

# The K. Robert Nilsson Center for European Studies Bologna, Italy

Orientation Handbook  
2007-08

**The information contained in this handbook is subject to change. Please consult the Office of Global Education if you have any questions.**



Office of Global Education

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## TABLE OF CONTENTS

<b><u>WELCOME TO THE K. ROBERT NILSSON CENTER FOR EUROPEAN STUDIES!</u></b>	<b>4</b>
DEAR DICKINSON-IN-BOLOGNA PROGRAM PARTICIPANT	4
IMPORTANT REMINDERS	4
IMPORTANT CONTACT INFORMATION	4
<b><u>GENERAL INFORMATION</u></b>	<b>7</b>
GENERAL COLLEGE AND OFFICE OF GLOBAL EDUCATION POLICIES	7
CONDUCT AND DISCIPLINE POLICIES	7
EXTENSION OF STAY AND EARLY WITHDRAWAL: PROCESS AND PENALTIES	8
PROGRAM FEES/FINANCIAL AID INFORMATION	10
<b><u>PROGRAM PREPARATIONS</u></b>	<b>11</b>
THINGS TO TAKE CARE OF AT DICKINSON	11
CAREER CENTER RESOURCES	11
LEGAL MATTERS	13
INSURANCE INFORMATION	14
HEALTH MATTERS	15
<b><u>TRAVEL PREPARATIONS</u></b>	<b>18</b>
PASSPORT AND VISA INFORMATION	18
PACKING TIPS AND TRAVEL INFORMATION	19
FLIGHT AND ARRIVAL INFORMATION	21
<b><u>THE PROGRAM</u></b>	<b>23</b>
<b><u>ACADEMIC INFORMATION</u></b>	<b>24</b>
TENTATIVE ACADEMIC CALENDAR 2007-2008	24
ACADEMIC CULTURE	25
COURSE INFORMATION	25
CREDIT TRANSFER	26
ACCESSING COLLEGE LIBRARY RESOURCES FROM DICKINSON GLOBAL LIBRARY	28
<b><u>LIFESTYLE ABROAD</u></b>	<b>29</b>
LIVING ACCOMMODATIONS	29
FOOD AND SHOPPING	29
ENTERTAINMENT AND RECREATION	29
<b><u>FINANCIAL INFORMATION</u></b>	<b>30</b>

<b>COMMUNICATION INFORMATION</b>	<b>31</b>
<b>TRANSPORTATION AND TRAVELING WHILE ABROAD</b>	<b>33</b>
<b>HEALTH AND SAFETY WHILE ABROAD</b>	<b>35</b>
HEALTH CARE	35
SAFETY AND EMERGENCY PROCEDURES	35
SAFE BEHAVIOR ABROAD	37
<b>CULTURAL PERSPECTIVES</b>	<b>40</b>
BEING INFORMED ABOUT THE HOST COUNTRY AND WORLD AFFAIRS	40
THE ITALIAN PEOPLE	41
<b>CULTURAL ADJUSTMENT: RESPONSES TO LIVING ABROAD</b>	<b>42</b>
<b>KEEPING TRACK OF YOUR TIME ABROAD</b>	<b>44</b>
<b>RETURNING HOME</b>	<b>45</b>
THINGS TO TAKE CARE OF AT DICKINSON BEFORE RETURNING HOME	45
<b>COMMENTS FROM FORMER PROGRAM STUDENTS</b>	<b>46</b>
<b>MISCELLANEOUS INFORMATION</b>	<b>48</b>
<b>APPENDICES</b>	<b>50</b>
APPENDIX I: VISA GUIDELINES	50
APPENDIX II: STUDENT BUDGET SHEET	53
APPENDIX III: GRADE CONVERSION SCALE	54
APPENDIX IV: ITALIAN STUDIES MAJOR INFORMATION	55
APPENDIX V: SUPPLEMENTAL TRAVEL INSURANCE	58
APPENDIX IV: STUDY ABROAD STUDENT AGREEMENT FORM	60
APPENDIX V: REFUND POLICY: EARLY WITHDRAWAL/CANCELLATION	62

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

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## Dear Dickinson-in-Bologna Program Participant:

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

This [Bologna Orientation Handbook](#) has been prepared to make your transition to Bologna and the Italian educational system a little smoother. The handbook covers general topics affecting all students who study abroad: health matters, insurance, safe behavior, code of conduct and other policies, Dickinson course registration and room draw while abroad, and absentee voting. It also contains specific information about studying in Italy: packing tips, lifestyle abroad, an academic calendar, course choices, and much more. Sections on cultural perspectives will help you put your observations and experiences into context. This program specific information will also help you to understand better and adapt more quickly to your new environment and culture. Everything in this handbook is very relevant, so please read it carefully. A copy of the handbook will be mailed to your parent(s)/guardian(s) at your home address.

If you have any questions, contact the Office of Global Education at (717) 245-1343 or [global@dickinson.edu](mailto:global@dickinson.edu). The Office of Global Education is open Monday through Friday from 8:30 am to 4:30 pm (EDT).

## Important Reminders

If you plan to be at a [different address](#) during the summer break, or, if your [insurance information](#) has changed since you completed the Study Abroad Student Agreement form, let the Office of Global Education know right away.

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

Do not pack your passport in your checked luggage -- you will need it for check-in at your airport of international departure AND when you land overseas! Your airline ticket is a round-trip ticket, so [be sure to keep the return portion in a safe place!](#) **You will need to bring 8 passport photos with you to Bologna, which will be used immediately upon arrival.**

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

**Take this Handbook with you to Bologna!**

## Important Contact Information

The Program Center (Office):

**Prof. Mark Ruhl, Resident Director**

K. Robert Nilsson Center for European Studies

via Marsala, 2

40126 Bologna

Italy

Tel: (011-39) 051-22-44-51 [The prefix (011-39) is only for direct dialing from the U.S.]

Cell: (011-39) 335-701-3131  
FAX: (011-39) 051-22-60-56  
E-mail: [ruhl@dickinson.edu](mailto:ruhl@dickinson.edu)

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

**Clarissa Pagni, Associate Director**

Mobile: (011-39) 335-774-9865  
E-mail: [pagni@dickinsonbologna.it](mailto:pagni@dickinsonbologna.it)

Office of Global Education:

**Brian Brubaker, Associate Director of Study Abroad**

Office of Global Education  
Dickinson College  
P.O. Box 1773  
Carlisle, PA 17013-2896  
Tel: 717 245-1341  
FAX: 717-245-1688  
E-mail: [brubakeb@dickinson.edu](mailto:brubakeb@dickinson.edu)

On-Campus Coordinator:

**Professor Douglas Stuart**

Department of Political Science  
Office: Stern 105B  
Telephone: 717-245-1930  
E-mail: [stuart@dickinson.edu](mailto:stuart@dickinson.edu)

Major Emergency Protocol:

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

College Travel Agency:

Advantage Travel  
313 East Willow Street  
Syracuse, NY 13203  
TEL: 1-800-788-1980 or 315-471-2222  
FAX: 315-471-6264  
Contact: Gabrielle Bonney  
[gbonney@advantagecny.com](mailto:gbonney@advantagecny.com)

Italian Embassy in the U.S.:

Embassy of Italy  
3000 Whitehaven St., N.W.  
Washington D.C. 20008  
Tel: 202-612-4400  
Fax: 202-518-2154  
web site: <http://www.italyemb.org>

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

U.S. Embassy and Consulates in Italy:

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

# General Information

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## General College and Office of Global Education Policies

### College Non-Discrimination Policy:

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

### Study Abroad Student Agreement Form (see Appendix VI):

The Study Abroad Student Agreement form, which applicants filled out as part of their application process, acknowledges awareness of inherent risks associated with foreign travel and that the student is participating in the program voluntarily. By signing the form, the participant agrees to release, indemnify, and hold harmless Dickinson College from and against any claim that the participant, the participant's parents or guardian or any other person may have for any losses, damages, or injuries arising in connection with participation in the overseas program. Signing this form automatically enrolls the student in the Dickinson College's "Supplemental Emergency Travel Assistance and Medical Evacuation Insurance Program." (See Appendix V for more information on this insurance.)

### Status of non-Dickinson Students:

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

### Program Cancellation Policy:

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

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

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

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

## Conduct and Discipline Policies

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

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

In a very real sense, you go abroad as an ambassador of Dickinson College. Your attitude, interactions, and presence abroad will speak volumes about you and about us. You are privileged to be there as a full-time learner, both

academically and in all other aspects of daily life. Resist playing the role of the “ugly American” stereotype. Resolve instead to develop understanding and show respect for the culture you are visiting.

#### Code of Conduct:

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

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

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

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

#### Drinking and Drug Use:

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

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

#### Removal from Program for Disciplinary Reasons:

Students can be dismissed from programs for violating policies, rules or regulations, for engaging in disruptive behavior, for academic infractions or failure, and for conduct that could bring the program into disrepute. The Executive Director of Global Education will make the judgment in consultation with the Resident Director/On-Campus Coordinator.

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

#### Student Status and Changes of Status:

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

### Extending for a Second<sup>1</sup> Semester:

- You should first consult with the Dickinson Resident Director.
- If the Resident Director indicates that an extension is possible, you should discuss your plans with your major advisor(s). You will need to consider how an extension will affect the completion of your major and other graduation requirements.
- If your advisor(s) approve(s) of your change in plans, you should then e-mail Laurie Mossler, the Director of Global Education, at [mosslerl@dickinson.edu](mailto:mosslerl@dickinson.edu). The Director of Global Education will give official approval to extend for another semester, and the Office of Global Education will notify other campus offices of your change in status.

