

# The Dickinson-in-China Program

## Beijing, China

### Orientation Handbook

### 2011-2012



Office of Global Education

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# Welcome to the Beijing Program!

Dear Beijing Program Participant:

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

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

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

## Important Reminders:

If you plan to be at a different address during the 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 upon your arrival in Beijing, so **do not pack it in your checked luggage**. All-Year students should carry **original medical forms** with them, as they may need them when entering China.

As you read this handbook, if you feel something important has been left out or that some information is out-of-date or wrong, please let us know.

# IMPORTANT CONTACT INFORMATION

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## **Program Contact at Peking University:**

**Ms. Shangkai Gao**

Guang Yuan Dong Qu, 1 Dan Yuan, Building 2, Room 303

Guang Wai Da Jie, Xuan Wu Distric

Beijing, 100055

Tel: (011 86) 10 6264 0085 (Home)

(011 86) 13 9011 60301 (Cell)

## **On-Campus Coordinator:**

**Professor Rae Yang**

Tel: (717) 245-1403

FAX: (717) 245-1732

E-Mail: [yang@dickinson.edu](mailto:yang@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](mailto: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

FAX: 315-471-6264

E-mail: Mary Ann Clark

[maclark@advantagecny.com](mailto:maclark@advantagecny.com)

## **Embassy of the People's Republic of China:**

2300 Connecticut Avenue N.W.

Washington, DC 20008

Tel: (202) 328-2500

FAX: (202) 588-0032

Email: [visa@china-embassy.org](mailto:visa@china-embassy.org).

Web site: <http://www.china-embassy.org>

There are also Chinese Consulates General in Chicago, Houston, Los Angeles, New York, and San Francisco. Northeast coast (Pennsylvania to Maine) students will mainly be applying to the Consulate General in New York for their visas. Please check the embassy website for the correct consulate you must apply to depending on your home state.

# GENERAL INFORMATION

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## General College and Office of Global Education Policies

### **College Non-Discrimination Policy:**

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

### **Student Agreement Form (see Appendix V):**

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 III 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 V of this handbook. Please read it again.

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

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

Students shall respect the rights of other students whether on the program or at the host institution, as well as those of 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 On-Campus 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. In such cases, students will be discharged without a refund. The Executive Director of Global Education will make the judgment in consultation with the on-site staff and/or On-Campus Coordinator.

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

### **Student Status and Changes of Status:**

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

#### **Extending for a second<sup>1</sup> semester:**

- You should first consult with the on-campus coordinator.
- If the on-campus coordinator indicates that an extension is possible, you should discuss your plans with your major advisor(s). You will need to consider how an extension will affect the completion of your major and other graduation requirements. Your advisor(s) must indicate approval by e-mailing the Director of Study Abroad in the 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](mailto: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 on-campus 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 VI, “Refund Policy for Off-Campus Programs.”

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

- When you are certain of your decision, communicate your reasoning in writing to the Office of Global Education at [global@dickinson.edu](mailto:global@dickinson.edu). Please also request that your on-campus 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 study abroad will register during the add/drop period of the following semester.

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

Early withdrawal from a program will have financial consequences. Both the \$35 application fee and \$300 confirmation payment are non-refundable. Before making a final decision to withdraw, you should read the Refund Policy for Off-Campus Programs, which is reproduced as Appendix VI of this handbook. **These policies apply in all cases of early withdrawal from study abroad programs, regardless of the reason for withdrawal.**

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

### **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), program coordinator and/or Resident Director, as applicable
- An audit showing in detail how off-campus courses will fit in with graduation requirements.

## **Program Fees/Financial Aid Information**

### **Program Fees:**

The program fee for the 2011-2012 academic year is \$53,410; the semester program fee is \$26,705. 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 at Peking University, university housing (double occupancy) or homestay costs, a board stipend dispersed on-site, and scheduled program

excursions. **Not included are:** roundtrip airfare to/from Beijing, required health and accident insurance, visa expenses, books, clothing, personal entertainment, independent travel, and any 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](http://www.afford.com)). If the balance due on your account is not paid by the deadline noted on the billing, or if special arrangements have not been made with Student Accounts (Tel. 717-245-1953 or email: [stuacct@ Dickinson.edu](mailto:stuacct@ Dickinson.edu)), you will not be allowed to participate in the program.

**Financial Aid Information:**

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

# PROGRAM PREPARATIONS

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## Peking University Application

**PHOTOS:** You will need 2 passport size photos. One for the visa application and one for the Peking University application. You will need about 5 extra passport-size photos to give to Peking University (PKU) for various documents; however, it is also possible to get inexpensive passport photos on the PKU campus at the Kodak store in Wu Mei, a small supermarket to the south of Shaoyuan (foreign student dorms).

**PEKING UNIVERSITY APPLICATION:** All students in the Beijing Program must fill out an application for Peking University after you have been accepted to the program. The application is easy to fill out, but you must have your passport handy to fill in the section requiring your U.S. passport number. Once again, a passport-size photo must be affixed to the application. (This application will be completed during a mandatory orientation session as well as completed online.)

**PHYSICAL EXAMINATION:** Students who are **studying in China for the full year** will need to receive a physical upon arriving in China.

## 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 in 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](mailto: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/](http://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/](http://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/](http://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](mailto: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/](http://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/](http://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/](http://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](mailto:career@dickinson.edu).

### ***IM about Internships***

Now you'll be able to IM the Career Center with quick questions about internships. IM via Skype between 2-4 pm Wednesdays – Fridays EST and Amity Fox, the internship coordinator, will get back to you. **Screen name:** InternshipIM You can also schedule Skype appointments if you'd like to have a face-to-face meeting. Just IM Amity or e-mail at [foxa@dickinson.edu](mailto:foxa@dickinson.edu) to schedule an appointment.

### ***Job Search Advice***

You can start your job search while you are abroad! The Career Center has many resources available online to assist you, and networking – the number one job search method – can be very effective electronically. One of the first steps in job searching is researching organizations to which you will want to apply, and learning their application processes. Some application deadlines will approach as early as the fall semester senior year; it is important to conduct research prior to returning to campus in the fall. A key resource to utilize in your research is Vault, available through the Student Resources tab in Gateway. Check out many other job search resources at [www.dickinson.edu/student-life/resources/career-center/content/student/Career-Research/](http://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](mailto: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](mailto: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 II 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** 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 On-campus 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 III 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 the People's Republic of China does not require any specific immunizations, please consult with the Dickinson College Health Center or your personal physician to make sure that all of your routine inoculations are up-to-date. These include measles, mumps, rubella (MMR) and diphtheria, pertussis, and tetanus (DPT). It is strongly recommended that you also consult with your personal doctor and/or the College Health Center with regards to other inoculations (e.g., Hepatitis A, Hepatitis B, Japanese encephalitis, and typhoid) or medicines that are advisable for China. For more up-to-date country-specific information about immunizations and other health precautions, consult the Center for Disease Control (CDC) website at [www.cdc.gov/travel/](http://www.cdc.gov/travel/).

Some inoculations are available in Beijing. The International Medical Center can vaccinate you for both Hepatitis A (contracted primarily from dirty water and improperly cooked seafood) and Japanese encephalitis. This center also provides ordinary medical services for an annual fee. The Dickinson College Health Center provides Hepatitis B vaccinations at reasonable cost.

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

### **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, 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. Some students find that some local medications don't work the same or produce unusual side effects. If a student uses a particular type of medication often, such as cold medication or painkillers, they should bring a supply and not rely solely on local medications. 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 for assistance from Dickinson College in helping you to assess your ability to succeed in studying in a particular program or in identifying programs where more support may be available, you are encouraged to disclose your situation on the medical forms you completed during the application process or to come talk to the Office of Global Education. Such disclosure is completely voluntary. If you travel to an abroad site, you will be expected to fully participate in the program. Therefore, you need to inform yourself about the demands of the program in order to plan ahead and to prepare to cope with your health needs in a new environment.

### **Health and Safety in Flight:**

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

It is always advisable to sleep during long flights. You should avoid alcoholic beverages in flight because they cause dehydration. Recycled air also has a drying effect, so you should 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.

- 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. Saline solution is available, but more expensive than in the U.S. You may want to consider bringing enough lens cleaning solution for the entire trip.
- Always carry a wallet card or wear a necklace or bracelet stating any special conditions you have (such as diabetes, asthma, etc.). Be sure to list allergies to specific medications.
- If you are sexually active, use a condom. You may have trouble finding reliable brands of condoms abroad; consider taking a supply.
- Take care of yourself while traveling: try not to wear yourself down, avoid excessive exposure to the sun, drink plenty of liquids to stay hydrated, and try to get enough sleep.

# TRAVEL PREPARATIONS

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

## Passport and Visa Information

### **Passport Information:**

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

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

### **Visa Guidelines:**

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 study on the Beijing program. Please note the following:

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

Also, past students have recommended that if you plan to travel outside of China, including Hong Kong, make sure you apply for a multi-entry visa initially rather than trying to pay for it when you are there, in which it will cost more.

