3. (only if the course dealt with historical topics)

Describe how the relationship(s) between the historical subject matter of the course and the larger cultural issues in the past can be used to explain issues in contemporary culture.

### Part 4.

Describe how at least three aspects culture studied in the course are comparable to and/or different from your own culture.

**Part 5.**

Describe how the particular tools, theories and strategies employed in the course can be used to analyze your own culture. What have you learned about your own culture using these tools? Provide several concrete examples.

**Conclusion.**

On the basis of what you have learned in this course, offer your own definition of culture. What theories of culture are you drawing on in your definition? How does your definition relate to the culture of the country in which you studied? How does your definition relate to your own culture?

**Incomplete Grades**

Students must complete all course work while they are enrolled in the academic program abroad; no "Incompletes" will be given for course work abroad. All course work must be completed by the deadlines set by the staff and instructors at the program abroad. Courses that are not completed abroad will be recorded as an "F" (no credit) on the Kalamazoo College transcript.

**Independent Study**

No independent study, including "distance education" courses, for credit may be pursued in any study abroad program, without prior approval from the Director of the CIP.

**P.E. Credits**

Students who wish to fulfill PE credits while abroad must present proof of participation in an athletic activity to the Director of the Center for International Programs within the first 6 weeks of the quarter following study abroad. In order to be considered for such credit, athletic activities must include a minimum of 20 hours of activity, with at least 4 hours of instruction from a certified person. Students must submit confirmation of active and successful participation such as a certificate or letter from a the host university or institution, including contact information. PE credits will be listed on the study abroad grade report but not be counted towards the 3 K-units (ST), 6 K-units (LT) or 9 K-units (ET) of the study abroad program. Final approval of PE credit is at the discretion of the Chair of the Physical Education Department of Kalamazoo College and the Registrar.

**Underloads, Drops, and Added Courses**

Students are not permitted to arbitrarily underload, drop, or add courses while on study abroad. Students must enroll in the required number of courses as specified by Kalamazoo College and cannot exceed or reduce the required number of courses in the program without the written permission of the Director of the Center for International Programs. Students who add a course without permission will receive no credit for that course. Students who drop a course without permission or fail to enroll in the prescribed number of courses will receive an F for each dropped course, and the failed course grade(s) will be recorded as "F" on the transcript.

**Pass/Fail Courses**

Students may not enroll in courses abroad on a Pass/Fail basis without the written approval of the Director of the CIP and the Registrar.

**ICRP**

The Integrative Cultural Research Project (ICRP) will be recorded on the Kalamazoo Transcript as ICRP and not assigned to a specific academic rubric. Detailed information will be given to students completing ICRP's on their study abroad program during the pre-departure orientation process and once on-site.

For your integrative cultural research project you will choose some aspect of the host culture that you wish to research in a more direct, experiential manner. Conducting such a project offers you a way to get to know the host culture using a variety of methods in a more intimate fashion. How productive and fruitful your experience is will depend on how much time and thought you put into the planning and how much you choose to commit yourself.

Six distinctive features characterize the ICRP projects, regardless of where they are completed, and should guide you in the selection and implementation of your particular project—

- (1) Emphasis on “hands on” human interaction—your project should allow you to interact with local people outside of the usual academic environment in a systematic, integrated way.
- (2) Choice of the project topic, type, and scope—the project should reflect your own goals, interests, and skills. Although you will need to consult with the local project coordinator who will ultimately approve your topic, you may exercise wide latitude in selecting the sort of project you wish to pursue in the host city; however, the project should give you an opportunity to apply what you are experiencing to your academic experience and to interact with a diverse group of people within the local culture.
  - Service and volunteer projects
  - Cultural Externships or Internships—participation in some facet of the local culture
  - Life histories
- (3) Choice of methodology—in consultation with the project coordinator, you’ll have wide latitude with respect to the information-gathering method(s) you choose to employ in your project.
- (4) Systematic research (cf: **Describe, Interpret, Evaluate**)
  - Consistent journaling
  - Painstaking interpretation
- (5) Cultural insight (cf: DIE)
  - Insight into the particular cultural activity or aspect you’ve selected
  - Insight into the larger culture and/or social structure of the host country
- (6) Advising and mentoring from a local project coordinator and also a site supervisor
  - Selection of topics and methods
  - Introductions and first contacts
  - Review of journal notes
  - Interpretation

### Guiding Questions for ICRPs

- What is the main activity of the placement? What was produced?
- What are the goals and mission of the organization?
- Where does this particular organization stand in relation to similar ones in the city? In the region? In the state? In the country?
- Whom does this organization serve?
- How do people view this organization and its mission?
- What problems and tasks are to be accomplished?
- How was this done?
- How successful is the organization?
- What are the basic skills and knowledge needed to work for this organization?
- What would be a typical day or week in the organization?
- What were your responsibilities?
- What contribution did you make to help the organization achieve its goals?

The project can consist of a collection of life histories, a study of some facet of the local culture, a service project, or some other form. Start thinking early in the fall about what aspect of the culture you would like to study. In discussing your plans with the ICRP supervisor you will receive more specific instruction. The ICRP must be conducted in your host program location, and you will be required to keep extensive notes of the time you spend conducting your project. The paper must be turned into your ICRP supervisor before the end of the academic program or no credit will be awarded.

### Attendance Policy

Attendance is required at **all** classes while on study abroad except in cases of illness and/or emergencies beyond the student’s control. There is no such thing as a “permissible cut.” Unexcused absences will be deemed a sufficient reason for immediate dismissal from the program and the necessity to return home without any academic credit. Any dismissed student must return to the United States immediately after the dismissal and must pay any additional transportation expenses thus incurred. In most program locations, unexcused absences will result in the lowering of grades. Visits by family and friends are not reasons for an excused absence from class. Unless there is an official holiday, students are expected to be at their program and available Monday through Friday. In most programs abroad, long weekends, if any, are the exceptions, not the rule. Students are also expected to attend and participate in scheduled group activities.

## Withdrawal

Students who withdraw or are dismissed from the program after being admitted will forfeit the non-refundable deposit. They will be required to pay any additional costs incurred on their behalf (including, but not limited to, monies advanced on their behalf for non-refundable deposits at other institutions, airfare, legal documents, visa and application fees, housing deposits, etc.). Students who withdraw with the permission of the Director of the Center for International Programs after the program abroad has begun may be entitled to a partial refund as specified in the College's policies. Eligibility for possible refunds will be computed from the first day of the academic program abroad, not according to the on-campus calendar. These students may be eligible to receive grades of W (withdrawal) on their Kalamazoo College academic transcript.

The Director or Associate Director of the CIP reserves the right to withdraw or dismiss students from the study abroad program for violations of College policy or regulations, disruptive behavior or conduct which could bring the program into disrepute, misuse and/or abuse of alcohol or drugs, medical or academic grounds; or behavior that poses a danger.

Students who wish to return home once a program abroad has begun, must receive permission to do so from the Director of the Center for International Programs. Students who withdraw without permission will not be eligible for any academic credits that would have been earned and will, in a separate administrative action, automatically be withdrawn from the College. These regulations also apply in the case of dismissal from the program. If students participate in the study abroad program and subsequently withdraw from the College prior to graduation, the Board of Trustees has directed that these students must pay \$1,300 before their academic transcripts will be released.

## Dismissal from the Program

Application and acceptance into the study abroad program is separate from admission to the College. Participation in study abroad at Kalamazoo College requires that students meet certain expectations and eligibility criteria, as well as exercise responsible judgment and behavior. When students accept their admission to the study abroad program, they agree to abide by the policies and regulations set forth in the *Study Abroad Handbook*, the *College's Academic Catalogue*, the *College's Student Handbook* and other relevant College publications. Of particular importance for students participating in study abroad is the "Statement of Social Behavior" from the Study Abroad Handbook which states in part that acceptable behavior includes, at a minimum, compliance with local laws and regulations, host university policies and regulations (including local housing regulations and policies), and adherence to the social patterns of the homestay family (or local housing placement) and the local community. Any behavior that in the judgment of the Director or Associate Director of the Center for International Programs causes pain or discomfort to others or which reflects discredit on the individual or upon the College is considered unacceptable and may subject the offender to immediate administrative action by the Director of the Center for International Programs including, but not limited to, immediate dismissal from the study abroad program. Immediate administrative action may be required for medical conditions which affect a participant's ability to perform the essential functions of a student.

Students who are dismissed from the study abroad program will be withdrawn from their courses overseas and receive a grade of "F" for each course. They will also be removed from their program-provided housing, and be expected to return to the United States as soon as possible. Students who have been dismissed from study abroad will, in separate administrative action, also be withdrawn from the College. Furthermore, the Director of the Center for International Programs reserves the right to pursue separate sanctions against offenders under the College's judicial system in the event that they are permitted to continue as students at the College. Examples of student behavior while on study abroad that may lead to immediate administrative action by the Director of the Center for International Programs include, but are not limited to: illegal drug use, abuse of alcohol, failure to attend classes and/or other required academic activities, hitchhiking, unauthorized absence from the study abroad program, unauthorized changes in housing, arrest for infractions of local laws, and violations of other Kalamazoo College policies. Any dismissed student must return to the United States immediately after the dismissal and must pay any additional transportation expenses thus incurred.

Furthermore, the Center for International Programs reserves the right to notify the parents of any student whose behavior abroad in the judgment of the Director or Associate Director is unacceptable or in violation of Study Abroad and/or College policy.

## Program Requirements

Consult the Program Description sheets (available in the Center for International Programs and at [www.kzoo.edu/cip](http://www.kzoo.edu/cip)) for specific requirements for individual programs.

## II. Additional Policies and Regulations affecting Study Abroad

### Applications

All applications to universities and programs, forms for visas, etc. must be completed legibly in black ink. Forms completed in pencil or ink of other colors will not be accepted and will be returned to the student. Essay question responses and other answers not handwritten directly on the application must be typed and printed out on regular computer paper. Items on pages ripped from spiral notebooks, etc. will not be accepted.

### Books

All study abroad participants are required to purchase any required books, course-packs, photocopies, and other educational materials (including personal printing) needed for their course work abroad. **In all cases students need to plan to have funds available to purchase the required books at the program abroad.**

Former participants recommend taking along a grammar book and dictionary, or purchasing one upon arrival. Consult with the Language Division as to which dictionary and grammar book to buy.

### Breakage

Students are individually financially responsible for any breakage and/or damage that they cause in the homestay or elsewhere while abroad. In some programs, students may be assessed a refundable damage deposit fee; this fee will be added to the first billing for the program or charged upon arrival.

### Controlled Substances

While studying and living in another country, students are subject to the laws of that country. This applies especially with regard to the use or sale of controlled substances, i.e. drugs and alcohol. The use and sale of drugs is illegal and can result in severe penalties. A U.S. passport will not protect anyone from arrest or detention. Furthermore, the judicial procedure in many countries provides for lengthy investigatory detention without bail and the U.S. embassy will not be able to assist you to a great extent.

While local customs and laws regarding alcohol use vary greatly, there are laws and ordinances regarding its abuse. It is the student's responsibility to familiarize himself or herself with these laws.

