

PLEASE NOTE THIS INFORMATION IS SUBJECT TO CHANGE. PLEASE CONTACT GLOBAL ED WITH ANY QUESTIONS

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Welcome to the Moscow Program!

Dear Moscow Program Participant:

Greetings from Carlisle! Congratulations to each of you on your selection to the group of students who will represent Dickinson College in Moscow and at Russian State University for the Humanities. An academically challenging and personally rewarding experience awaits you. We wish you all the best!

Traveling to Russia has always been a challenging, but enormously rewarding, experience. This has never been truer than at the present. You will be surrounded by sometimes stark evidence of the major sociopolitical transformation still underway in Russia, but are likely to find that the Russian people are among the most generous and hospitable people on earth.

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

If you have any questions, contact the Office of Global Education at (717) 245-1341 or global@dickinson.edu. The Office of Global Education is open Monday through Friday from 8:30 am to 4:30 pm (EST).

Important Reminders:

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

You will need your **passport** for check-in and for your arrival in Moscow, so **do not pack it in your checked luggage**.

As you read this handbook, if you feel something important has been left out or that some information is out-of-date or wrong, please let us know.

Take this Handbook with you to Moscow!

IMPORTANT CONTACT INFORMATION

On-site Program Contacts:

To dial Moscow directly from the U.S., dial (011-7-495/499) and then the local number (see page 32 for more information).

Irina Filippova (Formerly Rybakova), Program Coordinator

Tel: (011-7-495) 250-6511 (work)
(011-7-495) 935-2762 (home)
(011-7-495) 926-177-02-62 (mobile)

E-mail: rybakovi@dickinson.edu

Russian State University for the Humanities

I.V. Karapetians, Director

125267 Moskva
Miuskaia Ploshad, dom 6, korp.6
Tel: (011-7-495) 250 6511
FAX: (011-7-495) 251 1070 or (011-7-095) 250 6516
Email: inter@rsuh.ru or bravo@rsuh.ru

On-Campus Coordinator:

Prof. Elena Duzs

Department of Russian
Dickinson College
P.O. Box 1773
Carlisle, PA 17013-2896
Tel: 717-245- 1276 FAX: 717-245-1456
E-mail: duzs@dickinson.edu

Office of Global Education:

Brian Brubaker, 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

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 (**001-717-245-1111**), identify yourself and the program, describe the emergency briefly, and give a number for call back. The operator will locate the proper Office of Global Education staff member, who will return the call.

Office of Global Education's Travel Agency:

Advantage Travel
313 East Willow Street
Syracuse, NY 13203
TEL: 1-800-788-1980 or 315-471-2222 FAX: 315-471-6264
Contact: Mary Anne Clarke
maclark@advantagecny.com

Russian Embassy in the U.S./Consular Section: T

There are also Russian consulates in New York, San Francisco, and Seattle

2641 Tunlaw Rd. N.W. Washington, DC 20007

Tel: (202) 939-8907, 939-8913, 939-8918 FAX: (202) 483-7579

Web site: <http://www.russianembassy.org>

GENERAL INFORMATION

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.

Student Agreement Form (see Appendix VII):

The Student Agreement form, which applicants filled out as part of their application process, acknowledges awareness of inherent risks associated with foreign travel and that the student is participating in the program voluntarily. By signing the form, the participant agrees to release, indemnify, and hold harmless Dickinson College from and against any claim that the participant, the participant's parents or guardian or any other person may have for any losses, damages, or injuries arising in connection with participation in the overseas program. Signing this form automatically enrolls the student at no cost in the Dickinson College's "Supplemental Emergency Travel Assistance and Medical Evacuation Insurance Program." (See Appendix 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 only restriction is 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. Many study abroad participants are used to being the “majority,” and once they become a minority abroad they realize their actions are viewed as representative of their entire group. Resist playing the role of the “ugly American” stereotype. Resolve instead to develop understanding and show respect for the culture you are visiting.

Code of Conduct:

All students studying abroad are expected to abide by the code of conduct as expressed in the Student Agreement that you have signed. This form is reprinted as Appendix VII 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 Program Coordinator with contact information and/or itinerary details 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 Program Coordinator 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 Program Coordinator/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 second¹ semester:

- You should first consult with the Program Coordinator/On-Campus Coordinator.
- If they indicate that an extension is possible, you should discuss your plans with your major advisor(s). You will need to consider how an extension will affect the completion of your major and other graduation requirements. Your advisor(s) must indicate approval by e-mailing the Director of Study Abroad in the Office of Global Education.
- If your advisor(s) approve(s) of your change in plans, you should then e-mail Brian Brubaker, the Director of Study Abroad, at brubakeb@dickinson.edu. The Director of Study Abroad will give official approval to extend for another semester, and the 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 Program Coordinator, 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 VIII, “Refund Policy for Off-Campus Programs.”
- When you are certain of your decision, communicate your reasoning in writing to the Office of Global Education at global@dickinson.edu. Please also request that your Program Coordinator 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 Campus Life to arrange for housing on a last-in-line basis.
- Students returning early from studying 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 Off-Campus Programs, which is reproduced as Appendix VIII of this handbook.

These policies apply in all cases of early withdrawal from off-campus programs, regardless of the reason for withdraw

¹ Students who are interested in studying abroad for longer than an academic year plus a short-term program must petition for special approval to do so. For information about the petition process, please see “Non-traditional Off-Campus Study” on page 8.

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 Stephen DePaul, Associate Provost 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), on-campus coordinator and/or Program Coordinator, as applicable
- An audit showing in detail how off-campus courses will fit in with graduation requirements.

Program Fees/Financial Aid Information

Program Fees:

The standard academic year program fee for 2010-2011 is \$51,600; for a single semester the fee is \$25,800. Students at Dickinson College will receive invoices from the Student Accounts Office that show credit for the \$300 confirmation fee and any applicable amounts from your financial aid package.

The program fee includes the following: tuition and fees, room and board, scheduled group excursions. **Not included in the above charges are:** transportation to/from Russia, required primary health and accident insurance, visa costs, clothing, individual travel, books, entertainment, and other personal expenses.

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

Student Budget Sheet (Appendix II):

The Office of Global Education prepares a student budget sheet 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 is a table of estimated costs not included in the program fee. These estimated costs are then divided into required and optional cost sections. 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

Things to Take Care of at Dickinson

Declaring a Major:

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

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

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

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

Student Accounts and Financial Aid Loans:

Two very important things to check on prior to departure:

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

Career Center Resources:

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

- **Resume/Cover Letter/Personal Statement Reviews:** If you would like to have a resume, cover letter, or personal statement reviewed, just email it to career@dickinson.edu.
- **Phone or Skype Appointments:** If you would like to speak with a counselor – either email or call (717-245-1740) to schedule a phone or Skype appointment. Be sure to schedule the appointment for Eastern Standard Time and please provide a phone number or Skype address where you can be reached.
- **Skype IM:** You can IM the Career Center with quick internship questions that do not need an appointment. IM between 2-4 EST, W-F. Screen name: InternshipIM
- **Career Center Updates:** You will continue to receive emails from the Career Center about upcoming events, programs, deadlines, etc. Pay attention to these emails – there may be opportunities that you can take advantage of.
- **Career Center Website:** Periodically review our website, www.dickinson.edu/student-life/resources/career-center/, for resources, and Dickinson Connect (available through the Gateway portal) for job and internship postings, interviews and events, job fairs, on-campus employment, scholarship and fellowship information, and volunteer opportunities.

Graduate & Professional School Advice

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

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

The typical timeline for applying to graduate/professional school is available at

www.dickinson.edu/student-life/resources/career-center/content/student/Grad-School-Timeline/.

Review the timeline to see what you can do before, during and after your abroad experience. If you are studying abroad for the fall semester only, you should be able to follow this timeline easily. In either case – one or two semesters abroad - you should plan to meet with the Graduate and Professional Studies advisor in the Career Center during the spring semester of your sophomore year to make sure you are on track.

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

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

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

Internship Advice

If you plan to undertake an internship upon your return, you can search and apply to opportunities while you are abroad. You can search online by going to Dickinson Connect through the Gateway portal. Login instructions are on the left hand side of the page. Additional resources and information about the internship program can be found on www.dickinson.edu/student-life/resources/career-center/content/student/Students/. You will find registration options and deadlines on this page. If you have questions about the internship program, please email career@dickinson.edu.

IM about Internships

Now you'll be able to IM the Career Center with quick questions about internships. IM via Skype between 2-4 pm Wednesdays – Fridays EST and Rachel Weaver, the internship coordinator, will get back to you. **Screen name:** InternshipIM You can also schedule Skype appointments if you'd like to have a

face-to-face meeting. Just IM Rachel or e-mail at weaverr@dickinson.edu to schedule an appointment.

Job Search Advice

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

Networking Advice

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

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

On-Campus Student Employment When You Return

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

Using DickinsonConnect

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


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

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

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

1. **To access your account, current students should do so through Gateway**
 - Log into your Gateway account.

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

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

Legal Matters

Limited Power of Attorney:

In case your signature is needed for any reason during your absence, such as for a Stafford loan check, you should consider making arrangements for "limited power of attorney" to be held by an appropriate person stateside to act on your behalf. This is usually a parent or guardian, but can be another relative or close friend. It must be someone you trust to act responsibly on your behalf in legal and financial matters. You may use a standard "Limited Power of Attorney Form" (A240), available from the Office of Student Accounts or at the 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 or the Secretary of State in your home state about the procedures for voting by Absentee Ballot. It is important to get this information before going overseas since there are usually several steps involved with specific due dates for the Absentee Ballot. Remember to make a note of your Party, Ward, District, and Voter Registration Number.

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

Insurance Information

Health Insurance:

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

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

- Selecting and paying for adequate primary health insurance coverage is your responsibility. You should read your insurance policy to determine what is and is not covered. Pre-existing conditions, sports injuries, and dental care, for example, may not be covered by basic medical insurance. It is your responsibility to determine whether your policy meets your particular needs.
- Before deciding to use your health insurance policy, you should contact the provider to determine whether the policy will cover you **overseas** for the **duration of your stay**.
- You may want to consider the **Dickinson Student Health Insurance policy, which covers students while overseas***. While it satisfies the minimum requirement for primary health and accident insurance while overseas, you are advised to examine the policy to see if the coverage meets your particular needs. You can find more information about this insurance in Appendix IV and at <http://www.dickinson.edu/student-life/resources/health-center/content/Insurance/>

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

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

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

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

Supplemental Travel Assistance and Medical Evacuation Insurance:

Dickinson College provides "Supplemental Travel Accident and Medical Evacuation Insurance" for all students participating in a program overseas. **However, this is NOT a substitute for your primary health insurance coverage.** Please see Appendix 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 Russia does not require any specific immunizations, please consult with the Health Center or your personal physician to make sure that all of your routine inoculations, e.g., measles, mumps, rubella (MMR) and diphtheria, pertussis, and tetanus (DPT), as well as Hepatitis A and B, are up-to-date. Travelers to Russia are specifically at risk for cholera, HIV, Hepatitis B and Hepatitis C. It is strongly recommended that you consult with your personal doctor and/or the College Health Center in regard to inoculations or medicines that are advisable. **Please review the precautions listed for Russia on the CDC website at <http://wwwn.cdc.gov/travel/destinationRussia.aspx>. Print out the information and take it with you when you visit your physician.**

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

Medications:

Prescription/non-prescription medication(s) should be in the original container from the pharmacy and labeled with your physician's name, your name, and the medication name and dosage. **Do not transfer**

any medication into an unmarked container. You should also carry a written letter or prescription from your physician verifying that this medication was prescribed by a licensed practitioner and is necessary for medical reasons. If you are on prescription medications or take particular over the counter medications, such as a certain painkiller, you should take enough with you to last the duration of your stay. It is neither advisable nor legal in some circumstances to ship medications by mail. It is your responsibility to make sure that your medications are legal in your host country. You can find this out by consulting the consulate website of the country you will be visiting. You may also want to take along some cold/flu medication, anti-diarrhea, and anti-fungal medicine. Women prone to gynecological infections should take a supply of medication. Be aware of recent changes in airport security regulations limiting the type of liquids or gels that can be transported in carry-on luggage.

