

The Dickinson-in-Germany Program

Bremen, Germany

Orientation Handbook

2011-2012



Office of Global Education

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Welcome to the Bremen Program!

Dear Dickinson-in-Bremen Program Participant:

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

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

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

* * * * *

Important Reminders:

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

You will need your passport to check in at departure and when you arrive in Germany. Do not pack it in your checked luggage!

As you read this handbook, if you feel something important has been left out or that some information is out-of-date or wrong, please let us know.

IMPORTANT CONTACT INFORMATION

University of Bremen International Office:

To dial directly from the U.S., dial (011-49-421) and then the local number; to call a number from within Bremen, then just dial the local number.

Academic Director

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Dickinson College
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On-Campus Coordinator:

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FAX: 717-245-1688
E-mail: brubakeb@dickinson.edu

Major Emergency Protocol:

If you need to contact the Office of Global Education after hours for emergency assistance in a very serious situation, call the Dickinson College Public Safety 24-Hour Hotline **001-717-245-1111**, identify yourself and the program, describe the emergency briefly, and give a number for call back. The operator will locate the proper Office of Global Education staff member, who will return the call.

Office of Global Education's College Travel Agency:

Advantage Travel
 313 East Willow Street
 Syracuse, NY 13203
 Tel: 1-800-788-1980
 FAX: 315-471-6264
 E-mail: Mary Anne Clark
maclark@advantagecny.com

German Embassy in the U.S.:

German Embassy
 4645 Reservoir Road NW
 Washington, DC, 20007-1998
 Tel: (202) 298-4000
 FAX: (202) 298-4249
http://www.germany.info/Vertretung/usa/en/01_Embassy/Washington/00/Home.html

(There are German Consulates in Atlanta, Boston, Chicago, Detroit, Houston, Los Angeles, Miami, New York, San Francisco, and Seattle.)

Embassy of the United States - Berlin

Pariser Platz 2
 10117 Berlin Germany
 Tel: +49 (0) 30-8305-0
<http://germany.usembassy.gov>

Embassy of the United States Berlin (postal address):

Clayallee 170
 14195 Berlin
 GERMANY

U.S. Consulate in Hamberg:

Alsterufer 27/28
 20354 Hamburg
 Federal Republic of Germany
 Tel: (040) 411 71-100
 After-hours emergencies only: (040) 411 71-300
 Fax: (040) 41 32 79 33
<http://hamburg.usconsulate.gov/>

GENERAL INFORMATION

General College and Office of Global Education Policies

College Non-Discrimination Policy:

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

Student Agreement Form (see Appendix 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 one restriction is the ineligibility for Dickinson grant money and endowed scholarships).

Program Cancellation Policy:

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

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

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

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

Conduct and Discipline Policies

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

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

In a very real sense, you go abroad as an ambassador of Dickinson College. Your attitude, interactions, and presence abroad will speak volumes about you and about us. You are privileged to be there as a full-time learner, both academically and in all other aspects of daily life. 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 of the country 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-site staff will serve as the Judicial Hearing Officer for alleged violations.

Drinking and Drug Use:

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

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

Removal from Program for Disciplinary Reasons:

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

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 return early requires changing status, a process initiated by the Office of Global Education.

Early return or withdrawal:

- A compelling medical or academic reason is required for leaving a program early. You should consult first with the Academic Director, and then with the Office of Global Education. The Office of Global Education will notify your class dean about your change in status.
- Whenever possible, students should complete the semester that has already begun. Students risk not receiving credit if they withdraw from a program mid-semester or before completing scheduled instruction and examinations.
- Financial consequences for early withdrawal are described in the following section, “Refund Policy and Financial Consequences for Early Withdrawal,” and in Appendix VI, “Refund Policy for Off-campus Programs.”
- When you are certain of your decision, communicate your reasoning in writing to the Office of Global Education at global@dickinson.edu. Please also request that the 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), on-campus coordinator and/or Program Director, as applicable
- An audit showing in detail how off-campus courses will fit in with graduation requirements.

Program Fees/Financial Aid

Program Fees:

The Bremen academic year program fee for 2011-2012 is \$53,410; for the spring semester the fee is \$26,705. For Academic Year students, billing will show a \$3,000 credit. Please find more details about this in the section below.