It is the responsibility of each individual to understand the gravity of any violation of local laws, legal requirements, or behavioral norms when in another country. Copies of the U.S. Department of State "Consular Information Bulletins" containing information on penalties for violation of local laws are available in the CIP and on the Internet. (<http://travel.state.gov/travelwarnings.html>)

It is the policy of the Study Abroad Program that any illegal drug or excessive alcohol use or the abuse of alcohol while abroad will result in disciplinary sanctions, up to and including an immediate dismissal from the program. Such actions not only affect the individual, but also put others in the group and the entire program in jeopardy. Such actions may also result in campus judiciary proceedings against the offending individual(s).

### Deadlines and Due Dates

Students intending to participate in study abroad are required to comply with announced deadlines in a timely and complete manner. The Center establishes deadlines to ensure that there is sufficient time for student applications and supporting documents to be processed by program staff and consular officials abroad. These deadlines are announced in this Study Abroad Handbook that students receive with their applications for study abroad. If a deadline passes and a student has not submitted the required information, the student's file will be deemed incomplete and the student will be withdrawn from the study abroad program without opportunity to appeal. In addition, attendance is mandatory at all orientation sessions listed in the Handbook and at site-specific sessions, which are announced in writing. Failure to attend these important sessions will result in withdrawal from study abroad.

### Documents

While abroad, students are required by local laws to carry identification with them at all times. They should **not, however, carry their passports with them unless the situation specifically requires it.** Instead, they

should carry a photocopy of the passport and any other relevant documents. It is always a good idea to keep a photocopy of the passport and an extra photo, along with the counterfoils from traveler's checks, in a safe place. Should the passport or checks be lost or stolen, they can then be replaced with a minimum of hassle and frustration. Note: replacing a lost passport overseas typically costs in excess of \$150 U.S.

## Early Departures

With the exception of personal and family emergencies where the student and the Director of the Center for International Programs have made appropriate arrangements with the host institution, students must remain in the program abroad for its entire duration in order to receive credit. No credit will be granted to anyone departing prior to the official end of the course. There is no provision for making up a missed examination **for any reason**.

## Changes in Program Length

All requests for changes to the length of a program prior to departure must be submitted in writing to the CIP. The Center cannot process verbal or telephone requests.

Students wishing to change the length of their program from Long-Term to Extended-Term or vice versa while abroad must first discuss the change with their Resident Director and submit their request, in writing, to the CIP. No requests for program length changes will be considered after November 30.

### **Students who wish to change from Long-Term to Extended-Term:**

1. After the student submits a request to the CIP, the Center will acknowledge receipt of the request and fax a copy of the Study Abroad Extension Agreement to the student via the Resident Director.
2. The student is responsible for contacting the Registrar and the Chair of their Major Department(s) to determine whether or not an extension is recommended.
3. The student must return the signed Study Abroad Extension Agreement
4. The Center will notify student of acceptance or denial of the extension.
5. If approved, the CIP will notify the applicable offices on campus of the change (the Registrar, Financial Aid, Business Office, Student Development and the student's Academic Adviser).

Note: Students must be declared language majors and have approval of their adviser in order to be eligible to participate in the extended-term program.

### **Students who wish to change from Extended-Term to Long-Term:**

1. After the student submits a request to the CIP, the Center will acknowledge receipt of the request and contact the Resident Director.
2. The Center will notify the applicable offices on campus of the change (the Registrar, Financial Aid, Business Office, Student Development and student's Academic Adviser).
3. The student is responsible for contacting the Registrar and the Housing Office to arrange for an early return to campus.

Any costs associated with changes to program length will be borne by the student. These include visa fees, airline ticket change fees, pre-paid expenses paid to the host institution or housing and any other costs incurred by Kalamazoo College on behalf of the student. Students who originally enrolled in a long-term study abroad program may have to purchase a new airline ticket if they decide to change to an extended-term program.

## Excursions

Typically Kalamazoo programs include one or more excursions that are subsidized by the College. In all cases students should expect to cover whatever personal out-of-pocket costs, if any, there may be. Students who do not participate in a scheduled group activity or excursion are not entitled to any refund and may be required to reimburse the program for monies spent on their behalf. Students are expected to abide by the Student Agreement during excursions.

## Health and Safety on Study Abroad

### **Issues, procedures and suggestions for students planning to study abroad**

**PLEASE NOTE:** If you know that you are delinquent on your immunizations, we encourage you to get them started at the Health Center right away. There are some requirements that are time sensitive. However,

completing medical examination procedures too early will necessitate re-testing to comply with government regulations. Although all information was correct at the time of printing, consulates can and do change requirements without notice.

## Health Policies and Recommendations

### Immunizations and Health Care

While travel to destinations beyond North America and Europe is common, so are serious health risks - especially where sanitation and medical conditions are poor. Diseases such as tetanus, diphtheria, polio, typhoid, hepatitis, yellow fever, malaria and travelers' diarrhea pose threats to the unprotected traveler. Most immunizations or health precautions aren't *mandatory*, but they provide valuable protection for people who wish to travel in good health. While it is impossible to eliminate these risks, certain precautions can be taken to alleviate them. All international study abroad participants should consult with a healthcare provider who specializes in travel medicine for accurate, up-to-date pre-travel advice. The Health Center offers these services and we encourage you to take advantage of them. Although your own family healthcare provider may be able to administer routine immunizations such as tetanus and perhaps hepatitis A, most offices don't stock specialized vaccines such as typhoid or yellow fever or have up-to-date information regarding foreign travel. The Kalamazoo College Health Center is an official provider site for Yellow Fever. In addition to many years of experience, when you receive a Travel Consultation, the Health Center works closely with the CIP to keep up-to-date, students receive priority scheduling for physical exams, discounts on immunizations, and a personalized consult including recommended immunizations for destination country and any side trips.

We recommend the initial consultation be held at least 6 weeks before departure.

### Physicals

The Center for International Programs strongly recommends that all students participating in study abroad have a physical examination. Some countries require physical examinations (and/or certificates of good health) to apply for a student visa. These countries have previously required a physical examination: Chile (HIV test included), China, Ecuador (HIV test included), Japan, and Spain. In addition, some institutions require the completion of a medical form requiring a physical as part of the application process (Chile, Greece, India, Ireland, Israel, and Doshisha).

NOTE: Physicals necessary for visa applications are date sensitive. Having a physical in December or March is too soon. The CIP will notify students when they begin to schedule appointments.

Please be advised that Consulates and partner institutions can and frequently do make spontaneous changes in their student VISA requirements and application process. Consult with CIP during spring quarter regarding most recent requirements.

### Medical Problems

Any student who will be on medication, has a medical condition or problem that needs special attention or may cause problems while abroad, should make an appointment to see the Director or Associate Director of the Center for International Programs. Please schedule this appointment before the end of the second week of the quarter preceding the study abroad experience so that appropriate arrangements can be made with the program abroad.

### Prescriptions

Students who take prescription medications, including anti-malarial medication, should carry an adequate supply for the duration abroad accompanied by a signed and dated statement from the prescribing health care provider. The statement should indicate the health problem and dosage of each medication. The CIP staff cannot deliver medication to students abroad. Participants in the Travel Consultation will receive advice and adequate medications for their stay. Also, carry a card, tag, or bracelet that identifies any physical condition that may require emergency care. The student should take an extra pair of glasses or contact lens prescription.

### Non-Kalamazoo College Students/Local Residents

Students from other colleges and universities should consult a healthcare provider who specializes in travel medicine, a county Health Department travel and immunization service or a travel clinic regarding immunizations and other necessary medical procedures several months prior to study abroad. All are welcome to contact the Kalamazoo College Health Center at 269-337-7200 to discuss options which may include a Travel Consult at the Health Center.

### Medical Insurance

All students participating in study abroad are **required** to have hospitalization and medical insurance that is valid outside the United States. **The coverage provided by college Supplemental Student Insurance policies is not adequate**; as the word “supplemental” suggests, this policy is not intended to provide full coverage. For students who need coverage while on Study Abroad only, there is a good, reasonable plan available through HTH. It is designed specifically for students on study abroad. Students who participate in the Botswana, Chile, China, Costa Rica, Ecuador, Egypt, Hong Kong, India, Kenya, Mexico, Senegal, Thailand, and Trinidad study abroad programs are **required** to purchase medical evacuation insurance. Information on both of these plans is available in the Center for International Programs.

### Medical Insurance Claims Abroad

Many doctors and hospitals in the U.S. require only that you present a policy number at the time of service. This is not the case abroad: regardless of what insurance they have, **students will be expected to pay all medical bills themselves at the time of service**. U.S. insurance companies will not pay directly overseas. Students will have to get itemized statements and present them to the insurance company so that they can be reimbursed for medical expenses. Students should check with their health insurance companies for further information on the type of documentation required.

### CDC General Vaccine Recommendations

- Hepatitis A - Consider for all travelers.
- Hepatitis B - Consider for all travelers.
- Japanese Encephalitis - Consider for travelers who will be visiting rural areas 30 days or longer to Asia, the Indian Subcontinent and Western Pacific
- Meningitis - Consider if traveling during Dec-June in the sub-Saharan Africa "meningitis belt" (From Malawi eastward to Ethiopia) and consider for all college students
- MMR - Two doses completed on or after the first birthday for all travelers.
- Polio - Completion of the primary series and a booster once in adult life
- Rabies - Consider for travelers who might be exposed to wild or domestic animals or travelers with extended outdoor evening exposure in rural areas of endemic countries.
- Tetanus/Diphtheria - Completion of the primary series and a booster every 10 years for life.
- Typhoid Fever - Consider for travelers staying in areas of questionable sanitation in Asia, Africa, Central and South America.
- Yellow Fever - Travelers to endemic areas of sub-Saharan Africa and tropical South America. Many countries require the vaccine prior to entry if traveling from an infected area
- Varicella - If no prior chickenpox infection
- Influenza - In tropics or travel with large groups and travelers with immunosuppression, pulmonary or chronic disease.

### Table of Immunizations, Diagnostic Tests, and Physical Exams by Program

The following table lists the recommended immunizations from CDC, WHO or NCID guidelines of September 2006. Please be aware that physical examinations, laboratory results and vaccinations are required for certain residency permits. You will receive this information in spring quarter if the CIP will process your visa; if you obtain your own visa, make certain to contact the consulate at least 90 days before departure. The information below was accurate at the time of printing.