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

Mental Health, Stability, and Stress:

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

Special Accommodations:

The accommodations available to students with disabilities in the United States may not be available to students studying abroad. It is unlikely that you will find the same medications, medical and/or psychological care, or support services at your study abroad site that you would at home. For you to fully assess whether you will be able to successfully complete a study abroad program, we encourage any student with special needs to review the program descriptions and to visit websites about the community in which you will be living and learning. If you wish to have assistance in assessing 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 stay hydrated with non-alcoholic beverages. If you require a special diet, be sure to notify the airline at least 72 hours before departure.

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

Health Tips:

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

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

TRAVEL PREPARATIONS

Passport and Visa Information

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

Passport Information:

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

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

Visa Information:

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. **A visa is required to enter Russia.** Please make sure you have submitted the following to the Office of Global Education:

- a. one (1) completed, signed visa form. This form can be found on the Russian Consulate website at <http://www.russianembassy.org> (use the form listed under business visas). An answer instruction sheet was enclosed with your acceptance letter. If you do not know the answer to a question on the form, leave it blank; Global Ed will review it later.
- b. one (1) passport-size visa photo with your name and birth date written on the back.

- c. your original, signed passport – make sure it is valid six months beyond the end date of the program.
- d. copy of your airline ticket or travel agent itinerary.
- e. copy of an HIV test, which must be completed and dated within 3 months of the departure date.

You will need passport sized photos for registering with the authorities when you arrive in Moscow. However, rather than bringing them with you, it is best you get them when you arrive in Moscow since they have particular guidelines of how they should look. You can take them in Moscow at almost any Metro station.

Visa applications cannot be processed until The Office of Global Education receives the “Letter of Invitation” from the Russian Foreign Ministry.

A “Letter of Invitation” is for a single entry-exit visa and will be extended upon your arrival to Moscow. The Russian Foreign Ministry issues different categories of visas to Russia based upon the purpose of the trip and the duration of stay in Russia. The type of your visa will be “obyknovennaya uchebnaya (OU)”. It includes some numbers of “tsel” purposes of one’s visit:

- training “stazhirovka” (if you come to study in Russia up to one year)
- studying (from 1 to 5 years)
- short-term courses
- graduate school

The purpose of your visit is “stazhirovka”.

The Office of Global Education will work together to assist you with getting the Russian visa. Please comply with all requests for information and completed forms.

Visa Guidelines (APPENDIX I):

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

The information in the visa guidelines is current to date and is to be used as a general guideline only. Each consulate has specific rules that must be followed and 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-campus at Dickinson.

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

Visa for Studying on another Program:

In many cases, students studying in another foreign country during the 2nd semester will have to obtain their entry documents in the U.S. if they are U.S. citizens. Students in this situation may have to return to the U.S. in order to obtain a visa from the foreign country's embassy or consulate in the U.S. You need to consider in advance and plan ahead the timeframe in which you will need between programs to complete this process.

Packing and Travel Information

Packing Tips:

When planning what to take with you, the first rule is to take the minimum amount of clothes possible. You will accumulate things while abroad, so when in doubt-leave it at home! Be practical and focus on the essentials of a wardrobe. Choose clothes that can be mixed and matched and layered to serve different seasons and temperatures.

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

Here are some wardrobe suggestions:

- Work around a basic scheme of coordinated colors to minimize the number of major clothing items. Black or dark-colored clothing is advisable. Limit the number of light-colored pants; khakis get dirty easily and stay that way.
- To avoid complications with laundry access, it is recommended to take wash-and-wear or fast-drying clothes. Dry cleaning services should be avoided.
- For winter, plan to dress in layers. Bring long underwear, turtlenecks, flannel or woolen shirts, warm socks and gloves, warm down vest, down jacket or coat in a dark color, woolen hat and gloves, and, perhaps most importantly, good-quality, waterproof winter boots with a warm lining.
- scarves, a compact umbrella, raincoat, (duck) boots--with removable liners-- for rain and mud
- 15-18 socks and underwear
- In the summer and in early fall/late spring, temperatures can be pleasantly warm or even hot on occasion.
- Bring one or two pairs of sturdy, comfortable walking shoes that have been **BROKEN IN**. You will walk much more than what you may be accustomed to. Also, bring a nice pair of shoes and hiking boots are optional.
- Suggested wardrobe for men: 3-5 pairs of jeans, dress slacks, a sport jacket and tie, 2-4 sweaters, shirts (at least one of them woolen), 10-14 pairs of socks, a down vest.
- Suggested wardrobe for women: 3-5 pairs of jeans/slacks, 2-3 dresses and/or skirts, 3-5 sweaters (1 heavy/wool), head scarf (for churches).
- Pair of sweats and long underwear for studying in your room and sleeping (it gets chilly in the evening).
- Slippers/house shoes
- Extra pair of contact lenses, glasses, and prescription.

Other packing suggestions (some can be purchased in Moscow):

- If you already have one, a laptop with wireless capabilities. Most recent laptops come with converters built in the AC adaptor, but make sure you check this. If you do not have the proper converter (i.e. one that can convert 220 volt current), then you will ruin your hard drive.
- Tube of Neosporin or other antibiotic cream
- Travel alarm clock with extra batteries
- Luggage ID tags inside and out of your luggage
- International phone numbers for computer and credit cards
- Address book
- Pocket calculator for currency conversions
- A money belt or neck pouch to secure valuables

- A small supply of toiletries
- Hand warmers (found in the hunting section of stores)
- Rubber or plastic flip-flops for the shower (**a must!**)
- Swiss army knife with corkscrew, bottle opener, and scissors (packed in your suitcase you are checking in)
- A portable music device with extra batteries
- Travel Sewing kit complete with scissors
- A small first aid kit
- all medications (both non-prescription and prescription) need to be in their original, labeled containers. Take copies of all prescriptions with you.
- Umbrella
- Collapsible mesh hamper
- Collapsible sports bag for short trips
- Backpack and sleeping bag for traveling and hostels
- Camera with extra batteries
- Playing cards
- A few plastic hangers
- Ziploc baggies
- Washcloth, wash-and-drys, 1-2 sponges
- Stain remover
- Sunscreen and Chapstick
- Sunglasses
- Strong combination locks for your luggage
- Space/Vacuum bags (can be found at Wal-mart or Target and condense the amount of space clothing uses in your luggage)
- Notebooks, index cards, specific school supplies
- Russian-English dictionary
- A USB memory stick for transferring work and photos between computers
- 2 converters and adapters for US electronics (Tip for women: buy hairdryers there!)
- Favorite photos of your family, friends, hometown and school for decorating your room or showing to friends
- A few token gifts, something typically American or representative of the area in which you live in the U.S., or from Dickinson College. This is especially a good gift for your host family.

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. **If you have a particular type of toiletry that you like to use, you may want to bring it with you.**

Packing tips from the Transportation Security Administration (TSA):

- Do not pack oversized electronics (laptops, full-size video game consoles, DVD players and video cameras that use cassettes) in your checked baggage when possible. However, please be advised that you will be required to remove these items from your carry-on bag and submit them separately for x-ray screening. Small electronics, such as iPods, can remain in your carry-on.
- Prepare your 1 quart-sized, clear, plastic, zip-top bag of liquids before arriving at the airport, following the 3-1-1 guideline (place liquids into 3.4 ounce bottle or less (by volume); all bottles should be carried in one 1 quart-sized, clear, plastic, zip-top bag)
- Pack all your coats and jackets in your checked baggage when possible. All coats and jackets must go through the X-ray machine for inspection.
- Do not wrap gifts. If a security officer needs to inspect a package, they may have to unwrap your gift. Please wait until you've reached your final destination to wrap gifts.
- Undeveloped film should go in your carry-on bag. You will be able to declare film that is faster than 800-speed to a transportation security officer for physical inspection to avoid being X-rayed.
- You are required to remove footwear for X-ray screening so wear shoes that are easy to take off and put back on.

- Double check the contents of your pockets, bags, and carry-on luggage to ensure no prohibited items were inadvertently packed.
- When in doubt, leave it out. If you're not sure about whether you can bring an item through the checkpoint, put it in your checked bag or leave it at home.
- For more information, visit www.tsa.gov.

Carry-on and Checked Luggage:

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

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

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

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

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

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:

When you first arrive in Moscow, you will be taken from the airport to your Russian home and will not need money immediately. You can take some U.S. dollars to exchange, about \$100 or so in fairly crisp, newish ten- or twenty-dollar bills. You must make sure there are no ink spots or marks on the bills or they will be refused. You can find more information in the Financial Information section of the handbook (p. 29).

Flight and Arrival Information

Travel Arrangements:

All students are responsible for arranging and paying for their own international flight to Moscow (the Sheremetevo-SVO airport). The date for **arrival** in Moscow for the fall semester is **August 26**; therefore, your flight should leave the US on August 25. For spring students, you should depart the US on **January 26 and arrive in Moscow on January 27**.

If you would like the assistance of a travel agent, you can contact our Global Education's travel agent, Advantage Travel (see contact information on page 4). When you have booked your flight, please send a copy of your itinerary to Professor Elena Duzs (duzs@dickinson.edu) and to the Office of Global Education (global@dickinson.edu).

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

Make a note of the Program Coordinator's cell phone number and carry it in your wallet so that you will be able to get in touch with her in case you miss your connection or your flight is delayed. Once you have cleared customs, you will be met by the Program Coordinator, who will take you to your host family. You will get a folder with information that will make your transition easier: city map, contact information (all the students' telephone numbers and addresses, RSUH's and American embassy's contact information, metro-pass for the first week, long-distance telephone card, meal allowance for the first month).

Clearing Immigration and Customs:

Upon arrival in Moscow, you will fill out a **Russian customs declaration**. This form is extremely important, and should be guarded as carefully as your passport and visa; you need to copy it and carry the original with your visa at all times. Remember to keep all receipts (always ask for a **kvitantsiya** after every transaction) for money exchanges and purchases because you will have to fill out another customs declaration form when you leave the country. Occasionally, the two forms are compared and travelers are asked to account for money changed or spent.

Registering with the Authorities:

You will need to register your visa within the first 72 hours (excluding weekends and holidays) after your arrival in Moscow. Failure either to register in due time or to register at all can involve fines and troubles when leaving Russia. Students should submit their documents (passport, visa, migration card with a stamp of entering to Russia and 8 passport photos) for passport registration to the RSUH International Office no later than the next working day after arrival. It will usually take about 3 weeks to register your documents. During this period of time, you will have an ID certificate or "spravka" to be carried with you.

The inviting organization then issues you with a separate sheet of paper, known as a "talon," which you keep with you. Instead of your registration stamp appearing on your migration card, the stamp now appears on this talon. When leaving the country, the immigration official should (technically speaking) not need to see it, just the migration card and passport.

In the first week, if possible, you must register with the U.S. Embassy. Registration makes it possible for the Embassy to assist in replacing a lost or stolen passport, to pass along emergency messages, or to locate you in an emergency. Instructions for registration are available at the website.