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.

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

For Academic Year students: **The program fee includes the following:** tuition and fees, housing, board, German student health and accident insurance (*Studentenversicherung*), local transportation allowance, and scheduled group excursions. **Not included in the program fee are:** roundtrip airfare to/from Germany, required primary health and accident insurance purchased in the U.S., vacation travel, and personal expenses.

Academic-year students will pay directly for their enrollment in the summer intensive language course and for living and travel expenses until 1 October; therefore, their student account will be *credited* for \$3,000 of the program fee, bringing the final billing amount to \$46,860 for the Academic Year; \$22,800 for the Fall Semester. Students will need \$3,000 of their own funds up front to pay the expenses. Financial aid will eventually cover the \$3,000 amount for students who are eligible. Please inquire directly with your summer language institution about how you can pay your bill. Either ask U.S. checks are accepted, or if you can transfer money to them.

For Spring Semester students: **The program fee of \$25,800 includes:** the spring intensive language program, tuition and fees, housing, board, German student health and accident insurance (*Studentenversicherung*), local transportation allowance (begins when the official semester starts) , and

scheduled group excursions. **Not included in the program fee are:** roundtrip airfare to/from Germany, required primary health and accident insurance purchased in the U.S., vacation travel, and personal expenses.

From October 1 (for academic year and fall students)/arrival in January (for spring students) to the end of the academic program, students on the program receive a monthly living allowance to pay for food, books, and living expenses in Bremen.

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

Declaring a Major:

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

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

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

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

Student Accounts and Financial Aid Loans:

Two very important things to check on prior to departure:

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

Career Center Resources:

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

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

Graduate & Professional School Advice

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

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

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

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

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

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

Internship Advice

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

IM about Internships

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

Job Search Advice

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

Networking Advice

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

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

On-Campus Student Employment When You Return

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

Using DickinsonConnect


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

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

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

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

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

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

Legal Matters

Limited Power of Attorney:

In case your signature is needed for any reason during your absence, such as for a Stafford loan check, you should consider making arrangements for "limited power of attorney" to be held by an appropriate person stateside to act on your behalf. This is usually a parent or guardian, but can be another relative or close friend. It must be someone you trust to act responsibly on your behalf in legal and financial matters. You may use a standard "[Limited Power of Attorney Form](#)" (A240), available from the Office of Student Accounts or at the 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.**

While enrolled at the University of Bremen, Student Health Insurance in Bremen (*Studentenversicherung*) with the SITE (Services for International Travel & Education) will cover most medical and dental problems, except for a small fee for prescriptions that you will be able to get back at the end of the year. Coverage for academic year and fall only students begins on October 1 and for spring students on April 1. Information about the student coverage will be available during the orientation period in Bremen.

However, the *Studentenversicherung* is NOT a substitute for the required health and accident insurance purchased in the United States. Please note that the *Studentenversicherung* policy will not cover you outside of Germany.

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** that you signed when you applied, you provided the **insurance company name and policy number** for your medical coverage. **If that information should change, please notify the Office of Global Education immediately.** Up-to-date, accurate insurance information is needed in case of emergency and is also mandatory if your program requires a letter issued by the Office of Global Education in support of your student visa.
- Make note of your insurance company contact information and policy number in your own essential records, which you take with you overseas. Also leave the information with someone at home.
- If you have **special health needs**, discuss them with the 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 Germany 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 about other inoculations (e.g., Hepatitis A and Hepatitis B) or medicines that are advisable for the country you are visiting. For more up-to-date country-specific information about immunizations and other health precautions, consult the Center for Disease Control (CDC) website: www.cdc.gov/travel/.

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, such as cold medication or a certain painkiller, you should take enough with you to last the duration of your stay. It is neither advisable nor legal in some circumstances to ship medications by mail. It is your responsibility to make sure that your medications are legal in your host country. You can find this out by consulting the consulate website of the country you will be visiting. You may also want to take along some cold/flu medication, anti-diarrhea, and anti-fungal medicine. Women prone to gynecological infections should take a supply of medication. Be aware of recent changes in airport security regulations limiting the type of liquids or gels that can be transported in carry-on luggage.