	Diphth. Tet.	MMR	Polio Boost.	Hep. A	Hep. B	Typhoid	Yellow Fever	Mening.	Japan Encep.	Malaria Rx
<b>Australia</b>	R	R		R	R				Torres Strait/Papua New Guinea	
<b>Botswana</b>	R	R	R	R	R	R				
<b>Chile</b>	R	R		R	R	R				
<b>China</b>	R	R		R	R	R			Rural	Rural
<b>Costa Rica</b>	R	R		R	R	R	Panama			R

	Diph. Tet.	MMR	Polio Boost.	Hep. A	Hep. B	Typhoid	Yello w Fever	Mening.	Japan Encep.	Malaria Rx
Australia	R	R		R	R				Torres Strait/Papua New Guinea	
Botswana	R	R	R	R	R	R				
Chile	R	R		R	R	R				
China	R	R		R	R	R			Rural	Rural
Denmark	R			R	R					
Ecuador	R	R		R	R	R	R			R
Egypt	R	R	R	R	R	R				El Faiyum
France	R			R	R					
Germany	R			R	R					
Greece	R			R	R					
Hong Kong	R	R		R	R	R			Rural	
Hungary	R	R		R	R	R				
India	R	R	R	R	R	R			Rural	R
Ireland	R			R	R					
Italy	R			R	R					
Japan	R	R		R	R	R			Rural	
Kenya	R	R	R	R	R	R	R	R		R
Mexico	R	R		R	R	R				R
Scotland	R			R	R					
Senegal	R	R	R	R	R	R	R	R		R
Spain	R			R	R					
Thailand	R	R	R	R	R	R			Rural	R
Trinidad	R	R		R	R	R	R			
Turkey	R	R	R	R	R	R		R (Mecca)		R(SE)
UK	R			R	R					

R = Recommended by the CDC, WHO or NCID  
Subject to change.

#### Recommended Travel Web Sites:

[www.cdc.gov/travel](http://www.cdc.gov/travel)  
[www.tripprep.com](http://www.tripprep.com)  
<http://travel.state.gov/visa/americans.html>  
<http://www.cdc.gov/ncidod/index.htm>  
<http://www2.ncid.cdc.gov/travel/yb/utills/ybDynamic.asp>  
<http://www.who.int/ith/index.html>

The Travel Consultation at Kalamazoo College Health Center provides an appointment for a \$75 fee that includes the following services:

- Analysis of your travel itinerary; review of current immunization status versus current CDC, NCID, SOS Travel International, and WHO recommendations to develop an individual plan
- Recommendations for malaria prophylaxis and prescription needs

- Information and prescriptions for medications to help prevent or treat illness while traveling
- Discount on Health Center immunization fees
- Assistance in obtaining and or scheduling diagnostic tests for VISA applications
- Personal portfolio containing destination specific information and general health hints for traveling on topics such as food and water safety, malaria prophylaxis, disease risks and personal protection techniques
- Completion of an International Certificate of Vaccination ("Yellow Card") as approved by the WHO
- Convenient on campus location
- Free TB test upon return
- Priority scheduling for physical exam/medical form completion/certificate of good health (additional cost)

Students selecting the Travel Consultation at Kalamazoo College Health Center for their travel preparation **must return their participation notification to the Health Center by the date listed in the checklist of deadlines in this guidebook.**

#### Travel Immunization Fee Schedule:

(Prices effective September 2006)

Immunization	Cost with Travel Consultation	Cost without Travel Consultation
Physical Exam	\$80-100	\$100
Japanese Encephalitis (series of 3)	\$395 total	\$435 total
Yellow Fever	\$100	\$110
Hepatitis A (series of 2)	\$50 each	\$55 each
Hepatitis B (series of 3)	\$35 each	\$38 each
Measles-Mumps-Rubella	\$60	\$65
Meningococcal	\$100	\$110
Polio	\$33	\$37
Tetanus-Diphtheria (Tdap)	\$42	\$46
Typhoid Fever	\$63	\$70
Varicella (chicken pox)	\$80	\$89

### The Role of the Resident Director

In the areas of health and safety the Resident Director of Kalamazoo Programs has a special role. As a program participant you are required to keep the Resident Director informed of all situations and incidents that affect your health, safety, and/or well being. The Resident Director is required under College policy to inform the Director of the Center for International Programs in all cases where the health, safety, and/or well being of a participant is adversely affected. We cannot offer help or suggestions if we do not know what has happened. In practical terms this means that if you get sick, are involved in an accident, suffer an injury that requires professional medical treatment, are physically and/or sexually assaulted, arrested, involved in a legal proceeding, bitten by an animal, depressed, have problems in your homestay or courses, etc., inform the Resident Director.

For those of you on non-Kalamazoo programs, there should be someone at your program with similar responsibilities and authority. We encourage you to find out whom that person is and to make contact during your first week at the program.

### Physical Health

You will most likely get sick during the time you are abroad. At the very least you will get the "intercontinental cold." You may wish to take your favorite cold remedy with you. When you get sick overseas, be sure that the Resident Director, your homestay family, or some other responsible person on site knows that you are under the weather. If things don't improve in a day or two, get to a doctor. The Resident Director of

your site will know which doctor to refer you to. (You may even want to identify a doctor and get the phone number and the instructions for making appointments before you get sick.)

What you eat and drink will affect your health. If you are not sure if you should eat or drink something, don't, until you ask the Resident Director. Be aware that your host national friends are not competent sources of information in this area. They have grown up in this place; they have a different immunity than you. Don't take risks with your health to be interculturally sensitive. This is a very good conversation to have with the Resident Director during the on-site orientation.

In the case of accidents or injury, make sure you inform the Resident Director of your program about the accident or injury. For more information regarding health risks in the country where you will be studying, consult the Kalamazoo College Health Center, any County Health Department's Travel Clinic, or the Centers for Disease Control and Prevention (CDC) (<http://www.cdc.gov/travel/>).

## **Mental and Emotional Health**

Students are encouraged to be vigilant about their mental and emotional health while abroad. Most study abroad sites have resources available for on-site counseling in English. Students are encouraged to contact CIP staff during the orientation process if they have specific concerns about availability. The Counseling Center at Kalamazoo College may also assist in this process. Resident Directors have information available upon request about local doctors, clinics, and programs available to Kalamazoo students.

## **Sexual Health**

Issues of sexuality can be complex in your own cultural environment, and much more so in one with which you are less familiar. While living in a culture that is not your own, it is more challenging to evaluate situations and to assess risks for emotional distress, disease, and assault as a result of intentional or non-intentional sexual contact. Sexually transmitted diseases are prevalent everywhere in the world, and the HIV virus can lead to death. We strongly recommend that students educate themselves on safe sex practices, pack condoms from the U.S. when they are traveling abroad, and be cautious about their sexual activity while abroad. For further information regarding HIV and other sexually transmitted diseases, please consult with Kalamazoo College's Health Center or your physician.

Learning about your host country's culture with regard to acceptable and safe sexual behavior, is one of your responsibilities as you prepare for and experience study abroad. It is also very important that participants understand the local norms and cultural patterns of relationships between genders. What are the local dating patterns? Is it the custom for females to have male friends (or vice versa) or is that considered unusual? If you accept a drink or some other "gift", are you tacitly consenting to sexual activity? If you invite a member of the opposite gender into your living space, is it culturally and/or legally acceptable for him/her to expect intimate contact? Is the legal definition of "consent" different from the definition in the U.S.?

At a minimum, you must be aware that some behaviors that may be culturally and legally acceptable, and seemingly safe, at home may not be in your host country – and vice versa. Certain behaviors will also communicate different messages in your host culture than they do in the U.S. Resident Directors and other program staff members will give you guidelines to the local cultural norms for relationships between genders and laws regarding this issue.

## **Safety**

You will have to learn some new "street smarts" that are suitable to your new home. We suggest that you spend the first couple of days on-site engaged in your own orientation to the city. Learn which neighborhoods or districts should be avoided, and when you should avoid them. Learn the transport system, so you can get home. Learn how to ask for and understand directions. Learn how to blend in--how to dress, how to act, how to walk, how to deal with looks or approaches by strangers. Watch, ask, and imitate the locals.

### **Safety Tips:**

- You are American (and even if you carry a non-U.S. passport you will probably be taken as an American). There will be times that for reasons of personal safety you do not want to be marked as an American or otherwise be identified as an easy target for theft or assault. Learn how to do this at your site. Learn how the locals keep from getting ripped off. Here are some general tips; ask your Resident Director for more particulars:
- Act like you know where you are going and what you are doing
- Don't dangle purses or cameras from your wrist
- Backpacks and big purses can be targets
- Don't carry wallets in a back pocket

- Don't carry large amounts of cash
- Don't carry your passport UNLESS you absolutely need it - a photocopy will do just fine for every day use
- Don't walk or ride the bus alone at night--spend the money on a taxi
- Don't stay in dives--the few dollars saved on a cheap hotel room won't cover the replacement costs of a passport, camera, rail tickets, etc.
- Don't hitchhike--This is policy!
- Don't stay out late at night. When Kalamazoo students are assaulted or robbed on the street, and it doesn't happen horribly often, it most often occurs late at night. Thieves like the dark and drunks.
- Don't travel alone--This is policy!
- Stay informed about developments in your host city and country and in the world. U.S. foreign policy does affect how people overseas will treat you. If you plan to travel to another country, check with the nearest U.S. consulate as to what the current situation in that country is. If the United States decides to launch a military or economic action, you will immediately become a representative of your country--whether you want to or not. If your travel destination is having political or military difficulties--ranging from demonstrations to terrorist attacks to civil war--don't go!

## **Emergencies and Emergency Procedures**

True emergencies are actually quite rare. While losing luggage, tickets, or even a passport is inconvenient, they are not emergencies. Emergencies are situations in which there is an immediate threat to a student's health and/or safety. An emergency is an occurrence or situation that poses a genuine and sometimes immediate risk to the health and well-being of program participants. Kalamazoo College has an emergency procedure in place for Kalamazoo programs. Your first call should be to the Resident Director of your program, after you have attended to any life-threatening matters, of course. If you are on a non-Kalamazoo program you will want to find out what procedures and resources are available to you on site.

**Everyone needs to learn how to use the telephone and know how to locate and contact the appropriate individuals and organizations at your program and in the countries that you visit.**

Emergencies at home: people need to know how to get in touch with you--especially if you are away from your program city or after the program has ended. Unfortunately, experience shows us that someone on study abroad will have a relative die this year while they are overseas. You should have a conversation with your family before you leave about what you will do in the event there is a death or serious medical situation in your family. Please inform the Resident Director at your site if there has been a family emergency. You must have a leave of absence approved by the Resident Director and the Director of the Center for International Programs in order to be excused from classes to return to the U.S. in a family emergency. Note: you must return to your study abroad location and complete the academic program there to receive credit. The following are contact numbers for the Center for International Programs staff.

### **Emergency phone numbers:**

Center for International Programs (Voice)	(269) 337.7133
Center for International Programs (Fax)	(269) 337.7400
Dr. Joseph Brockington, Director (Cell)	(269) 267.2599
Ms. Margaret Wiedenhoft, Associate Director (Home)	(269) 344.7209
Ms. Narda McClendon, Assistant Director (Home)	(269) 492.0071
Ms. Angela Gross, Assistant Director (Home)	(269) 353.1976

If students cannot reach anyone in the Center for International Programs, they should phone the College Security office at (269) 337.7321; the Security office will notify one of the staff. If you wish to contact the Center for International Programs via email, the address is: [cip@kzoo.edu](mailto:cip@kzoo.edu)

## **Sexual Harassment in Study Abroad Programs**

Students on study abroad programs may find that other cultures and societies have a much different understanding of what might be considered sexual harassment than is typically the case in the United States. Likewise there can be great variation in the roles of men and women and also in their forms of social interaction. Part of the study abroad experience is to learn how another culture and society organizes everyday life. What might be perceived as sexual harassment in Kalamazoo might be regarded by some as being socially acceptable, albeit obnoxious and unsettling behavior.