### Early Return or Withdrawal:

- A compelling medical or academic reason is required for leaving a program early. You should consult first with the Dickinson Resident Director, and then with the Office of Global Education. The Office of Global Education will notify your class dean about your change in status.
- Whenever possible, students should complete the semester that has already begun. Students risk not receiving credit if they withdraw from a program mid-semester or before completing scheduled instruction and examinations.
- Financial consequences for early withdrawal are described in the following section, “Refund Policy and Financial Consequences for Early Withdrawal,” and in Appendix IV, “Refund Policy for Overseas Programs.”
- When you are certain of your decision, communicate your reasoning in writing to the Office of Global Education. Please also request that your Resident Director e-mail the Office of Global Education to confirm the last date you attended class.
- The Office of Global Education will then officially notify the campus of your change in status. If you are asked to follow-up directly with certain offices, please do so.
- If your withdrawal occurs prior to the end of the first week of classes at Dickinson, you may be granted permission to return to campus. If so, you can contact Residential Life to arrange for housing on a last-in-line basis.
- Students returning early from study abroad will register during the add/drop period of the following semester.

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

Early withdrawal from a program will have financial consequences. Both the \$25 application fee and \$300 confirmation payment are non-refundable. Before making a final decision to withdraw, you should read the Refund Policy for Overseas Programs, which is reproduced as Appendix VII of this handbook. **These policies apply in all cases of early withdrawal from academic year and semester programs, regardless of the reason for withdrawal.**

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

### Non-traditional Off-Campus Study:

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

Special approval is also necessary for participation in more than two semesters of study off campus. Petitions should be addressed to Brian Whalen, Associate Dean of the College and Executive Director, Office of Global Education and should include the following:

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

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

## Program Fees/Financial Aid Information

### Program Fees:

The program fee for the 2007-2008 academic year is \$44,430. Students at Dickinson College will receive invoices from the Student Accounts Office that show credit for the \$300 confirmation fee and any applicable amounts from your financial aid package.

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

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

### Student Budget Sheets (Appendix II):

The Office of Global Education prepares student budget sheets for each Dickinson program to help students and parents anticipate expenses not covered by the program fee. At the top of the sheet the program fee is given, followed by a list of what is included in it. Below that there is a table of estimated costs not included in the program fee. The estimate for personal expenses is an average amount, and you may not actually incur all expenses listed; some students get by with less, whereas others spend a lot more.

### Financial Aid Information:

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

# Program Preparations

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## Things to Take Care of at Dickinson

### Declaring a Major:

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

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

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

### Student Accounts and Financial Aid Loans:

Two very important things to check on prior to departure:

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

## Career Center Resources

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

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

- **Resume/Cover Letter/Personal Statement Reviews:** If you would like to have a resume, cover letter, or personal statement reviewed, just email it to [career@dickinson.edu](mailto:career@dickinson.edu).
- **Phone Appointments:** Phone appointments can be set up if you would like to speak with a counselor – either email or call (717.245.1740) to schedule a phone appointment. Be sure to schedule the appointment for Eastern Standard Time and please provide a phone number where you can be reached.
- **Career Center Updates:** You will continue to receive emails from the Career Center about upcoming events, programs, deadlines, etc. Pay attention to these emails – there may be opportunities that you can take advantage of.
- **Career Center Website:** Periodically review our website, [www.dickinson.edu/career](http://www.dickinson.edu/career) for resources, and [www.dickinsonconnect.com](http://www.dickinsonconnect.com) for job and internship postings, interviews and events, job fairs, on-campus employment, scholarship and fellowship information, and volunteer opportunities.

### Graduate & Professional School Advice:

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

1. What are your career goals? Do you need an advanced degree to accomplish them? This is important, irrespective of studying abroad.

2. Will you have enough time to prepare for the entrance exams you need to take? Are you willing to spend time doing that while abroad?
3. Some students find that trying to prepare for graduate or professional school while abroad is a difficult challenge. For those students, delaying graduate school might be a good idea. Graduate school will always be available, but this might be your only chance to study abroad, so make the most of it.

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

If you are applying to medical, dental or veterinary school – or any of the allied health professions – be aware that your deadlines will likely be earlier, so plan to adjust your own timeline. For more information on applying to these professional degree programs, go to [www.dickinson.edu/career/student/healthapplyingtoprof.html](http://www.dickinson.edu/career/student/healthapplyingtoprof.html)

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

For more information on applying to graduate or professional school, go to [www.dickinson.edu/career/student/graduate.html](http://www.dickinson.edu/career/student/graduate.html)

#### Internship Advice:

If you plan to undertake an internship upon your return, you can search and apply to opportunities while you are abroad. You can search online by going to [www.dickinsonconnect.com](http://www.dickinsonconnect.com). Login instructions are on the left hand side of the page. Additional resources and information about the internship program can be found on [www.dickinson.edu/career/student/internships.html](http://www.dickinson.edu/career/student/internships.html). You will find registration options and deadlines on this page. If you have questions about the internship program, please email [career@dickinson.edu](mailto:career@dickinson.edu).

#### Job Search Advice:

You can start your job search while you are abroad! The Career Center has many resources available online to assist you, and networking – the number one job search method – can be very effective electronically. One of the first steps in job searching is researching organizations to which you will want to apply, and learning their application processes. Some application deadlines will approach as early as the fall semester senior year; it's important to conduct research prior to returning to campus in the fall. Some key resources to utilize in your research include Vault and GoingGlobal, both available through the Career Center's website. Please note – to access GoingGlobal, you must be on a Dickinson networked computer or you must have created a personal account from a Dickinson networked computer. Check out many other job search resources at [www.dickinson.edu/career/student/jobsearch.html](http://www.dickinson.edu/career/student/jobsearch.html).

#### Networking Advice:

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

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

Departments and offices on-campus are continually seeking student employees and are often looking to fill positions a semester ahead of time. Make sure you check the on-campus student employment section of DickinsonConnect the semester before your return [www.dickinsonconnect.com](http://www.dickinsonconnect.com)

### *Using DickinsonConnect*

- DickinsonConnect [www.dickinsonconnect.com](http://www.dickinsonconnect.com) is the online recruiting system that will help you to:
- Apply and sign up for On-Campus Interviews
- Apply to Resume Referrals
- Search All Jobs (Full-time, Part-time or Summer Opportunities)
- Conduct an Employer Search
- Search for Internships
- Search On-Campus Student Employment
- Search for Grad Scholarships & Fellowships
- View and sign up for events/programs
- Upload resumes and cover letters easily from a Microsoft Word file for employers to review
- Manage and edit your job/internship preferences (job type, level or location)

DickinsonConnect is available 24 hours a day, seven days a week. Students must complete a user profile in DickinsonConnect before being able to utilize the system. Getting started with DickinsonConnect is quick and easy. To begin, follow these basic steps:

1. Go to the Career Center webpage [www.dickinson.edu/career](http://www.dickinson.edu/career)
2. Click on the link for Dickinson Connect under “Quick Links”
  - a. You may also access DickinsonConnect directly at [www.dickinsonconnect.com](http://www.dickinsonconnect.com)
3. All students are pre-registered to use the DickinsonConnect system.
4. Log in to Dickinson Connect as a current user on the upper right side of the page.
  - a. Your “Username” is your full Dickinson email address. (i.e. studenta@dickinson.edu)
  - b. Your password is your HUB Box Number.
5. After you have successfully logged in for the first time, your student profile will appear and must be completed before you will have full access to the system.
6. After your profile has been completed, you will see the Student Center Home Page.
7. The Quick Links on the left side of the page and the Student Icons at the top of the page will allow you to navigate and to utilize the DickinsonConnect system.

For assistance on using the system, go to the “**How to Guide for Students Using the DickinsonConnect System**” [www.dickinson.edu/career/dsonconnectguide.html](http://www.dickinson.edu/career/dsonconnectguide.html)

## Legal Matters

### Limited Power of Attorney:

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

### Income Tax Declaration:

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

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

### Absentee Voting:

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

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

## Insurance Information

### Health Insurance:

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

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

- Selecting and paying for adequate primary health insurance coverage is your responsibility. You should read your insurance policy to determine what is and is not covered. Pre-existing conditions, sports injuries, and dental care, for example, may not be covered by basic medical insurance. It is your responsibility to determine whether your policy meets your particular needs.
- Before deciding to use your health insurance policy, you should contact the provider to determine whether the policy will cover you overseas for the duration of your stay. Find out, too, what sort of documentation you must present for reimbursement of costs incurred overseas. You may also purchase the policy used by Dickinson students during the academic year\*. Please contact the Office of Student Accounts for further information about the Dickinson health insurance plan. (\*This is for Dickinson students only).
- On the Study Abroad Student Agreement form signed by you and your parents/guardians when you applied, you provided the **insurance company name and policy number** for your medical coverage. **If that information should change, please notify the Office of Global Education immediately.** Up-to-date, accurate insurance information is needed in case of emergency and is also mandatory if your program requires a letter issued by the Office of Global Education in support of your student visa. New supporting documents will have to be prepared for the consulate if your insurance provider changes.
- Make note of your insurance company contact information and policy number in your own essential records, which you take with you overseas. Also leave the information with someone at home.
- If you have **special health needs**, discuss them with the Program Director and/or the Office of Global Education before departure. Thinking ahead about how you will cope with special health needs is essential. Don't assume that the same services or medications you use at home will be available in the host country.
- As a rule, an insurance card will not be accepted for payment of medical expenses overseas. Be prepared to **pay cash for treatment and keep receipts** to present to your insurance company for reimbursement. Before going overseas, contact your insurance company to know exactly what you will need to send them in order to be reimbursed. Verify if the documents provided by doctors and pharmacies from another country will have to be translated into English.

- In some countries with socialized medicine, country-specific student health insurance coverage is required and is included in the program fee. While this usually covers most routine care, it is NOT a substitute for the required primary health and accident insurance purchased in the U.S.
- Canceling your policy while abroad puts you at serious health and financial risk, in the case that you become ill or need medical attention while abroad and have no health insurance coverage.

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

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

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

Dickinson College provides "Supplemental Travel Accident and Medical Evacuation Insurance" for all students participating in a program overseas. Please see Appendix V at the back of the handbook for an overview of coverage and limitations.

#### Liability Insurance for Belongings:

Students are not covered by the College for personal liability, including the loss or theft of personal property. It is the responsibility of each program participant to purchase liability insurance, if needed. Students who bring laptops are advised to purchase adequate coverage. Check first to see whether the homeowner's insurance of your parents/guardian will cover personal liability while overseas. Normally, a copy of the police report filed at the time of loss or theft will be required by the insurer before any claim will be considered.