The address is:

The U.S. Embassy in Moscow
Bolshoy Deviatinsky Pereulok No
Moscow 121099 Russia
Tel: (7) (495) 728-5000
Tel: (7) (495) 728-5000 (after hours emergency--ask for duty officer)
Fax: (7) (495) 728-5084
Email: consulMo@state.gov
Website: <http://moscow.usembassy.gov/index.html>

THE PROGRAM

Russia:

Russia is a young country with very old roots. Since the fall of the Soviet Union, Russia has enjoyed new opportunities for cooperation with the West in business, science, technology, and the arts. A new creative spirit and the energy of the younger generation are visible everywhere -- in the opening of cities and regions once cut off from the outside world, in bold, radical theater productions, and in the dynamic rhythms that have replaced the sound of official Soviet music. No longer an empire, Russia is seeking to redefine itself.

The City of Moscow:

Moscow has been a major cultural and political center for more than 800 years. The political slogans and Lenin posters of the Soviet period have been replaced by billboards promoting Nike and McDonald's, and Moscow is now a major international trade and shopping center. American and European firms, many with Russian partners, have made Moscow their headquarters for operations. Moscow is also a regular stop for performers on the international circuit.

Yet alongside the new commercial enterprises, Moscow has preserved the best of its old traditions. The Bolshoi Opera and Ballet are among the worlds finest. The collections of Russian icons and paintings in the Tret'yakov Gallery and other museums are unrivaled. Russia's rich literary heritage is preserved in the houses of Tolstoy, Dostoevsky, Chekhov, Bulgakov, and many other famous writers. Moscow lies in the heart of the Golden Ring, a circle of medieval museum cities including Vladimir, Suzdal, and Novgorod.

Climate:

Below are some of the average "high/low" temperatures (Fahrenheit) in Moscow. The numbers in parentheses indicate the average number of days per month with measurable precipitation, either snow or rain:

January	16/4	(18)
March	32/18	(15)
May	67/47	(13)
July	74/56	(15)
December	23/14	(22)

The Moscow Program Coordinator:

Dickinson College employs a Program Coordinator as a full-time administrator for the Moscow program. As the principal on-site contact, she works closely with the Associate Director of Study Abroad at the Office of Global Education and the Russian Department faculty at Dickinson. She oversees all aspects of the academic program, home stays, the cultural program, and planned group travel in Russia. **She is the first person students should contact in the event of a problem.**

Higher Education in Russia:

Russia's higher education system started with the founding of the universities in Moscow and St. Petersburg in the middle of the 18th century. In Soviet times, all of the population in Russia had at least a secondary education. The pursuit of higher education was and still is considered to be very prestigious. More than 50% of people have a higher education.

Due in great part to demands of the international educational organizations, the system of education in Russia has begun to change over the past four or five years. Universities began transitioning to a system similar to that of Britain and the USA: 4 years for the Bachelor's degree and 2 years for a Master's degree. The universities are still in the process of these changes; some of them follow the new system and others still work according to the previous 5-year system, particularly in programs such as law.

The students typically have three to four classes a day during five or six days a week; the duration of one class is generally an hour and a half, or two academic hours (in Russian it is called "para.") The "academic hour" in Russia is generally 45 minutes.

Russian State University for the Humanities

All courses will be taught at the Russian State University for the Humanities in Moscow. Advanced students may audit additional classes of their choice. These courses are taught by the faculty of RSUH and are conducted in Russian. However, they are specially designed for students studying Russian as a foreign language.

The Russian State University for the Humanities (RSUH) is devoted to actively developing those principles of humanitarian education which are the legacy of its predecessors, the National Moscow University founded in 1908 and the Moscow Historical Archive Institute created in 1930. The University prepares specialists in all branches of the humanities, while students carry out extensive scientific research in institutes and laboratories. RSUH has formed international partnerships with such organizations as UNESCO and UNIDO and with the universities of Sorbonne, Geneva, Rome, Bologna, Berlin, Freiburg, Uppsala, Gothenburg, Quebec, and Tokyo. RSUH's library boasts around 1.5 million publications, including 30,000 rare books and material published between the 15th and 19th centuries.

RSUH occupies a series of buildings, the majority of which are situated in the center of Moscow and are usually in close proximity to shopping centers, cafés and restaurants, parks and public gardens, museums, theaters and cinemas. The main complex is at Miusskaya Sq., only a five minute walk from the Novoslobodskaya metro station (circle line), and 10 minutes from Tverskaya, one of the central streets of the city. The Historical-Archive Institute is located in the heart of Moscow, not far from the Kremlin and Red Square.

Students will have access to the University campus, library, Internet Café, theatre performances, museum, choir, other student clubs and activities, and cultural programming provided for international students

ACADEMIC INFORMATION

The Tentative 2010-11 Program Calendar (Subject to change):

25 August 2010	Students depart the U.S.
26 August	Arrival in Moscow for fall semester/academic year students
30 August- 5 September	Orientation
06 September	Fall semester courses begin
14 December	Fall semester courses end
16-22 December	Final examinations
26 January 2011	Students depart the U.S.
27 January	Arrival in Moscow for spring semester students
31 January-06 February	Orientation for new students
07 February	Spring semester courses start
13 May	Spring semester courses end
16-20 May	Final Examinations

The Russian Language:

The language of classroom instruction is Russian. Students are encouraged to communicate in Russian at all times with the teaching faculty. Living accommodations with the home stay family afford a unique opportunity to practice language skills. In addition, each student should make an effort to get out and explore the city to help with language acquisition.

Academic Culture:

Students are expected to be in residence while classes are in session and to maintain a full course load. Regular class participation and attendance in credit bearing courses is required. In addition, students are expected to participate in excursions that are offered as an integral part of the program and to take full advantage of the cultural offerings in Moscow.

Due to the intensive language-learning focus of the program, students will find that they spend significantly more time in class than they would on the Dickinson campus. Furthermore, language learning is consciously extended to common activities in the community with language teachers. On the other hand, homework tends to require less time than you may be used to.

Course Offerings:

Equivalencies for the following Dickinson courses may be offered on the Moscow program. The On-Site Coordinator, Irina Filappova, will be able to advise you on which RSUH courses are equivalent to the following Dickinson courses. Courses listed as “1st semester” will be available to academic year and fall students during the fall 2010 semester and to spring-only students in the spring 2011 semester. If you have specific questions about the course content, please consult with Professor Elena Duzs.

250 (1st semester) 251 (2nd semester) Russian Language in Context: This is an intensive language laboratory on location in Moscow. Designed to improve students' comprehension and command of spoken Russian, this course initiates the students in everyday verbal and cultural communication prevalent in Russia. A variety of topics, including students' first-hand experience with contemporary Russian culture, will be used to improve comprehension oral skills. A workshop on phonetics is an important component of this course. *Prerequisite: 200.*

255 (1st semester) 256 (2nd semester) Writing Workshop: These courses are designed to further develop the students' written skills through practice in lexical expansion, idiomatic expression and syntactical patterns. Grammar review is a significant component of these courses. Topics will consist of a variety of cultural themes chosen by a professor. *Prerequisite: 200.*

265 Topics in Russian Studies This is an advanced language course which will help students develop linguistic tools necessary for critical analysis in a particular area of Russian Studies: history, politics, literature or film. Based on their academic focus, students will choose a topic from a list of offerings. "Readings in Russian History" will teach students how to read and analyze scholarly texts on Russian history; "Understanding Contemporary Russian Politics" will focus on the language of Russian mass media; "Russian Short Story" will give students linguistic and critical skills necessary for analyzing literature and "Russian Through Film" will introduce students to the main controversies of contemporary Russian society as they are portrayed in post-Soviet films. Oral and written presentations are important components of this course. *Prerequisite: 200.*

270 (spring-possibly) Intellectual, Historical, and Cultural Aspects of Russian Orthodoxy This course focuses on the specific Russian way of being Christian and examines the reverberations of the Eastern Orthodoxy in different cultural, intellectual and political spheres of the Russian life, both past and present. *Taught in English.*

271 (spring 2011) Visual and Performing Arts in Russia: This multi-media survey course introduces students to masterpieces of Russian architecture, painting, theater, and cinematography. It is designed to enhance students' knowledge of the artistic and spiritual aspects of Russian culture, as well as to provide insights to traditions, lifestyle, and the psychology of Russian people. Visits to art museums and theater performances are required. *Taught in English.*

273 (fall 2010) Russia Today: The course first presents an overview of major social, political, and economic developments in Russia in the second half of the twentieth century. Then the attention turns to Russia's transition from Soviet totalitarianism to post-Soviet democracy and from the Soviet planned economy to the post-Soviet free market. Finally, the presentation focuses on the challenges which the Russian state faces in the twenty-first century. *Taught in English.*

280 (spring 2011, exceptions possible based on language skill) Research Project in Russian History or Politics The independent research project is carried out in conjunction with a course on Russian history or politics taught at RSUH in Russian, for Russian students. Dickinson-in-Moscow participants will audit one such course during their second semester in Moscow. Students will choose a topic for their research, appropriate to the focus of the course and have it approved by the professor who teaches the course. Students will regularly meet with the professor who will serve as the project's advisor. The project will be overseen by the Program Coordinator of the Dickinson-in-Moscow program.

Internships:

Internships may be arranged in a variety of areas. Students interested in pursuing an internship in Moscow should inform the Program Coordinator before arriving in Russia. The Program Coordinator will try to find an opportunity that meets the student's interests. Internships generally do not receive credit. Please note that there is no guarantee that an internship will be available.

Grades and Transfer Credits:

- Students must take a normal full load as defined by their program. Students may not under-enroll under any circumstances.
- A maximum of four and one-half (4.5) course credits can be transferred for each semester, or nine (9) for the academic year. To take more than 4.5 credits per semester, a student must petition the Academic Program and Standards Committee. If a student registers for more than the maximum courses allowed without permission from the committee, the Program Coordinator, their academic advisor at Dickinson, and the Office of Global Education, the course credit will not transfer. Students will also be responsible for any additional fees for doing this.
- Only **liberal arts classes** will qualify for transfer credit.

- Generally speaking, courses must have an equivalent at Dickinson. Exceptions include classes that focus on the culture and/or history of the country in which the student is studying.
- Transfer credit will not be awarded for coursework that duplicates what a student has already completed at Dickinson.
- All coursework completed will be recorded on the Dickinson transcript with a course title and letter grade. Grades for the Core Language Courses are assigned by the RSUH faculty. The Russian Department at Dickinson College will assign appropriate credit based on the level of instruction.
- 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.

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

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

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

What to Do BEFORE Going Abroad

Dickinson College does not formally pre-approve courses for transfer. However, students should discuss their study abroad plans with their academic advisors prior to leaving Carlisle. Students should talk with their advisors about what may or may not fulfill Dickinson transfer credit requirements, specifically which courses taken abroad may fulfill major, minor, or distribution requirements. In some cases, conversations with appropriate department chairs may also be helpful. Departments on campus may require extra work for some courses, especially for advanced-level credit. It is the student’s responsibility to inquire about extra work required. 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*. Seniors are required to submit this form prior to the course request period for their last semester. If the form is not in the Registrar's Office by that time, the student will not be permitted to participate in the course request period. Please note that this form is required **only** when a student is seeking major, minor, or distribution credit for coursework completed at a cooperating university. 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. The form will then be forwarded to the Registrar's Office.