### **Visa for Studying on another Program:**

In many cases, students studying in another foreign country during the 2<sup>nd</sup> 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.

## 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 at on-campus at Dickinson.

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

## **Packing Tips and Travel Information**

### **Packing Tips:**

Dress in China usually casual. Jeans are popular among both Chinese students and adults. You can buy them there, but the quality is not as good and the style may not be what you are used to. Down coats/jackets in Beijing are cheaper than they are in the U.S. Sweaters are also in plentiful supply, as are rain slickers and umbrellas. Beijing stores and markets now have most of the consumer goods you might find in the U.S., so if you forget something, you can probably buy it there.

Although clothing is reasonably priced, it is usually difficult to buy clothes (and shoes) in sizes large enough to fit foreigners. Quality dry cleaning can be difficult to find, so consider bringing clothing that is less delicate or easily washed. Dress in layers for comfort and warmth as the weather can get very chilly.

Assume that you will accumulate a lot of things while abroad, and pack accordingly. Take no more baggage than you can carry.

### **Here are some wardrobe suggestions:**

- shoes: a pair of sturdy walking shoes already WELL BROKEN IN!; hiking boots, if you are an outdoors person; a nice pair of shoes
- sufficient underwear and socks (15-18 of each)
- 10-14 tops (shirts, blouses, turtlenecks) in coordinated colors (darker colors are best)
- 6-8 everyday bottoms (jeans, corduroys, skirts) in subdued colors that are wrinkle resistant
- 1-3 nice outfits for each season to wear during special occasions (ties for men)
- 6-8 coordinating sweaters
- a pair of pajamas or sweats that can be also used for long underwear, pajamas or studying in your room
- a robe for trips to the shower/bath
- a pair of sandals
- an all-weather jacket with a zip-out lining (can be purchased in China at various markets including the Silk Market)
- a sturdy travel umbrella
- **an extra pair of contact lenses, eyeglasses and prescription**
- a knit cap, gloves, scarves, etc
- several pairs of Bermuda-length shorts (no cut-offs or short shorts—except for sports)
- a bathing suit and cap

- 2 towels and 2 washcloths
- slippers/house shoes
- a good backpack for traveling

#### Other Useful Suggestions:

- laptop computer (if possible) with wireless capabilities. If necessary, a converter specifically for your laptop – most laptops have a built-in converter, so check your specific model (if you do not have the proper one you can ruin your hard drive)
- A USB memory device for transferring documents and photographs between computers
- Plug adapters and converters for using US appliances/electronics
- Do not bring a hair dryer as they will not work in China even with an adapter due to the high voltage.
- Bug spray (especially for the spring)
- Space/Vacuum bags (can be found at Wal-mart or Target and condense the amount of space clothing uses in your luggage)
- luggage ID tags inside and outside of your suitcases
- 8 extra passport photos for ID cards, etc.
- international phone numbers for computer and credit cards
- pocket calculator for currency conversions
- address book
- a travel alarm clock with extra batteries
- a portable music device with extra batteries
- playing cards
- a Swiss army knife with corkscrew, bottle opener, and scissors (packed in your checked luggage, not your carry-on)
- a money belt and/or neck pouch to carry valuables--A MUST!
- any preferred health and beauty products (dry skin lotion is available, but expensive)
- deodorant does not exist in China. Bring enough for the year as well as other small toiletries.
- a travel sewing kit with safety pins
- 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.
- shower sandals
- powdered drink mixes to mix with the “kaishui”, which means hot water
- notebooks, index cards, other specific school supplies
- a camera
- sunglasses
- sunscreen
- Chinese-English dictionary
- Headset and microphone for Skype
- favorite photos of family and friends are nice to have for decoration or to show your new 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 a bar of soap, toothbrush and toothpaste, and a washcloth. **If you have a particular type of toiletry that you like to use, you may want to bring it with you. Also bring a roll of toilet paper and packets of tissues.**

### **Carry-on and Checked Luggage:**

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

### **LUGGAGE SECTION:**

In most cases, you are allowed one piece of carry-on luggage not to exceed 45 total inches, which must fit under the seat in front of you or in an overhead bin. Make sure your luggage follows TSA regulations. Weigh your luggage before you arrive at the airport to ensure it is not overweight. Remember that bags should be small enough to go up narrow stairways, go down crowded train aisles, and fit on luggage racks. A coat and a handbag, briefcase, or laptop may also be carried on. Also, in case your luggage is delayed for a few days, be sure to pack a change of clothes and any medicine or toiletries you would need in your carry-on bag (making sure they follow TSA regulations).

**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.

Airlines don't refund lost baggage unless there are original receipts, so keep the things you care about with you at all times during travel.

### **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](http://www.tsa.gov).

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

### **Immediate Cash/Travel Funds:**

You will need some ready cash on arrival; approximately \$50.00 should be enough, and it is possible to exchange it at the arrival airport. Travelers checks can be exchanged for Chinese **yuan** at the airport, at the Bank of China and various other banks, in most large hotels, and at an American Express Office (see more information in the Financial Information section of the handbook on page 37). Be sure to bring your passport when exchanging traveler's checks. The current exchange rate is approximately 6.79 yuan (**as of 06/25/10**) to one U.S. dollar.

## **Flight and Arrival Information**

### **Travel Arrangements:**

You are responsible for arranging and paying for your own international flight to Beijing. Your flight to Beijing should arrive **between August 21 - 24**. You should plan to depart after January 15, when exams are likely to end. For all year students, your returning flight should be after June 26.

You may use any travel agency you choose. However, the Office of Global Education's travel agent, Advantage Travel, arranges many student and faculty flights and will be happy to assist you. Please find contact information on page 4.

When you have booked your flight, please complete the flight itinerary questionnaire found on the online application system at <http://dickinson.studioabroad.com>. You must do this so Professor Yang

can arrange for someone to meet you at the airport.

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

**In case you miss your connection or your flight is delayed, make a note of Gao Laoshi's cell phone number** and carry it in your wallet so that you can get in touch with her.

### **Arrival Documentation**

Prior to arrival in Beijing, students will be asked to complete a landing card for immigration (this information will also be required for your visa documentation on site). This form will ask you for local/in-country contact information. For your address please list the Shaoyuan International Student Dorm, Peking University. Although some of you will be living with homestay families, the international student dorm, and the campus for that matter, should serve as your contact address for your time in Beijing. For your in-country phone contact, please list (86) 13901160301 (this is Ms. Gao's mobile number).

### **Travel Connections:**

You may be met at the airport by Gao Laoshi, the Dickinson on-site Deputy Director or by a designated orientation assistant. The orientation assistants are typically Dickinson alumni living in the Beijing area who also completed the program at one time. Look for the Dickinson representative after you clear customs and exit the baggage/customs area. Once you clear customs, go to your right and look for a Dickinson College sign and for Gao Laoshi.

If your plane is late or some other unforeseen mishap occurs and no one can meet you at the airport, you will take a taxi from **outside** the terminal. Ask to be taken to **Peking University, Shaoyuan, Building # 7** for temporary accommodations. Taxis from the Beijing airport to the Beida campus are approximately 100 **yuan** per car. If you have to take the taxi and have no Chinese currency, you will have to change some money at the airport after you exit the customs/baggage area.

### **Clearing Immigration and Customs:**

Before landing in Beijing, you will fill out a customs declaration form. You will have to list any electrical devices, cameras, jewelry, travelers checks, and cash you are taking into the country. The form will be collected at the customs desk and a copy will be returned to you. Keep this copy in a safe place, as you may have to show it when you depart the PRC.

Prescription medicines should be in the original packaging, labeled with your name and that of your doctor. You may not take in firearms, narcotics, plants, or Chinese currency. Printed material that is deemed pornographic or politically incorrect will be confiscated; you may bring one Bible for personal use. While tape recorders and electronic calculators are in theory dutiable, students routinely take them along without a problem.

On exiting the customs area, there are usually two routes: one for those with nothing to declare (green) and one for those who have items that need to be declared (red). You cannot be met by anyone until you have cleared customs.

**Registering With the U.S. Embassy:**

You must register at the U.S. Embassy Consular Section in Beijing at your earliest convenience. You may prefer to register online, in which case you should include the Embassy in your early explorations so that you know where it is physically located. Registering with the Embassy makes it easier for you to be reached in an emergency and helpful in replacing lost passports. It will also enable you to receive e-mail updates on travel and security from the US Embassy.