While American laws do not extend beyond the borders of the United States, Kalamazoo College students studying abroad are bound by College policy regarding social behavior, sexual harassment, and the Honor System for their own actions. With regard to the actions of others, the Center for International Programs has

worked to make our partners abroad aware of College policies regarding sexual harassment. If a student feels that she or he has been the subject of sexual harassment during a study abroad program, the student should first report this to the Kalamazoo program staff or to the proper University official, typically to the Dean of Students or the International Office. The foreign university will then investigate the charge according to their procedures. Students making a report of sexual harassment should be prepared to provide complete details concerning the incident and the perpetrator(s). If the harassment charge is against a Kalamazoo College student, we will make every effort to follow the procedures used on campus with adjustments for the distance, the rules, and the mores of the partner institution. To ensure the safety and well being of others, Kalamazoo College reserves the right to suspend or terminate the accused student's participation in the study abroad program.

When a student on study abroad or a member of that student's family reports to a member of the Kalamazoo College staff that the student has been the target of sexual harassment, the College is obligated to respond. If a student wishes the incident to remain completely confidential, the student must contact one of the following individuals: Pat Ponto and Alan Hill at the Counseling Center, Lisa Ailstock at the Health Center, or Mary Ellen Ashcroft, College Chaplain. Due to the nature of their positions, these four individuals are authorized to maintain complete confidentiality. If other members of the College were alerted to the incident, a typical response by the College would include a discussion with the student as to what happened, followed by a discussion with appropriate officials at the partner institution abroad about possible courses of action. Although every effort would be made to handle these matters confidentially, Kalamazoo College has no control over how the partner institution abroad may choose to handle the report of an incident of sexual harassment. Furthermore, the College's concern for the students' health, safety, and well being while abroad may require that all details relating to the incident be communicated to the Kalamazoo program staff and/or the partner institution abroad.

## **Crisis**

As part of your on-site orientation, we expect that you will be given a list of local contact numbers for agencies and organizations that deal with crisis issues such as assault, rape, suicide, alcohol and drug abuse counseling, depression, etc. On Kalamazoo programs we ask our Resident Directors to include this in the materials you receive. If you need help in one of these areas while you are abroad, we hope you will seek it out. In addition, we urge you to please talk with the Resident Director or a staff member of the program with whom you feel comfortable. We know these are highly personal issues and it is difficult to talk to anyone about them. The Kalamazoo Directors have experience in helping students through tough times. We hope that you will allow them to help you. The counseling center here at the College can also assist you, though this is very difficult from several thousand miles away. Local contacts are the best option. If you are the victim of an assault and battery, sexual assault or rape, we encourage you to inform the Resident Director and the local authorities in addition to seeking help and counseling from a crisis center or other professional.

## **Responding to Physical or Sexual Assault While on Study Abroad**

Physical or sexual assault is a traumatic event that can occur in any environment, whether in the United States or abroad. As an international sojourner, you may be more visible than you are used to being and thus more likely to attract interest, whether positive or negative. Maintaining your personal safety can be complex in your own cultural environment, and much more so in one with which you are less familiar. In a culture not your own, it is more challenging to read situations and to assess risks to your physical safety. At a minimum, you must be aware that some behaviors that may be culturally and legally acceptable and seemingly safe at home may not be in your host country—and vice versa.

Learning more about your host country's culture, particularly with regard to acceptable and safe behavior, is one of your responsibilities as you prepare for and experience study abroad. For example, the legal definition of "consent" is very different in other countries. It is also very important that participants understand the local norms and cultural patterns of relationships between genders. What are the local dating patterns? Is it the custom for females to have male friends (or vice versa) or is that considered unusual? If you accept a drink or some other "gift," are you tacitly consenting to sexual activity? Resident Directors and other program staff members will give you guidelines as to the local cultural norms and laws regarding this issue. While there are a variety of sources for this information, Resident Directors of Kalamazoo programs abroad are a good point of reference once you arrive in country. Before you go, we encourage you to seek information from a variety of sources, including former participants, guidebooks, and your cultural guidebook. Please keep in mind, however, that we bear no responsibility for the information that you may gather and as such cannot fully attest to its reliability. Please speak with your Kalamazoo Resident Director for guidance on how to best assess the information's validity on site and for local laws, which may be in effect in such circumstances.

Recognizing that victims of assault may be more comfortable discussing the incident with someone of the same gender, the Center for International Programs is working with the Kalamazoo programs abroad to identify both a female and male contact person. At this time, however, the Resident Director remains the primary contact for response and assistance. The Resident Director at each Kalamazoo site has specific instructions for how to proceed in the event a student in the Kalamazoo program has been physically or sexually assaulted. **As they must, these instructions reflect appropriate laws and cultural practices in each site.** Kalamazoo Resident Directors are required as part of their protocol to contact a designated staff member in the Center for International Programs whenever such an incident is reported so the Center can initiate campus protocol in assisting the student.

While there may be much you can do to decrease the odds of physical or sexual assault by learning and practicing “street smarts” in your host country, the possibility of assault remains. Please review the following information concerning how to proceed if you are a victim of assault or if someone else is and needs your help. **This protocol is designed for response in the host city of the Kalamazoo program while the academic program is in session.** Should an incident occur while you are traveling apart from the program or in another location, the Resident Director may be able to help you determine available resources where you are, but you will need to determine how to proceed most appropriately with local authorities.

#### **If you are assaulted . . .**

1. Go to a safe place.
2. Don't shower or change clothes.
3. Get help from a trusted person.
4. Inform your Resident Director.
5. Follow the guidance of the Resident Director for medical, psychological, and legal support.

It is critical that you inform the Kalamazoo Resident Director of any incident. If you choose not to, and it is your choice, you may decide not to utilize the on-site support the College provides. Each Kalamazoo Resident Director has a procedure for responding to incidents of physical and sexual assault that will guide his/her actions or those of the designated contact person, where applicable.

#### **If a friend is assaulted . . .**

1. Believe your friend.
2. Take your friend to a safe place.
3. Discourage your friend from showering or changing clothes.
4. Listen without asking lots of questions.
5. Assure your friend it was not his/her fault.
6. Remember details to help officials.
7. Go with your friend to inform the Resident Director.
8. Stay with your friend for support if appropriate.

It is very important that you get your friend to the Resident Director so he or she may assist your friend more effectively with medical, psychological, and legal support. Kalamazoo students who are participating in non-Kalamazoo study abroad programs are encouraged to discuss with the appropriate personnel in non-Kalamazoo programs how to proceed in their particular program.

### **Additional Phone Numbers for your reference:**

Alcoholics Anonymous World Services  
P.O. Box 459  
Grand Central Station  
New York, NY 10163  
Tel: 212.870.3400  
<http://www.alcoholics-anonymous.org/>

Centers for Disease Control  
16090 Clifton Rd. NE  
Atlanta, GA 30333  
Tel: 404.639.3311 (general information)  
Tel: 404.639.2888 (emergency information)  
1-800-311-3435

Overeaters Anonymous  
World Service Office (WSO)  
P.O. Box 44020  
Rio Rancho, NM 87174-4020  
Tel: 505.891.2664  
<http://www.overeatersanonymous.org>

National Association of Anorexia Nervosa  
PO Box 7  
Highland Park, IL 60035  
Hotline Tel: 847.831.3438  
<http://www.anad.org>

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

Department of State  
Overseas Citizens Services  
2201 C Street NW  
Washington, DC 20520  
Tel: 202.647.5225  
<http://www.state.gov>

RAINN (Rape Abuse and Incest Nat'l Network)  
<http://www.rainn.org/>  
Hotline telephone: 800-656-HOPE

National Sexual Violence Resource Center  
<http://www.nsvrc.org/>  
123 N. Enola Drive  
Enola, PA 17025  
Tel : 877-739-3895

Int'l Assoc. for Medical Assistance to Travelers (IAMAT)  
1623 Military Road  
Niagara Falls, NY 14304-1745  
Tel: 716.754.4883 <http://www.iamat.org/>

Victim Assistance Specialist - State Department  
Provides appropriate follow-up services to US citizens over seas to help maneuver the foreign country's systems (medical, legal, counseling etc)  
Jane Sigmon  
Office of Consular Affairs, Overseas Citizen Svcs  
Department of State  
Washington, DC 20520 Tel: 202.647.2798  
Email: [sigmonjn@state.gov](mailto:sigmonjn@state.gov)

Assoc. for Safe Int'l Travel  
11769 Gainsborough Rd.  
Potomac, MD 20854  
Tel: 301.983.5252 <http://www.asirt.org>

Internet Resources for LGBT Study Abroad Students:

<http://www.studyabroad.com/handbook/cultdiff.html#gay>

Study Abroad handbook with a section on LGBT issues to consider.

<http://gayguide.net/index2.html>

Country-by-country information obtained from returnees about climate.

<http://www.indiana.edu/~overseas/lesbigay/student.htm>

NAFSA's Rainbow Special Interest Group's website. It includes numerous web links and a bibliography.

<http://www.iglhrc.org>

International Gay and Lesbian Human Rights Commission give information about current events and laws for LGBT people in specific countries.

## Housing Policies, Definitions and Regulations

Ideally, the Center would like to house everyone within walking distance of the university or program institution. This is, regrettably, not possible. A typical commute to the university or class building is approximately 30 minutes. In larger cities students should expect at least one-hour travel time to class. Unless pressing health reasons are involved, there can be no assurance that housing will not require using public transport. There are typically no transportation subsidies at any program. **All students need to be prepared to assume the responsibility for their own local transportation costs, which will vary, depending on where they live, from \$10–\$20 a week.**

For Kalamazoo study abroad programs, all housing assignments are made by local officials. Students are required to live in College- or program-arranged housing. Students participating in non-Kalamazoo study abroad programs are required to be housed according to the arrangements made by that program. **No student may move from the arranged housing without the approval of the Director of the Center for International Programs in advance.** Any participant, who moves from this housing without approval in advance, except in emergency circumstances, will be subject to immediate dismissal from the program.

### Homestay

The use of the word "homestay" indicates that the student is housed in the home of individuals in the host country and not in a university dormitory, room in a college house, or apartment. The designation "homestay" does not necessarily mean a complete family unit in the sociological sense of the word. Some homestay families have children, some do not; some homestay hosts are old, some are young, some are widows, etc. The degree to which the student is accepted as a member of the homestay family will depend upon the individual circumstances and upon the compatibility and desire of the student and the host(s). Unfortunately it is not possible to notify students of their homestay placements prior to departure.

### Demi-Pension

This term usually applies to board arrangements at some programs in France and means that the student eats breakfast and one additional meal in the homestay.

### **Payment to Homestay Hosts**

In most programs the College makes payments directly to the homestay family through its local Resident Directors. In no case does the student have a claim on the family for a refund for meals not taken. Students not present for meals forfeit those meals and are responsible for paying their own meal expenses. Families occasionally give the student a lunch or some food for a trip. This is acceptable if volunteered by the family. It is not an obligation and should never be requested. Room and board arrangements vary from program to program and are determined by the Center for International Programs through the local Resident Directors. The student may not alter these arrangements without the express approval of the Center for International Programs.