Accessing College Library Resources from Off-Campus:

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

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

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

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

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

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

THE HOST FAMILY

Host families are selected based on their experience and flexibility. Most of them have hosted students in the past and they are used to hosting foreign students. You are expected to spend time with your host family members, using the Russian language to talk about Russian culture, American culture, current events, etc., at mealtime and other times. This is an integral part of the program. Students may eat breakfast, lunch, and the evening meal with the host family² in addition to receiving a food allowance for occasional noon meals in town or at the University.

Please read the section below about getting along with a host family. This will help prepare you to be a thoughtful guest in your Russian home and to prevent some typical blunders you might otherwise make. It is helpful to treat differences and difficulties encountered day-to-day in the family as learning experiences and opportunities for cultural growth. Consider yourself a learner and listener, avoid making ethnocentric judgments, and cultivate habits of tolerance and patience.

Getting Along with your Host Family:

Living with a host family overseas can be an intensely rewarding experience, but students need to be prepared for a period of challenging inter-cultural adjustment. Your host family has a different way of life (and a different set of rules) from what you are used to at home or on campus. Naturally, it will take you a while to feel 'at home' in this new environment. In the beginning, you may act like and be treated like a

² If you are a vegetarian, need a special diet, or have food allergies, let the program coordinator know, so that this information can be shared with the host family ahead of time!

boarder. Whether you remain that way or whether you eventually integrate yourself into the life of the household will depend upon your initiative, adaptability, and acceptance of traditional habits and attitudes toward life in general. As you interact, you will notice differences. Some of these will be easy to accept and adjust to, while others may at first feel uncomfortable. Flexibility and openness to learning the family's ways of doing things will increase your success in learning about your new culture.

Although each host family is different, be aware that host families generally expect to have an adult relationship with the students they house. They will respect your independence while remaining open to exchanging ideas and conversation. Mutual trust and open communication is essential for a successful relationship. There is no infallible recipe for the success of your home stay, but the tips below may help you to adjust more smoothly and quickly.

In the beginning...tips for daily life:

1. Do not hesitate to ask your host family questions or to start conversations with them. Remember, your host family is there to help you. Hiding away in your room will communicate to the family that you do not wish to interact with them. By starting conversations, you are initiating an immediate rapport. Communication is the key to a successful relationship with your host family.
2. The first few weeks are very important in establishing a "base" with your host family. Therefore, try to avoid planning long trips the first few weekends. If you really want to travel right away, day trips are a lot of fun and still leave you with free time for your family. The key here is to settle in before you start moving around.
3. Although you might feel awkward at first, it is very important to communicate openly with your host family. A problem that seems complicated for you to solve (the heat is not working correctly in your bedroom) may be very easy for your host family to fix (the radiator works differently than what you're used to and your host family can show you how to use it). Your host family would surely prefer that you ask for their help rather than be unhappy in their home!
4. We suggest keeping your schedule as flexible as possible in order to take advantage of family activities. By joining your family when invited, you will get to know each other better while improving your language acquisition at the same time.
5. Be yourself with your family, and be polite. Remember, although you are living with them and would like to be a part of the family, you are still a guest in their home. Do not assume immediately that you are afforded certain privileges just because you live with them. When you take meals with your family, ask if you can help set the table, clean up, etc. Be sure to ask to watch TV and to use the family phone. Also, always ask about inviting friends over, especially at night. If you do not want your host family to clean your room, tell them that you will clean it yourself and ask them for what you need (vacuum cleaner, dust cloths, etc.). Be sure to leave the bathroom clean after each use.
6. Do your best not to betray your host family's trust. Respect their rules, and always ask their permission before inviting anyone into their home. If you feel the rules of the host family are unreasonable, talk to your Program Director.
7. Be open-minded and flexible; there will be differences, so accept them. Adopt your family's patterns, such as keeping doors closed at all times and being careful not to waste hot water and electricity.

The following categories are frequent causes of friction between students and their host families:

TELEPHONE: Before using the telephone, you should ask permission and determine if there are any rules or restrictions. Generally, telephone use is more expensive overseas than in the U.S. and long, wide-ranging telephone calls are not the custom. Be aware that there may be a charge for local calls, not just for long distance. Most families have only one line and no call waiting. Therefore, be considerate, learn the

family's expectations, and go by them. To avoid any inconvenience to the family, students should use prepaid phone cards for long-distance calls.

If you receive permission to use the home telephone for incoming calls, you should discuss with your host family when it is appropriate for your family and friends to call. Then you should inform your family and friends of these times as well as the time difference between the U.S. and your location. Friends should be asked not to call during mealtimes. Other means of communication, such as Skype, can be more convenient. Please see the Communication Information section on p. 32 for more information.

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

Similarly, you may notice greater concern for water conservation as well. In most families, you may be allowed to shower (or bathe) every day, but you will soon notice that they may not do so, nor are they in the habit of taking extended showers. You should try to follow the example of those around you and remain flexible and understanding as you adjust. NOTE: Do not let friends shower at your place unless you have been given permission first.

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

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

KITCHEN PRIVILEGES: Kitchen privileges are usually not included in the home stay agreement, even if you are eating meals with the family. You might want to wait awhile and observe family customs and practices in the kitchen before you ask permission to use it. In any case, you should not expect more than very limited use. If you are granted permission, be appreciative and remember the following useful hints:

- Restrict yourself to light cooking. If allowed to use the oven, make sure you know how it works and how to convert the temperature settings (in necessary).
- Cook at reasonable (what your family considers reasonable, of course) hours and always ask permission so that you do not interfere with the normal household cooking.
- All pans and cooking utensils should be washed and put back. Stove, oven, and other areas of the kitchen should be left spotlessly clean.
- Do not use household cooking supplies (e.g., sugar, butter, oil), unless you have first asked and received permission to do so.
- Turn off lights and appliances when you are done.

LAUNDRY: Ask the family about laundry arrangements.

PERSONAL LIABILITY INSURANCE: As stated on page 14 in the “Liability Insurance for Belongings” section, the program does not cover personal liability. So, when using appliances in your home stay, take care. Accidents happen and you will be held personally responsible for damage whether negligence was a factor or not.

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

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

FINANCIAL INFORMATION

ATMs:

Automatic teller machines (ATMs) are a convenient way to transfer money and exchange currency. ATMs are widely available in Moscow. Inquire at your bank to be sure that your ATM card will allow cash withdrawals abroad. ATMs overseas will only accept 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. Choose an ATM in a well-lit, populated place and avoid "stand-alone" machines on street corners and in metro stations. ATM users should also monitor their bank accounts on a regular basis. Any unauthorized withdrawals should be reported immediately to the bank.

Credit Cards:

Credit card acceptance, while not universal, is rapidly spreading in Moscow and to a lesser extent in other larger cities. Travelers should check in advance whether a specific store, restaurant, or hotel accepts credit cards. Russian credit card machines will sometimes decline a valid credit card. When you use a credit card it should be in your name, and you should verify your credit limit before you depart the US.

Check on Fees with Bank and Credit Card Companies:

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

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

Travelers Checks:

For emergencies, you should take some cash and maybe a few travelers checks (both are more expensive to exchange than ATM transfers). The first signature line on travelers checks should be signed when you

buy them, so that they cannot be used by anyone else. Keep a separate record of the numbers so that checks can be replaced if lost or stolen. You may also find that using travelers checks at commercial enterprises and even some banks may be troublesome.

Shopping for Gifts:

The easiest way to shop for gifts is to visit a large souvenir store or art salon (**Khudozhestvenny salon**), where credit cards are normally accepted. Open-air markets, like the flea market at Izmailovski Park, have attractive goods at reasonable prices, as do the many consignment shops selling used books and other items. Take time to shop around and don't be afraid to bargain for the best price! Guard your money and do not flash it around when you are paying.

Russian folk crafts make unique souvenirs: fairytale-like miniature boxes made of lacquered papier-mâché that originate from the villages of Palekh or Fedoskino; black-red-gold (**Khokhloma**) spoons, bowls, and children's furniture made of lacquered wood; wooden toys, such as carved bears and the famous nesting dolls (**matryoshki**); (**Zhostovo**) trays, decorated with bright clusters of flowers against sparkling black backgrounds; blue and white teapots, vases and serving pieces, and decorative knick-knacks made of high-quality porcelain from Gzhel; fine china teapots and tea and coffee servers manufactured in the Lomonosov factory (the former Imperial China Factory); light-hearted, brightly-painted clay figures of people and animals from Dymkovo; woolen shawls with brightly-colored floral patterns; *balalaikas* (triangular-shaped musical instruments). Other popular souvenirs include fur hats, military watches, jewelry, tea-glass holders, salt bowls, and silver Nielo work; art books, tapes and CDs; black and red caviar; embroidered shirts and blouses or table cloths; and T-shirts and sweatshirts (with logos from Russian universities).

Receipts:

Keep all receipts from credit card purchases to show to Russian and U.S. Customs officials when you leave Russia.

Spending Money:

Students sometimes ask how much spending money they should plan to have during their time abroad. This amount depends, of course, on the lifestyle you adopt and how much you plan to travel. In general, you should plan on a **minimum** of a \$2,000 a semester. Many students get by on much less. Please consult the Student Budget Sheet in Appendix II for more information.

COMMUNICATION INFORMATION

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

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

Mail:

The address and phone number of your host family in Moscow will be available to you before you leave for Russia. You will be able to receive mail at the host family's address and can be reached by telephone at that number. It is not necessary that your host family's address be written in Cyrillic, as long as it is written phonetically in Latin letters. Most students chose to receive mail through the international office at RSUH.

Telephone:

Moscow has two area codes: 495 and 499. To dial between 495 and 499 codes:

- when calling within the area code 499: 499-XXX-XXXX
- when calling within the area code 495: XXX-XXXX
- when calling from a 495 number to a 499 number: 8 (499) XXX-XXXX
- when calling from a 499 number to a 495 number: 8 (495) XXX-XXXX

Calls between area codes 495 and 499 are local connections and are not charged as long-distance calls. When asking or giving your phone number, be sure to specify the area code.

To make international calls, you should buy phone cards, which are relatively inexpensive. The time is eight hours later in Moscow than in the U.S. (EST). Students have found it convenient to pre-arrange times when their parents or friends would call them, as long-distance phone cards in the United States are generally less expensive. Another option is having your parents arrange for a low cost international calling service and arrange for a time for your parents to call you. Keep in mind that phone cards require tone dialing mode. If your phone works in the pulse dialing mode you can use the operator. The operator's phone number can be found on every calling card.

To make an international telephone call dial "8"; when you hear the dial tone, dial "10," then the country code – "1" for U.S., the area code and the number you are calling.

Skype (International calls through the internet):

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

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

For more information, visit the website at www.skype.com. Please note that this might not be appropriate for all programs due to privacy or access issues.

Computers and Internet Access:

Russian State University provides computer access to students for a small fee, but the availability will be limited at times. However, wireless internet is available in the main building of the university (1, 2 and 4, 5 floors). If you want to bring a laptop, insure it adequately and inquire about special adaptations needed for Russia. Also Internet cafes are common in Moscow and reasonably priced. In any case, you are encouraged to limit your Internet use to create a healthy balance between staying in touch with your friends and family in the U.S. and taking advantage of the time you spend.

E-mail:

Remember that official communications from Dickinson College (for example, instructions from the Registrar, Campus 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 empty your Sent and Deleted messages box regularly.

TRAVELING WHILE ABROAD

Excursions and Exploring:

A rich cultural program will be arranged by the International Department office of RSUH and the Program Coordinator. Excursions and trips to museums, historical sites, and exhibitions as well as theatre, opera and ballet performances are included in the program. Students can also join activities and events arranged for international students at RSUH. Students are encouraged to explore the city and attend cultural events on their own. Reasonably priced tickets for cultural events can be reimbursed if you present the receipt/stub to the Program Coordinator. Metro-passes can be used for Metro transportation throughout Moscow.