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

Mental Health, Stability, and Stress:

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

Special Accommodations:

The accommodations available to students with disabilities in the United States may not be available to students studying abroad. It is unlikely that you will find the same medications, medical and/or psychological care, or support services at your study abroad site that you would at home. For you to fully assess whether you will be able to successfully complete a study abroad program, we encourage any student with special needs to review the program descriptions and to visit websites about the community in which you will be living and learning. If you wish 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. Here are some tips:

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

TRAVEL PREPARATIONS

Passport and Residence Permit

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

Passport Information:

A valid passport that **does not expire 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.

Also, you may want to make a few photocopies of your passport for your records and to carry with you when traveling within Germany.

Residence Permit:

Please note that a visa is not required for U.S. citizens to enter Germany. Upon arrival, you will be instructed to obtain a residence permit for the duration of your time in Bremen. For more information, see the "Registering with the Authorities" section on page 23. Also, upon departure from Bremen, you will need to de-register from the country ("Abmeldungsbescheinigung").

Information for International Students

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

SEVIS Information for International Students at Dickinson:

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

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

Packing and Travel Information

Packing Tips:

When planning what to take with you, the first rule is to take the minimum amount of clothes possible. You will accumulate things while abroad, so pack accordingly. When in doubt-leave it at home! Be practical and focus on the essentials of a wardrobe. The weather in Bremen stays mild most of the year, rains a fair amount, and snows occasionally in winter. However, there can be a few very cold days in winter (down to 10/15 degrees Fahrenheit) as well as hot day in summer (up to 90 degrees Fahrenheit). Choose clothes that can be mixed and matched and layered to serve different seasons and temperatures.

Travel with no more baggage than you can carry! Keep in mind as well that airlines have cut back on the

number of checked baggage allowed and the weight limit. Check with your airline to confirm luggage allowances in order to avoid extra charges. See more details below on TSA and airline requirements.

Here are some wardrobe suggestions:

- work around a basic scheme of coordinated colors to minimize the number of clothing items (black is always appropriate)
- a sturdy, comfortable pair of walking shoes that are WELL BROKEN IN; a nice pair of dressier shoes; hiking boots
- 1-3 nice outfits (ties for men) – for special occasions, official events
- a pair of lounge pants or sweatpants for studying in your room and sleeping; it can get cool at night (the heat gets turned down at 10pm); thermal underwear
- warm gloves, hat, and scarf
- slippers/house shoes
- a rain and windproof coat with either a zip-in lining OR an additional warm coat or winter jacket
- a sturdy folding umbrella
- swim suit (and a beach towel, if you feel the need) and sandals
- 2 towels, 2 washcloths
- **extra pair of contact lenses, eyeglasses and prescription**

Other Useful Suggestions:

- If you already have one, a laptop with wireless capabilities. Most recent laptops come with converters built in the AC adaptor, but make sure you check this. If you do not have the proper converter (i.e. one that can convert 220 volt current), then you will ruin your hard drive.
- a USB/memory stick for transferring work between computers
- a converter/adaptor plugs that can be used for electric shavers, etc. Wall outlets provide 220 volts, which will ruin your U.S. appliances if you do not use the appropriate converter. (Tip for women: buy hairdryer there!)
- Space/Vacuum bags (can be found at Wal-mart or Target and condense the amount of space your clothing uses in your luggage)
- luggage ID tags inside and out of your luggage
- **8 extra passport photos for ID cards, etc (these will be useful in Bremen)**
- international phone numbers for computer and credit cards
- a portable music device
- a Swiss army knife with corkscrew, bottle opener, and scissors (packed in your checked luggage, not your carry-on)
- a money belt or neck pouch to secure valuables!
- backpack and sleeping bag for traveling and hostelling purposes
- a small supply of toiletries
- shower sandals
- a small first aid kit
- all medications (both non-prescription and prescription) need to be in their original, labeled containers. Take copies of all prescriptions with you.
- a camera
- sunglasses
- notebooks, school supplies, etc
- German-English dictionary

- favorite photos of family and friends are nice to have for decorating your room or showing to your new friends/family
- a few token gifts, something typically American or representative of the area in which you live in the U.S., or from Dickinson College.