### **Co-ed Housing**

Men and women may not share the same accommodations (room, apartment, house, etc.) without the express approval of the Director of the Center for International Programs. No College funds can be used for such arrangements. The Study Abroad Program will require a repayment of any funds so used unless advance approval has been granted. This does not apply to university dormitories or homes in which men and women are housed in separate rooms, in separate wings, or on separate floors.

### **Housing Assignment**

Housing assignments are based on the information provided in the student's Study Abroad application. Students' honest and accurate answers to the questions will assist in well-suited placements. Students should be sure to mean what they say. If the study abroad program offers the option of housing in a dormitory, students will be assigned according to the preference indicated on the application. **No changes** in housing preference can be made once the housing information has been sent to the Resident Director overseas.

### **Changes in Assigned Housing**

The Resident Director or another designated administrator abroad assigns student housing in Kalamazoo's programs. On non-Kalamazoo programs, students are assigned to housing by an administrator charged with this responsibility.

If problems with the housing situation should arise, the student should bring the matter to the attention of the administrator in charge of housing for that particular program. If, in the judgment of this administrator, a housing problem can best be resolved by moving the student, he or she will assign the student to a different homestay or dormitory. Once this is arranged, the student is obligated to move.

### **Room & Board Coverage**

Room and board is covered only while the academic program abroad is in session. During extended vacations when classes are not in session (Christmas, semester breaks, Semana Santa, Holy Week, etc.) no board costs are paid either to families or the students, and students are expected to find accommodation elsewhere. Housing (homestays, dorms, etc.) must be vacated no later than the morning of the second day after classes end, unless otherwise specified. Students who, in violation of this policy, stay on during vacations or after the end of the academic program or who return to their homestays early from vacations must pay the appropriate cost as determined by the Center for International Programs.

### **Roommates**

Typically students are housed individually. Should it be necessary to house students with roommates, the Center will contact participants concerning roommate choices and make sure that both parties want to be housed together. Only mutual choices can be respected.

## **Parent Mailings**

The Center occasionally mails information to parent(s) at the address(es) given on the Address Information Update sheet. If parents are divorced or separated, both will receive the mailing unless the Center is notified differently.

## **Parent Visits while Students are Abroad**

Parents and other family members are strongly encouraged to visit students on study abroad **only during vacation periods or at the conclusion of the academic program**. All visiting family members and friends

should make their own arrangements for lodging when visiting a student abroad. Visitors will not be able to stay in homestays or any other student housing arranged for the student. Please also remember that family visits do not constitute an excused absence from class.

## Parental Notification Policy

The College and the Center for International Programs recognize students' developing independence, responsibility and accountability. However, the Associate Provost for International Programs or his/her designates has the authority and reserves the right to notify parents in the following circumstances and conditions.

- I. **Emergencies:** The College reserves the right to notify parents or guardians, regardless of age, status, or conduct, in health and safety emergencies, hospitalizations, or when in our judgment, the health or well-being of a student or others is or may be at risk.
- II. **Student Conduct Overseas:** The College reserves the right to inform parents or guardians of student when:
  - That student's behavior has been the cause of a disturbance to others on or off campus.
  - That student's behavior has been the cause of a disruption of other students' education.
  - That student's behavior caused or had the potential to cause harm to persons or property.
  - That student's behavior led to an arrest in which the student was taken into custody.
  - That student's behavior resulted or could have resulted in the student being removed from study abroad.
  - That student's behavior affected his/her ability to fulfill the essential functions of a student.
  - The student has demonstrated a pattern of unacceptable disruptive behavior, even if these incidents are minor.
  - The student has become physically ill and/or required medical intervention as a result of use/abuse of alcohol and/or drugs.

Whenever possible, students will be informed that parental notification is planned so that they have an opportunity to discuss the issue with them.

## Passport Information

All students must have a valid passport in order to apply for and participate in study abroad. If you already have a passport, it must be valid for at least six months beyond the ending date for your study abroad program. Passports must be turned in to the Center for International Programs by the date on the timetable.

Students who are **not** citizens of the United States, (regardless of whether or not they are permanent residents of the U.S.) must notify the Center for International Programs of the status of their citizenship, passport, and visa for residence in the U.S. at the time of application for participation in study abroad and may have additional visa requirements.

## Photos

A minimum of ten passport photos are required for **all** programs after admission, for items such as visas, university/international student ID cards, transportation passes, homestay families, Resident Director information and other government requirements. Due to requirements of the Consulates for visa applications, digital or computer generated photos are not acceptable. The photos must be standard passport photos as would be acceptable for applying for a US passport. These must be turned in to the Center for International Programs by the date on the timetable.

## Social Behavior

The Study Abroad Program has, from its beginnings, minimized formal rules and emphasized individual and group responsibility for appropriate behavior abroad. What is considered appropriate abroad is determined largely by the local context and local norms and practices. With certain exceptions, participating students have enjoyed a degree of freedom, both social and academic, generally comparable to that of their foreign counterparts.

A guest's freedom, however, is different in kind from that of a host and entails certain unique obligations determined in part by the terms of the visit. The Kalamazoo student, as a guest abroad, functions within a context that needs to be clearly understood. Kalamazoo College and the student are jointly responsible for the student's actions to individuals and communities, to foreign countries, to universities that indirectly subsidize study abroad, and to American students who may want to study abroad in the future. Recommended and

accepted as someone who desires to take advantage of educational opportunities abroad, a study abroad participant is obligated to take seriously the role of a student, and the College is likewise obligated to see that poor academic performance and unacceptable social behavior, even though judged on somewhat different basis, have at least the same consequences abroad as they have at home.

What, then, constitutes acceptable social behavior? Ideally, acceptable behavior should reflect such qualities as integrity, openness to the new and different, sensitivity to others' needs and a generous portion of compassion. Minimally, it must include compliance with all local laws and regulations and a genuine concern for the mores and social patterns of the homestay host and community, in order that student actions not be offensive either to the homestay or to the community. Student misconduct and poor behavior influenced by the abuse/misuse of alcohol and/or drugs may result in the immediate dismissal from study abroad. More generally, any behavior which in the judgment of the Director or Associate Director of the Center for International Programs causes pain or serious discomfort to others or which reflects discredit upon the individual or upon the College is considered unacceptable and will subject the offender to dismissal from the program.

## Student Agreement

All students participating in Kalamazoo College study abroad programs must sign the copy of the following agreement, which is included in the packet of forms sent to all students following acceptance.

**Study Abroad Program:** \_\_\_\_\_

### Kalamazoo College Study Abroad Program

#### Student Agreement

In consideration of being allowed to participate in Kalamazoo College's Study Abroad Program, I \_\_\_\_\_, hereby agree to the following conditions of participation:

1. The Director and Associate Director of the Center for International Programs have the authority to establish rules and guidelines necessary for the operation of the overseas programs. Because Study Abroad participants are guests in a host country, and generally in host families, it is essential that all participants understand and respect norms of conduct and patterns of behavior that may be different from standards at home. The rules of conduct for student participants are outlined in the "Statement on Social Behavior" and elaborated on in verbal and written form during the pre-departure and on-site orientation programs. I agree to abide by these rules and agree that the College has the right to withdraw or dismiss me from the study abroad program if in the judgment of the Director or Associate Director of the Center for International Programs there has been a violation of College policy or regulations; disruptive behavior or conduct which could bring the program into disrepute; for medical conditions which affect the my ability to perform the essential functions of a student or cause me to be a direct threat to myself or others, or on academic grounds; or my behavior poses a danger to myself or others. I understand further that a decision to dismiss me from the program will be final and no refund will be made.
2. I, on behalf of myself, my heirs and personal representatives, hereby release Kalamazoo College and any cooperating institution and 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 Kalamazoo College or any cooperating institution.
3. I understand and agree that my withdrawal, departure or dismissal from a program prior to its formal completion will result in forfeiting the deposit and will require me to pay all costs incurred on my behalf. I understand and agree that if I withdraw, depart or am dismissed from a program after the program begins, I will not be eligible for any academic credits I would have earned and will automatically be withdrawn from the College. I understand further that if I am a Kalamazoo College student and withdraw from the College after completing the Study Abroad program and prior to graduation, I will be required to reimburse the College \$1,300 for subsidized costs associated with Study Abroad. I understand that academic transcripts will not be released until such reimbursement is made.

4. I understand and acknowledge that there are inherently health risks associated with living and studying abroad and I agree I am personally responsible for obtaining all health information, teaching, medical procedures, immunizations, and prophylactic medications appropriate to my study abroad program.
5. I acknowledge that I am ultimately responsible for complying with the College's Study Abroad Program course credit requirements, academic policies and procedures and that unless I enroll in a course or appropriate combination of courses that totals a minimum of 40 contact hours, I will not receive any academic credit for that coursework.
6. I understand and agree that I will turn in all materials, forms, and payments by the due dates and attend all mandatory orientation sessions as specified in the *Study Abroad Handbook*. I acknowledge that my failure to do so may result in additional costs to me or in my being withdrawn from the program.
7. I agree that I will abide by all policies and regulations established by the host institution at my program abroad and obey local laws and ordinances. I understand that I remain enrolled as a student at Kalamazoo College and I agree to continue to abide by College academic policies and the honor system for the duration of my participation in this program.

I understand and agree that I am subject to immediate dismissal from the study abroad program if in the judgment of the Director or Associate Director of International Programs my misuse and/or abuse of alcohol or drugs causes disruptive behavior or conduct, brings the program or the College into disrepute, or affects my ability to carry out the essential functions of a student. I understand that a decision to dismiss me from the program is final and no refund is made. I also understand that following my dismissal from study abroad, I will be withdrawn as a student at the College in a separate administrative action.

I have read and understood the foregoing and the Study Abroad Handbook and agree to the conditions described above and therein.

## Telephones

The use of telephones and telephone manners are often very different in other countries. There is usually a charge for **each** local call made and there is generally no separate breakdown for long-distance calls. Students should talk with their homestay hosts about the use of the telephone for **both** local and long distance calling. **Students are responsible for their own telephone bills. All bills must be paid before they leave the homestay at the end of the program.** Most past participants report purchasing a cell phone with a local number once they arrived at their program site.

### Direct Dialing the U.S. from Abroad

All of the major long distance companies offer direct dial service to the U.S. from abroad. These calls can be the equivalent of an 800#, collect or charged to a calling card. The service is much less expensive than using the local telephone companies. Connection numbers are available from many countries. Check with your long distance carrier. Students and their families are encouraged to investigate different calling plans as prices for international long distance vary considerably.

## Transportation and Travel Information

All students who are participating in study abroad programs for which Kalamazoo College either arranges or subsidizes the transportation are required to participate in group flights (meaning group departure from the international port of departure) where arranged, and will receive information regarding these transportation arrangements as early as possible. All travel arrangements are handled by a professional travel agency selected by the College. The travel agency reserves the right to charge additional fees for services that are outside or in addition to the group air flight arrangements made by the Center. These fees are the students' responsibility and must be paid in full prior to departure. Transportation arrangements are becoming increasingly complicated. The airlines, not Kalamazoo College, determine the regulations. Students should read carefully the information pertaining to the arrangements for their program. Once arrangements are made, the individual student is responsible for any penalties incurred due to a change in plans, withdrawal or dismissal from the program, etc. The international port of departure is typically from a U.S. coast; departure city is determined by availability and price at the time of the reservation.