Personal Travel:

Generally speaking, travel is restricted to areas around Moscow. With few exceptions, personal travel within and outside Russia may be undertaken only during the break between semesters or after the semester ends. Discuss any travel plans away from Moscow ahead of time with the Program Coordinator so that she can advise you. You may not travel outside Moscow without the Program Coordinator's approval. You are also asked to give the Program Coordinator as complete a travel itinerary as possible for safety reasons.

If you are interested in traveling to other parts of Russia and the Newly-Independent States (NIS), you must inquire whether you need a **visa**; you will also need to check whether the State Department has issued a **travel advisory** or **health warning** for the country (call the U.S. Embassy for travel and health information).

In St. Petersburg you are advised not to drink the tap water. Tap water is safe for washing and showering, but not for consumption because of the parasite **giardia lamblia**. It is best to drink only bottled water, other bottled beverages (make sure the seal has not been broken), or water that has been boiled for approximately 20 minutes. Avoid ice cubes, salads, uncooked vegetables, and fruits that cannot be peeled. You should use bottled water when you brush your teeth.

Travel Guides:

There are many travel guides that are geared towards the student traveler, especially *Let's Go* or *Lonely Planet*. To save money, check www.amazon.com or www.half.com for used travel books.

Safety while Traveling:

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

HEALTH AND SAFETY WHILE ABROAD

Health Care

Personal Care/Health Culture:

Living and traveling in Russia can be very strenuous. Be prepared for sore throats, colds, and upset stomachs. You may want to take some of the following with you: aspirin (or aspirin alternatives), throat lozenges, cold/allergy/sinus medicine, antacid tablets or liquid, an anti-diarrheal compound (such as Immodium), first-aid cream or ointment, and Band-Aids. Alternatives for most of these are available in Moscow, though some students report that the medication works differently or has unusual side effects. Bring a supply of any medications that you take regularly, such as cold medicine or painkillers, so that you don't have to rely solely on local options. Take an extra pair of prescription eyeglasses or contact lenses

plus cleaning solution. If you wear a medical tag or bracelet, take that with you as well. Women prone to gynecological infections should take a supply of their usual remedy.

Although **giardia lamblia** is not a problem in Moscow, it is strongly advised that you drink only bottled water or water that has been boiled for 20 minutes to kill germs effectively. For the same reason, you should not drink anything containing ice cubes.

If you require **prescription drugs**, take enough for your entire stay as well as a list of their generic names. Prescription drugs must be **in their original, labeled containers**, and be packed in your carry-on luggage. It is recommended that you carry a **letter from your physician explaining your need for any prescription drugs**. Certain prescription and over the counter drugs that are common in the United States may be prohibited in Russia, and large quantities of any medicine will receive scrutiny. You may want to contact the Russian embassy or one of Russia's consulates for specific information regarding this.

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.

H1N1 Virus While Overseas:

On June 11, 2009, the World Health Organization (WHO) stated that a global pandemic of H1N1 influenza (sometimes labeled “swine flu”) was underway, and it raised the worldwide pandemic alert level to Phase 6, its highest level. This action was a reflection of the spread of the new H1N1 virus across the globe, not of the severity of illness caused by the virus.

Throughout the past several months, the H1N1 virus has continued to spread, particularly in the southern hemisphere, where the winter season has provided an ideal host environment for influenza. The Office of Global Education is monitoring the situation surrounding the H1N1 virus and working with on-site staff abroad to be prepared for any possible impact influenza may have on individual programs.

The Office of Global Education will work with our partner institutions, program staff, and colleagues to operate our programs with the health and safety of our students continuing to be our main priority. Academic mission and standards as well as host country laws and regulations will be important and additional considerations if we need to make programmatic alternations due to the H1N1 virus during the coming year. Due to evolving policies and guidelines of many countries and organizations around the world, it is not possible for the College to develop one response to meet the situations of students and programs worldwide. However, the Office of Global Education will monitor local situations through regular contact with our on-site coordinator(s), university and local officials, as well as a host of credible sources (CDC, WHO, etc).

The primary means of reducing the spread of the H1N1 virus is to avoid becoming infected by using good hygiene, identifying the illness as early as possible and isolating ill people from those who are not ill. Once H1N1 vaccines are available, vaccination will become a part of the prevention plan as well. Students studying abroad are reminded to follow the same, sensible precautions as students in Carlisle. Among these recommendations are:

- Wash hands frequently with soap and water. Use alcohol-based hand sanitizer if soap and water are not available. Rub gel into hands until dry.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Use tissues one time only.

- Put used tissues in a wastebasket immediately after use.
- Cough or sneeze into your upper sleeve if you don't have a tissue.
- Clean your hands after coughing or sneezing. Use soap and water or alcohol-based hand sanitizer.
- Stay at least six feet away from anyone you suspect is sick.
- Do not shake hands or kiss others as a greeting or farewell and take efforts to limit your physical proximity and contact with others.
- Avoid crowded and closed-in public places with lots of other people.
- Follow the explicit recommendations of the Program Resident Director and administrators at the partner institution, which may include restrictions on personal travel outside of the study abroad program's host city.
- Eat a balanced diet and drink lots of water.
- Exercise on a regular basis and get plenty of rest.

If you would like additional information regarding the H1N1 virus, The World Health Organization (WHO), US Centers for Disease Control (CDC), and US Department of State are excellent sources. Please consult the following websites:

- <http://www.who.int/csr/disease/swineflu/en/index.html>
- <http://www.cdc.gov/h1n1flu/>
- http://www.travel.state.gov/travel/cis_pa_tw/pa/pa_4493.htm

The Office of Global Education will share information with students and their parents through direct email contact as well as through information posted here.

Medical Clinics and Pharmacies in Moscow:

Generally speaking, medical care in Russia is different from and, some say, below western standards. The medical situation in Moscow constantly changes, and major improvements have taken place in the last several years. There is now, for example, much improved access to quality western pharmaceuticals. Many medical treatment and diagnostic facilities have been upgraded.

If you need medical attention/care, the Program Coordinator can assist you in finding a suitable clinic. Be prepared to pay for all medical care in cash or by credit card and keep receipts to submit to your U.S. insurance company for reimbursement. In the event of an emergency, the U.S. Embassy will try to assist in arranging medical care for U.S. citizens. For assistance during working hours, please call (495)728-55-77; after 6 pm, call the Embassy duty officer at (495)728-50-00.

There are now several medical clinics in Moscow that provide medical services at a western standard.

International SOS Clinic in Moscow:

Tel.: +7 (495) 937 5760 In an emergency Call: +7 (495) 937 6477

Address: 129010, Moscow, on Grokholsky Per., 31. 10 floor

Regular Clinic Hours:

08.00-20.00 Monday-Friday 09.00-17.00 on Saturday.

Email: mow.clinic@Internationalsos.com <http://www.sosclinic.ru/priem-1.htm>

European Medical Center:

Tel.: +7 (495) 933 6655 multi-channel

Address: Spiridonievsky per. 5, Moscow 123104, Russia (near the Patriarshy Ponds in downtown Moscow) metro Pushkinskaya, Tverskaya, Mayakovskaya.

Regular Clinic Hours:

24 hours/7 days a week

Email: emcinfo@emcmos.ru

<http://www.emcmos.ru/en/>

American Medical Center

Tel.: +7 (495) 933-77-00

Address: Russia, 129090 **Moscow**

26, build. 6, Prospekt Mira (entrance from Grokholsky Pereulok)

Regular Clinic Hours:

24 hours/7 days a week

<http://www.amcenter.ru/en/>

Pharmacies are plentiful, and many stay open around the clock in the city center. One highly recommended pharmacy is 36.6, which has many branches, including one near RSUH and a 24-hour branch near the Pushkin metro. Medications may not be recognizable to you in their Russian packaging; however, you often can buy medicine over the counter that requires a prescription in the United States. For prescriptions, you can contact one of the foreign clinics' pharmacies, though prices will be high. Remember that not everything available in the United States is available in Moscow, so bring a supply of any prescriptions you will need. "Western pharmacies" (which carry prescription medications) can be found at:

- Pharmakon, Ul. Tverskaja 4, Tel 292 08 43, 292 03 01 (Most central)
- Drug Store House, 4th Dobrininsky pereulok, 4 Tel 237 40 34 (same building as Unimed Labs - see "Doctors")
- Litpharm, Ul Tschernjachovskogo 4, Tel: 155 87 88, 155 70 80
- Sana, Ul. Nischn. Pervomaiskaja 65, Tel 464 12 54

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 Program Coordinator, and other on-site contacts abroad, as well as professional colleagues and publications. One of the most important sources is the U.S. State Department. Please review the Department of State web site (see next section), as well as any other information you may find useful.

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

We consider it essential that students take responsibility for their own safety, and we expect their cooperation. For example, students are asked to share flight itineraries with our office; our Program Coordinators 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 a day, 7 days a 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 5 and the refund policy in Appendix VIII.

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 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., contact a doctor, call the police, inform your host family if you are at home, then contact the Program Coordinator or other on-site contact, etc.

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

Parents and the Public Safety number:

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

Requests for Contact Information and Itineraries:

To have emergency contact information at our fingertips, we 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.

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

In Troubled Times...

Avoid the following:

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

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

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

Some advice concerning terrorism:

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

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

Further recommendations when traveling:

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

Health and Safety information resource online:

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

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

Personal Security/Emergencies in Russia:

IN RUSSIA: A general deterioration of living standards due to inflation, unemployment, and economic instability has resulted in an increase in street crime. Major Russian cities, such as Moscow and St. Petersburg, can be dangerous, just as large U.S. and European cities can be; crime against foreigners is a problem, especially pick pocketing. Appropriate caution must be taken on public transportation (especially on the Moscow/St. Petersburg overnight train), in train stations, in underground walkways, on the metro, or in crowded areas, such as tourist attractions, department stores, or outdoor markets. Take appropriate precautions to protect your money, your vital documents, and above all yourself at all times. When traveling, never leave your baggage unattended. On a train, never store your luggage or backpack near the door, and, if you must sleep, secure your luggage.

In recent years there have been several serious terrorist attacks and bombings in Moscow. You need to be alert to suspicious activity and take reasonable and necessary precautions. In case of such an event, you should be in touch with the Program Coordinator as soon as possible.

PASSPORT THEFT: The loss or theft of your passport should be reported immediately to the local police and to the nearest U.S. Embassy or Consulate (see contact information on page 22). If you have to replace your lost or stolen passport, your exit visa must also be replaced with assistance from your sponsor (RSUH) so that the passport number written on the visa matches your new passport. To do this you must have a Russian police report.

WHILE TRAVELING: If you become ill while traveling, inform the Program Coordinator as soon as possible about your condition, preferably prior to treatment, unless emergency treatment is necessary. A call to the nearest U.S. Embassy or Consulate can also provide you with information about proper medical treatment.

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.

Family Emergencies:

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

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

Final Thoughts:

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

CULTURAL PERSPECTIVES

Being Informed about the Host Country and World Affairs

What do you know about your host country?

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

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

Before you leave, do some serious research to educate yourself about your host country. Travel guidebooks and encyclopedias offer a respectable starting point. Read books, magazine articles, and newspapers about host country history, literature, geography, cuisine, etc. However, we strongly recommend you to also consult The Moscow Times (www.themoscowtimes.com), The New York Times, or The Washington Post. Foreign films are also a good resource. Take the initiative and get acquainted with international students on Dickinson's campus before going abroad.