The address is:

United States Embassy of Beijing, China  
Ambassador Clark T. Randt, Jr.  
Xiu Shui Bei Jie 3  
Chaoyang District  
Beijing, PRC 100600  
Phone: (86-10) 6532-3431

American Citizen Services- Beijing  
Tel: (86-10) 6532-3431, Ext. 5648, 5609, 5029  
Fax: (86-10) 6532-4153  
After Hours: (86-10) 6532-1910  
E-mail: [amcitbeijing@state.gov](mailto:amcitbeijing@state.gov)  
Website: <http://beijing.usembassy-china.org.cn/>

# THE PROGRAM

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## China and the City of Beijing:

The People's Republic of China (PRC), comprised of 21 provinces and five "autonomous" regions, is the third-largest country in the world and has a population of more than 1.3 billion. Not surprisingly, a country this immense offers a remarkable range of landscapes and climates (hot, humid summers, and temperatures plunging well below freezing for weeks at a time in the winter). This vast expanse is divided naturally north-south by rivers and mountain ranges.

Beijing, which means "northern capital" in Mandarin, is an ancient capital of China. Broad avenues lead to Beijing's main intersection, the famous Tiananmen Square in the heart of the city. The city has both historical and cultural sites; one of the most famous is the Forbidden City, the heart of China's centuries-old civilization. To the northwest is the Summer Palace that is set in a 700-acre park. Nearby is the Great Wall of China, started in the 3rd century B.C., as well as numerous historic temples.

The PRC has one of the world's largest and fastest growing economies; the revival of a market economy has produced a bustling urban scene that offers many opportunities for practicing the Chinese language, observing social change, and sampling delights of the local cuisine and culture. Use the map you are given at registration and explore!

**CLIMATE:** Beijing can be uncomfortably hot in summer and very cold in winter. Average temperatures are: 30 degrees F. (winter), 78 degrees F. (summer), and 55 degrees F. (fall and spring).

## Peking University:

One of the four key universities in Beijing, Peking University is located in the northwestern part of the city, in close proximity to other universities. At the University's School for Overseas Education, students will receive intensive language instruction from host faculty members. The Beida campus has a post office, bookstore, health clinic, small department store, and grocery store (much of which is located in Wu Mei), which all reflect the old Maoist-style "miniaturized" unit (or **danwei**) living.

## Registering at Peking University:

**You will need your original medical forms and acceptance letters from Peking University to be able to register!**

## Procedures for Entering Peking University:

(This is a translation of instructions in the Peking University "Foreign Students Booklet" given to students previously.) "Upon arrival at Peking University the accepted student must take his/her original acceptance letter and original medical forms and report to the Foreign Students Office. After confirmation, the teacher must fill out the New Student Registration Form. The student must then follow the categories on the form for registration. Follow room registration procedures as directed in the New Student Registration Form. Obtain and fill out the Peking University Foreign Student Registration Form marked with the school seal. Academic Year students will turn in their passport along with **your passport-size photos** for a student card, residence permit, and other documents." This costs about 400 yuan and the student will not have their passport for at least one month.

### **Activities for the First Few Days:**

In the days following your arrival, you will take a language test that will determine your placement in language classes. You will also have free time to acclimate yourself to the new surroundings and culture. Obtaining information can at times be difficult and frustrating, and you may not know details as early as you would expect. However, please remember that if you are confused at any point, realize that every other foreign student is in the same situation and it will all work out in the end. You may not be specifically informed as to any times, places, etc, so make friends with someone who can read the signs, which are generally written in Chinese. The teachers in the foreign students' office on the first floor of Shaoyuan Building # 3 are patient and willing to help.

### **Orientation Schedule:**

PKU Chinese Language College runs a mandatory orientation before the semester begins to help all foreign students become accustomed to life at Beida. It is important to attend all of these events and take the time to familiarize yourself with the Beida campus and lifestyle before classes begin. Students are encouraged to take the time to explore the campus on their own.

Initial activities include:

- Registration
- Getting Beida IDs & Sheoyuon Card
- Language Placement Test
- \* Getting meal card
- \* Campus Tour

# ACADEMIC INFORMATION

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## **The Tentative 2011-2012 Program Calendar (THIS IS SUBJECT TO CHANGE):**

21-24 August 2011	Students should arrive in Beijing between these dates
25 August 2011	On-site registration for classes and the Language Exam
After registration	Language Placement Exam ; program begins
15 January 2012	First semester ends. Students can depart after this date.
15 February 2012	Second semester begins (depends on Chinese New Year)
25 June 2012	Second semester ends. Students can depart after this date.

**\*These dates are tentative for the program and are subject to change. Especially the spring program dates.**

In the fall, students have one week off for the National Holiday. Dickinson students will also have a planned academic excursion to Shanghai and the environs with Professor Yang at the end of December. Details of the exact dates and transportation arrangements for this excursion will be distributed by Ms. Gao and Prof. Yang later in the fall semester. In the spring, students will have a vacation day for Tomb-sweeping Day, Labor Day and Dragon Boat Festival. There will also be an additional academic excursion in late May or early June 2012.

Upon your arrival in Beijing, please check the academic calendar before making final travel plans or arranging for visits.

### **Academic Culture:**

It is very important that you show respect toward your teachers and behave in a diligent fashion in and out of the classroom. Each teacher will have his or her own style and standards. Some teachers may be more egalitarian in their approach to teacher-student relations. Generally speaking, however, hierarchy is the rule. The best way to establish a warm, productive relationship with the faculty at Beida is to attend class, prepare your homework, and be attentive right from the start. Be on time, and if you must miss class due to illness, let your professor know. You must attend at least  $\frac{3}{4}$  of classes or you will fail. This attitude will be beneficial later on if you need help or some flexibility in your program. In doing so, you will also be maintaining the reputation of Dickinson College -- an important factor for the program!

### **Language Placement Exam:**

All courses will be taught in Mandarin Chinese. Before formal instruction begins, all students will take a diagnostic language placement examination. The levels system at Beida consists of approximate thirty-five levels for both written and spoken classes. Levels 1-9 are traditionally beginner, 10-19 intermediate, and those above, advanced. Do not stress out over the exam or your subsequent placement; things will work themselves out!

The exam is structured as follows: Listening comprehension takes place for the first 30 minutes. Listening comprehension material will be played only once. The following tests will take place over 90 minutes: vocabulary, grammar, reading and writing. There is no oral component to the exam. Each section of the exam will get progressively harder. Do not worry if you are not able to finish an entire section or do not know the answers. The same test is given to every student, regardless of language ability, in order to place students into appropriate levels.

Beida suggests that you should arrive in the examination hall before 8am so that you will not miss the listening comprehension. Students should bring their Beida ID card and their International Students Registration Checklist to the exam.

The day following the language placement exam, students must select their books and confirm their classes. This process works a bit differently than at Dickinson. Students must report to the Russian Building to see their results. Based on their results, students will report to certain rooms in the Russian Building. From there, students are given the chance to preview the textbook of the level they placed into. Look carefully at the textbooks. See if you recognize or can read all of the characters, some of the characters or none of the characters. If you feel a textbook is too easy for you, ask to see the next hardest textbook. Keep in mind that there will be several levels within a certain textbook; the higher levels within a book will move faster through the material, the lower levels will move slower. If you feel a textbook is too hard for you, ask to see an easier textbook. However, Dickinson encourages students to push themselves to maximize their experience abroad. Keep in mind that you are not permitted to enroll in the lowest level language class, even if your test score is low. No matter the level, the first several weeks will likely seem very difficult and overwhelming. Study hard and stick with the material, and you will be surprised at how quickly things will click into place.

Once a student selects his/her textbooks, they will be handed slips of paper to go and buy the books in a different room of the Russian Building. Buying your books is considered confirmation of your level.

The following day students will return to the Russian Building to see their placement level and check their class schedule. If after two days of attending a class you feel you have selected an inappropriate level, you have the option to change levels, although this is a difficult process.

Additionally, those testing below level 9 for written Chinese will be required to take a listening class in place of an elective. If you test above written Chinese level 9, you will have to select an elective course.

Electives do not meet the first week of classes. Pay attention to announcements in the Russian Building for the time and date of elective classes' selection. A list of available electives will also be posted in the Russian Building. Common electives include Chinese characters, Listening Comprehension, Pronunciation, Grammar and Newspaper Reading. Show up early for this course selection.

Note: year-long student are required to retake the language placement exam at the beginning of second semester so that their classes will adjust according to their progress made first semester.

### **Course Selection:**

In the FALL SEMESTER, students normally take the following prescribed course load (**you may only take a maximum of 4.5 course credits each semester**):

- three language courses at Peking University, as discussed in the Language Placement Exam section above, for three (3) course credits\*
- a Chinese culture course that is planned to include a weekly lecture and a field trip to a historical or cultural site in Beijing for one (1) course credit
- an optional art or martial art class for one-half (0.5) course credit.