## Health Matters

#### Medical Check-ups:

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

#### Immunizations/Inoculations:

Even though Italy does not require any specific immunizations, please consult with the Dickinson College Health Center or your personal physician to make sure that all of your routine inoculations are up-to-date. These include measles, mumps, rubella (MMR) and diphtheria, pertussis, tetanus (DPT). It is strongly recommended that you also consult with your personal doctor and/or the College Health Center with regards to other inoculations (e.g., Hepatitis A and Hepatitis B) or medicines that are advisable for the country you are visiting. For more up-to-date country-specific information about immunizations and other health precautions, consult the Center for Disease Control (CDC) website: [www.cdc.gov/travel/](http://www.cdc.gov/travel/)

#### Medications:

Prescription/non-prescription medication(s) should be in the original container from the pharmacy and labeled with your physician's name, your name, and the medication name and dosage. **Do not transfer any medication into an unmarked container.** You should also carry a written letter or prescription from your physician verifying that this medication was prescribed by a licensed practitioner and is necessary for medical reasons. If you carry narcotics or

syringes, you should also bring a copy of the prescription and a statement from the prescribing physician. If you are on prescription medications or take particular over the counter medications, you should take enough with you to last the duration of your stay. It is neither advisable nor legal in some circumstances to ship medications by mail. It is your responsibility to make sure that your medications are legal in your host country. You can find this out by consulting the consulate website of the country you will be visiting. You may also want to take along some cold/flu medication, anti-diarrhea, and anti-fungal medicine. Women prone to gynecological infections should take a supply of medication.

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

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

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

#### Special Accommodations:

The accommodations available to students with disabilities in the United States may not be available to students studying abroad. It is unlikely that you will find the same medications, medical and/or psychological care, or support services at your study abroad site that you would at home. For you to fully assess whether you will be able to successfully complete a study abroad program, we encourage any student with special needs to review the program descriptions and to visit websites about the community in which you will be living and learning. If you wish for assistance from Dickinson College in helping you to assess your ability to succeed in studying in a particular program or in identifying programs where more support may be available, you are encouraged to disclose your situation on the medical forms you completed during the application process or to come talk to the Office of Global Education. Such disclosure is completely voluntary. If you travel to an abroad site, you will be expected to fully participate in the program. Therefore, you need to inform yourself about the demands of the program in order to plan ahead and to prepare to cope with your health needs in a new environment.

#### Health and Safety in Flight:

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

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

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

#### Health Tips:

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

- Inform yourself about the particular health risks of the country you will be visiting and be meticulous in observing recommended precautions.
- Students with existing medical conditions should consult their personal physicians regarding special precautions they may need to take. It is important to tell your physician the location(s) you will be visiting.

- If you wear glasses or contact lenses, take along an extra pair, plus a copy of your lens prescription. Pack enough lens cleaning solution for the entire trip.
- Always carry a wallet card or wear a necklace or bracelet stating any special conditions you have (such as diabetes, asthma, etc.). Be sure to list allergies to specific medications.
- If you are sexually active, use a condom. You may have trouble finding reliable brands of condoms abroad; consider taking a supply.
- Take care of yourself while traveling: try not to wear yourself down, avoid excessive exposure to the sun, drink plenty of liquids to stay hydrated, and try to get enough sleep.

# Travel Preparations

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## Passport and Visa Information

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

### Passport Information:

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

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

### Applying for a Visa:

A visa is a stamped endorsement placed in your passport by the embassy or consulate of a foreign government that allows you to enter that country for a specific period of time. **All program participants must obtain a student visa to study in Italy.** All applications will be submitted together by the Office of Global Education, making the process much simpler for everyone. The Office of Global Education will provide instructions for visa applications. It is your responsibility to get visa application information to the Office of Global Education on time. Instructions for applying for student visas to Italy can also be found on the Italian Embassy web site:

[www.ambwashingtondc.esteri.it](http://www.ambwashingtondc.esteri.it)

### Visa Guidelines:

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

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

### Information for International Students:

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

### SEVIS Information for International Students at Dickinson:

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

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

# Packing Tips and Travel Information

## Packing Tips:

When planning what to take with you, the first rule is to take the minimum amount of clothes possible. You will accumulate things during the year, so when in doubt-leave it at home! Travel with no more baggage than you can carry! When planning what to take with you, be practical and focus on the essentials of a wardrobe. Italians are highly fashion-conscious and dress with exceptional style and taste. Your Italian peers will dress well; you won't see them in baggy shirts, frayed blue jeans, and flip-flops on the street. Choose clothes that can be mixed and matched and layered to serve different seasons and temperatures. In winter, European buildings and homes are kept at lower temperatures that Americans perceive as chilly. Dark, conservative colors can be worn longer without laundering and will help to make you appear less conspicuously American. Dry cleaning and laundry facilities are available, but much more expensive than in the U.S.

## Wardrobe Suggestions:

- a sturdy, comfortable pair of walking shoes, WELL BROKEN IN; also a nice pair of shoes
- a few nice outfits for all seasons
- sufficient underwear and socks, 15-18 of each
- 6-8 everyday bottoms (jeans, corduroys, skirts) in subdued colors, wrinkle-resistant -- laundry and cleaning are much more expensive in Italy
- 10-14 tops (shirts, blouses) in coordinated colors, the darker the better
- 6-8 coordinating sweaters
- 2 pairs of sweats for studying in your room and sleeping; it gets chilly in the evening
- a set of thermal underwear (optional)
- a rain coat with zip-in lining AND/OR 1 warm coat or winter jacket
- extra pair of contact lenses, eyeglasses and prescription
- a sturdy folding umbrella (or plan to purchase one there)
- 1 swim suit and sandals for the beach (People swim on both the Mediterranean and Adriatic beaches as late as October.)
- 2 towels, 2 washcloths
- a hat, gloves, and a scarf

## Other Useful Suggestions:

- 2 converters/adaptor plugs that can be used for hairdryers, curling irons, electric shavers, etc.
- space/vacuum bags (These can be found at Wal-mart or Target. This can help condense the amount of space you have in your luggage.)
- a converter specifically for laptops (check your specific laptop needs). If you do not have the proper one you can ruin your hard drive
- Swiss army knife with corkscrew, bottle opener, and scissors (packed in your suitcase- not your carry-on luggage)
- luggage ID tags both inside and outside of your luggage
- a camera
- a sleeping bag for hostelling
- travel alarm clock
- a portable music device and extra batteries
- money belt or neck pouch to secure valuables
- travel sewing kit
- a small supply of toiletries
- shower thongs (or plastic sandals)
- small first-aid kit
- all medications, prescription or non-prescription, should be carried in the original, labeled container. Take copies of all prescriptions with you

- notebooks, index cards, specific school supplies (school supplies are expensive and options are different)
- favorite photos of family and friends are nice to have for decorating your room or showing to Italian friends.
- a few small gifts: something that represents your college or the area where you live (e.g., T-shirts, baseball caps, view books, crafts, etc.)

**Please bring 8 passport photos of yourself. These will come in handy for identification cards, etc.**

For the first few days, pack basic toiletries, toothbrush and toothpaste, and a washcloth in case you are not able to get to a store right away. Most toiletries are available in Bologna, although brands are frequently different. **If you have a particular type of toiletry that you like to use, you may want to bring it with you.**

Packing Tips from the Transportation Security Administration (TSA):

- Use checked luggage as a fast option for liquids, gels, and aerosols
- Liquids, gels, and aerosols as carry-ons must be in:
  - 3 ounce containers or smaller placed in a;
  - 1 quart, clear, plastic, zip-top bag
  - 1 bag per passenger placed in a plastic bin for screening
- Larger quantities must be placed in checked luggage
- Do not wrap gifts. Security officers may have to search contents of packages
- Do not pack fragile or valuable items in checked baggage. Ship or take them with you in carry-on baggage (no liquids)
- Do not over-pack bags. Closing overstuffed bags can be difficult and may result in that checked bag being delayed
- Put undeveloped film in carry-on baggage. Screening equipment may damage film
- You are required to remove footwear for X-ray screening
- Double check the contents of your pockets, bags, and carry-on luggage to ensure no prohibited items were inadvertently packed. For more information, visit [www.tsa.gov](http://www.tsa.gov).

Carry-on and Checked Luggage:

*Baggage Regulations:*

You should call the airline directly or go online to inquire about baggage regulations. A backpack with frame must be checked as one of these allowed pieces. (It should be noted that this type of “backpackers” backpack has been found useful by past participants due to the amount of traveling you will be doing). Attach a label on the outside of your luggage and place a name and address label inside.

You are allowed one piece of carry-on luggage not to exceed 45 total inches, which must fit under the seat in front of you or in an overhead bin. Also, remember that bags should be small enough to go up narrow stairways, go down crowded train aisles, and fit on luggage racks. A coat and a handbag, briefcase, or laptop may also be carried on. Also, in case your luggage is delayed for a few days, be sure to pack a change of clothes and any medicine or toiletries you would need in your carry-on bag.

*Shipping Luggage:*

Postal customs are different in Italy, and many things require tax due to government taxation. If you mail winter clothes to yourself, indicate on the package that the contents are **USED CLOTHING FOR PERSONAL USE ONLY** to avoid customs duty. You should inquire about U.S. Postal Service air mail or book rates and compare with other international services such as Fed Ex or DHL. It is not advisable to ship large suitcases or trunks. Address packages to yourself at the K. Robert Nilsson Center for arrival after September 1. **If you insure a package mailed to Italy, it will take longer to reach you and you can expect to pay customs duty of up to 30% of its declared value upon its arrival at the center in Bologna.**

*Laptop:*

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

### *Valuables:*

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

### *Lost Luggage:*

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

### Travel Documents:

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

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

### Immediate Cash/Travel Funds:

You will need some ready cash when you arrive at your program site. It is recommended that you bring approximately €100.00 in cash. You may want to purchase Euros at the airport on arrival, since banks may be closed if you arrive over the weekend. ATM cards can be used at any European airport, and also at cash machines in Bologna.