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

New York Times e-delivery:

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

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

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

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

The People:

In contrast to an often restrained public appearance, in private Russians are a very friendly, warm and generous people, who do not hesitate to display their emotions. They enjoy jokes, and political jokes are particularly popular.

Attitudes toward Americans are generally very positive. What many Russians learn about Americans, however, comes from US television programs. Because most average Russians cannot afford international travel, they will likely be eager to learn about you and your culture. Russians have historically been eager for contact with people from other cultures, contact which was severely restricted during the Cold War.

National consciousness is on the rise, and people who interact with Russians and other ethnic groups should appreciate its significance. Russians are as proud of their ethnicity as they are curious about the nationality of others they meet.

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

- When meeting someone new, a Russian will offer to shake hands and simply state his or her name. Hello's and goodbye's among relatives and good friends often include hugging and kissing. The traditional greeting is three kisses on the cheek.
- Chivalry is not dead in Russia; men still open doors for women and help them with their coats.
- Until Russians know one another well, they will use the first name and *patronymic*.
- Russians show respect for older people and people of status.
- It is polite to give up your seat in public transportation to an older person.
- Russians have less need for personal space than Americans do, but physical contact in public is generally limited. People stand very close when conversing; do not back away since it is perceived as a rejection.
- While it is considered rude to reject a drink (usually vodka), do not let yourself be pressured if you do not drink alcohol or are allergic to it. Once you have accepted a drink, be insistent when you feel you have had enough.
- When eating in a restaurant or other public place, it is not unusual to have strangers join you at your table. It is polite to ask if a seat is free when joining others.
- Do not whistle in public; it is considered rude. Do not laugh or make loud noises in public or on public transportation; you will be looked at disapprovingly if you do.
- Do not chew gum in public or in class.
- Do not put your feet on the table in class or in public.
- It is considered bad luck to whistle indoors, light a cigarette from a candle, and spill salt on the table. It is also considered bad luck to go back into a house/apartment after having said good-bye.
- Use the European style of eating with the fork in the left hand and knife in the right (reverse if you are left-handed). Hands are kept above the table.
- When entering a museum, theater, restaurant, or other such building, it is an unspoken rule that coats and umbrellas must be checked at the cloakroom. Sew a fabric or chain loop inside the collar of your coat or jacket so that checkroom attendants will be able to hang them up easily. If your outerwear has no loop, you will receive glares or a rebuke from the *garderob* personnel.
- When in the theater, always **face** the persons you pass going to or coming from your seat. **Do not turn your back**; it is considered rude.
- Approval is expressed by the "thumbs up" sign, but one should avoid shaking a raised fist.
- It is not appropriate to sit with your ankle on your knee or with legs apart.
- When visiting a Russian church, do not talk loudly or stand with your hands in your pockets. Women should avoid wearing slacks. Instead they should wear blouses or dresses with sleeves and cover their heads. There are no pews in Russian churches.

- Always ask people's permission before you photograph them.

When invited to someone's home, consider it an honor. It is polite to arrive on time. You may be ten minutes late, but never ten minutes early. Be sure to take a gift, such as a bottle of wine, champagne or whiskey; a nice box of chocolates or other sweets are also appropriate. If you take flowers, make sure there is an uneven number other than 13, which signifies bad luck. Most Russian apartments have only two rooms so you will usually go right to the table. Drinking vodka and toasting are part of the meal (if you do not drink alcoholic beverages, inform your host at the beginning). Never drink or eat anything before the host does! Eat slowly because your plate will be filled each time it is empty; you must state firmly that you are full. To show that you are finished, set your knife and fork horizontally on your plate. Tea and coffee are traditionally drunk very sweet; let the host/hostess know if you prefer it without sugar. It is considered impolite to eat and run; be prepared to stay after the meal to chat.

Gift items appropriate for occasions when you are invited include English- language paperback books (fiction, non-fiction, etc.), pens, inexpensive quartz watches (with extra batteries), pocket calculators, and items from your college, your state or area of the country (ties, T-shirts, baseball caps, picture books, etc.). You will probably want to give your professors a gift of appreciation, such as a nice scarf, cosmetics, a book, a CD with American music, or a nice pen and pencil set.

You might also want to take some token gifts for casual contacts such as children, friendly chambermaids (**dezurnye**), bus drivers, and the like. These gifts could include such items as small lapel pins (**znachki**) in the form of state flags, campaign buttons, etc., chewing or bubble gum, ballpoint pens, postcards from the U.S., candy bars, comic books, etc. Any thoughtful gift (but not your old clothes or other items you intend to leave behind) will be appreciated.

Racial/Gender/Sexuality Issues:

RACIAL ISSUES: Any evidence of racism is usually directed against gypsies and Muslims from the former republics of the South and is typically overt. If you are identified as an American, you will generally be fine.

GENDER ISSUES: Crime is on the increase, but it is usually petty theft or burglary, not the harassment of women. Except in small pockets of academia, there is nothing comparable to a feminist movement in Russia. With or without a feminist revolution, however, patterns of sexuality have changed. Young people often live together before getting married and contraception is widely used (condoms are more popular than the pill), though abortion remains the primary means of birth control.

SEXUALITY ISSUES: There are reportedly a few bars, clubs, and cafés in Moscow that cater to gays and lesbians. Public display of gay sexuality is risky and not met with approval by the general population.

Suggested Reading/Websites:

It is important that you increase your familiarity with Russian culture, political events, history, and literature before you arrive. The following are suggestions for pre-departure reading and information gathering.

NEWSPAPERS: All students should keep up-to-date on recent events (and in the Newly-Independent States) by reading The Moscow Times (www.themoscowtimes.com), The New York Times, or The Washington Post (preferably daily).*

* You may want to see if you can subscribe to the newspapers on-line service so that the news is sent to your e-mail daily; see p. 36 for information about the New York Times email subscription.

GENERAL READING: The following books provide broad introductions to Russia:

- *From Nyet to Da: Understanding the Russians*, by Yale Richmond (Yarmouth, Maine, 2003)

- *The Russian's World: Life and Language*, by Genevra Gerhart (Holt, Rinehart and Winston, 1994)
- *Lonely Planet Survival Guide* (excellent)
- *An Explorer's Guide to Moscow* (Zephyr, 1997) – a must!

TEXTBOOKS/DICTIONARIES: For writing papers in Russian, take a favorite grammar textbook and a Russian/English dictionary with you (Pocket Oxford Russian Dictionary is recommended).

SUGGESTED LITERARY WORKS: Students who wish to familiarize themselves with Russian Literature should read selections from the following:

An Anthology of Russian Literature from Earliest Writings to Modern Fiction, by Nicholas Rzhevsky, ed. (M.E. Sharpe, 1996)

The Portable Twentieth Century Russian Reader, Clarence Brown, ed. (Viking Penguin, 1993):

WEB SITES

Dickinson-in-Moscow: www.dickinson.edu/academics/global-campus/content/Dickinson-in-Russia/
 Russian State University for the Humanities: <http://www.rsuh.ru/>
 Guide to the “New Russia”: <http://www.geographia.com/russia/>
 Official Tourist Site of the Moscow government: <http://www.moscow-city.ru/>
 Official Website of the Moscow government: <http://www.mos.ru>
 Lonely Planet: <http://www.lonelyplanet.com/destinations/europe/russia/>
 Entertainment Afisha (schedule) of Moscow: <http://www.afisha.ru>

CULTURAL ADJUSTMENT

Stranger in a Strange Land...

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

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

The articles reprinted in this section are intended to help you navigate the experience of cultural adjustment you will soon face. You can also find an article specifically on Moscow that was selected by the Program Coordinator.

CULTURE SHOCK

What is it?

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

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

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

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

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

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

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

Possible Symptoms of Culture Shock

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

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

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

Dealing with Culture Shock

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

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

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

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

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

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

Taking the Sting Out

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

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

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

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

American Cultural Patterns

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

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

Cultural Variations

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

You're Not Alone

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

From the Beaver College Orientation Handbook

10 Things to Know about Moscow

By Robert Bridge 23/08/2007

<http://mnweekly.rian.ru/local/20070823/55270209.html>

10. Do not waste your time in Moscow trying to understand the line (queue) system. The very best anthropologists and sociologists have failed to make sense of Russian lines and you probably will too. It is only necessary that you understand the protocol for standing in lines. In the grocery stores, for example, things have become relatively sane, with people lining up single file with their shopping carts just like in the West. But if you must visit a doctor, a lawyer, or god forbid a bureaucrat, you will feel like you have just landed on Mars. When Russians enter a place that demands a line, they ask in a loud voice, "Kto posledniy?" (Who is the last fool here?). Russians hate lines more than anybody, I would guess, so there has evolved an elaborate system of leaving lines to attend to other things, like maybe to go stand in other lines. But before Russians exit the line, they ask the person immediately behind them to save their spot. Do you follow me? So when you enter the visa registration office with a pile of papers to be signed, you may think there are only 30 people ahead of you, only to discover 10 hours later that there is actually triple that amount. This curious phenomenon tends to make people who don't understand what is going on outright violent, because nothing bothers us more than line cutters - especially at the visa office.

9. Zebra Crossings are for Zebras. Do not assume that cars, trucks, scooters, commercial jets or other wheeled modes of transportation will stop, or even slow down, in the zebra pedestrian walks. If you are a zebra, for example, or any other animal that weighs more than the approaching vehicle, the driver may actually apply the brakes. Otherwise, 'zebra walks' are still largely an optional affair for drivers. Note: Moscow just passed strict road regulations for drivers, but still, better to play it safe.

8. Use the underground and aboveground passages. Never, ever attempt to cross a 4-lane road in Moscow without the benefit of a traffic light, or *perekhod*, that is, an underground or aboveground passageway that takes pedestrians out of harm's way. The Moscow authorities seem to be aware of the massive traffic problems in the city and are constructing these passages everywhere. The latest one straddles 8-lane Leningradsky Prospekt, the eternally clogged artery that goes to Sheremetyevo Airport.

7. Bring your gold with you. An American friend of mine, after spending a few days in Moscow, asked his tour agent why they advised him not to wear his gold watch when strolling the streets of Moscow. When they told him it was not safe here, he replied, "The fruit sellers in the bazaars have more gold in their teeth than I've got in my safe!" I guess that sums it up.

6. The Russians will not eat you; they generally prefer chicken. Moreover, many Russians these days have become sophisticated vegetarians. Russians - despite the lingering stereotypes that took root during the Cold War years - are friendly, intelligent, and may even want to strike up a conversation if they discover that you are an exotic *inostranets* (foreigner). The chances are extremely high - knock on wood - that you will live to tell fabulous stories about your trip to Moscow. Just use common sense, as anywhere.

5. Before visiting Moscow, brush up on your native novelists. For example, Jack London, Jack Kerouac and Ernest Hemingway. The Russians are (still) voracious readers, and I am ashamed to admit that the first time I heard of O. Henry was in Moscow. At the same time, be prepared to utter some niceties about the famous Russian writers - Tolstoy, Dostoyevsky, Bulgakov and Nabokov. And don't even think of visiting Russia unless you are somewhat acquainted with the works of Alexander Pushkin (His statue, which has become the most popular meeting place in the capital, sits on Pushkin Square across from one of the largest McDonald's franchises in the world and the first to appear in Russia. Ask to pay your respects to Pushkin first before requesting a Big Tasty. Big bonus points if you lay a flower on his pedestal).