Due to restrictions by the airlines, study abroad participants will be required to select a pre-determined air return date. In most cases, students will be able to select from either a return 24-36 hours after the conclusion of the program or two weeks later. Students will need to select the return date shortly after being accepted in the study abroad program. For those students who fail to turn in the return air travel form by the due date, they will be booked on the flight returning 24-36 hours after the program ends. If students wish to remain or continue to select a different return date, they may do so after the airline has issued the tickets. Participants will be responsible for any change fees imposed by the airlines.

Students wishing to participate in the group travel arrangements included in the program fee are required to turn in their transportation forms to the Travel Agent by the deadline indicated. Group transportation to the foreign program location will be arranged only for those students who have returned their forms. In the case of a student who has paid the program deposit, but not returned the transportation form by the date due, the Center and the travel agent will assume that the student has chosen to make and pay for his or her own travel and arrival arrangements. These students must arrive at the airport at the same time as the rest of the program participants, as no special airport pick up will be arranged. No refunds will be made to students who do not travel with the group. Note, for students on extended-term programs the airline reservation system does not allow for a return date beyond one-year of ticket issuance date. Therefore, all students on extended-term programs will need to notify the travel agent of their return date by December 31<sup>st</sup>.

There are a five non-Kalamazoo programs that arrange international round-trip transportation for their participants. China (Beijing) and India invoice the Center for International Programs directly for the airfare for Kalamazoo College students. Israel (Jerusalem and Beer Sheva) and Waseda, Japan invoice their participants for the airfare. Students preparing to study on these three programs are responsible for forwarding the invoices to the CIP and providing any deadlines. This will allow the CIP to arrange timely payment. Students are also required to provide the CIP with the flight itinerary coordinated by the host institution.

### **Baggage**

Typically, airline regulations allow two checked bags, neither of which may exceed 70 lbs. Students will bear the cost of overweight bags. The size of carry-on luggage is regulated by the airline carrier.

**Please remember that you** are responsible for **your** luggage. At **every** transfer point, be sure that you have all of your belongings. Never leave your belongings unattended!

**Do not to pack your passport and health card in checked luggage.** Your passport should be easily accessible.

Also, do not pack any money, jewelry, cameras, or expensive electronic equipment in your luggage. Carry these with you.

### **Connections**

Please take care not to miss connecting flights. International flights require a 2-3 hour arrival before the time of departure for security, document processing, and boarding. It is your responsibility to be in the boarding area at the appropriate time. Should you miss a connection, however, please note that you must be re-routed by an airline representative at the airport. International Travel and/or Kalamazoo College can do nothing to alter your airline tickets at that point. Once you have had your airline ticket altered, you should contact the Resident Director for your program (see the back of this book for contact information) so that they know of your delay and can give you new arrival instructions. If you are unable to contact the Resident Director, contact the CIP or a member of the CIP staff, and we will assist you in informing the on-site Director of your situation. If you are only able to reach voicemail or an answering machine, please leave a detailed message, including flight numbers and arrival times.

### **Weather-related Cancellations**

In the event of weather-related airline cancellations, please note that you must be re-routed by an airline representative at the airport. Also, unanticipated cancellations will most likely result in unanticipated expenses, including hotels for overnight stays and change fees. Fees and costs due to weather-related cancellations or unanticipated events will be borne by the participant. The Center for International Programs will try to facilitate communication between the travel agency, the airline, and Resident Directors abroad. In the event of a weather-related cancellation, please contact your family and the CIP to keep them informed of changes in your travel itinerary. Again, if you are only able to reach voicemail or an answering machine, please leave a detailed message including flight numbers, arrival times and any information on how you can be contacted if you are staying in a hotel.

## Travel Policies

### I. Independent Travel

- A. Students who plan to be away from their residences at their study abroad programs for weekend or vacation travel are strongly encouraged to leave itineraries and an approximate return time with the homestay family, roommates, and /or program director. In addition, students are strongly encouraged to communicate their travel plans and itineraries with their families at home. If the travel will be longer than a day or two, students should arrange some form of "check-in" communication with the program director, their study abroad residence and/or families in the U.S.
- B. No student is to be absent from the program while classes are in session. More than two weekend absences in one month are also strongly discouraged in that they jeopardize family and community relationships.
- C. Travel alone on extended trips is strongly discouraged. In case of accident or illness, the foreigner traveling alone is exposed to unnecessary risks, which outweigh whatever advantages there may be in traveling alone.
- D. Students are strongly warned against hitchhiking. Despite what you may have heard, in most parts of the world hitchhiking is extremely dangerous, both for men and for women. Under **NO** circumstances should any student hitchhike. **Kalamazoo College and The Center for International Programs' policy expressly prohibit all hitchhiking by program participants.** Students who engage in hitchhiking jeopardize their further participation in the program. Moreover, neither Kalamazoo College, the Center for International Programs, or their agents and employees can be held responsible for injuries or accidents to a student who violates this regulation.
- E. Students should be alert to U.S. State Department "cautions" and "warnings" regarding travel in areas deemed unsafe or risky. Local personnel and/or the Center for International Programs will also from time to time disseminate information or warnings in times of emergencies and heightened risk. A file of current U.S. State Department Travel Information is maintained in the Center for International Programs. Neither Kalamazoo College, the Center for International Programs, nor its agents and employees can be held responsible if students choose to ignore such information or warnings.

### II. Motor vehicles

- A. No motorized vehicle (including motorized bicycles and motor scooters) may be owned, operated or driven by any student abroad while the academic program abroad is in session. Violations of this policy may subject the offender to immediate dismissal from the program.
- B. During extended vacation periods, such vehicles may be RENTED if:
  1. Parental approval has been given in writing to the Director of the Center for International Programs, and
  2. This approval has been specifically endorsed by the Director of the Center for International Programs.

## Vegetarians and Students on Special Diets

It is sometimes difficult to find homestays willing to accept students with special diets. The Center for International Programs may meet with students who have indicated a special diet. Students should make sure that they have indicated their particular dietary choices in the appropriate section on the Study Abroad Application and, if necessary, on the Health History forms which are sent to the program staff abroad. Thus, information regarding special diets must be reported to the Center well in advance of departure. Although an effort will be made by local program staff to place students with special diets in homestays that have agreed to accommodate their choices, neither the Center for International Programs nor Kalamazoo College can guarantee such a placement. If no appropriate placement can be found and the student insists on a special diet, the Center reserves the right to withdraw the student from the Study Abroad Program. Furthermore, any additional expenses incurred by either the homestay family or the student because of special diets, including additional food for "big eaters," are the sole responsibility of the student and may result in an increase in the comprehensive fee for the program.

## Visas

Airlines will not allow passengers to check in or board aircraft with international destinations without the required documentation, including a passport and the appropriate visa (where applicable) for the country to which they are going. Information will be provided to students regarding how and when to apply for their visa by either the CIP or the non-Kalamazoo program directly.

For those programs for which Kalamazoo College applies for visas on behalf of participants (Australia, Chile, Ecuador, France, Italy, Kenya, Senegal, Spain and Thailand) students are required to turn in the visa application materials by the due date indicated. In the case where a student has paid the program deposit, but not turned in the visa application materials by the due date, the Center will assume that the student has chosen to apply and pay for the visa on his or her own. Consulates may change student visa application rules on short notice. The CIP will keep students informed as to new requirements and procedures. In some cases, students may be required by the Consulate to apply or pick-up the visa in person. For residents in Michigan, Illinois, Indiana, Wisconsin or Minnesota, this will most likely require a visit to the appropriate Consulate located in Chicago, Illinois. For students who reside in other regions of the United States, you will be required to apply to the Consulate in your region. Students participating in a Kalamazoo program and applying for their own visa must provide proof that they have obtained their visa before their airline tickets will be released. Late departures will not be arranged for students who are unable to obtain their visa prior to the group departure date.

**The CIP does not coordinate visa applications or entry documents for the following non-Kalamazoo programs:** Botswana; Beijing, China; Hong Kong, China; Denmark; Egypt; England; Greece; Hungary (BSM and BSCS); Calcutta, India; Ireland; Beer Sheva, Israel; Jerusalem, Israel; Kyoto, Japan; Hikone, Japan; Nanzan, Japan; Turkey and Scotland.

Students preparing to participate in these programs are responsible for obtaining the required application documents, payment of any processing fees and communicating directly with the appropriate consulate and host institution. When required, the CIP provides proof of admission and financial support and a statement of good standing. In a few cases the CIP forwards to students the enrollment certifications from the partner institution.

Kalamazoo College, together with our partner institutions, are restricted to endorsing visas for academic study only. Due to the increase of visa controls, students should be aware that various countries may be interpreting visa documents and regulations in different ways. For example: Spanish authorities may issue you a 6-month student visa, which allows you multiple entries to Spain for the length of the visa. However, Greece may interpret the Spanish visa as a document authorizing entry to Spain only and might not recognize free travel in and out of Greece, even during the six months. Needless to say, the Spanish Consulate has no authority over the Greek government in how they interpret official documents and vice versa.

The above example illustrates the ambiguity in regards to student visas issued by Schengen countries. The Schengen Countries are: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, The Netherlands, Norway, Portugal, Spain, and Sweden. Students obtaining a student visa from one of these countries may have to travel outside of the Schengen states before reentry to a Schengen country. This regulation may not necessarily be dictated by the country issuing the original visa, but one that the student may travel to while in Europe.

Therefore, if you are traveling at the end of your study abroad in Europe, you may want to travel outside of the Schengen countries to get your passport stamped in order to comply with this rule held by some of the European Countries. Additionally, in your travels abroad, ensure that you bring all appropriate documents with you and follow all rules and regulations exactly. If you come across any difficulties or discrepancies, please bring them to the attention of your Resident Directors as well as the CIP in order that we may advise future students in similar situations.

**International Students:** Students with F-1 and J-1 visas should make sure they have the required signature on the I-20 or DS-2019, respectively, **before departure from the U.S.**, in keeping with federal regulations. Failure to do so may prevent you from being admitted to the U.S. upon return.