Before leaving the U.S., check with your local bank and credit card companies about fees and whether your ATM card will work overseas. It must access a checking account, not a savings account and must be in your name. In addition, you should notify your bank and credit card companies about being abroad for an extended period of time. When charges occur on your card from a foreign country, it is possible that the company will assume that your card has been stolen and suspend your account.

## Flight and Arrival Information

### International Flight:

An Air France group flight, departing August 26 from Newark, will connect in Paris with a single flight to Bologna, arriving in Bologna on August 27. You will work directly Advantage Travel to book and pay for your flight. If you have travel-related questions or requests, you should contact Advantage Travel directly. (For complete contact information, see page 5.) Let the Office of Global Education and Advantage Travel know of any changes in your address so that messages and mailings about the flight will reach you.

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

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

Clearing Immigration and Customs:

When you arrive in Paris for your connecting flight proceed to the area in the terminal for Passport control. It is in Paris that you will clear customs. When you arrive in Italy follow the signs to the baggage claim area and pick up your baggage. **The Dickinson in Bologna staff will meet the group just outside the exit for arriving flights.** At that time, students will be transferred by taxi to their housing assignments.

Registering with Authorities:

During the orientation at the Dickinson Center, students will receive complete details about registering with the Italian authorities, which is a somewhat complicated process. To make this process easier, please make sure that you have 8 passport photos with you upon arrival in Bologna.

# The Program

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## The City of Bologna:

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

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

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

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

## The K. Robert Nilsson Center for European Studies:

The K. Robert Nilsson Center is in the center of Bologna, near the beautiful Piazza Maggiore. The Center, up one flight of stairs from street level, contains office space, classrooms, a break area, a small library, and a small computer room in which there are eight high-speed computers with Internet access. The Center hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday during the fall semester and Monday through Thursday during the spring semester.

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

## Academic Information

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With the exception of courses taught in English, every aspect of the program is designed to facilitate the interaction of formal study with the knowledge of Italian society and language, which comes through cultural immersion. In order to achieve this goal, each student takes an intensive Italian language course at the center (introductory or advanced) during the orientation period. You will find that formal classroom activities are supplemented and reinforced by immersion in Italian life and culture, which enhances understanding of the values, beliefs, and attitudes of Italian culture.

### Tentative Academic Calendar 2007-2008 (THESE DATES ARE SUBJECT TO CHANGE)

<b>August, 2007</b>	
Sunday August 26	Students depart for Bologna
Monday August 27	Students arrive in Bologna. Settle in & rest
Tuesday August 28	Orientation at the Dickinson Center and in Bologna
Wednesday August 29	Intensive Italian language classes begin at the Center
<b>September, 2007</b>	
Saturday September 15	Tentative departure for overnight group trip to Tuscany
Tuesday September 25	Intensive period ends and fall pause begins after classes
<b>October, 2007</b>	
Monday October 1	Fall Semester begins
Friday October 12	Last day to Add/Drop a Course
Wednesday October 30	Tentative departure on group trip to Southern Italy
<b>November, 2007</b>	
Sunday November 4	Tentative return from Southern Italy
Friday November 16	November Break begins after classes
Monday November 26	Classes resume
<b>December, 2007</b>	
Tuesday December 4	Roll Call Grades due
Friday December 14	Last Day to Withdraw (W) from a course, Dec. Break begins after classes
<b>January, 2008</b>	
Monday January 7	Classes resume, Registration for Spring Semester begins
Friday January 25	Fall Semester ends
Monday January 28	Final Exams begin
<b>February, 2008</b>	
Friday February 1	Final Exams end, February Break begins after exams
Monday February 11	Spring Semester begins
Thursday February 22	Last Day to Add/Drop a Course
<b>March, 2008</b>	
Thursday March 20	Spring Break begins after classes
Monday March 31	Classes resume, Roll Call Grades due

<b>April, 2008</b>	
Thursday April 24	Tentative departure on group trip to Poland
<b>May, 2008</b>	
Thursday May 1	National Holiday, Tentative return from Poland
Thursday May 9	Last day to Withdraw (W) from a Course
Thursday May 22	Spring Semester ends
Monday May 26	Final Exams begin
Thursday May 29	Final Exams end
Friday May 30-Sunday June 1	Apartments cleaned and vacated
Monday June 2	Students return home

Upon your arrival in Bologna, please check the updated calendar before making final travel plans or arranging for visits. Parental visits and your own personal travel should be confined to the vacation periods or the period at the end of the semesters, i.e., during times when classes are not in session.

## Academic Culture

Teaching methods combine the best of the Italian and American educational systems. Students in the program are expected to carry a full course load, **which in Bologna means 4 credits (courses) each semester as well as a one credit (course) during the intensive period, to be taken while classes are in session, and to attend regularly those classes for which credit is sought.** If special circumstances warrant an absence for reasons other than illness, students should notify the Resident Director and/or the professor of the circumstances.

## Course Information

The following section lists tentative courses for the 2007-08 academic year. Please keep in mind that there may be slight changes to the course offerings. Students will choose their courses upon arrival in Bologna.

### September:

All students will attend intensive language courses taught at the Nilsson center during their intensive period including Italian 104, 116, 225.\*

\* Please note that if offered, Italian 225 will count towards the Minor in Italian and the Major in Italian Studies.

### Fall 2007:

Art History 132	Arts of Italy	Lollini
History 314/Econ. 314	European Economic History	Zamagni
Political Science 250	Comparative Western Systems	Pasquino
Pol.Sci. 290/Econ. 214	European Economic Integration	Jones
Political Science 390	Comparative Political Corruption	Ruhl
Italian 116	Intermediate Italian	TBA
Italian 270	Italian in Cultural Context	Pagni

### Spring 2008:

Interdis. Studies 390	Intercultural Seminar	Pagni&Ruhl
History 232	History of Modern Italy	Simoni
Political Science 290	Eastern European Politics	Jones
Political Science 276	Italian Politics	Campus
*Sociology 230/P.S. 290	Migration & Multiculturalism in the New Europe	Colatrella

*Italian Studies 320	Dante	Ledda
Art History	Advanced Art History Topic (TBA)	Cunsolo
Art History	Advanced Art History Topic (TBA)	Roccasecca
<i>*Course not yet confirmed for 2007-2008</i>		

University of Bologna (UNIBO) Courses  
L'Accademia (Studio Art) courses  
Independent Studies (no more than one per semester)  
Johns Hopkins Graduate Center (four openings)

Qualified students may take additional courses at the University of Bologna and Johns Hopkins University Graduate Center. Please find more information in the sections below.

Independent studies will be limited to one per year per student. Internships (part of the spring Intercultural Seminar) will also be limited to about 15. These will be competitive based on the student's command of Italian, academic performance, and a personal interview.

Students cannot take courses in Bologna for credit if they have taken them for credit at Dickinson.

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

#### Courses at the Johns Hopkins School:

A list of courses at The Johns Hopkins School of Advanced International Studies (SAIS) will be available in Bologna during registration for the second semester. Enrollment will be competitive and will depend on academic performance and an interview. We cannot promise admission into any Johns Hopkins program course in advance.

#### Courses at the University of Bologna:

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

Taking a course at the University of Bologna requires a serious commitment. The UniBo calendar differs from that of the Dickinson program, and classes may be in session while the Dickinson program is on break or over U.S. holidays, such as Thanksgiving. Students are expected to attend all UniBo classes during these times. Students may also have to stay longer into June to complete exams or other course requirements. That said, taking a UniBo course is highly recommended for students with adequate Italian fluency.

Tutors are available for University of Bologna courses and students will receive 1 or 2 credits (depending on the course) for a successfully completed course.

#### Language Books/Library Privileges:

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

## Credit Transfer

- Each Dickinson course in Bologna earns one course credit (equal to four (4) semester hours). The normal course load during the fall intensive language period is one course, and during each semester is four (4) courses, for a total of nine (9) courses for the year.
- Only liberal arts classes will qualify for transfer credit.
- Generally speaking, courses must have an equivalent at Dickinson. Exceptions include classes that focus on the culture and/or history of the country.

- Transfer credit will not be awarded for coursework that duplicates what a student has already completed at Dickinson.
- Transfer credit is awarded only for classes in which a student earns a grade of “C” or better. However, all courses and grades will appear on the transcript.

#### Grades/Transcripts:

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

#### For non-Dickinson Students:

The Registrar’s Office will automatically send an official transcript of work completed with grades and course titles to the home institution once grades have been posted. Transcripts are usually sent to your institution later in the fall semester following your return. Know your home institution’s policy on transferring credits beforehand, as you may have to get pre-approval. Your institution’s policy will govern whether the credit will be counted toward the GPA. You should focus on your interests and credit needs before arriving in Bologna. If you plan to take courses in a department other than your major, check the requirements with the respective department at your home institution before departure.

#### What to Do Before Going Abroad:

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

#### What to Do While Abroad:

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

#### What to Do After Returning to Campus:

Upon return to the Carlisle campus, students must complete the Enrollment in Another Institution Form. Please note that this form is required only when a student is seeking major, minor, or distribution credit for coursework completed at a cooperating university. The form is not required for Dickinson Center courses, or for courses at a cooperating university for which a student is seeking only general credit. After obtaining the required signatures, the student should bring the form to the Office of Global Education for approval by the Director of Global Education. The form will then be forwarded to the Registrar’s Office.

## Accessing College Library Resources from Dickinson Global Library

If the libraries abroad do not have the resources you need, or if you have trouble getting the assistance you need for your research projects, please remember that you can access all the resources and services from Dickinson College Library no matter where you are. All you need to do is to go to the Dickinson Global Library page ([http://lis.dickinson.edu/Library/Research/Global\\_Library/LibraryResourcePage.htm](http://lis.dickinson.edu/Library/Research/Global_Library/LibraryResourcePage.htm)).

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

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

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

The library liaison to all Global Education programs is Yunshan Ye. He can be reached at 717-245-1838, or [yey@dickinson.edu](mailto:yey@dickinson.edu).