4. Always remove your shoes when entering a Russian household. Unlike in glorious nation America, there are germs and - despite new dog-walking regulations - even the occasional pile of doggy-doo on the streets. Furthermore, female horse riders get supreme satisfaction by trotting their beasts of burden through the center of the city, creating masterpieces on the sidewalks that even Great Danes envy.

3. Lack of bears on Red Square. It is true; I have seen it with my own eyes: there are no bears on Red Square (!). The most dangerous thing you will experience here are the persistent and occasionally hairy souvenir sellers.

2. Russians are super superstitious. Here is the short-list: Do not present a person with an even amount of flowers - yes, odd; do not present any sort of cutlery or handkerchiefs as gifts; do not shake hands with a person through a doorframe; do not whistle indoors; do not make toasts to babies that are not yet born; do not place an empty bottle on the table top; do not celebrate anniversaries early; do not celebrate your 40th birthday. But go ahead and open your wet umbrella indoors!

1. Do not miss a trip to the Kremlin grounds. Many people make the long trek to Moscow yet never see Cathedral Square, with its 5 fantastic churches, or the Armory Museum. There is only one entrance into the Kremlin, and that is over the old brick bridge that is situated in Alexander's Garden, which is also worth a visit. Enjoy your stay, and don't worry, you'll love it here!

Cultural Adjustment: Responses to Living Abroad

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

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

Responses to Living Abroad:

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

Recovery:

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

Our Advice:

Here are some additional thoughts concerning cultural adaptation:

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

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

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

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

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

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

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

KEEPING TRACK OF YOUR TIME ABROAD

Keeping a Journal:

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

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

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

Taking Pictures:

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

Dickinson Study Abroad Blog:

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

Dickinson Study Abroad Wiki Page:

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

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

RETURNING BACK HOME

Things to Take Care of at Dickinson before Returning Home

Course Request Process when Returning to Campus:

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

Room Selection at Dickinson:

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

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

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

MISCELLANEOUS INFORMATION

Work Study/Part-Time Work:

There is no opportunity for work study, nor will you be able to get a part-time job during your time abroad.

24-Hour Clock/Time Change:

Official time in Russia (and in the rest of Europe) is based on a 24-hour clock.

Russia is 8 hours ahead of the U.S. (Eastern Standard Time). (Add 1, 2, or 3 hours to these figures if you are in the Central, Rocky Mountain, or Pacific time zones.)

Dates/Numbers:

As do other countries in Europe, Russia records dates with the day first, then the month and the year (e.g., 15 April 2000; may also be written 15/IV/00). The numbers representing days are always Arabic numerals.

Metric Conversion Tables: See page 52.

APPENDIX I:	VISA GUIDELINES	(pages 53-57)
APPENDIX II:	STUDENT BUDGET SHEET	(page 58)
APPENDIX III:	TRANSFER CREDIT POLICY	(pages 59-60)
APPENDIX IV:	MEMO ON HEALTH INSURANCE	(page 61)
APPENDIX V:	SUPPLEMENTAL TRAVEL INSURANCE	(page 62)
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APPENDIX VII:	STUDENT AGREEMENT FORM	(pages 65-66)
APPENDIX VIII:	REFUND POLICY	(pages 67-68)

METRIC CONVERSIONS

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

[To convert centigrade to Fahrenheit: multiply by 9/5 and add 32]
 [To convert kilometers to miles: multiply by .6]

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

Weights and Measures

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

Kitchen Hints:

1 cup sugar = 200 gr. 1 tsp. = 5 gr.
 1 cup flour = 150 gr. 1 tbsp. = 12 gr.

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

APPENDIX I: Visa Guidelines

PROGRAM: MOSCOW, RUSSIA -2010-2011

GENERAL VISA GUIDELINES – Student Study Visa

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.

THIS INFORMATION IS TO BE USED AS A GENERAL GUIDELINE ONLY. THE CONSULAR ADMINISTRATION HAS FULL AUTHORITY CHANGE REQUIREMENTS OR TO REQUEST AT ANY TIME MORE DOCUMENTS THAN THOSE LISTED IN THEIR GUIDELINES.

*The visa process for the Moscow Program is facilitated through the Office of Global Education. The on-site program coordinator in Russia and a U.S. visa service. *Submit all required visa documents to the Office of Global Education for processing by Monday, 26 April 2010. If you are unable to meet the deadline or need your passport for early summer travel, you will be responsible to secure your visa.*

***Receipt of your visa information in a timely manner is crucial for the group visa process. You will need to submit the visa documents by the deadline date specified or you may not receive it in time before the beginning of your program.** If you do not receive your visa in time for your departure, you will be responsible for all costs associated with changing your flight and may, ultimately, jeopardize your ability to participate in the program.

ENTRY/EXIT REQUIREMENTS: The Russian government maintains a restrictive and complicated visa regime for foreigners who visit, transit, or reside in the Russian Federation. A U.S. citizen who does not comply with Russian visa laws can be subject to arrest, fines, and/or deportation. **Russian authorities will not allow a U.S. citizen traveler with an expired visa to depart the country until a new visa is approved, which may take up to 20 days.**

FOR THE GROUP PROCESS: INFORMATION REQUIRED FROM STUDENTS TO BE GIVEN TO THE OFFICE OF GLOBAL EDUCATION by MONDAY, 26 APRIL 2010:

- a. one (1) completed, **signed** visa form. The visa application form can be found, completed, and printed out from the Russian Consulate website: <http://www.russianembassy.org> Use the form listed under **business** visas and follow their guidelines. A guide sheet for completing the visa form is enclosed, however, if you absolutely do not know the answer to a question on the form, leave it blank. Remember everything is subject to change so check and re-check the website before completing your form and follow their guidelines.
- b. one (1) passport-size color photo with your **name & birth date written on the back.** Staple it to the application form.
- c. **original** valid & signed passport. Be sure it is valid at least six months beyond the end date of your program end date. It should have at least 2 blank pages in it. If you will be in need of your passport for travel over the first part of the summer, you will need to obtain your visa on your own. Dickinson will supply you with the supporting documents that you will need as **part** of your overall visa process. Students will be expected to apply for a student visa immediately upon receipt of the official invitation documents from Moscow, which will be sent directly to the Office of Global Education, usually arriving in early/to midsummer. The Global Education Office will also supply you with the required letter of support.
- d. **Student and Business visas require:** Please be informed that in order to obtain student or work visa an HIV-test should be presented. The test results must be within

3 months of the date of departure. Be sure to plan ahead for this test and submit a **copy** of the results to Global Education Office with your other documents. You will need to carry the original test results on your person while in Russia. Also, a person can enter the country on a **student** or work visa **only five days after the visa has been issued**.

- e. Copy of your official airline ticket or travel agent itinerary.
- **Non-U.S. passport holders** must send the actual passport and a **copy** of the U.S. Alien resident card (green card) or U.S. visa.

***The cost of the visa application process will be billed directly to your student account.**

OFFICE OF GLOBAL EDUCATION WILL PROVIDE:

- Guide sheet for you to complete the visa form.
- Copy of government approved invitation from the Russian sponsor for **single entry** into the country. The Russian Ministry will not issue a multi-entry visa. It can be changed after you arrive in Russia. The on-site staff will help you with this process.

INTERNATIONAL STUDENTS: If you are NOT a U.S. citizen, it is your responsibility to research and familiarize yourself with any special requirements for a student visa. Also, you will be responsible for securing any special entry papers or documentation that may be required for the visa. Please contact the Russian embassy for assistance; you may need to apply at the embassy or consulate in your home country. Be sure the Office of Global Education has a copy of your valid passport page and your visa documents or green card.

REQUIRED HEALTH INFORMATION FOR ALL STUDENTS:

The original HIV medical test certificate (within 3 months of your date of entry into Russia) is to be carried with you to Moscow. A copy of this test will need to be sent with the visa application.

INSTRUCTIONS FOR THE VISA FORM Semester or Academic Year

Question #	Asks for:	You should write:
1	Present citizenship (if you formerly had USSR or Russian citizenship, please indicate when and why you lost it)	"US citizen" or other country of citizenship as appropriate
2	Last name	The last name given on your passport (use capital letters)
3	First and middle names	Your first and middle names as they appear on your passport
4	Other names ever used (maiden name, professional, religious aliases)	Leave blank unless you have any of the other names listed in the question
5	Place of birth (if born in Russia, please indicate when and to what country you emigrated)	Your place of birth as written on your passport
6	Date of birth (DD/MM/YY)	Your date of birth (day/month/year)

7	Sex	Check male or female as appropriate
8	Purpose of visit	Check "other" and write in whatever is requested by authorities
9	Russian institution or organization to be visited	Russian State University for Humanities I.V. Karapetians, Director 125267 Moscova Miuskaia Ploshad, dom 6, korp. 6 Phone: 495-250-6511 Fax: 495-251-1070 or 495-250-6516
10	Itinerary (places to be visited)	Leave blank for now
11	Date of entry (DD/MM/YY)	Leave blank for now
12	Date of departure (DD/MM/YY)	Leave blank for now.
13	Number of entries	Check single entry. Only a single entry will be issued by the authorities - you will extend it after you arrive in Russia
14a	Passport number	Your passport number
14b	Passport issued by	Agency listed in your passport as having been the place of issue
14c	Date of issue	The date your passport was issued (DD/MM/YY)
14d	Valid until	The date of expiration on your passport (DD/MM/YY)
15	Type of passport	Check "official" unless it is definitely another type of visa
16	Name and reference number of the tourist group	Leave blank
17	Do you have a medical insurance policy valid in Russia (please specify)?	List your own U.S. health insurance provider
18	Who will pay for your trip in Russia?	Fill in "Dickinson College and myself"
19	Marital status	Check "single" unless one of the other options applies
20	Spouse's full name	Leave blank unless you have been or are married
21	Spouse's date of birth	Leave blank unless you have been or are married
22	Spouse's place of birth	Leave blank unless you have been or are married
23	Your father's full name	Your father's first, middle, and last names
24	Your mother's full name	Your mother's first, middle, and last names
25	Have you ever been issued a Russian visa?	Check "no" unless you have had a Russian visa, in which case you need to give the date of issue (DD/MM/YY) and place of issue
26	Have you ever lost your passport or had it stolen?	Check yes or no as applicable

27	List all countries you have visited in the last ten years and indicate the year of visit	If you have been to other countries in the last 10 years, list their names and dates. If not, leave it blank.
28	List all countries which have previously issued you a passport	Leave blank unless you have had a passport from a country different from that which issued you your current passport
29	List you last two places of work, excluding the current one	List as appropriate
30	List all educational institutions you ever attended, except high schools	Dickinson College and your major(s)/minor(s) Address/phone: College and Louthers Sts., Carlisle, PA, 17013, 717-243-1341 Date of admission and graduation: your dates of admission and graduation. Any other colleges that you have attended
31	List all professional, civil, and charity organizations which you are (were) a member of, or contribute (contributed) to, or work (worked) with	List any service or charitable organizations that you have been involved with
32	Do you have any specialized skills, training or experience related to fire-arms and explosives or to nuclear, biological or chemical activities? If "yes" please explain	Write "no" unless you have training in these areas
33	Have you ever performed military service? If "yes", indicate the country, branch of service, rank, military occupation, and dates of service	Write "no" unless you have performed military service
34	Have to ever been involved in an armed conflict, either as a member of the military service or a victim? If "yes", please explain	Write "no" unless you have been involved with these situations
35	Are any of your relatives mentioned below staying in Russia now? Is he (she) a permanent resident or citizen of Russia? If "yes", indicate that person's full name, address and status in Russia (citizen of Russia, permanent or temporary resident, visiting, studying, working, etc.)	Leave blank unless any of the family members listed are currently staying in Russia
36a	Have you ever been arrested or convicted for any offence	Check "no" unless you have a criminal record