For the first few days, pack a bar of soap, toothbrush and toothpaste, and a washcloth. Most toiletries will be available, although brands are frequently different. **If you have a particular type of toiletry that you like to use, you may want to bring it with you.** Dickinson provides students with bedding. You do not need to bring blankets or linens or towels.

Packing tips from the Transportation Security Administration (TSA):

- Do not pack oversized electronics (laptops, full-size video game consoles, DVD players and video cameras that use cassettes) in your checked baggage when possible. However, please be advised that you will be required to remove these items from your carry-on bag and submit them separately for x-ray screening. Small electronics, such as iPods, can remain in your carry-on.
- Prepare your 1 quart-sized, clear, plastic, zip-top bag of liquids before arriving at the airport, following the 3-1-1 guideline (place liquids into 3.4 ounce bottle or less (by volume); all bottles should be carried in one 1 quart-sized, clear, plastic, zip-top bag)
- Pack all your coats and jackets in your checked baggage when possible. All coats and jackets must go through the X-ray machine for inspection.
- Do not wrap gifts. If a security officer needs to inspect a package, they may have to unwrap your gift. Please wait until you've reached your final destination to wrap gifts.
- Undeveloped film should go in your carry-on bag. You will be able to declare film that is faster than 800-speed to a transportation security officer for physical inspection to avoid being X-rayed.
- You are required to remove footwear for X-ray screening so wear shoes that are easy to take off and put back on.
- Double check the contents of your pockets, bags, and carry-on luggage to ensure no prohibited items were inadvertently packed.
- When in doubt, leave it out. If you're not sure about whether you can bring an item through the checkpoint, put it in your checked bag or leave it at home.
- For more information, visit www.tsa.gov.

Carry-on and Checked Luggage:

BAGGAGE REGULATIONS: Call the airline directly or go online to inquire about baggage regulations. A backpack with a frame must be checked as one of these allowed pieces. (It should be noted that 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.

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.

Keep in mind that baggage requirements for intra-European flights are different from transatlantic flights. When traveling on low-cost airlines, you may have to pay a fee for each checked bag.

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

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

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 you have original receipts, so keep the items you care about with you at all times when traveling.

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
- 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
- 8 extra passport photos for ID cards, etc

Immediate Cash/Travel Funds:

You will need some ready cash when you arrive at your program site. ATM cards with international service (Cirrus or Plus) are accepted throughout Europe and have become the most common way of transferring money for students. Typically, the exchange rate is more favorable than exchanging US dollars or travelers checks at an overseas bank. Still, you might want to carry approximately €100.00 in cash and an equal amount or less in travelers checks for an emergency fund. You can find more information in the Financial Information section of the handbook (p. 29).

Flight and Arrival Information

Travel Arrangements:

All students are responsible for arranging and paying for their own international flight to Germany.

ARRIVAL:

- For fall and all year students, the earliest date you can move into your dorm room in Bremen is September 10th, and you should arrive in Bremen between September 30 and October 2 for orientation. Arriving between these dates is the preferred option, however, if you cannot stay that late at the place where you do your intensive language course, you can arrive as early as September 26.
- For spring students, you can arrive in Bremen between February 8 to February 10.

DEPARTURE:

- In principle, all year-long students and spring-semester students can depart after July 20, 2012,

which is when classes end. However, in rare cases it could happen that classes require a final exam the week after the end of class session. So we recommend to leave the earliest a week after classes end, or to book a flight that can be changed or to stay even longer. Please be aware that many classes will be finished with a long paper to be written AFTER the end of the semester – since you need to incorporate a lot of specific literature in that, it is recommended to write such a paper while still in Bremen instead of taking it home where you might face difficulties finishing it, once you are in a new/old environment.

If you would like the assistance of a travel agent to arrange your flight, you can contact Global Education's travel agent, Advantage Travel (see contact information on page 5). When you have booked your flight, please complete the flight itinerary questionnaire found on the online application system at <http://dickinson.studioabroad.com>.

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 keep it in your carry-on luggage.