In the SPRING SEMESTER the following options are available:

- continuation of Chinese language study (3 or 4 courses) for one (1) course credit each
- an optional art or martial art class for one-half (0.5) course credit

- an optional internship for one (1) course credit
- regular university courses at Beida for one (1) course credit each, if your placement results place you out of the regular foreign students college

**\*Students should take language courses a level above the course last completed at Dickinson.**

For example:

Completed at Dickinson	Next levels at PKU Chinese Language College <sup>2</sup>
Chinese 102	Levels 6, 7, 8 (upper elementary)
Chinese 212	Levels 9 – 15 (intermediate level)

**Reminder:** After the placement test, students can request to be moved to a higher (or lower) level. Students should try to take courses at his/her appropriate level to ensure maximum progress.

**Please note the following:**

- Martial art courses with more than 20 contact hours may count for 0.5 credit or as a phys ed block.
- **INTERNSHIPS:** Students that are well-prepared may elect to take an internship for a grade during the second semester. In conjunction with the internship experience, students must attend a series of lectures and complete assignments associated with the internship experience. Internships should be arranged in consultation with the on-campus coordinator, Professor Rae Yang. Please note that there is no guarantee that you will be able to obtain an internship.
- Students that do not take an internship are encouraged to take an additional language course.
- Students enrolled for the full academic year with adequate language skills (beyond Level ~30) may take regular university courses.
- Before leaving Peking University, students will need to request a transcript from the international students office. Do not wait until the last minute to accomplish this. Like many things in China, this can be a bureaucratic process and forms, stamps and signatures may be required from multiple offices prior to receiving a copy of your transcript.

**Credit Transfer:**

- Each course earns one course credit (equal to four (4) semester hours).
- For successful completion of course work, students abroad **may transfer up to a maximum of 4.5 course credits for one semester (up to 9 course credits for the year)** and may not take fewer than 4 course credits per semester. 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 on-campus 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.

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<sup>2</sup> From year to year, depending on enrollment, the number of levels can vary, so that in some years level 7 may be elementary, and in other years level 7 will be the intermediate level. Students should check with their language teacher at Peking University to find out which levels are elementary, intermediate, or advanced.

- Transfer credit will not be awarded for coursework that duplicates what a student has already completed at Dickinson.
- All courses, including the Chinese language courses, the culture course, and other regular courses taught by faculty at Peking University will appear with titles on the Dickinson transcript. To get Dickinson credit, your grade has to be the equivalent of a Dickinson “C” or higher (2.00 on a 4.00 scale). Those that receive a grade of “C” or better will receive a “T” on their transcript. The “T” will signify earned credit. However, the grade that is earned in the class will not appear on the Dickinson College Transcript. The internship is offered for credit/no credit and will not earn a letter grade

**For *non-Dickinson* students:** The Registrar’s Office will automatically send an official transcript of work completed with grades and course titles to the home institution once grades have been posted. Transcripts are usually sent to your institution later in the fall semester following your return. Know your home institution’s policy on transferring credits beforehand, as you may have to get pre-approval. Your institution’s policy will govern whether the credit will be counted toward the GPA. You should focus on your interests and credit needs before arriving to your abroad site. 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 Beijing and have written proof of successful completion of the program may receive credit from the physical education department on the Dickinson campus. Official standards regarding credit from the physical education activities abroad are as follows: 1) the activity is currently offered; 2) the student secures the approval of the Dickinson on-site staff; 3) the student participates in an activity for a length of time equivalent to (or greater than) that of a similar activity at Dickinson (as a guideline, 20-22 hours of supervised instruction = 1 block); 4) the student chooses an activity which does not duplicate an physical education course already completed at Dickinson; and 5) the student's participation is documented by the instructor of the class or by the Dickinson on-site staff. Credit for self-paced activities will not be permitted.

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

Upon return to campus, the student should present to the chair of the Physical Education Department the appropriate documentation of participation. Alternatively, the Dickinson on-site staff 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](http://lis.dickinson.edu/Library/Research/Global_Library/LibraryResourcePage.htm)).

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

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

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

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

# LIVING ACCOMMODATIONS

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## Living Accommodations:

**Please note that due to construction to the Foreign Students Dormitory, students may have to all be placed in a home stay. Regardless of your accommodation choice, preferences cannot always be accommodated and are not guaranteed.**

**OPTION 1- Dormitory:** Students housed in the Foreign Students Dormitory will share the dormitory with hundreds of international students from around the world. Living conditions are similar to Dickinson dorms. You will be assigned a double room, the cost of which is included in the program fee. Each floor will have toilets, showers, and coin washing machines. Peking University will assign you to a room; Dickinson College has no control of this process, except we request that our students do not share rooms with Dickinson students.

**OPTION 2-Homestay:** Students who choose the homestay option usually (but not always) get their own room and share the bathroom. Meals are not included. Although some homestay families may offer meals for the students, the family is not obligated to do this. Students in homestays should read the section below about getting along with a host family. This will help prepare you to be a thoughtful guest and to prevent some typical blunders you might otherwise make. Differences and difficulties encountered day-to-day in the family are 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 a challenging and also intensely rewarding experience. Students need to be prepared for a period of 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 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. By starting conversations, you are initiating an immediate rapport. Hiding away in your room will communicate to the family that you do not wish to interact with them. Communication is the key to a successful relationship with your host 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. The key here is to settle in before you start moving around. Try exploring around your neighborhood.

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 properly in your room) may be very easy for your host family to fix (the radiator works differently than what you are 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 member 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. 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, to your On-campus Coordinator.
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. The phone cards are readily available in small shops and from vendors in Peking. Most students also purchase a cell phone in China.

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. Other means of communication, such as Skype, can be more convenient. Please see the Communication Information section on page 39 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:** Normally, you should meet your friends elsewhere, not in your host family's house. In rare cases, you should ask permission first if you can bring friends over to your Chinese home. Do not invite guests to your host family's home without their permission when your host family is absent. Consideration for others is always a good rule to Be sure to discuss these things with your family first so that you understand what is expected.

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 not included in the home stay agreement. Do not use the host family's kitchen to cook unless they gave you permission ahead of time.

**LAUNDRY:** Again, ask the family about laundry arrangements. Usually, your laundry will be done at your home stay. Most homes do not have a dryer, so the wash will likely be hung to dry. Additionally, most Chinese washing machines are not as powerful as U.S. machines, so your clothing may not get as clean.

**PERSONAL LIABILITY INSURANCE:** As stated on page 16 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.

**CONTRACTUAL OBLIGATIONS:** Be sure you are aware of what the contractual arrangements are between the program and your host family. If there are meals involved, find out which ones they are, at what time they are served, whether you are responsible for some meals on your own, and what happens if you choose or are forced to miss one or more. If meals are included, be sure to let someone know when you cannot be there or that you might be late. In addition, find out about the schedule for changing/washing bed linens and towels.

**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.

# LIFESTYLE ABROAD

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## **Food and Shopping in Beijing:**

The Chinese have a wide variety of food and their diet varies depending upon the part of the country in which they live. Naturally, in a major city like Beijing, everything is available. In general, rice, potatoes, barley soup, corn meal, steamed buns, and other grain dishes make up the most basic family meal. Dishes made with pork, chicken, mutton, or fish are popular, but not all Chinese can afford them regularly. Dairy products are uncommon, but fresh vegetables and fruits are available in season. Be warned that breakfast in China is quite different from that in America.

The main shopping area in Beijing is "Wangfujing." Here you will find foreigners by the dozens looking for good buys. There are also the usual tourist shops in the major hotels and the Friendship Store (**Youyi Shangdian**)--a type of store that used to cater to foreigners, but now serves the general public as well. Although the prices here are reasonable, the same things can usually be found elsewhere for much less. In general, shopping is good and prices are very reasonable, especially for clothing. Department stores are full of brand names you will recognize. There is also a called large supermarket to the southeast of Beida that is walking distance. In addition, a Wal-mart has recently opened up in Beijing that is accessible by the subway. Food, clothing, appliances, and the like can be bought there without the hassle of bargaining.

## **Entertainment and Recreation:**

There is a lot to do in Beijing. On University campuses, foreigners are usually welcome to participate in team sports (especially if you are good!). There are theaters, opera, and concerts as well. For fresh air enthusiasts, many of the larger parks have a designated place where you can exercise. Join in or watch; you might also be able to jog in these places. There is also a gym available on campus in the computer science building near the east gate for less than \$100 a year.

Coffee shops, beer halls, and night food markets have also become popular gathering spots. In fact, eating out is a favorite form of entertainment in China. Clubs and karaoke bars are similarly popular and fill up on the weekends. Just strolling around Old Beijing, also known as the Forbidden City, can provide all the enjoyment you will want.

# FINANCIAL INFORMATION

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## **Bank Account:**

After you settle in, you can open a bank account. It has been recommended by past students that Bank of China is the most convenient, with a location just outside of the Peking University campus' southwest gate. There are forms and assistant available in English. There are also Bank of China ATM machines available in most cities throughout the country, which will be helpful if you are traveling. Once your bank account is set up, you can receive money by wire transfer. If you decide to do this, it is recommended that you set up the account in U.S. dollars and exchange the money at the time of withdrawal.