36b	Have you ever been sick with a communicable disease for risk for the public or suffered a dangerous physical or mental disorder? Have you ever been a drug addict?	Check "no" unless any parts of the question are true
36c	Have you ever been refused a Russian visa	Check "no" unless true
36d	Has your Russian visa ever been canceled?	Check "no" unless true
36e	Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information?	Check "no" unless true
36f	Have you ever overstayed your Russian visa or stayed unlawfully in Russia?	Check "no" unless true
36g	Have you ever been deported from Russia?	Check "no" unless true
37	Your permanent address, phone, fax number and email address	List your home address, home phone and email address
38	Place of work or study, present position	Position: Student Dickinson College, P.O. Box 1773 Carlisle, PA, 17013 717-245-1341 Your campus email address
39	Name, address, and phone number of person or hotel in Russia that you plan to stay with	Use the address of Russian State University as listed above
40	Has anyone assisted you in completing this form? If "yes", have the assisting person complete item 41	Leave blank
41	Application completed by	Leave blank
	Tape photo to the right of #37 in the space provided	Self evident
	Sign and date under the photo	Self evident
18-Mar-10		

APPENDIX II: Student Budget Sheet

Student budget sheet: Academic Year 2010-2011 Dickinson-in-Moscow, Moscow, Russia

	<i>Semester</i>	<i>Academic Year</i>
Program Fee:	\$ 25,800	\$ 51,600
<i>Program fee includes:</i>		
<ul style="list-style-type: none"> • Tuition and fees at RSUH • Room (host family) • Board (meals with host families; allowance for daytime meals) • Local transportation allowance • Scheduled program excursions • Additional language lessons • Allowance for required academic materials • Wireless internet access at RSUH (computer access requires a small fee) • Visa cost subsidy for fees over \$250 • Emergency Medical Insurance (see orientation handbook appendix for more information) • Pre-departure and on-site orientation • Orientation handbook 		
<i>Estimated costs (both required & optional)³ not included in Program Fee (in U.S. dollars):</i>	<i>Semester</i>	<i>Academic Year</i>
<i>REQUIRED costs not included in Program Fee:</i>		
Required primary health and accident insurance purchased in the U.S that will cover students overseas ⁴	\$ 500	\$ 1,000
International airfare (roundtrip from an east coast airport)	1,400	1,400
Visa fees (for U.S. Citizens) ⁵	150	150
Books and materials	50	100
<i>Sub-total of Required Expenses (This total may vary on an individual basis.)</i>	\$ 2,100	\$ 2,650
<i>OPTIONAL costs not included in Program Fee:</i>		
Cell phone purchase	\$ 75	\$ 75
Cell phone usage (est. \$20 per month)	80	180
Out of pocket costs for prescription drugs (Be prepared to pay cash and submit receipts to your U.S. insurer.)	Varies	Varies
Personal expenses including independent travel, entertainment, and meals during vacation periods	2,000	4,000
<i>TOTAL: PROGRAM FEE + ESTIMATED REQUIRED and OPTIONAL COSTS</i>	\$ 30,055	\$ 58,505

³ The list of estimated costs is intended as a rough guide for planning and is not all-inclusive. Actual costs will vary depending on many factors that are determined by individual circumstances and choices. The Total Fee assumes all listed estimated costs in the grid apply.

⁴ This reflects the estimated cost of the Dickinson College Student Health Plan 2010-11, which covers students overseas and for the duration of their stay. This amount is subject to change and may be a different cost if you enroll with another insurance provider. For further insurance guidance, see the Health Insurance section of the Moscow 2010-11 Handbook.

⁵ The cost for a visa varies on an individual basis depending on your nationality. The listed visa cost is estimated for a U.S. Citizen. The fee may increase depending on if you have to travel in person to the consulate or mail materials for your application.

APPENDIX III: Transfer Credit Policy

Office of Global Education Dickinson College

Credit Policies for Academic Year & Semester Global Education Programs

General Policies for All Global Education Programs:

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

Specific Policies for Dickinson and Dickinson Partner Programs:

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

Upon return to Dickinson, students must complete an *Enrollment in Another Institution Form*. **Seniors are required to submit this form prior to the course request period for their last semester. If the form is not in the Registrar's Office by that time, the student will not be permitted to participate in the course request period.** Please note that this form is required **only** when a student is seeking major, minor, or distribution credit for coursework completed at a cooperating university or through the Dickinson in Yaoundé program. The form is *not* required for Dickinson Center courses, or for courses at a cooperating university for which a student is seeking only general credit. After obtaining the required signatures, the student should bring the form to the Office of Global Education. The form will then be forwarded to the Registrar's Office.

Specific Policies for Non-Dickinson Programs:

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

Upon return to the Dickinson, students must complete an *Enrollment in Another Institution Form*. **Seniors are required to submit this form prior to the course request period for their last semester. If the form is not in the Registrar's Office by that time, the student will not be permitted to participate in the course request period.** Please note that this form is required whether a student is seeking major, minor, distribution, or general credit. After obtaining the required signatures, the student should bring the form to the Office of Global Education for approval by the Study Abroad Coordinator. The form will then be forwarded to the Registrar's Office. Students should work directly with their host program to ensure that an official transcript is sent to the Registrar's Office as soon as possible after the program has ended.

What to Do Before Studying Off-Campus:

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

What to Do While Off-Campus:

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

APPENDIX IV: MEMO ON HEALTH INSURANCE

MEMORANDUM

From: Office of Global Education

Subject: Primary Health and Accident Insurance Information

Students who are covered by the on-campus Dickinson Student Health Insurance are covered overseas by this policy. While it satisfies the minimum requirement for primary health and accident insurance for our students on overseas programs, you are advised to examine the policy to see if the coverage meets your specific needs.

All participants are billed for Dickinson student health insurance. Follow the directions for “waiving out” of the Dickinson student health insurance if you plan to rely on a family policy. Information on waiving out can be found at: <http://www.dickinson.edu/student-life/resources/health-center/content/Insurance/>

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

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

APPENDIX V Supplemental Travel Insurance

(This policy is subject to change)

Emergency Travel Assistance Program and Supplemental Travel Accident and Medical Insurance

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

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

Also provided is world-wide travel medical and emergency insurance which includes: up to \$10,000 for accidental death & dismemberment, in-hospital medical and surgical services and out-of-hospital medical expenses up to \$25,000* per event, up to 100%* of usual and customary charges for emergency medical evacuation and repatriation of remains. *Note:* This insurance coverage (ACE policy #GLM N0 48 49 06 1) is effective ONLY AFTER the person has left the United States. For a complete schedule of benefits, deductibles, and policy limitations and/or exclusions, please consult with the Office of the Vice President for Campus Operations.

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

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

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

September 2009

APPENDIX VI: HEALTH ISSUES WHILE TRAVELING

HEALTH ISSUES WHILE TRAVELING

Mary Arthur, CRNP, MPA
Dir. Student Health Services

Travel Clinics

Holy Spirit Hospital, Camp Hill
Phone: 717-972-4222

Hershey Medical Center Clinic
Phone: 1-800-243-1455

Internet Resources: <http://www.cdc.gov/travel/index.htm><http://www.travelhealth.com>

Prior to traveling

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

Immunization

All the following immunizations should be up to date:

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

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

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

- Influenza (flu) vaccine
- Pneumococcal vaccine

Malaria

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

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

Medications

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

Food and Water

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

Some suggestions include:

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

Items to take on your program

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

Common Sense

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

Other Points

- Make sure you will have health insurance while abroad. Call your insurance carrier to find out procedure and get it in writing.
- Diabetics need to know country's regulations on needles.
- TB screening after returning is a good idea.
- Certain countries require HIV testing to enter country.
- Antibiotics cause oral contraceptives to be less effective. Always use a backup method if you have to be on an antibiotic.
- Emergency contraception and birth control pills may be illegal in some Islamic countries. If the country allows it and there is even a remote possibility you will be sexually active, women should take ECP's with them. Please call the Health Center to ask about this.
- In Tropical areas don't walk around barefoot. Spray yourself and cloths with DEET, and cover skin completely with clothes. Wear hats

APPENDIX VII: 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 the Dickinson College study abroad and domestic off-campus programs represent the broad values of liberal education and bonds between cultures. As a guest in a host country or with a host family, I will strive to understand and respect norms of conduct and patterns of the host culture. I agree to represent the College responsibly and to abide by dress and cultural codes suitable to the cultures visited.

2. I agree to abide by all policies and regulations of the host institution/Program and/or the regulations of the Dickinson Center I may be attending. I understand that as a participant in a study abroad or domestic off-campus program I remain enrolled at the College and will continue to abide by all College policies, rules or regulations outlined in the *Student Handbook*. I understand that the College has the right to, and will, withdraw me from the program at any time if, in the judgment of the Associate Provost of 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 or disrupt the operation of the program. I agree, specifically, that I will have no involvement with illegal drugs, will not engage in illegal or abusive use of alcohol, and will participate in all classes and scheduled activities. I agree further that a decision to withdraw me from the program is final and that I am not entitled to any refund.

3. I further agree that the College may withdraw me from the program and send me home at any time during the program at my expense if the College determines that my continued participation in the program will adversely affect my health, safety or welfare, or the health, safety, welfare or enjoyment of the program by others. I agree further that a decision to withdraw me from the program is final and that I am not entitled to any refund.

4. I understand that the procedures outlined in this section for dealing with discipline and well-being are different than those outlined in the *Student Handbook*, and I agree that the procedures outlined in this agreement shall apply while I am a participant in a study abroad or domestic off-campus program. Further, I understand that a determination made by the Associate Provost of Global Education may be the basis for further disciplinary action by the College, in addition to causing my withdrawal from the program.

5. I understand and agree that in order to be assessed and receive credit for academic work completed while studying off campus, I must participate fully in the program. I also recognize that I am expected to complete the entire program and may forfeit credit should I choose to arrive after the program begins or leave the program early without the prior consent of the Program Director, the host institution, and the Office of Global Education.

6. I agree to indemnify and hold the College harmless from and against all claims and actions for property damage or personal injury sustained by me or any other person or entity, which arise out of my participation in the program, including but not limited to, violations of the policies and regulations of the host institution, violations of the policies, rules and regulations of Dickinson College, violations of law, and/or which are due to my sole or concurrent negligence with the College.

7. I, on behalf of myself, my heirs and personal representatives, hereby release Dickinson College and any cooperating institution and each of their officers, employees, successors and agents from any and all claims and causes of action for inconvenience, damage to or loss of property, medical or hospital care, personal illness or injury or death arising out of my participation in the study abroad program and/or travel or activity conducted by or under the control of Dickinson College or any cooperating institution.

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

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

10. I understand and agree that I will provide all completed materials, forms, and payments by the due dates

specified and recognize that failure to do this may result in either added costs or in my being withdrawn from the program. Further, I have read or will read and understand all general information provided on this program by the Office of Global Education, and will attend and participate in all orientation meetings and other pre-departure briefings.

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

12. I grant permission to the 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.

13. 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.

14. 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 must 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 signature: _____ **Date:** _____

Program: _____

Please note that your signature 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: _____

11/09

APPENDIX VIII: Refund Policy for Off-Campus Programs

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.

$$\begin{array}{r} (\$ 300) \\ (5\% \times 19,925) \\ (50/110 \times (19,925-300-996.25)) \\ \hline \text{Total retained by Dickinson} = \quad \$8,466.77 \end{array}$$

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.