# Part 4: Before You Leave

## Pre-Departure Inventory/Packing List

### Essentials you must take with you

- Passport
- Tickets
- Traveler's Checks (if applicable)
- Traveler's Check Counterfoils (carried separately from checks)
- Credit Card
- ATM/Debit Card
- Photocopies of all Documents, Prescriptions, etc.
- This Handbook and your Cultural Guidebook (where available)
- Prescription Medicines
- Immunization "Yellow Card" (or other proof of required immunizations)
- Health Insurance information

### Near essentials you might want to consider

- Travel Insurance
- Money Belt or Pouch
- Local Currency
- International Student Identity Card\*

### Other things to consider taking

- Extra Contact Lenses, Solution, Glasses
- Battery Alarm Clock
- Good, All-purpose Waterproof Walking Shoes with Thick Soles
- One Pair of Warm Pajamas
- Camera, Film, Batteries
- Sewing Kit
- Swiss-Army Knife (pack in your check-in luggage)
- Fold-up Umbrella
- Pictures of Your Family/Friends/Pets/House/"K" to share
- Full** Toilet Bag: Soap, Shampoo, Toothpaste, Toothbrush, Shaving kit, Sanitary supplies, Condoms, etc.
- Small First-aid Kit
- Calculator
- Swim Suit
- One Set of "Nice" Clothes
- Bicycle Lock and Chain (for chaining your backpack or suitcase to the overhead baggage rail on trains and buses when traveling overnight)
- International Youth Hostel Card

### \*International Student Identity Card (ISIC)

ISIC cards, issued by STA Travel may be used to validate student status in order to obtain student fares and discounts in certain countries. ISIC cards tend to be most useful in European countries. Most typically, for students participating in programs for which Kalamazoo College has arranged the airline tickets, Kalamazoo College will purchase an ISIC card as part of the comprehensive fee. The ISIC card will be valid until December 31 of the year of departure. Students wishing to have a card that is valid past this date may purchase another card after September 15 when they are made available by STA.

## Money Matters

### Budgeting for Personal Expenses

The amount students spend above what they pay the College varies greatly according to the individual student the cost of living in the host country. Students studying in Europe or Perth, Australia will pay more for meals and incidental expenses than students studying in Nairobi or Quito. Returning students suggest that an average of \$1,500 extra for Short-Term, \$2,000–\$3,000 for Long-Term programs, and \$2,500–\$3,000 for Extended-Term programs is realistic. Students may be able to make it on less than these amounts if they are careful and restrict independent travel plans.

### How to Take Money Abroad

We strongly encourage students to consider several methods of accessing and bringing funds to their study abroad site. ATM cards may be “eaten” by certain machines, credit cards may not work for an unknown reason, etc...Make sure you have a “back-up” plan for the methods selected.

#### Personal Checks

It is virtually impossible to cash personal checks abroad. Students should **not** expect to cash personal checks abroad.

#### Plastic (Credit Cards and ATM Cards)

Automatic Teller Machines (ATM's) are becoming increasingly available overseas. If you select this method, make sure you are able to check your account balance and that you are aware how much the ATM fees will be. Most banks will charge a fee to use ATM in international locations. They typically also charge a conversion fee for currency exchange as well. It is recommended you bring both an ATM card and a credit card. The credit card could be reserved for “emergencies.” Many foreign banks will give cash advances in local currency charged to the major credit cards. Check with your bank and/or credit card company for a list of banks and ATM's in your program city. Don't forget your PIN number.

#### Traveler's Checks

Traveler's checks are a much safer method of carrying money than cash, and they are valid indefinitely. They are a good option for students traveling to countries where they may have limited ATM or credit card facilities. Traveler's checks must be purchased and signed by students **before** they leave for their trip. They can be purchased either in dollars or in some foreign currencies. Traveler's checks sold by American Express, Cooks, or any of the major banks (Citicorp, Chase Manhattan, etc.) can usually be cashed abroad with no difficulty. It is preferable for students to take initially as much money as possible in traveler's checks so as to avoid the necessity of transfers from the U.S.

#### International Bank Wires

Some students may be able to open local bank accounts at their program site (the ability to do this depends on local banking laws, account fees, etc...). In this case students may receive money wired to them from a bank account in the US. You will need to check with your bank to determine fees and the appropriate process.

## Selected Bibliography

You will want to take a guidebook with you—perhaps one from the *Let's Go* series, one of the Michelin “Green Guides,” the “Lonely Planet” series or a Fodor's Guide. Also recommended are:

Althen, Gary, *American Ways*, Yarmouth, ME: Intercultural Press, 1988.

Brislin, Richard. *Understanding Culture's Influence on Behavior*. Fort Worth: Harcourt Brace College Publishers, 1993.

Caroll, Raymonde (translated by Carol Volk), Cultural Misunderstandings: The French-American Experience, Chicago, University of Chicago Press, 1988. Note: The ideas in this book relate to cross-cultural experiences and communication in general as well as the French-American experience.

\*Gass, Susan. "Women Studying Abroad" in Transitions Abroad,  
<http://www.transitionsabroad.com/publications/solowomantraveler/womenstudyingabroad.shtml>

Gudykunst, William B., Stella Ting-Toomey, and Tsukasa Nishida, eds, Communication in Personal Relationships Across Cultures, Thousand Oaks: Sage, 1996.

Hall, Edward T., Beyond Culture, New York: Doubleday, 1976, 1981.

Hall, Edward T., The Silent Language, New York: Anchor, 1981.

Hess, J. Daniel. The Whole World Guide to Culture Learning. Yarmouth, ME: Intercultural Press, 1994.

Jansz, N. and Miranda Davies, eds. More Women Travel: Adventures and Advice from more than 60 Countries. Rough Guide Travel Series.

Kohls, Robert L. Survival Kit for Overseas Living, Yarmouth, Me.: Intercultural Press, 1984.

\*Lee, Elaine, Go Girl! The Black Woman's Book of Travel and Adventure, Portland, OR: The Eighth Mountain Press, 1997.

Lewis, T.J. and Jungmann, R.E. eds., On Being Foreign: Culture Shock in Short Fiction, Yarmouth, ME: Intercultural Press, 1986.

\*Piet-Pelon, Nancy J. and Barbara Hornby, Women's Guide to Overseas Living, Second Edition, Yarmouth, ME: Intercultural Press, 1992.

\*Sanders, Christa E. "Voicing Concern about Discrimination Abroad: The History and Experience of Voices of Change in Working with US Students in Spain" in SAFETI On-line Newsletter, Volume 1, No. 2, Spring-Summer 2000. [http://www.globaled.us/safeti/v1n2\\_sanders.html](http://www.globaled.us/safeti/v1n2_sanders.html)

Stewart, Edward and Milton Bennett, American Cultural Patterns: A Cross-Cultural Perspective, Second Edition, Yarmouth, ME: Intercultural Press, 1988.

Storti, C. The Art of Crossing Cultures, Yarmouth, ME: Intercultural Press, 1990

Storti, C. The Art of Coming Home, Yarmouth, ME: Intercultural Press, 2001

\*Various. Diversity Issues in Study Abroad,  
[http://www.brown.edu/Administration/OIP/pdf\\_docs/diversity\\_st\\_abroad01.pdf](http://www.brown.edu/Administration/OIP/pdf_docs/diversity_st_abroad01.pdf). Collection of quotes from study abroad participants from Brown University who are ethnic minorities.

\*Various. "Reflections of Asian American Students." NAFSA Conference 2002 presentation.  
<http://www.secussa.nafsa.org/underrepresentation/handout2002.pdf>

\* Indicates books and websites that deal with identity issues and study abroad

## Recommended for Parents

Hoffa, William W., Study Abroad: A Parent's Guide, Washington DC: NAFSA: Association of International Educators, 1998 (Available through NAFSA Publications, 202.737.3699, or [www.nafsa.org](http://www.nafsa.org))

## Program Addresses

\*Please be sensitive to time differences when calling or faxing abroad

### Kalamazoo Programs

#### AUSTRALIA

##### Perth

c/o Dr. Ian Fairnie  
Curtin University of Technology  
Kent Street  
Bentley 6102 WESTERN AUSTRALIA  
Tel: 011 6189 266 2957  
Fax: 011 6189 266 3586  
Email: i.fairnie@curtin.edu.au

#### COSTA RICA

##### San Jose

c/o Dr. Jorge Nowalski  
CIDH  
P.O. Box 1136-1000  
San Jose, COSTA RICA  
Tel: 011 506 233 2062  
Tel: 011 506 258 2412  
Fax: 011 506 273 3095  
Email: cidhcr@ racsa.co.cr

#### ECUADOR

##### Quito

c/o Dr. Nelson Zabala  
Universidad San Francisco de Quito  
Via Interoceanica y Jardines del Este  
P.O. Box 17-12-841  
Quito, ECUADOR  
Tel. work: 011 593 22 97 1700 ext. 1444  
FAX: 011 593 22 890 070  
Email: nelson@usfq.edu.ec

#### FRANCE

##### Clermont-Ferrand

c/o Maurice Faure  
Ecole Supérieure de Commerce de Clermont  
4, Boulevard Trudaine  
63037 Clermont-Ferrand, FRANCE  
Tel: 011 061 698 8495 (home)  
FAX: 011 334 73 36 21 19  
Email: faurem@esc-clermont.fr

##### Strasbourg

c/o Beth Zehr  
33, rue de Zurich  
67000 Strasbourg, FRANCE  
Tel: 011 333 88 37 31 81 (home)  
Email: BethkZehr@hotmail.com

#### GERMANY

##### Bonn

c/o Herrn H. Impekoven  
Dezernat für Internationale Angelegenheiten der  
Universität Bonn  
Poppelsdorfer Allee 53  
53115 Bonn, GERMANY  
Tel. work: 011 49 228 73 59 44  
FAX: 011 49 228 73 58 91  
Email: h.impekoven@uni-bonn.de

##### Erlangen

c/o Dr. Wenda Focke  
Postfach 1648  
91006 Erlangen, GERMANY  
Tel: 011 49 9131 501262 (home)  
FAX: 011 49 9131 501265  
Email: wenda.Focke@t-online.de

#### KENYA

##### Nairobi

c/o Dr. Kaendi Munguti  
Institute for Development Studies  
P.O. Box 30197  
Nairobi, KENYA  
Tel./Fax: 011 254 20. 253 768  
Email: kalamazoo@iconnect.co.ke

#### MEXICO

##### Oaxaca

Sra. Isabel Castro de Sanchez  
Director of Community Program  
Colon 110, CP 68000  
Oaxaca, Oaxaca MEXICO  
Tel: 011 52 951 5164939  
Fax: 011 52 951 5164939 (say "Fax please")  
Email: isacastro2@hotmail.com

#### SÉNÉGAL

##### Dakar

c/o Lillian Baer  
African Consultants International  
509 SICAP  
Baobab B.P. 5270  
Dakar-Fann, SÉNÉGAL WEST AFRICA  
Tel.: 011 221 825 4972  
FAX: 011 221 824 0741  
Email: aci@enda.sn

Or

c/o Professor Ibrahima Thioub  
Department of History  
L'Université Cherikh Anta Diop  
BP 5005  
Dakar-Fann, SENEGAL  
Tel. : 011 221824 3977  
FAX: 011 221 824 0741  
Email: tekrur@refer.sn

**SPAIN****Cáceres**

c/o Dra. Victoria Pineda Gonzalez  
 Facultad de Filosofía y Letras  
 Universidad de Extremadura  
 Avda. de la Universidad S/N  
 10071 Cáceres, SPAIN  
 Tel.: 011 34 927 257400  
 FAX: 011 34 927 257401  
 Email: mvpineda@unex.es

**Madrid**

c/o Marisa Filgueras  
 Universidad Antonio de Nebrija  
 Pirineos, 55  
 28040 Madrid, SPAIN  
 Tel: 011 34 91 452 11 00  
 Fax: 011 34 91 452 11 10  
 Email:kalamazoo@nebrija.es