# Lifestyle Abroad

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## Living Accommodations

You will receive full details concerning your housing from the Bologna staff as soon as it becomes available. The pressure on housing in the city of Bologna has increased enormously in recent years due to the increased enrollment of both Italian and foreign students at Italian universities as well as to a city ordinance prohibiting new housing construction in the "old city." Consequently, our students are placed in apartments located throughout the city. This housing differs in both quality and amenities from what is typically available on a U.S. campus. Heat and electricity are expensive in Italy; be prepared to make adjustments in your expectations.

Any visitors will need to check in with the Resident Director upon arrival in Bologna. There are certain restrictions involved, including a written consent from all apartment residents of the duration of the visitors' stay.

## Food and Shopping

Periodically -- normally every two weeks -- the Resident Director will distribute food money through the Banca Popolare dell'Emilia Romagna. You will be able to pick up this money directly from the bank. You are responsible for budgeting food money. The central food market, essentially unchanged since the Middle Ages, is where many students shop for fresh fruit, cheese, meat, and bread. Shopping here is both economical and a joy. All apartments have fully equipped kitchens. Cooking and sharing several meals each week helps to save money since eating out can be costly. For lunch, some students frequent small, family-oriented *trattoria* or self-service restaurants located near the Center.

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

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

## Entertainment and Recreation

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

Suggested Websites about Bologna:

City of Bologna: <http://www.comune.bologna.it/>

## Financial Information

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### ATMs:

Automatic teller machines (ATMs) are a convenient way to transfer money and exchange currency. ATMs connected to international networks such as Cirrus and Plus allow you to retrieve cash in the local currency directly from your bank account in the United States. Inquire at your bank to be sure that your ATM card will allow cash withdrawals abroad. ATMs overseas will accept only cards that access checking accounts in your name. Also, you shouldn't rely exclusively on ATMs because you may not be able to find an ATM as easily as you would in the U.S.

### Credit Cards:

Many major credit cards (e.g. Visa and MasterCard) are accepted abroad, depending upon the country. A credit card can be very useful for big purchases: restaurants, hotels, shops, and airline tickets, or for an emergency, in which you can track your spending. When you use a credit card it should be in your name and you should verify your credit limit before you depart the US. Also, in some countries you may have to show a picture ID when you pay with a credit card.

### Check on Fees with Bank and Credit Card Companies:

Before leaving the U.S., check with your local bank and credit card companies about fees for using your card overseas. If the fees are hefty, consider withdrawing larger amounts of cash from the ATM and taking only what you need and keeping the rest in a safe place. Only use credit cards with high fees for big purchases or in emergencies.

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

### Travelers Checks:

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

### Spending Money:

Students sometimes ask how much "spending money" they should plan to have during their time abroad. The amount spent depends, of course, on the lifestyle you adopt and how much you plan to travel. In general, you should plan on a **minimum** of an \$2,500 to \$3,000 for the year. Please consult the Student Budget Sheet in Appendix II for more information.

### Work Study:

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

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

## Communication Information

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Students sometimes tell family/friends that they will phone home ‘the minute they arrive’. However, plans often go awry because of plane or train delays, unavailability of an international phone line, etc. To save parents and loved ones worry, we suggest an agreement to call at the earliest convenient time, rather than promising to call at once.

E-mail and cell phones allow students to keep in closer touch with family and friends back home than ever before. There is a good side to this, but it is possible to overdo it so that you focus too much on home to the detriment of your abroad experience. Consider writing frequent letters and postcards instead. These can be reread and kept as a record of your time abroad. Letters are a nice compromise that allows you to keep in touch while giving you space to stretch your wings and grow in the encounter with a new culture.

### Mail:

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

### Phone Cards/Calling Home:

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

### Cell Phones:

Student apartments do not have telephones. Most students now rent cell phones (telefonini) before they leave the United States through a company called Platform 3000. You can expect to pay approximately \$100 initially to purchase the phone and then approximately \$35-\$45 per month, depending on use. Those students who do not wish to use this service may purchase cell phones on their own once they arrive in Bologna. Students can also check with their current cell phone provider to see if their phone has international calling capabilities. If so, you will have to find out the procedures for using your cell phone abroad. More than likely, you will purchase pre-paid cell phone minutes that do not require subscribing to an overseas cell phone service.

### Skype (International Calls Through the Internet):

Another option for international calling is to use the Internet to make international calls. You can do this by downloading a program called Skype to your computer. All that is required is access to a personal computer and a headset (please note: a headset is not necessary if you have an external microphone on your computer). There are several Skype options:

1. **Skype to Skype:** Have your family and friends download and register with Skype. Once you have both registered and have a headset or external microphone, you can talk for FREE!
2. **Skype Out:** A low cost way to make calls at a local rate to people that have traditional land lines or mobile phones.
3. **Skype In:** For a monthly fee (approximately \$13 USD), you can receive a local U.S. phone number that your friends can call. When someone calls, you will receive the phone call on your computer where you can communicate with your friend using a headset or an external microphone. This option also has free voicemail.

For more information, please visit the website: [www.skype.com](http://www.skype.com) Please note that this might not be appropriate for all programs due to privacy or access issues. An Internet connection is required and a place where you can make a phone call without disturbing others.

### Computers:

There are 8 computers available for use in the Dickinson Center during office hours. You will not be able to use this

computer lab after office hours, however, there are many internet cafes throughout the city that offer cheap and reliable service. If you bring a laptop computer, check to see if it has a built-in voltage converter for 220V. If not, you will need to purchase a voltage converter adapter for 220V. Please be sure to bring a plug adaptor for the electrical outlet as well.

Please note that Internet is not available in the apartments. However, the Dickinson center is equipped with wireless capabilities.

E-mail:

At the Center, Dickinson students may receive e-mail using their normal Dickinson address. Students from other schools may be able to use Telnet to access their campus addresses; it is recommended that these students talk to their campus technical support. It is also possible to have e-mail forwarded to a 'hotmail,' 'g-mail,' or 'yahoo' address on the Internet at no cost.

Remember that official communications from Dickinson College (for example, instructions from the Registrar, Student Life, or the Office of Global Education) will be sent to your Dickinson e-mail account. If you ordinarily use another e-mail account, remember to check your Dickinson account occasionally for messages. Also, be sure to clear your Dickinson Inbox regularly so that messages can reach you. Make sure you also empty your Outbox and Deleted messages box regularly.

# Transportation and Traveling While Abroad

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## Train Travel:

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

### *In Italy:*

Most of the long distance traveling you do in Italy and internationally will be by rail. Bologna is a rail center with many connections between Bologna and Florence, Venice, Rome and northern Europe. Italian trains are comfortable and inexpensive, though often crowded, especially in summer and during holiday periods. Stations display schedules of arriving trains (*arrivi*) and departures (*partenze*). Trains are classified according to comfort and speed. Schedules and other information regarding the different types of trains may be found at: [www.trenitalia.it](http://www.trenitalia.it). Students should be aware that, although trains are relatively inexpensive, they are not the most reliable in terms of being on time. Please make sure to leave plenty of time in your traveling schedule, especially if you need to make connections. Do not forget to validate your train tickets. All tickets will be checked for validation.

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

### *Eurail:*

If you decide to purchase either a Eurailpass or Eurail Youthpass before leaving the United States, consider a 5 or 10-day Eurailpass which is good for two months from date of activation. It can be activated any time **up to six months after purchase**. Other rail passes are available in Europe. Many students prefer the InterRail pass, which is good for one month of unlimited second-class travel throughout Great Britain, Western Europe, and some Eastern European countries. You get a 50% reduction on rail travel in the country in which you buy it, and travel is free in other countries. It is valid for 30 days after activation. Check in the travel section of Let's Go: Italy for more information on rail passes.

## Airplane Travel:

In Europe, there are discount airlines, such as Easy Jet or Ryan Air, that offer flights for relatively cheap fares. It would be wise to sign up for airline e-mail newsletters in order to receive information on any travel deals.

## Hostels:

You can save money and meet other young travelers by staying in youth hostels. One popular hostel network is the Youth Hostel Federation, which has a network of hostels all over the world. You can purchase a membership card to the Youth Hostel Federation and receive discounts on hostel accommodations and other travel offers. For more information, you can go to <http://www.iyhf.org> Another website that offers reviews of hostels throughout the world is: [www.hostelworld.com](http://www.hostelworld.com).

## International Student Identity Card (ISIC):

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

## Safety while Traveling:

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

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

Suggested Reading for Travel:

There are many travel guides that are geared towards the student traveler, especially Let's Go or Lonely Planet. To help save money, it may also be helpful to check [www.amazon.com](http://www.amazon.com) or [www.half.com](http://www.half.com) for used travel books.

Websites:

The Italian Government Tourist Board, <http://www.enit.it>

Lonely Planet: <http://www.lonelyplanet.com/destinations/europe/bologna/>

Cycling Tour from Venice to Bologna: <http://www.ciclismoclassico.com>

# Health and Safety While Abroad

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## Health Care

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

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

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

For more information about health preparations before going abroad, please see the Health Matters section.

### AIDS and STDs Overseas:

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

## Safety and Emergency Procedures

### Overview of Emergency Precautions:

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

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

All past decisions about canceling or closing programs have been informed by Department of State or World Health Organization recommendations. Only one program, our partner program with Hebrew University, is closed as of this writing.

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

Dickinson Centers and partner institutions are in regular contact with the Office of Global Education in Carlisle, and contact information is updated routinely for students overseas, on-site staff, partner institutions, and local emergency

officials at our program sites, as well as U.S. Consulates and Embassies. Our staff abroad remains in contact with local university and civic officials on an ongoing basis.

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

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

#### Department of State Announcements:

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

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

The Office of Global Education occasionally sends students Department of State announcements that are relevant to their host country. These announcements are not to alarm students (unless warranted), but instead to inform them of current situations in you're their country or surrounding countries that they may possibly travel to. (U.S. travelers may hear recorded information by calling the Department of State in Washington, DC at 202-647-5225 from a touchtone phone.)