Clearing Immigration and Customs:

Upon arrival in Germany, you will go through a Passport Control Station (**Passkontrolle**), and then proceed to the baggage pickup area (**Gepäckausgabe**). When you have retrieved your luggage, there will be a Customs Check (**Zollabfertigung**) with two exits. The green one is for those with nothing to declare. The red one is for those who are carrying dutiable goods. Once you have cleared customs, you will proceed to ground transportation where you can travel from the airport to the local train station. Some trains depart directly from the airport, depending on the destination.

Registering with Authorities:

With the help of the Bremen Program Coordinator, you will apply for a visa when you arrive in Bremen. Students with U.S. passports are allowed to enter Germany without a visa, but will be required to obtain a residence permit when they reach Bremen. By law, everyone in Germany, Germans as well as foreigners, must report their place of residence and any changes in residence. Within three months of your arrival in Germany, you must have a residency permit (**Aufenthaltstitel**). We recommend that you apply for this as soon as possible after you arrive in Bremen; it will cost about €50. This is a cost that you can be reimbursed for. On-site staff will give you directions to the office that will issue your visa (**Meldestelle**), give you a residency registration form (**Meldebestätigungsformular**), and sign as your sponsor. When you turn in the completed forms, you will be given a receipt. Keep this document in a safe place, as you will need it for banking and at the end of the year to finish paperwork before your departure.

As a part of orientation, you will be required to go to the U.S. Consular agency in Bremen and register as soon as possible. It is located at the Bremen World Trade Center, Birkenstockstrasse 15. Tel: 421 301-5860. Registration will enable you to receive e-mail updates on travel and security from the US Embassy.

A new initiative of the American Embassy in Berlin allows all Americans in Germany to obtain automatic security updates and Public Announcements by e-mail. To subscribe to this service, simply send a blank e-mail to GermanyACS@state.gov and type the word "SUBSCRIBE" on the subject line.

THE PROGRAM

The City of Bremen:

Bremen, a beautiful old hanseatic city with a 1000-year-old history and a population of 500,000, is one of Germany's most important commercial harbors. The city center, still surrounded by earthen ramparts and a moat (now a park), is filled with fine examples of medieval and renaissance architecture. These include St. Peter's Cathedral (**Dom**), with its lead-encrusted crypt and mummies in open coffins and the picturesque town hall (**Rathaus**), with its grand facade of rose-colored brick and arcade. Nearby are the famous statue of the Bremen town musicians (**Bremer Stadtmusikanten**), the Guild House of the merchants (**Schütting**), and, of course, Bremen's trademark, the stone statue of **Roland** that stands five meters tall. From here, one can discover other parts of the old city: the **Schnoor**, **Böttcherstrasse**, and the **Schlachte**.

Besides the charming treasures of the main market square, the city boasts a large and modern business section. It is home to a wide range of companies, including the EADS Airbus industry, Mercedes-Benz, and Beck's Beer. Radio Bremen has earned acclaim for having one of the most innovative television studios of the ARD public broadcasting network. Bremen's theaters offer classical drama and opera, as well as experimental plays, dialect plays, and puppet theater. The rustic art colony of **Worpswede** is not far from the city, and Hamburg, the second largest city in Germany, is only 70 minutes away by rail.

When you first get to Bremen, a city map (**Stadtplan**) will be made available to you by the program. The map shows all the streets and all the public transportation lines.

The University of Bremen:

The University is located in the city's eastern district of **Horn-Lehe**. Founded in 1971, it has a student population of about 20,000. The University offers a full range of courses in the natural sciences, humanities, engineering, social sciences, education, and sports, along with special German language and literature course options for foreign students. The University of Bremen is unusual among German universities in that it is relatively new and has a genuine campus feel with academic buildings, a library, a dining hall and a bookstore all in one place. The University is expanding, adding new research facilities at a rapid pace.

During a recent German initiative to identify the country's best universities ("Exzellenzinitiative"), the media dubbed the University of Bremen the "Marvel on the Weser," and Bremen was named among the top 10 institutions of higher learning in Germany. Hallmarks of a University of Bremen education include interdisciplinary study and research, research-based teaching projects and a pervasive focus on internationalization. Among other fields, the university is especially strong in social sciences (a department which includes political studies, European Studies, etc.), and marine biology, as is shown in the three institutions that are being facilitated by the "Initiative for Excellence:" The "Bremen International Graduate School of Social Sciences" (BIGSSS), the Excellence Cluster "The Ocean in the Earth – MARUM," and the Graduate school for marine sciences GLOMAR ("Global Change in the Marine Realm").