**THAILAND****Chiang Mai**

c/o Dr. Mark Ritchie  
 ISDSI  
 P.O. Box 222  
 Prasingh  
 Chiang Mai, 50200 THAILAND  
 Tel/Fax: 011 66 5322 1399  
 Email: markr@pobox.com

**TRINIDAD****St. Augustine**

c/o Dr. Hamid A. Ghany  
 Faculty of Social Sciences  
 The University of the West Indies  
 St. Augustine, TRINIDAD  
 Tel: 868 645 7004  
 FAX: 868 662 6295  
 Email: hghany@fss.uwi.tt

**Selected Non-"K" Programs****BOTSWANA****Gabarone**

University of Botswana  
 International Education & Partnerships  
 Private Bag UB 0022  
 Gabarone, Botswana  
 Tel: 011 267 355 0000  
 Email: holmj@mopipi.ub.bw

**CHILE****Santiago**

c/o Hector Cruz  
 CIEE  
 Servicios Centrales de la Universidad de Chile  
 Diagonal Paraguay 265  
 Oficina 1701  
 Santiago, CHILE  
 Tel: 011 56 2635 0573

Fax: 011.56.2.222.5110

Email: hcruz@uchile.cl

**Valparaíso**

c/o Marcía Vera  
 P. Universidad Católica de Valparaíso  
 PIIE-CIEE  
 Avenida Brasil 2950  
 Valparaíso, CHILE  
 Tel.: 011 56 32 227 3561  
 Fax: 011.56.32.268 5316  
 Email: marcia.vera@ucv.cl

**CHINA****Beijing**

c/o Ben Peacock  
 CET Chinese Studies Program  
 Capital Normal University  
 North #1 Campus  
 83 3<sup>rd</sup> Ring Street  
 Haidian District  
 Beijing, CHINA 100089  
 Tel. 011 8610 6890 2796  
 Fax: 011.86.10.6890.2796, ext. 808.  
 Email: cetchinesestudies@gmail.com

**CHINA****Hong Kong**

Ms. Christina Chan, Program Officer  
 International Office  
 David C. Lam Building, Rm. 925,  
 Hong Kong Baptist University,  
 Kowloon Tong, HONG KONG  
 Tel: 011.852.3411.5328  
 FAX: 011.852.3411.5568  
 Email: cchanfh@hkbu.edu.hk

**DENMARK****Copenhagen**

c/o Janis Granger  
 Vestergrade 7  
 DK-1456 Copenhagen K  
 DENMARK  
 Tel: 011.45.33.110144  
 FAX: 011.45.33.932624  
 Email: jg@dis.dk

Or

DIS North American Office  
 94 Blegen Hall  
 269 19<sup>th</sup> Avenue South  
 University of Minnesota  
 Minneapolis, MN 55455  
 Tel: 800 247 3477  
 Fax: 612 626 8009  
 Email: dis@umn.edu

**EGYPT****Cairo**

c/o Ms. Tomader Rifaat  
 The American University in Cairo

P.O. Box 2511  
 113 Sharia Kasr El Aini  
 Cairo, EGYPT  
 Tel: Switchboard - 011.20.2794.2964  
 Office- 011 202 797 5744  
 Fax: 011 202 795 7565  
 Email: tomadder@aucegypt.edu  
 Or

The American University in Cairo (New York Office)  
 420 Fifth Avenue, 3<sup>rd</sup> Floor  
 New York, NY 10018-2729  
 Tel: 212 730 8800 ext. 223  
 Fax: 212 730 1600  
 Email:aucegypt@aucnyo.edu

**GREECE****Athens**

c/o Alexis Phylactopoulos, President  
 College Year in Athens  
 5 Plateia Stadiou  
 GR-116 35  
 Athens, GREECE  
 Tel: 011.30. 210.7560.749  
 FAX: 011 30 210 756 1497

Or  
 College Year in Athens  
 2464 Massachusetts Avenue  
 Suite 316  
 Cambridge, MA 02140  
 Tel: 617 868 8200  
 Fax: 617 868 8207  
 Email: info@cyathens.org

**HUNGARY****Budapest Semester in Mathematics**

c/o Dr. Dezso Miklos, Director  
 College International  
 Budapest Semester in Mathematics  
 1071 Budapest  
 Bethlen Gábor ter 2  
 HUNGARY  
 Tel: 011 361 483 8321  
 Fax: 011.361.483.8333  
 Email: dezso@renyi.hu

Or  
 Budapest Semester in Mathematics  
 St. Olaf College  
 1520 St. Olaf Avenue  
 Northfield, MN 55057  
 Tel: 507 646 3114  
 Fax: 507 646 3116  
 Email: budapest@stolaf.edu

**Budapest Semester in Cognitive Science**

c/o George Kampis, Director  
 Budapest Semester in Mathematics  
 Department of History & Philosophy of Science  
 Eotvos Lorand University  
 H-1518 Budapest PF-32  
 HUNGARY

Tel/Fax: 011 36 1 372 2924  
 Email : gk@hps.elte.hu

**INDIA**

c/o Prof. Amitava Roy, Coordinator  
 International Partnership for Service Learning  
 6A Maharaja Nandakumar Road  
 Kolkata 700 029  
 India  
 Tel.: 011.91.33.2466.2688  
 Email: [ipslind@vsnl.com](mailto:ipslind@vsnl.com)

Or  
 Dr. Kaylan Ray, Program Director  
 Will Ransom, Program Coordinator  
 International Partnership for Service Learning  
 815 Second Ave - Suite 315  
 New York, NY 10017 USA  
 Tel (212) 986-0989  
 Fax (212) 986-5039  
 Email [info@ipsl.org](mailto:info@ipsl.org)  
 Dr. Ray' s email: [kaylanray1@yahoo.com](mailto:kaylanray1@yahoo.com)  
<http://www.ipsl.org>

**IRELAND****Dublin**

c/o Sarah Coyle  
 Trinity College  
 Office of International Student Affairs  
 East Theatre  
 Trinity College  
 Dublin 2, IRELAND  
 Tel: 011 353 1 608 2331  
 FAX: 011 353 1 677 1698  
 Email: isa.office@tcd.ie

**ISRAEL****Beer Sheva**

c/o Cheryl Medlinger, Director  
 Center for International Student Programs  
 Ben-Gurion University of Negev  
 PO Box 653  
 Beer Sheva 84105, ISRAEL  
 Tel: 011 972 8 646 1144  
 FAX: 011 972 8 647 2948  
 Email: osp@bgumail.bgu.ac.il

Or  
 New York Office of Student Services  
 Ben-Gurion University of Negev  
 1430 Broadway, 8<sup>th</sup> Floor  
 New York, NY 10018  
 Tel: 212 687 7721  
 Fax: 212 302 6443  
 Email: osp@aabgu.org

**Jerusalem**

c/o Yoel Nesson, Director  
 Rothberg International School  
 Mount Scopus  
 Jerusalem 91905, ISRAEL  
 Tel: 011 972-2-588 1615

Fax: 011 972 2582 7078

Or

c/o Janet F. Alperstein, Director  
Office of Academic Affairs  
Hebrew University  
One Battery Park Plaza  
New York, NY 10004  
Tel: 800 404 8622, ext. 8521  
Fax: 212 517 4546  
Email: hebrewu@hebrewu.com

## ITALY

### Rome

c/o James H. Lynch, Study Abroad Director  
The American University of Rome  
Via Pietro Roselli, 4  
00153 Rome, ITALY  
Tel: 011 39 06 583 30 919  
FAX: 011 39 06 5833 0992  
Email: aurinfo@aur.edu

## JAPAN

### Hikone

c/o Jeffrey Johnson, Resident Director  
1435-86 Ajroguchi, Matsubara-cho, Hikone-shi  
Shiga 522 0002 JAPAN  
Tel: 011 81 749 26 3400  
Fax: 011 81 749 24 9356

Or

JCMU Program Office  
110 MSU International Center  
East Lansing, MI 48824  
Tel: 517 355 4654  
Fax: 517 353 8727  
Email: jcmu@msu.edu

### Kyoto

c/o Mr. Takayoshi Watanabe  
International Center  
Doshisha University  
Kamigyo-ku, Kyoto 602-8580 JAPAN  
Tel: 011 81 752 51 3260  
Fax: 011 81 752 51 3057  
Email: ji-kksai@mail.doshisha.ac.jp

### Tokyo

c/o Carol Enns  
Waseda University  
Center for Int'l Education  
1-7-14-404 Nishi-Waseda  
Shinju-ku, Tokyo 169-0051, JAPAN  
Tel: 011 81 332 03 4151  
Fax: 011.81.3.5286.1424

Or

Japan Study  
Earlham College  
Drawer 13  
Richmond, IN 47375

Tel: 765 983 1224

Fax: 765 983 1798

Email: japanstu@earlham.edu

## TURKEY

### Ankara

c/o Ibrahim Yorgun, Study Abroad Advisor  
Office of the President, 504  
Middle East Technical University  
06531 Ankara, TURKEY  
Tel: 011 90 312 210 3486  
FAX: 011 90 312 210 1105

### Istanbul

C/o Defne Korur, Director  
International Office  
Istanbul Technological University  
Rektörlük, Ayazaga Kampusu  
80626 Maslak/Istanbul  
Tel. : 011 90 212 285 3074  
Fax : 011 90 212 285 3074

Or

c/o Teresa Wise, Director  
Associated Colleges of the South  
1975 Century Blvd., Suite 10  
Atlanta, GA 30345-3316  
Tel: 404 636 9533, ext. 19  
FAX: 404 636 9558  
Email: twise@colleges.org

## UNITED KINGDOM

### Aberdeen

c/o Student Recruitment Services  
University of Aberdeen  
Aberdeen AB24 3FX  
SCOTLAND UK  
Tel: 011.44 (0)1224.272085  
FAX: 011 44 1224 272576

Or

The Scotland Program  
Wabash College  
P.O. Box 352  
Crawfordsville, IN 47933-0352  
Tel: 765 361 6410  
Fax: 765 361 6399  
Email: scotland@wabash.edu

### Goldsmiths

c/o Jill Thorn, Assistant Registrar  
Goldsmiths, University of London  
International Office  
New Cross  
London, SE14 6NW ENGLAND  
Tel: 011 4420 7919 7700  
Fax: 011 4426 7919 7704  
Email: j.thorn@gold.ac.uk

**Lancaster**

c/o North American Programs  
University House  
Lancaster University  
Lancaster LA1 4YW ENGLAND  
Tel: 011 44 1524 594530  
Fax: 011 44 1524 593907  
Email: [intoffice@lancaster.ac.uk](mailto:intoffice@lancaster.ac.uk)

**London School of Economics**

c/o Celia Phillips  
Associate Dean, General Course,  
Deans' Office, Room A203,  
London School of Economics  
Houghton Street  
London WC2A 2AE ENGLAND  
Tel: 011 44 020 7107 5197  
Fax: 011 44 020 7955 6060  
Email: [Gc.Dean@lse.edu](mailto:Gc.Dean@lse.edu)