#### Key Chains for Emergencies:

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

Students are asked to attach the key ring to the key(s) that they carry with them at all times. On one side of the tag is the Dickinson College 24-hour Hot Line number (001 717-245-1111). (The digits 001 are the International Country Code for the United States.) On the reverse side is the phone number of the Office of Global Education (001 717-245-1341). A Program Center number or other emergency number can be entered in the blank space. For obvious security reasons, the overseas home address or phone number should NOT be entered. The emergency numbers on the key chain make the following easier:

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

Obviously, the first step in an emergency is to react to the emergency itself, i.e., go to the hospital, call the police, contact the Resident Director or other on-site contact, etc.

Any student abroad, whether a Dickinson student or a guest student in a Dickinson program, may call the 24-hour Dickinson College Public Safety number collect in a serious emergency and ask for assistance. The student should identify himself/herself and the program, and give a brief description of the emergency and a call-back number. The operator will locate the Office of Global Education person on-call, who will then return the call.

#### Parents and the Public Safety Number:

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

### Requests for Contact Information and Itineraries:

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

We also need to know student flight itineraries, therefore, please share your itinerary with us by sending it to [global@dickinson.edu](mailto:global@dickinson.edu).

## Safe Behavior Abroad

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

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

### In Troubled Times...

*Avoid the following:*

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

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

- identifiable American institutions such as Embassies, American Express, McDonald's, Hard Rock Cafés, discotheques, and other places such as bars and restaurants identified with Americans or where Americans usually gather
- military and diplomatic installations; war memorials

- highly visible and crowded churches, mosques and synagogues
- train stations and airports; do not hang around ticket offices or airline counters--go quickly to your train or the lounges beyond the passport controls.

*Some advice concerning terrorism:*

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

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

*Further recommendations when traveling:*

Do not accept any package, parcel, or suitcase from anyone asking you to carry, look after or store items for them. Do not borrow suitcases; make sure that no one has put anything in your luggage. A few years ago, a bomb found at Heathrow Airport in England had been planted in the bag of a young woman by her boyfriend whom she had known for over a year.

Never drive a car for someone else, especially across national borders.

Remain alert in public places; look around; get away from any package or bag which appears abandoned, and notify the employees or local police.

Do not leave your own bags unattended, not only because they may be stolen, but also because the police may consider them dangerous and confiscate or destroy them.

Health and Safety Information Resource Online:

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

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

Personal Safety in Italy:

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

*In Bologna*

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

Safeguard your documents and money at all times! Do not walk home alone late at night. Do not make yourself an easy target. Use the buddy system or call a cab. Also, always keep the local emergency numbers for the police, fire station, and ambulance with you.

Emergency Procedures in Italy:

In cases of an emergency affecting the public, the Resident Director will access an emergency phone tree system. The

phone tree system, along with other emergency numbers and procedures, will be explained to all students upon arrival in Bologna.

If you have an emergency while traveling, contact local authorities and the program director at once. In a medical emergency, be prepared to pay up front and submit receipts to your insurer for reimbursement later. In case of the loss or theft of your passport, contact the local police and the nearest U.S. Embassy or Consulate.

Family Emergencies:

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

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

Final Thoughts:

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

# Cultural Perspectives

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## Being Informed about the Host Country and World Affairs

### What do you know about your host country?

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

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

Before you leave, do some serious research to educate yourself about your host country. Travel guidebooks and encyclopedias offer a respectable starting point. Read books, magazine articles, and newspapers about host country history, literature, geography, cuisine, etc. Foreign films are also a good resource. Take the initiative and get acquainted with international students at Dickinson's campus before going abroad.

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

### New York Times e-delivery:

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

- To subscribe to the service, please go to: <http://www.nytimes.com/>
- Down the left side of the page, there is a MEMBER CENTER, where E-Mail Preferences are listed.
- You have to "sign-up" with the NYT, which is free. Once you sign up, you can click on a box that says "International" and you will receive an email with headlines from the NYT every day.

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

## The Italian People

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

Italians are also usually very aware of the impression they are making on others. In his book The Italians (New York, 1965), Luigi Barzini writes: "An Italian will often utter grave and sincere words (dictated by wrath, jealousy, the defense of his interests and dignity, or passionate love) and, at the same time, look out of the corner of his eye to check the impression he is making on his public." Another characteristic trait of Italians is love of family. Family ties are very strong in Italy; in fact, many young people remain at home until settled into a profession.

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

### Racial/Gender/Sexuality Issues:

#### *Racial Issues:*

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

#### *Gender Issues:*

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

#### *Sexuality Issues:*

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

# Cultural Adjustment: Responses to Living Abroad

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

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

## Responses to Living Abroad:

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

## Recovery:

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

## Our Advice:

Here are some additional thoughts concerning cultural adaptation:

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

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

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

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

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

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

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

# Keeping Track of Your Time Abroad

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## Keeping a Journal:

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

One of the best tools for gaining insight into these changes is to keep a journal. There you can reflect on the puzzling and wonderful things you have seen, experienced, and overheard that sticks in your mind. A custom that appears strange at first will often become understood as you continue to observe it in its own context. Writing down incidents, thoughts, questions, ideas, and reflections will help give depth and insight to your experience.

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

## Dickinson Study Abroad Blog:

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

## Dickinson Study Abroad Wiki Page:

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

Check out the La Une newsletter. If you're interested, send an email to Todd Bryant. He'll make sure you have the access you need and the very basic instructions. (Hint: it starts by clicking the "edit" tab at the start of each page).

# Returning Home

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

### Course Request Process when Returning to Campus:

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

### Room Selection at Dickinson:

The following information about room selection has been provided by the Office of Residential Life. Like other offices on campus, ResLife relies on e-mail to convey information to students away from campus. You may contact the Office of Residential Life by phone (717 245-1556 or email: [reslife@dickinson.edu](mailto:reslife@dickinson.edu)). Communications will be sent to Dickinson students off-campus at their Dickinson e-mail address. **Remember to check your Dickinson account regularly for important messages from the College.**

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

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

## Comments from Former Program Students

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

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

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

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

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

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

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

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

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

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

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

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

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

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

"Everything that I thought was important came into question. Living in Bologna certainly challenged me to redefine my understanding of life. The kinds of mentality that routines and schedules invite are totally contrary to the goals of a mind-expanding liberal arts education."

## Miscellaneous Information

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### 24-Hour Clock/Time Change:

Telling time in Italy (and in the rest of Europe) is based on a 24-hour clock. (To convert, add 12 hours to any time after 12:59 p.m.--e.g., 1:15 equals 13:15).

### Dates/Numbers/Currency:

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

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

### Metric Conversions:

#### *Thermometer Readings*

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

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

#### *Kilometers - Miles*

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

[To convert kilometers to miles: multiply by .6]

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

#### *Weights and Measures*

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

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

*Kitchen Hints*

1 cup sugar = 200 gr.

1 tsp. = 5 gr.

1 cup flour = 150 gr.

1 tbsp. = 12 gr.

# Appendices

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## Appendix I: Visa Guidelines

BOLOGNA PROGRAM  
2007-2008  
GENERAL VISA GUIDELINES

**PLEASE NOTE THAT THE RESPONSIBILITY FOR SUBMITTING ALL DOCUMENTS REQUIRED BY YOU OR YOUR PARENTS FOR YOUR STUDENT VISA ULTIMATELY RESTS IN YOUR HANDS. THE OFFICE OF GLOBAL EDUCATION WILL SUPPLY THE SUPPORTING DOCUMENTS REQUIRED FROM THE COLLEGE OR YOUR HOST INSTITUTION.**

**ALL VISA APPLICATION INFORMATION MUST BE RECEIVED IN THE OFFICE OF GLOBAL EDUCATION BY FRIDAY, 18 MAY 2007.**

\*IF YOU ARE NOT ABLE TO MEET THE DEADLINE AND WILL BE APPLYING FOR YOUR OWN VISA, YOU WILL NEED TO APPLY THROUGH THE CONSULATE THAT SERVES YOUR JURISDICTION OR APPLY THROUGH THE RECOMMENDED VISA SERVICE:

PLATFORM 3000 SOLUTIONS ABROAD at [www.platform3000.com](http://www.platform3000.com)  
The approximate charge for this service is \$150.

**THIS INFORMATION IS AS CURRENT TO DATE AS POSSIBLE AND IS TO BE USED AS A GENERAL GUIDELINE ONLY. EACH CONSULATE HAS SPECIFIC RULES THAT MUST BE FOLLOWED AND YOU MUST COMPLY WITH THEM. ALSO, THE CONSULAR ADMINISTRATION HAS FULL AUTHORITY TO REQUEST MORE DOCUMENTS THAN THOSE LISTED IN THEIR GUIDELINES AT ANY TIME. FOR DICKINSON STUDENTS WE WILL NEED TO APPLY THROUGH THE PHILADELPHIA CONSULATE.**

CURRENTLY THE PHILADELPHIA CONSULATE WILL ISSUE VISAS FOR STUDENTS WHO LIVE IN PENNSYLVANIA AND FOR STUDENTS STUDYING FULL-TIME AT A UNIVERSITY (DICKINSON) LOCATED UNDER THEIR JURISDICTION (PENNSYLVANIA), WHICH MEETS THE RESIDENCY REQUIREMENT. THEIR GENERAL CONTACT INFORMATION FOUND ON THEIR WEB SITE IS:

CONSULATE GENERAL OF ITALY  
150 SOUTH INDEPENDENCE MALL WEST, SUITE 1026  
PHILADELPHIA, PA 19106-3470  
MAIN PHONE: (215) 592-7329  
MAIN FAX: (215) 592-9808  
FAX ON DEMAND SERVICE: (215) 592-7329  
VISA SECTION: (215) 279-9566 or (215) 279-9573, Ext. 130  
VISA SECTION E-MAIL: [visti.filadelfia@esteri.it](mailto:visti.filadelfia@esteri.it)  
GENERAL E-MAIL: [archivio.filadelfia@esteri.it](mailto:archivio.filadelfia@esteri.it)  
WEBSITE: <http://www.consfiladelfia.esteri.it>

Currently, the fee is waived for student visas. **With the exception of student visas**, visa applications must be submitted in person by all applicants over the age of 18 or by the parent or legal guardian of any minor. If you choose to have your visa mailed back to you must include a **pre-paid, self-addressed Express Mail** envelope for the return of your passport -- no other type of overnight mailing service will be accepted by the Consulate. Both send/return addresses and phone numbers must be completed on the envelope label.