ACADEMIC INFORMATION

DAAD Summer Intensive Language Course (for academic year and fall students):

Academic year and fall students choose and apply to a Summer Intensive Language Course (**Sommerkurs**) through the German Academic Exchange Service (**DAAD**) and make travel plans accordingly. As soon as you have been accepted into a language course, **please email the name, address, contact information, and dates of the program to the on-campus coordinator, Professor Antje Pfannkuchen (pfannkua@dickinson.edu), and to Brian Brubaker (brubakeb@dickinson.edu) in the Office of Global Education.**

Communicate with the Program Coordinator, Jens Schröder (schrodej@dickinson.edu), before the end of your summer course (by September 1 at the latest) about the day and time of your arrival in Bremen. He can then arrange to have someone meet you at the airport/main station and take you to the University of Bremen. Many students travel between the language course and the beginning of semester. However, University dorm rooms will not be available until after September 10.

IMPORTANT: At the end of the intensive language program, you must request a "Certificate of Completion" (**Bescheinigung**). You need this document to receive credit for the course.

If academic year and fall students do choose to travel after the summer course and before the fall semester begins, they should arrive in Bremen between September 30 and October 2. The program orientation begins on October 4.

Intensive Language Course (for spring-semester program):

Spring-semester students will be enrolled in a seven-week intensive language course in Bremen. A placement exam will determine which course level is appropriate for you.

The Tentative 2011-12 Program Calendar (THIS CALENDAR IS SUBJECT TO CHANGE):

August / September	DAAD Summer Intensive Language Course (academic year students)
10 September	Earliest date to move into dorms in Bremen
01 October	Stipend begins.
30 September – 2 October	Recommended arrival in Bremen.
4-6 October	Orientation starts in Bremen
31 October	Winter semester lectures begin
24 December to 8 January	Winter Break
20 January	Fall semester students can depart AFTER this date.
8-10 February	Spring students can arrive in Bremen during this time.
17 February	Winter semester classes end. Possible exams the next week.
20 February	Orientation and Intensive Language Course starts for spring semester students
16 April	Summer semester lectures begin
20 July	Summer semester classes end. Possible exams the next week.
20 July	All year and spring semester students can depart AFTER this date. (Individual extension of stay due to internship or possible exam the week after are excluded.)

Use of the German Language:

Students are expected to use the German language in all communication both in and out of the classroom. Students are also encouraged to get involved in activities in order to meet German students and make contacts for practicing German.

Academic Standards:

Each participant in the program is expected to be in residence in Bremen while classes are in session and is required to regularly attend those classes for which transfer credit is sought. Students are expected to participate in the excursions offered as an integral part of the program and to take full advantage of the cultural offerings of the University of Bremen.

Academic Culture:

Studying in Bremen, at least during the first weeks, is likely to feel confusing and at times a little daunting. The German university system is fundamentally different from undergraduate programs in the U.S. In many respects, it may seem unstructured and less serious. The reason for this is that the German system promotes independent study and individual inquiry over structured assigned reading and continuous assessment. If you assume responsibility for your own learning, you will have a rich, rewarding year. This task will be made easier if you make an effort to talk to your professors and take on projects that interest you. Even though the seminars will be bigger than you are used to, you should not be discouraged to talk in class. Your fellow classmates will understand that there may be a language barrier, and you should not allow that to intimidate you. Furthermore, the on-site staff are there to aid you not only in all aspects of your academic planning, but also to supervise internships, to help clear up misunderstandings, and to deal with problems as they arise.

At German universities, course catalogues are not distributed to students. A complete course listing is available online at:

<http://oracle-web.zfn.uni-bremen.de/veranstaltungen/vorlesungsverzeichnis>.

Course Selection/Registering for Classes:

You need to consult with the Academic Director regularly during the course selection process; she will advise you about the appropriate type/level of course as well as the number of course credits likely to be assigned to each selection. You will register for classes after your arrival in Bremen. During the first two weeks of each semester, you should sit in on classes that interest you before making a final commitment.