## **Monthly Stipend:**

Each month Gao Laoshi will distribute a stipend that is to be used for your meals. The stipend for the 2011-2012 academic year has not yet been determined, but will be approximately 3,400 RMB/month.

## **Travelers Checks:**

One way to carry your money is to buy American Express travelers checks, which can be exchanged for **yuan** (“kuai”) in many banks, most hotels in Beijing, and at an American Express office. There is an American Express Office in the city, although it is some distance from the campus. The address is: 2702 China World Trade Center, No. 1 Men Jianguo Wai Avenue; the telephone number of the office is: 861-505-2639-2228. However, it has been noticed that using an ATM is much more convenient.

## **Money Grams:**

You can also have money sent to you from the U.S. via Moneygram. Moneygram accepts only VISA and Mastercard. Call 800-926-9400 to arrange for a Moneygram. There are four Moneygram offices in Beijing at CITIC Industrial Bank locations: 27 Financial Street, 19 Jianguomenwai Dajie, 6 Xinyuan South Rd., and Chaoyangmenbei Dajie.

## **ATMs and Credit Cards:**

ATM machines are becoming more common throughout the city. Credit cards can be used in large hotels and many department stores. Before leaving, check with your local bank and credit card companies about fees and whether your ATM card will work overseas. It must access a checking account, not a savings account and must be in your name. There are several ATMs on the PKU campus that accept international cards.

## **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. 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.

### **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 \$1,000 for the semester and \$2,000 for the year. Many students do it for less.

### **Part Time Work:**

A new feature of the market-oriented and outward-looking China is the willingness of many Chinese people to pay for English lessons, including lessons from foreigners, like Americans. Peking University allows its foreign students up to 4 hours per week of language teaching on campus. No other types of work are allowed.

### **Precautions and Traveling with Money:**

More rural areas may not accept international ATM cards; so instead use a Chinese bank account or withdraw money before you leave.

Carry extra cash and travelers checks in a money belt or neck pouch. Keep in mind that in cities, ATMs are the most convenient way to obtain cash. Do not carry all your cash in one place. Never pack money, valuables, or important documents in your checked luggage.

# COMMUNICATION INFORMATION

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

E-mail, 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:**

**HOMESTAY:** Mail for students in homestays can be addressed to the homestay address.

**DORMITORY:** The mailing address for students housed at Peking University is as follows:

[Your Name]  
Shao Yuan Building  
Foreign Students Dormitory  
Peking University  
Beijing 100871  
People's Republic of China

## **Telephone:**

Upon arrival, Gao Loashi will give you a phone card so that you can call home and notify your family that you have arrived safely. You may buy phone cards (IP Card), labeled as 100 **yuan**, which, with some practice, can be bargained down to around 30. The phone card will enable you to call the U.S. from the phone in your dorm room or homestay house. 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. (For more information about using a phone if you are living with a host family, please see the “Telephone” section on page 34.)

## **Cell Phone:**

Many students purchase cell phones while in China. This is an excellent way to communicate with other students on the program, to be accessible to family and friends at home, at to be reachable in the event of an emergency. It may, however, be very expensive to make international calls with your cell phone. Students can check with their current cell phone provider to see if their phone has international calling capabilities. If so, you will have to find out the procedures for using your cell phone abroad. More than likely, you will purchase pre-paid cell phone minutes that do not require subscribing to an overseas cell phone service. If you choose to purchase a cell phone in China, it costs approximately \$70 for the phone and SIM card. There is a cell phone store located outside of south gate of the University, and several in Wudaokou. If you have a Beijing cell phone number, you can only buy Beijing minutes in Beijing – keep this in mind when travelling outside of the city. Keep this in mind when making travel plans, and stock up on minutes before you leave Beijing. A recommended cell phone company is [www.chinamobile.com/en](http://www.chinamobile.com/en) It is best to get a Chinese phone because if you are using an American phone, Chinese characters will not sure up in text messages.

### **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, please visit the website at [www.skype.com](http://www.skype.com). Please note that this might not be appropriate for all programs due to privacy or access issues.

### **Computers and Internet Access:**

Internet access is now available in all rooms on campus for around \$11USD a month. If you are a homestay student and your family does not have internet, you have the option of paying for it elsewhere on your own. Past participants found that the internet was not nearly as much of a necessity as it is in the US. In any case, we encourage you to limit your Internet use to create a healthy balance between staying in touch with your friends and family in the U.S. and taking advantage of the time you spend.

Past students recommend bringing laptops if possible. Please be sure to purchase proper insurance, a laptop lock to prevent theft and a plug adaptor.

Also, be mindful of internet censorship in China. Many students usually cannot get onto Facebook, many blogs, some western news websites, and Google searches can be blocked. You should avoid researching controversial topics on the internet.

### **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 regularly for messages or to have your Dickinson account forwarded your personal e-mail account. Also, be sure to clear your Dickinson Inbox regularly so that messages can reach you. Make sure you also empty your Outbox and Deleted messages box regularly.

# TRAVELING WHILE ABROAD

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## Traveling in China:

The possibilities for travel in China today are numerous. Hundreds of cities and towns are now open to foreign travel and can be visited without special permits. However, if you plan to go to Tibet, you will need a special permit. Be wary of hotels that try to lure you into buying fake permits. A strong sense of adventure is essential, and any trip will be very rewarding. For many, travel in China remains one of the most memorable parts of students stay. Be sure to bring your student ID for discounts.

## Train Travel:

If you buy your ticket at a local train station instead of at hotel desks or travel services, you can avoid tourist surcharges. Check to see if you can receive any discounts by using your student ID. Timing is a factor, since train tickets can usually be purchased only a few days in advance of your trip. Remember, too, that trains tend to be very crowded during national holidays. You can purchase train tickets from an office on campus; the website [www.huochepiao.com](http://www.huochepiao.com) has train schedules.

In general, there are four types of train accommodations: soft sleepers and seats and hard sleepers and seats. You will probably want to consider a sleeper of whichever variety fits your budget for longer trips. Some travelers enjoy the lively atmosphere of the hard-class sections, where they can talk to many people. Train food varies in quality, so you might want to take along something to eat and drink for your trip. Plan to carry your luggage with you on the train (so travel light!) and make certain that your bags are locked and kept away from aisles or doors. **CAUTION: Never pack money or your passport in your luggage.**

## Air Travel:

The cost of flying has gone up recently; in fact, it may now be about the same price to fly as it is to take the soft sleepers on the train. Consider all your options before making travel arrangements

## Travel Guides:

There are many travel guides that are geared towards the student traveler, especially Let's Go or Lonely Planet (try to purchase in advance, as some guides are not available for purchase in mainland China).

To help save money, check [www.amazon.com](http://www.amazon.com) or [www.half.com](http://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

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## Health Care

In the People's Republic of China, protect your health by drinking only bottled water or water that has been boiled. Avoid flavored ices or iced drinks. If you buy fruits and vegetables from the markets, peel or scrub them with soap and water. During your stay, you should drink plenty of fluids since Beijing is quite dry year round.

For over-the-counter remedies, it is recommended that you take along the following: cough drops and throat lozenges, aspirin or similar product, anti-diarrhea medicine, antacid, first-aid spray, athlete's foot medicine, insect repellent, lip balm and sunscreen, and a thermometer. For women who are prone to gynecological infections, take along your usual remedy. (NOTE: Tampons and other sanitary supplies are now widely available in Beijing. For tampons, ask for OB.)

For treatment of simple illnesses, such as colds, flu, or diarrhea, go to the University clinic on campus--you will be charged a small fee for treatment or medicine. The clinic staff may only speak Chinese, so go with someone who can translate if necessary. If you contract a more serious illness or require hospitalization, call Gao Laoshi. She will take you to a larger, nearby hospital with a special section for foreigners (e.g., the Number Three Beijing Hospital or the Sino-Japanese Hospital Foreigner's Clinic).

In general, you should use caution with traditional Chinese medicines.

Participants are reminded of the presence of avian flu (H5N1 virus) in various countries. For the latest information on the avian flu as well as CDC health suggestions, please the following website at <http://www.cdc.gov/flu/avian/outbreaks/current.htm>.

Note the following addresses of recommended health facilities:

- 1) For minor illnesses:
  - AEA International
  - Beijing International (SOS) Clinic
  - Building C, BITIC Leasing Center
  - No 1 North Road, Xing Fu San Cun
  - Chaoyang District
  - Beijing, People's Republic of China, 100027
  - Clinic Tel: (8610) 6462 9112
  - Clinic Fax: (8610) 6462 9111
  
- 2)
  - International Medical Center
  - Beijing Lufthansa Center
  - Room S106-S111, Office Building
  - No. 50 Liangmaqiao Road
  - Beijing , People's Republic of China, 100016
  - Tel: (8610) 6465-1561/2/3
  - FAX: (8610) 6462-2081

### **AIDS and STDs Overseas:**

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

# Safety and Emergency Procedures

## Overview of Emergency Precautions:

The Office of Global Educations 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 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 on-site staff ask students to inform them of any travel plans away from the site. We share DOS warnings and announcements with students and remind them frequently to review common sense safety and security measures, such as those printed below in this section. Each student is given a key chain with emergency phone numbers and instructions and is asked to carry it at all times. In a serious emergency, administrative staff of the Office of Global Education can be accessed 24 hours/day, 7 days/week.