**INFORMATION YOU WILL NEED TO SUPPLY TO THE OFFICE OF GLOBAL EDUCATION FOR THE VISA PROCESS:**

- One (1) Visa application form; completed with notarized signature; some info is already completed.
- Original passport, signed and valid for at least six (6) months past the end date of the program.
- One (1) passport-sized photo. Computer generated photos are NOT acceptable.
- Notarized copy of your Driver’s License or State I.D.
- Notarized copy of your Student I.D.
- Affidavit of insurance purchase in Italy form. Italian insurance coverage required by the Italian government for all students; paid by the program, but you will need to sign, have it notarized, and return the form with your other documents.
- Financial Guarantee (Affidavit of Financial Support). This is to be used to determine your financial status. All students studying in Italy need to prove to the Italian Consulate that they have sufficient funds to provide for the expenses they, the applicant, may incur while studying abroad. **This is in addition to the letter of support from Dickinson College. A recent copy of your parents’ bank statement should also accompany this form with a letter from the bank.** See attached criteria for this letter.
- If you are a student with financial aid you must supply the original official letter from the institution that has granted you the scholarship. See attached criteria for this letter.
- Official copy of your flight itinerary **unless** you are planning to take the group flight.
- One pre-paid U.S. Post Office Express mailing envelope for The Consulate to return your passport to you. They will not accept any other type of overnight mailing service. Addresses and phone numbers to and from will need to be completed on the envelope label.

**INFORMATION THE OFFICE OF GLOBAL EDUCATION WILL SUPPLY AS PART OF THE VISA PROCESS:**

- One (1) Visa application form with some information included on the forms so that it will be consistent for all students. You will complete all other information data - sign, and notarize your signature.
- Two original letters of support (letters of acceptance from the U.S. Institution – Dickinson College).
- Two original letters of support (letters from the Italian Academic Institution – Bologna Center).
- Verification of Student Enrollment Letter (from the Office of the Registrar at Dickinson).
- Group flight itinerary **unless** you are securing your own flight transportation.

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**NON-DICKINSON APPLICANTS:**

You will need to supply to Dickinson:

- Verification of Enrollment from your home college or university. This letter must:
  - be written on official letterhead
  - state your enrollment status for current year or semester
  - state your expected graduation date
  - be recently dated
  - be signed by a school official and bear the University seal

**NON U.S. CITIZENS:**

If you are NOT a U.S. citizen, it is your responsibility to obtain any special entry papers or documentation that may be required for the visa. Contact your Embassy for assistance. You may have to apply in person at the Embassy/Consulate in your home country. It will be your responsibility to research information regarding your status and obtaining a student study visa for Italy and supply all your required information to them.

If you are NOT a U.S. citizen, it is your responsibility to include the following documents:

- Notarized photocopy of Alien Registration Card (front & back) or U.S. visa status, if the student is not a U.S. citizen. F1 Visa holders must also submit a copy of their updated I-20 or IAP66 (DS2019) form or an advance parole that will allow you to re-enter the U.S., duly signed by the responsible school representative.
- Official Round Trip Flight Itinerary indicating exact dates of travel and borders of entry and exit **unless** you are planning to take the group flight.
- Be sure to check ahead of time about any special visa process that may be needed for you to enter any other countries that may be included as part of the program, i.e., Poland.

**DUAL CITIZENSHIP:**

If you hold dual-citizenship passports, you should check with the appropriate Consulate that serves your jurisdiction about your student visa process. Citizens of some countries may not be required to secure a visa to study in Italy or may have special additional requirements. You may need to contact the Consulate. Or check their website. Most websites have a section listed “Do I need a Visa?” You will need to enter your citizenship and your country of present residence (U.S.) to find out if you will or will not need a student study visa for Italy. Be sure to check ahead of time about any special visa process that may be needed for you to enter any other countries that may be included as part of the program. All U.S. citizens are required to obtain a student study visa for a stay in Italy of six months or more.

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**NOTARY PUBLIC – DICKINSON STUDENTS ONLY:**

There are several notaries on campus that can notarize some of the documents for you without charge. Two are located in the President’s Office and one in Dean Chromiak’s office; both offices are in Old West. Be sure that you do NOT sign any document ahead of time. Documents need to be signed in the presence of the notary. Also, some form of picture ID may need to be presented.

**If the Consulate requires an “Apostille” on a notarized document, here is a guideline for this process:**

**Some documents may require an “apostille” issued by the appropriate Department of State or Secretary of State. This is certification that the person who has notarized your documents is legally registered by the State. In order to obtain the apostille on your document issued in the United States, you will need to follow these steps:**

- Bring your document to a Notary Public to be notarized
- Request the Apostille from the Department of State or Secretary of State of your home state.

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\*Don’t wait until the last minute to gather the information. You and your parents can start the process ahead of time. **DUE DATE FOR ALL INFORMATION TO BE SUBMITTED TO THE OFFICE OF GLOBAL EDUCATION IS NO LATER THAN FRIDAY, 18 MAY 2007. If you are unable to meet the deadline date, you will be responsible to apply for your visa on your own.**

\*Your passport must be valid at least 6 months past the end date of the program. IF IT IS NOT, your visa application cannot be processed.

\*Make extra photo copies of all of your documents for your records and in case of any emergencies; put in a separate place.

\*Please remember to keep your Dickinson e-mail accounts cleaned up so that important messages can get through to you.

## Appendix II: Student Budget Sheet

Office of Global Education  
 Dickinson College  
 Student budget sheet: Academic Year 2007-2008  
 The K. Robert Nilsson Center, Bologna, Italy

	Academic Year
Program Fee:	\$ 44,430
<i>Program fee includes:</i>	
Tuition	
Room (shared apartments)	
Linens (care and replacement)	
Board (food allowance)	
Scheduled group excursions	
Socialized Health Care fee in Italy	
Computer access (6 computers at Center with Internet and e-mail access)	
Library privileges at the Univ. of Bologna and Johns Hopkins Institute	
Supplemental College emergency insurance policy	
Pre-departure and on-site orientation	
Orientation and program handbooks	
<i>Estimated costs<sup>2</sup> not included in Program Fee:</i>	
Required health and accident insurance purchased in U.S. <sup>3</sup>	\$ 850
Airfare (roundtrip from an east coast airport)	1,200
Connecting flight (varies with distance from east coast)	Varies
Books, clothing, entertainment, meals during vacation periods, vacation travel, and other personal expenses.	3,500
Sub-Total	\$ 5,550
<b>TOTAL: FEE + ESTIMATED OTHER COSTS</b>	<b>\$49,980</b>

<sup>2</sup> The list of estimated costs is intended as a rough guide for planning and is not all-inclusive. Actual costs will vary, according to many factors that are determined by individual circumstances and choices. The Total Fee + Estimated Costs figure assumes that all estimates in the grid apply.

<sup>3</sup> Estimates reflect the anticipated cost of the Dickinson College Student Health Plan 2007-08, which covers students overseas and for the duration of their stay. For further insurance guidance, see General Orientation Handbook.

## Appendix III: Grade Conversion Scale

Official Grade Conversion Scale  
University of Bologna

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

Italian university students who score less than 18 do not receive a grade. They are expected to take the course examination again. Following policy adopted by the College Committee on Academic Standards in 1985, courses not successfully completed at a host institution overseas do not appear in the student's Dickinson record.

## Appendix IV: Italian Studies Major Information

### FAQs ABOUT COURSES TOWARD THE ITALIAN STUDIES MAJOR IN BOLOGNA

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

#### I. WHAT BOLOGNA COURSES COUNT TOWARD THE ITALIAN MAJOR?

Three kinds of courses toward the major may be satisfied by work done in Italy:

1) Required courses within the Italian department 2) Required courses in other departments, and 3) Courses in an area of elective emphasis.

##### Required courses within the Italian department

While in Bologna, Italian Studies majors normally take Ital 225, Ital 270, and at least one course at the University of Bologna. Please note that while all of these courses count as general credit toward graduation, they do not all count toward the Italian major. Ital 225 counts only as general credit, and will not be accepted as the equivalent of any course in the major sequence. Ital 270 is a prerequisite for courses taken at the University of Bologna, and may be substituted for Ital 232 “Oral Expression.” The course taken at the University of Bologna satisfies the requirement for Ital 320, but only under the conditions described in section II, below; additional courses at the University of Bologna may count either as general credit or with the approval of the Italian Studies Coordinator may be used to fulfill elective courses in the Italian Studies major (see below).

##### Required courses in other departments

Two courses are required: one in Fine Arts and one in History, as indicated in the college catalog.

Students may satisfy the Fine Arts course requirement in Bologna by taking Fine Arts 132 “The Arts of Italy.”

When History 232 “Modern Italy” is offered in Bologna, students should take it to satisfy the History course requirement, unless they have already taken it on campus in Carlisle. With the approval of the Italian Studies coordinator, an appropriate history course at the University of Bologna may be used to fulfill this requirement.

##### Courses in an area of elective emphasis

Two courses in a single elective area are required.

Several courses offered at the K. Robert Nilsson Center may count toward the completion of the elective emphasis in Social Sciences: Interdisciplinary Studies 390 “Intercultural Seminar”; and Political Science 276 “Italian Politics.”

University of Bologna courses in appropriate disciplines and with appropriate contents may also be substituted for a course in an area of elective emphasis, at the discretion of the Coordinator for Italian Studies (see below).