The only required course is the Comparative Cultures course (GERMAN 340) taught by the Academic Director in the fall semester.

Otherwise, you may enroll in most courses offered at the University of Bremen, provided you have the appropriate linguistic skills and academic background to do well in them. Students are also required to enroll in special university German language courses called **Studienbegleitende Sprachkurse**, unless they have already reached C1 level. German majors are encouraged to enroll in at least one German Studies or German literature course while studying at the University of Bremen. Options at the University for Independent Study are available. Students should consult with the Dickinson on-campus coordinator and their advisor(s) when choosing their courses.

Credit Transfer:

During the academic year, students should enroll in four courses per semester. Five courses constitutes a course overload, for which a student must apply. It is not recommended to take more than four courses in the first semester in Bremen.

For successful completion of a normal full-time course load at the University of Bremen, you can receive the equivalent of eight to nine course credits for the year or up to four (4) course credits for the semester without a course overload. One Dickinson course credit is equal to 6 ECTS (European Credit Transfer System). Courses with 3 ECTS equal 0.5 Dickinson credits, and courses with 9 ECTS equal 1.5.

Including the one-course credit for successful completion of the Intensive Language Course, you may transfer a maximum of ten (10) total credits for the year or five (5) for the semester.

- Typically, you will earn one (1) course credit for a regular university course, i.e., lectures and seminars (**Vorlesungen und Seminare**). The required work may vary – the most common format is one oral presentation plus a paper of 10-15 pages or an oral presentation plus a written (or oral) exam. Please note that the pages are 1.5-spaced and calculated based on the amount of text in the paper.
- You will earn a one-half (0.5) course credit for successful completion of skill courses (**Übungen** -- including all **Studienbegleitende Sprachkurse** in German or other foreign language courses).
- To receive credit for a course, you must show satisfactory performance at a level equivalent to a Dickinson “C” (3.7 on the German scale) or above.
- Only **liberal arts classes** will qualify for transfer credit.
- Generally speaking, a course must have an equivalent at Dickinson in order for you to earn credit. Exceptions include classes that focus on the culture and/or history of the country in which the student is studying.
- Transfer credit will not be awarded for coursework that duplicates what a student has already completed at Dickinson.

Grades/Transcript:

For each successfully completed course, you will receive a certificate (**Schein**) from the instructor, which you will hand in to the Academic Director. Using these originals and the Grade Equivalency Chart the Registrar will convert the German notation to an equivalent letter grade. All courses will appear on the Dickinson transcript with (translated) course titles and letter grades.

German 340, the Comparative Cultures courses taught by the Academic Director during the fall semester, is a “Dickinson course” and will be calculated into the GPA.

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

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

What to Do BEFORE Going Abroad

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

Students are also strongly encouraged to develop a comparative project topic that can be researched and explored on both campuses. The on-campus coordinator, in consultation with the Academic Director in Bremen, can advise you in creating such a project.

What to Do WHILE Abroad

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

What to Do AFTER RETURNING to Campus

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

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 semester following your return. Know your home institution's policy on transferring credits beforehand, as you may have to get pre-approval. Your institution's policy will govern whether the credit will be counted toward the GPA. You should focus on your interests and credit needs. If you plan to take courses in a department other than your major, check the requirements with the respective department at your home institution before departure. However, please note that you may not know what the course descriptions are before the school year begins, so you may have to take care of this once you are abroad.

Internships:

The program and the on-site staff strongly encourage you to do an internship. It is not only a great asset for your resume, but also a means of immersing yourself into the German culture on a different level and in a different way than in the academic realm.

If you are interested in doing an internship in Bremen, you should discuss possibilities and your interests in the fall with the Bremen on-site staff. Please note that there is no guarantee that a student will receive an internship. However, the Academic Director will help you in any possible way to secure an internship, given you show the necessary dedication. You will receive an internship certificate/reference. To receive a notation on your Dickinson transcript, you will have to complete the Career Center internship form. Due to the differing academic calendars, TNP may not always be possible. For instance, you would have to start your internship in late October if you were to register it through TNP for the fall semester. Students should contact the Career Center for more information about internships while abroad. Usually, internships take place either during the semester break (February/March) or during the spring semester (**Sommersemester**). While most internships are unpaid, Dickinson offers funding options, such as the SIRF or the Müller-Petersen-Hach Internship Grant (MPH).