Dickinson Centers and partner institutions are in regular contact with the Office of Global Education in Carlisle, and contact information is updated routinely for students overseas, on-site staff, partner institutions, and local emergency officials at our program sites, as well as U.S. Consulates and Embassies. Our staff abroad remains in contact with local university and civic officials on an ongoing basis.

Dickinson College has developed emergency plans that can be implemented in the event of a crisis directly affecting any of our programs abroad. In the unlikely event that it became necessary to return students to the United States, every effort would be made to offer alternative means for students to complete their academic program. For important information about Program Cancellation, see page 5 and the refund policy in Appendix VI.

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 Resident Director or other on-site contact, etc.

Any student abroad, whether a Dickinson student or a guest student in a Dickinson program, may call the 24-hour Dickinson College Public Safety number collect in a serious emergency and ask for assistance. The student should identify himself/herself and the program, and give a brief description of the emergency and a call-back number. The operator will locate the proper 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 collect emergency contact information for each student. Parents’ work and cell phone numbers and email addresses are extremely useful, should we need to contact parents quickly. We therefore ask you to cooperate with our requests for parental contact information as well as your host-country mailing address and phone numbers. We also need to know student flight itineraries. Therefore, please share your itinerary with us by completing the flight itinerary questionnaire on the online application system at <http://dickinson.studioabroad.com>.

# Safe Behavior Abroad

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

- When you travel during vacations, give a copy of your itinerary to your Resident Director. Even if your plans are vague, leave whatever information you can, such as the names of travelers, expected destinations, lodging, phone numbers, and if available, mode of travel and dates of departure and return.
- Check State Department advisories on the web for all countries you will be traveling through to be prepared for any special conditions or dangers, visa requirements, etc.
- Travel with at least one other person.
- Carry passport, 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 is best to wear little or none.
- Every year backpacks are stolen from students who set them down at their feet or sling them over the back of the chair in a café. Be careful with your belongings because replacing your passport, credit cards, keys, etc., is quite a hassle.
- Be polite, low-key, and sensitive to local customs; always observe signs and regulations in public places.
- Speak the local language wherever possible.
- Student guidebooks such as Let's Go or Lonely Planet are generally a good source of information.

## **In Troubled Times...**

Avoid the following:

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

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

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

Some advice concerning terrorism:

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

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

Further recommendations when traveling:

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

### **Health and Safety information resource online:**

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

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

### **Personal Safety in China:**

It used to be that in China's "police state," low rates of mobility and high levels of social security made crime relatively rare. Now petty crime is common. Do not fall for "good deals" (usually found on the black market) that involve dubious behavior or transactions--consumer fraud is on the rise in China. Some Chinese might assume from their own limited experience (or from watching American TV programs) that the typical American is rich, naive, or holds loose morals. If someone offers you a chance to buy a rare antique or drugs, or the chance to earn easy money by performing in a karaoke bar, do not get involved!

Some examples of scams that past student have encountered are ones involving a tea house and "art student" scams, where a friendly English speaking person will approach you, especially near Tiananmen Square, Wangfujing or the Silk Market, and ask you to go with them to see a special art exhibit or tea house to "practice English." The tea or art you buy will often be low quality and priced ridiculously high. Note: it is not uncommon for Chinese people to approach you to speak English with you and ask where you are from. Most are not trying to scam you but DO NOT GO with strangers who try to lure you to places off the beaten path. A good way to avoid these kinds of scams is to get an idea of how much things normally cost and refuse (in Chinese) to pay inflated foreigner prices. Also be aware of taxi drivers "taking you for a ride" the long way around to get more money. In case you have a problem in a taxi, always get a receipt so you can report the driver.

Violent crime is more common than one would think, so use common sense! Do not frequent areas that seem dangerous, such as dark, near-deserted areas. Do not go out alone at night; travel together as a group. Even though the gates to Peking University and the building you will be living in are guarded, crimes like theft and assault are possible, even on campus. Beijing requires the same street-sense and security consciousness that you must cultivate in a large city in the U.S.

In a very serious emergency, use the contact numbers on your emergency key chain to reach the Office of Global Education during work hours, or 24/7 through the Public Safety number. Before traveling, review the emergency protocol on page 4 of this handbook.

**LOST/STOLEN PASSPORT:** If your emergency involves the loss or theft of your passport, contact the U.S. Embassy as soon as possible. When traveling to other cities in China or to neighboring countries, the embassy can also provide you with information on health matters and safe travel.

### **Family Emergencies:**

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

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

### **Final Thoughts:**

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

# CULTURAL PERSPECTIVES

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## Being Informed about the Host Country and World Affairs

What do you know about your host country?

1. Can you name the capital city and the head of state?
2. Can you name the major political parties and what they stand for?
3. How is the government organized in your host country as compared to the U.S.?
4. Name five large cities, identify their location and a feature they are famous for.
5. What are the key historical events of the 20<sup>th</sup> and 21<sup>st</sup> 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. We strongly recommend you to consult Chinese news such as China Daily (<http://www.chinadaily.com.cn/>). Foreign films are also a good resource. Take the initiative and get acquainted with international students on Dickinson's campus before going abroad.

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

### **New York Times e-delivery:**

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

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

Down the left side of the page, there is a MEMBER CENTER, where E-Mail Preferences are listed.

You have to "sign-up" with the NYT, which is free. Once you sign up, you can click on a box that says "International" and you will receive an email with headlines from the NYT every day.

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

### **The People:**

As a people, the Chinese are noted for their good manners, hospitality, and reserve. They take pride in their nation, its long history, and its influence on other countries. Confucianism, as a philosophy, still influences Chinese attitudes in a variety of ways. The Chinese show great respect for their elders and for superiors. Most Chinese belong to a work unit ("danwei"), although economic reforms have given many people much more mobility and independence than in the past. Nevertheless, the principle cohesive groups (primary groups) within Chinese society today are the family, school, work unit, and local community. The majority of Chinese people live in crowded conditions and interact frequently with neighbors. Extended families are remarkably cohesive. Children are often dependent on their parents and may live with them until they are fully employed or until they get married. A surprising number of Chinese speak English.

Saving face is very important to the Chinese; criticism, if expressed at all, is done so indirectly and rarely in such a way as to cause public shame. Therefore, during conversation, a "qualified" yes may really be a "no." Intra-group harmony is also very important, and overt conflict is usually avoided.

### **Local Customs ("Dos and Taboos"):**

- The Chinese do not like to be touched (e.g., during conversation) by those they do not know.
- It is not uncommon to see two members of the same sex strolling hand in hand.
- The Chinese use their open hand to point rather than the index finger. Pointing with the index finger is considered impolite. The Chinese beckon to someone with their palm down.
- Avoid using your feet to move things, such as doors, chairs, and other objects.
- Do not ask pointed questions during conversation; such directness is usually inappropriate. However, you can be persistent and at the same time be polite.
- If you are invited to someone's home, consider it an honor. You should be prompt or a little early.
- If you receive an invitation, you should take along a gift; it should not be of a great value that would cause embarrassment. NEVER give foreign currency as a gift; NEVER give a clock (associated with dying). It is fine to give a gift in simple wrapping or a gift box. Fruit is the most common gift given.
- During a meal, it is polite to sample every dish (when eating rice, it is customary to hold the bowl close to the mouth). Always finish the rice in your bowl.

- LEAVE A LITTLE FOOD IN YOUR DISH to indicate that your host was so generous you could not possibly finish everything.
- If you decide you do not want to eat something, the trick is to say “no” politely.
- It is not rude for the Chinese to use the chopsticks they eat with to serve you. However, do not stir a shared dish. This is considered very rude behavior.
- To stop the flow of tea during a meal, simply leave your cup full. To say “thank you” for serving tea, rap two of your finger tips lightly on the table.
- BEWARE: “Mao-tai” wine (made from sorghum) is very strong. “Baijiu,” an extremely strong drink, is also often served at dinner with Chinese friends. Chinese beer is generally very cheap.
- Tipping, in the past considered an insult, is still rarely done today.
- In most homes it is customary to take off one’s shoes and borrow a pair of slippers from the host.