#### II. HOW DOES MY UNIVERSITY OF BOLOGNA COURSE COUNT?

If you take only one course at the University of Bologna, it normally substitutes for Ital 320 “Topics in Italian Studies,” a required course in the major sequence. The Unibo course you take normally must have some substantive connection with Italy. It is not necessary, however, that the entire course content focus on Italy. Here are some examples of “partially” Italian courses we would be likely to accept as the equivalent of Ital 320: a course on Shakespeare’s theatre probably would not count, while one on his sonnets, tracing the influence of Petrarch, possibly would; an Art History course entirely on Flemish Renaissance painters would not be acceptable, while a more general course on Renaissance art, even if not focused exclusively on Italy, probably would; a broad, introductory course on International Relations would probably not be acceptable unless you could demonstrate a substantive focus on Italy, while a course examining Italy’s position in the European Union might well be accepted. In the past, as a rule of thumb, we have required that

approximately 50% of the course focus on Italy.

In some cases, University of Bologna courses on non-Italian subjects can be counted as the equivalent of Ital 320, if the student's research paper explores an appropriate Italian connection. For example, a student taking a course on North African politics could write a research paper (in Italian) dealing with questions such as the role of North Africa in Mussolini's expansionist vision, or on very contemporary questions such as the problem of the African immigrants today in Bologna or in Italy in general. It would be possible to explore this topic in parallel with the course content by making it the focus of the bi-monthly tutoring sessions. If your paper shows a thorough and substantive consideration of an Italian problem related to the material of the University of Bologna course, that course will normally be accepted in place of Ital 320.

Appropriate University of Bologna courses may also be used to satisfy elective requirements toward the Italian Studies major such as those listed in the Dickinson College catalog, provided that their content is reasonably close to the courses offered on campus. For example, a course on Italian music or art, or on Roman archeology, could be used toward the elective emphasis in the humanities, while courses on Italian and Italo-European history could conceivably be used to satisfy toward the elective courses in history.

### **III. HOW DO I GET MY UNIVERSITY OF BOLOGNA COURSE CREDITED TOWARD THE MAJOR?**

First of all, as you begin to look at University of Bologna courses you should communicate with your adviser in the Italian program and request his or her advice. On-site staff in Bologna will also help guide you toward appropriate courses, but only your departmental adviser or the Italian Studies Coordinator can indicate which courses are most likely to satisfy requirements for the major.

When you have chosen your course, in consultation with both staff in Bologna and with your adviser on campus, make sure that you save as much descriptive material about the class as possible: course descriptions and syllabi, reading lists, your class notes, any exams or papers that are returned to you, and the official grade you receive in the course. The Italian Studies Coordinator will make a decision about whether or not to accept the course toward the major on the basis of this kind of information; if you present inadequate documentation about the course on your return to Carlisle, you are unlikely to receive credit for it. **Note that the Italian department requires you to write a research paper in order to receive credit for a University of Bologna course, even if no paper is required by your professor in Italy. In cases where your Unibo professor requires no paper, you will submit it to your adviser upon your return to Carlisle.**

Please note that *no* University of Bologna course is "pre-approved" for credit toward the major. The decision regarding transfer credit for these courses is made only by the Italian Studies Coordinator, in consultation with your adviser, and only after you submit documentation about the course upon your return to Carlisle.

### **IV. HOW CAN I SATISFY THE REQUIREMENT FOR ITAL 320 IF MY UNIVERSITY OF BOLOGNA COURSE IS NOT CONSIDERED EQUIVALENT?**

When students wish to take a University of Bologna course that cannot be substituted for Ital 320 under the conditions described above, they may satisfy by taking an independent study with a member of the Italian faculty upon returning to Carlisle.

### **V. CAN ONE COURSE SATISFY MORE THAN ONE MAJOR REQUIREMENT?**

That depends. Some of the courses you take to satisfy requirements for the Italian Studies major (especially for the elective emphases) may also satisfy requirements for other majors: for example, a relevant Political Science course could count both as one of the Social Science elective courses in the Italian Studies major, and at the same time be counted toward a major in Political Science. However, it is not possible to count a single course toward two requirements in the same major. For example, if your University of Bologna course is used to substitute for Ital 320, you cannot also use it to satisfy one of the extra-departmental electives in the Italian Studies major.

Taking a course at an Italian university is likely to be one of the great adventures of your lives—but like all real adventures, it is unlikely to be easy. **Please help make things simpler for yourselves and for us by addressing any questions you may have about our policy on Bologna courses to your adviser in the Italian department, or to the Italian Studies Coordinator *before* you make a decision about your course schedule.**

## Appendix V: Supplemental Travel Insurance

### Emergency Travel Assistance Program and Supplemental Travel Accident and Medical Insurance

Under the auspices of the American International Assistance Services, Inc., (AIAS), a member company of the American International Group (AIG), Dickinson College provides world-wide travel assistance services and travel medical emergency insurance to persons acting officially for the College (e.g., program directors, trustees, faculty, administrators, academic professionals, staff, or students).

Afforded under the world-wide travel services are the following: Pre-departure Services such as information on immunization requirements, passport and visa requirements and Overseas Assistance such as telephone advice about lost baggage or passport, emergency cash service, assistance during a medical emergency, emergency legal advice-assistance, and emergency message service. For further information, consult the "Travel Assistance Services" brochure available from the Office of the Vice President for Campus Operations. For travel service assistance in the U.S. (or Canada), call 800-626-2427. If outside the U.S., call 001-713-267-2525 (collect).

Also provided is world-wide travel medical and emergency insurance which includes: up to \$10,000 for accidental death & dismemberment, in-hospital medical and surgical services and out-of-hospital medical expenses up to \$10,000\* per event, up to \$50,000\* for emergency medical evacuation, and up to \$25,000\* for repatriation of remains – with \$250,000 being the aggregate limit of liability per accident. Note: This insurance coverage (AIG policy #9020830) is effective ONLY AFTER the person has left the United States. For a complete schedule of benefits, deductibles, and policy limitations and/or exclusions, please consult with the Office of the Vice President for Campus Operations.

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

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

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

Sept. 06



## Appendix IV: Study Abroad Student Agreement Form

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

1. I acknowledge that Dickinson College considers that its study abroad and domestic programs represent the broad values of liberal education and bonds between cultures. As a guest in a host country or with a host family, I will strive to understand and respect norms of conduct and patterns of the host culture. I agree to represent the College responsibly and to abide by dress and cultural codes suitable to the cultures visited.
2. I agree to abide by all policies and regulations of the host institution and/or the regulations of the Dickinson Center I may be attending. I understand that, as a participant in a Dickinson College program I remain enrolled at the College and will continue to abide by all College policies, rules or regulations outlined in the Student Handbook. I understand that the College has the right to withdraw me from the program at any time if, in the judgment of the Associate Dean of Global Education, on the advice of the Program Director, I have violated such policies, rules or regulations or have engaged in disruptive behavior, academic infractions, or conduct which could bring the program into disrepute. I agree, specifically, that I will have no involvement with illegal drugs, will not engage in illegal or abusive use of alcohol, and will participate in all classes and scheduled activities. I agree further that a decision to withdraw me from the program is final and that I am not entitled to any refund.
3. I further agree that the College may withdraw me from the program and send me home at any time during the program at my expense if the College determines that my continued participation in the program will adversely affect my health, safety or welfare, or the health, safety, welfare or enjoyment of the program or project by others.
4. I understand that the procedures outlined in this section for dealing with discipline and well-being are different than those outlined in the Student Handbook, and I agree that the procedures outlined in this agreement shall apply while I am a participant in a Dickinson College abroad or domestic program. Further, I understand that a determination made by the Associate Dean of Global Education may be the basis for further disciplinary action by the College, in addition to causing my withdrawal from the program.
5. I agree to indemnify and hold the College harmless from and against all claims and actions for property damage or personal injury sustained by me or any other person or entity, which arise out of my participation in the program, including but not limited to, violations of the policies and regulations of the host institution, violations of the policies, rules and regulations of Dickinson College, violations of law, and which are due to my sole or concurrent negligence with the College.
6. I, on behalf of myself, my heirs and personal representatives, hereby release Dickinson College and any cooperating institution and each of their officers, employees, successors and agents from any and all claims and causes of action for inconvenience, damage to or loss of property, medical or hospital care, personal illness or injury or death arising out of my participation in the study abroad program and/or travel or activity conducted by or under the control of Dickinson College or any cooperating institution.
7. I understand and acknowledge that there are risks and delays common to travel abroad and that there may be special health risks associated with living and studying in the country or area I have chosen. I understand that I have a responsibility to exercise due caution in my behavior while in the program and agree further that I am personally responsible for obtaining adequate health insurance, health information, instruction, immunizations, and prophylactic medications appropriate to my study abroad program.
8. I have read and understand the refund policies of Dickinson College as outlined in the General Orientation Handbook for Study Abroad published by the Office of Global Education and that application fee and confirmation payments are non-refundable.
9. I understand and agree that I will provide all completed materials, forms, and payments by the due dates specified and recognize that failure to do this may result in either added costs or in my being withdrawn from the program. Further, I have read or will read and understand all general information provided on this program by the Office of Global Education, and will attend and participate in all orientation meetings and other pre-departure briefings.

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

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

12. I grant permission to the Office of Global Education to release my name and contact information to fellow program participants and to future students interested in applying to study off-campus.

13. I hold the following health insurance coverage which is valid overseas for the duration of my study abroad program. I understand that if this information should change I will notify the Program Director and the Office of Global Education at once; further, that if this insurance should lapse because of unpaid premiums during my stay, I and my parent(s)/guardian(s) are responsible for health expenses incurred.

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

I have read and agree to the above:

Participant student signature: \_\_\_\_\_ Date: \_\_\_\_\_

I confirm that my son or daughter has read and understood this document and that I also agree to the above:

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please note that all signatures must be original. Faxed or photocopied signatures cannot be accepted.*

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Rev 06/06

## Appendix V: Refund Policy: Early Withdrawal/Cancellation

### Refund Policy for Early Withdrawal

from Dickinson-Sponsored and Dickinson-Partner Programs (Semester/Academic Year)

Administered by the Office of Global Education

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

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

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

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

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

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

	(\$ 300)
	(5% x 19,925)
	(50/110 x (19,925-300-996.25))
Total retained by Dickinson =	\$8,466.77

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

### Financial Aid Refunds

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

**Refund Policy for Emergency Cancellation  
Dickinson College Semester/Academic Year Programs  
Administered by the Office of Global Education**

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

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

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

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