### **Racial/Political/Gender/Sexuality Issues:**

**RACIAL ISSUES:** A Chinese-American will usually be judged by different standards than other Americans—he/she will be expected to speak the language well and know the “rules.” A foreigner who does not look Chinese may have to contend with people staring, pointing, or trying to avoid contact. This is because many Chinese, especially in rural areas, may have never seen a foreigner in real life.

**POLITICAL ISSUES:** You should recognize that certain topics—like the Chinese policy in Tibet or the U.S. policies toward Taiwan—are sensitive ones for many people in China. However, discussion of a range of issues can emerge naturally among friends or out-of-the-blue with a stranger. Acknowledging the complexity of certain issues is a useful rhetorical device in such instances. There is no need to be dishonest about your own views, but be a good listener and avoid any appearance of arrogance and insensitivity.

**GENDER ISSUES:** In China, women are liberated out of necessity. However, few are seen in high positions. On the contrary, women are often seen performing menial, sometimes backbreaking tasks, especially in the countryside. Most women, even after marriage, keep their maiden names.

**SEXUALITY ISSUES:** Historically, the Chinese had no concept of heterosexuality or homosexuality. Now, as a consequence of the (so-called) Puritanism of the Chinese Communists, homosexuality is considered nasty, dirty, and evil. In general, the Chinese do not like to stand out, so the gay movement is not visible and there is no concept of gay equality. It is not a good idea to “come out” in China; in fact, many gays enter a heterosexual marriage to avoid problems (especially those of parental pressure). BEWARE: Consenting sexual relations between males is AGAINST THE LAW. There is no mention of laws against relations between women—lesbians are actually quite invisible. However, you may find some young Chinese that are increasingly tolerant of homosexuality, however this is usually the exception rather than the. Gay and lesbian bars do exist in Beijing.

Condoms are becoming increasingly available. However, if you are sexually active, you are advised to bring your own form of contraception because condoms available in China may not be as reliable as you may expect them to be.

## **Suggested Reading/Web Sites:**

### **GENERAL READING:**

Encountering the Chinese: A Guide for Americans by Hu Wenzhong and Cornelius L. Grove (Intercultural Press, 1991; 2<sup>nd</sup> Edition, 1999)

The Traveler's Guide to Asian Customs and Manners by Kevin Chambers (Meadowbrook Press, 1988)

Culture Shock! China: A Guide to Customs and Etiquette by Kevin Sinclair with Iris Wong Po-Yee (Graphics Arts Center Publishing Company, 1995)

Women Travel and More Women Travel edited by Miranda Davis and Natania Jansz (Rough Guides, 1993; 1995)

China Bound: A Guide to Academic Life and Work in the PRC by Anne F. Thurston with Karen Turner-Gottschang and Linda A. Reed (National Academy Press, 1994)

### **WEB SITES:**

Dickinson in Beijing

[www.dickinson.edu/academics/global-campus/content/Dickinson-in-China/](http://www.dickinson.edu/academics/global-campus/content/Dickinson-in-China/)

Chinese Culture/Tradition

<http://www.chinatoday.com/culture/a.htm>

China Daily on the Web

<http://www.chinadaily.com.cn/>

Tourist Hot Spots

<http://www.chinatour.com>

Beijing Official Website

<http://www.ebeijing.gov.cn/>

Beijing WikiTravel:

<http://wikitravel.org/en/Beijing>

# CULTURAL ADJUSTMENT

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## **Stranger in a Strange Land...**

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

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

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

# CULTURE SHOCK

## What is it?

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

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

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

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

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

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

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

## Possible Symptoms of Culture Shock

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

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

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

## Dealing with Culture Shock

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

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

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

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

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

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

#### Taking the Sting Out

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

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

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

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

#### American Cultural Patterns

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

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

#### Cultural Variations

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

#### You're Not Alone

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

From the Beaver College Orientation Handbook

# A Bit of Nerve, and Plenty of Pleases

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

By JOAN CHATFIELD-TAYLOR

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

When I started my course, friends said with me, "You mean you're going to learn a whole new alphabet? The Cyrillic alphabet, for all its idiosyncrasies, like the capital letter 'Г' that becomes 'г' in an acronym, turned out to be conquerable. My classmates and I got a kick out of standing at the blackboard writing words embellished with books and loops and dots. But my middle-aged brain gave up when it came to the grammar, with its three genders and six cases for nouns and adjectives, its confusing verbs of motion and its different verb forms for completed and uncompleted actions.

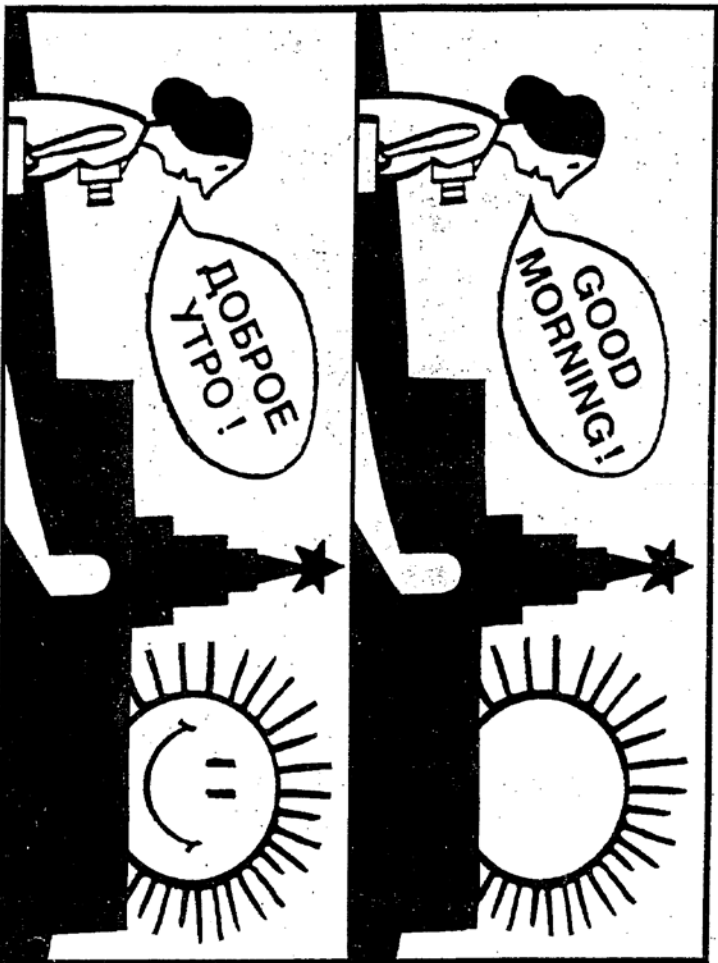
If I had been in school, taking Russian for credit, I would have panicked. Instead I was a one-evening-a-week, not-for-credit student at the University of California Extension class in San Francisco. My classmates, ranging in age from 20 to 60, were taking the course for the sheer pleasure of learning new sounds. No one was planning to move to Moscow or make a fortune in the Wild West of Russian commerce, although there were some hints of cross-cultural romance.

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

Clearly, no Russian was going to mistake my shaky mutterings for the real thing. Not a chance, I concluded to study Russian. I just checked my goals: As any Russian-speaking diplomat would say, you are never going to learn this language perfectly. You just want to make things happen perfectly.

Less opaque. These were the magic words that kept me listening to my tapes and filling in my workbook. The class moved from the university's extension campus to the teacher's home next to Holy Trinity Cathedral, San Francisco's oldest Russian Orthodox church. We drank tea and admired his array of icons and painted Easter eggs. In this informal setting, we no longer had written tests and our homework was

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corrected but not graded.

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

into Moscow in a blizzard, I was frantically rereading my Russian textbook. On the way into town, I began to read billboards. Suddenly, I felt a surge of confidence and an intense interest in cell phones, snack foods, banks, computers and other New Russian symbols. I understood almost everything. With the help of an extremely basic vocabulary list, I read the official, historical tendency of the Russian to even under the heavy disguise of the Cyrillic alphabet, the word for a hotel floor is pure French, étage. Nor does it take much linguistic brilliance to

figure out that fotocapparat is just a fancy way of saying camera. One cannot live by billboards alone, however. The more interesting challenge came when we decided to take a walk. I approached the elderly hotel security guard near the door, took a deep breath and asked where is the Stary Arkhat? in what I hoped was Russian. He looked at me with a mixture of relief and astonishment, smiled and gave me directions but drew a map highlighting the underground passages that save Moscow pedestrians from certain death on the city's mummy-faced streets.

Walking along the Arbat, Moscow's favorite pedestrian mall, in a flurry of snarky flakes, we were approached by a woman who wanted to tell us about the Embassy services at her cultural center. As she rattled on, I realized that I was getting the drift of the conversation. Unfortunately we had not reached the future tense in class, so I was unable to tell her politely that we were leaving for St. Petersburg in a few days. Buoyed by the experience, I spent the next two weeks producing bits and pieces of Russian. I asked for directions. I bargained with taxi drivers. I mastered the Moscow metro, starting with the central station where four lines meet. I translated for my friends when the charming decent at the Romanov Boyars house explained the life of a noble family in 16th-century Moscow. I smiled a lot, and, almost without exception, everyone smiled back and tried to help with directions, information, advice. Russia was indeed less opaque.

A few remembered other countries where a soft remembrance of the language had had dramatic effect. My friend in Turkey came in a pretentious dhoti in Istanbul. As we struggled to read the menus in the peninsula, our waiter favored us with a pun in English for more light. Suddenly, I remembered that my de-sert Turkish vocabulary included both hufon (Glossed) and mum (Gandelo). When I said firmly "Lutefel mum," his amazement was lovely to behold, and so were the candles that promptly graced our table.

**E**XPERIENCES like these have made me a firm believer that speaking languages badly or barely is better than not speaking at all. It takes some nerve, of course, although my own experience has been that people react with a smile rather than a sneer, particularly if you're stammering about in relatively obscure languages. Speaking badly required a dramatic change in personality. Gone was the perfectionist, the one who fretted and graced, who caught his breath and now smiles a bit. I began every sentence with a "please," and these garbled bursts of conversational pleases, thank yous and excuse me. I grew, linguistically speaking.

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

# 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

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## **Keeping a Journal:**

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

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

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

You are about to embark on a journey where you will be a foreigner. As you interact with the people

## **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.

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

## **Dickinson Study Abroad Blog:**

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

**Dickinson Study Abroad Wiki Page:**

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

[http://wiki.dickinson.edu/index.php/Toulouse\\_Study\\_Abroad\\_Program](http://wiki.dickinson.edu/index.php/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

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

### Course Request Process when Returning to Campus:

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

### Room Selection at Dickinson:

The following information about room selection has been provided by the Office of 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](mailto:campuslife@dickinson.edu)). Communications will be sent to Dickinson students off-campus at their Dickinson e-mail address. **Remember to check your Dickinson account regularly for important messages from the College.**

- **If you are going abroad for *fall semester* and returning for spring**, you will participate in the housing selection process on campus. Campus Life offers informational and educational materials that are available to all students so they can make informed decisions about room selection.
- **If you are going abroad for *the entire year* or for *spring semester* and returning for next fall**, it is important that you make arrangements for a housing proxy for the next year **before you leave**. Make sure that you send Campus Life the name of your housing proxy well in advance of the dates of housing selection. All students studying abroad in the Spring semester will receive an email from Campus Life reminding them to designate a proxy. This can be done by emailing [campuslife@dickinson.edu](mailto: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

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## Time:

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

The People's Republic of China is 13 hours ahead of the U.S. (Eastern Standard Time, but this changes with daylight savings time.

## Currency:

The unit of currency in China is the **renminbi (RMB)**; it is also called **yuan** (or in everyday speech **kuai**). **RMB (yuan)** is divided into 100 **fen** or 10 **jiao**. Coins consist of 1, 2, 5, 10 **fen**; bank notes consist of .10, .20, .50, 1, 2, 5, 10, 20, 50, and 100 **yuan**.

## Metric Conversion Tables:

See page 62.

<b>APPENDIX I:</b>	<b>TRANSFER CREDIT POLICY</b>
<b>APPENDIX II:</b>	<b>MEMO ON HEALTH INSURANCE</b>
<b>APPENDIX III:</b>	<b>SUPPLEMENTAL TRAVEL INSURANCE</b>
<b>APPENDIX IV:</b>	<b>HEALTH ISSUES WHILE TRAVELING</b>
<b>APPENDIX V:</b>	<b>STUDENT AGREEMENT</b>
<b>APPENDIX VI:</b>	<b>REFUND POLICY</b>
<b>APPENDIX VII:</b>	<b>SAMPLE CHINESE MENU</b>
<b>APPENDIX VIII:</b>	<b>BEIDA CAMPUS MAP</b>

## METRIC CONVERSIONS

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

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

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

### Weights and Measures

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

#### Kitchen Hints:

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

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

# APPENDIX I: Transfer Credit Policy

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## 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 II: MEMO ON HEALTH INSURANCE

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### MEMORANDUM

From: Office of Global Education

Subject: Primary Health and Accident Insurance Information

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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 III: Supplemental Travel Insurance

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(This policy is subject to change)

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

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

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

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

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

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

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

September 2010

# APPENDIX IV: HEALTH ISSUES WHILE TRAVELING

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## HEALTH ISSUES WHILE TRAVELING

Mary Arthur, C.R.N.P., M.P.A., Director, 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 (seasonal and H1N1)
- Pneumococcal vaccine

### Malaria

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

<p><b>**THERE MAY BE ADDITIONAL VACCINES THAT ARE SITE SPECIFIC, SO CHECK THE CDC WEB SITE**</b></p>
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### Medications

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

you will need while you are away, and bring enough so you do not run out.

### Food and Water

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

Some suggestions include:

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

### Items to take on your program

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

### Common Sense

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

### Other Points

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

## APPENDIX V: Student Agreement Form

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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 waives 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 VI: Refund Policy for Off-Campus Programs**

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### **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 50<sup>th</sup> day, the College will retain the \$300 confirmation payment, 5% of the semester fee and a pro-rate portion of the remaining fee.

$$\begin{array}{r} (\$ 300) \\ (5\% \times 26,705) \\ \underline{(50/110 \times (26,705-300-1335.25))} \\ \text{Total retained by Dickinson} = \quad \$11,530.55 \end{array}$$

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.

## APPENDIX VII: SAMPLE CHINESE MENU

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### 菜单

肉类	RòuLèi	
冬笋鸡片	Dōng SǔnJī Piàn	Stir Fried Chicken Slices With Bamboo Shoots;
芙蓉鸡片	FúRóng Jī Piàn	Stir Fried Sliced Chicken With Egg—White;
宫保鸡丁	Gōng Bǎo JīDīng	Chicken Cubes With Peanuts; Diced Chicken With Paprika
红烧鸡块	Hóng Shāo JīKuài	Braised Chicken Chips With Brown Sauce
辣子鸡丁	LàZi JīDīng	Stir Fried Diced Chicken With Green Peppers
栗子烧鸡	LǐZi ShāoJī	Stewed Chicken With Chestnuts
香酥鸡	Xiāng SūJī	Crispy Deep Fried Chicken
油酥鸡	YóuSū Jī	Crispy Fried Chicken
醉鸡	Zuì Jī	Wined Chicken
香酥鸭	Xiāng Sū Yā	Crispy Deep Fried Duck
咕鲁肉	GūLū Ròu	Stewed Sweet And Sour Pork
古老肉	GúLǎo Ròu	Fried Pork In Sweet And Sour Sauce
红烧狮子头	Hóng Shāo ShīZiTóu	Stewed Meatball With Brown Sauce
毛家红烧肉	Máo Jiā Hóng ShāoRòu	Mao's Home Style Braised Pork
米粉扣肉	MǐFěn Kòu Ròu	Steamed Sliced Pork With Rice Flour
蒜香排骨	Suàn Xiāng PáiGǔ	Deep Fried Spare Ribs With Garlic
蔬菜	ShūCài	
腊肉炒香芹	LàRòu Chǎo Xiāng Qín	Sauteed Preserved Pork With Celery
素什锦	SùShíJǐn	Mixed Vegetables
上汤油菜	Shàng Tāng YóuCài	Boiled Vegetable In Chicken Stock

茄子煲	QiéZi Bāo	Stewed Eggplant in Clay Pot
炒油菜	Chǎo YóuCài	Stir Fried Vegetables
麻婆豆腐	MáPó DòuFu	Sichuan Style Bean Curd
<b>汤</b>	<b>Tāng</b>	
豆腐汤	DòuFu Tāng	Bean Curd Soup
蕃茄鸡蛋汤	FānQié JīDàn Tāng	Egg Soup With Tomatoes
鸡丝汤	JīSī Tāng	Soup With Shredded Chicken
酸辣汤	SuānLàTāng	Hot and Sour Soup
鸭汤	Yā Tāng	Duck Soup
玉米羹	YùMǐ Gēng	Sweet Corn Soup
<b>主食</b>	<b>ZhǔShí</b>	
米饭	MǐFàn	Steamed Rice
饺子	JiǎoZi	Stuffed Dumplings
水饺	Shuǐjiǎo	Boiled Dumplings
蒸饺	Zhēng Jiǎo	Steamed Dumplings
蛋炒饭	Dàn ChǎoFàn	Fried Rice With Egg
刀削面	DāoXiāoMiàn	Sliced Noodles
麻酱面	Májiàng Miàn	Sesame Pasta Noodles
黄金饼	Huáng Jīn Bǐng	Golden Cake
葱油饼	Cōng Yóu Bǐng	Shallot Pancake
香煎生肉包	Xiāng Jiān Shēng RòuBāo	Fried Minced Pork Bun