In principle, it is also possible to arrange a one-month full-time internship from mid-July to mid-August. Please inquire with the on-site staff in Bremen about this option.

German Language Proficiency Test:

Those who become truly proficient in German should consider taking an academic German language proficiency test (TestDaF). If you pass this difficult test, you will receive a document (**Bescheinigung**) that certifies your language ability and will enable you to study at any German university you wish at any time in the future. If you are at all serious about returning to Germany to study, this is an important addition to your CV. It is also useful for letters of recommendation from the German department, should you apply for work or a graduate program in Germany. The Foreign Language Institute (**Fremdsprachenzentrum**) offers a special preparatory course for this test. Ask the on-site staff about the catalogue of the Institute's offerings.

Books/Library/Reading assignments:

Unlike the American system, courses in German universities sometimes do not have assigned textbooks, nor does the professor always assign homework. However, there is an e-learning module to which the professor will upload texts that you have to read for the respective session. In addition, the professor will present a reading list at the beginning of the course and a selection of books on a special shelf in the library ("Handapparat" or "Seminarapparat"). The reading load will appear smaller than it is at Dickinson, however, you will be expected to do much more autonomous study and research. Therefore, it is important that you read independently and widely from this reading list. **In the first weeks and months, you should read substantially** so that you have a basis for understanding the lecture and discussion. As you read, keep a journal in which you write (in German!) about what you have read, argue for or against the premise of the author, and note cross-references with class discussions and other readings. This sort of journaling, which is a traditional learning tool for German students, will help you formulate ideas for your seminar paper. Note that you must go beyond reproducing arguments discussed in the course and in readings, and instead you should generate your own critical approaches and ideas on the arguments presented. German professors and instructors expect students to formulate their own line of argument on the topics of the course. At the same time, they also expect full research papers written in a German academic style, which includes bibliographies and extensive citation.

For language courses (and as an aid for writing papers), it may be useful to purchase a grammar textbook and a good dictionary. We recommend investing in an all-German pocket dictionary, such as Wahrig.

You will have full access to the University of Bremen library. To obtain a library card (**Bibliotheksausweis**), register online (<http://www.suub.uni-bremen.de/anmeldung/index.html>), take your **Studentenausweis** (photo identification such as your passport and residency permit) to the checkout desk. This card is free and entitles you to all library services. You can photocopy in the library as well. Bags and packages are not allowed into the library and may be placed just inside the library door in the **Garderobe**.

Accessing College Library Resources from Off-campus:

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

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

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

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

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

LIFESTYLE ABROAD

Living Accommodations:

All students will live in a private student dormitory (called **Studentenwohnheim**) not far from the Bremen campus. The dorm is comprised of small efficiency units rented by Dickinson. Some students may live in the Studentenwohnheim on Spittaler Street and share an apartment with another Dickinson student others will live at Studentenwohnheim Luisental on their own. All apartments are equipped with bedding, cooking facilities and cookware. Moreover, other items left behind by previous Dickinson students are available.

Exceptions to these living accommodations may be made for students who wish to apply to live in student suites (**Wohngemeinschaften** or **WG's**) or in private rooms in town. Living in a WG is highly recommended, but it does involve commitment and activities from the student's side: Interested student should contact us months before their stay and look for room offers themselves. Should the rent be higher than in the Studentenwohnheim, students have to cover additional costs of living themselves. Please speak to the Program Coordinator, if you are interested in this type of housing option.

Cultural Activities:

For cultural activities you undertake, you will be reimbursed by the program up to the amount of 200 € per semester.

Food and Shopping:

Germany has many regional dishes, too numerous to mention here. While in Bremen you will want to try some of the specialties of the area. Because of its proximity to the sea, Bremen has many fish specialties; try as many as you can until you find your favorites. German restaurants usually offer options for Vegetarians (**Vegetarier**).

Besides sausage and beer, Germany is known for the many kinds of delicious breads and rolls that can be bought fresh every morning at the bakery or market.

Shopping tips: the larger stores in Germany close at 8 p.m. on weekdays and at 6 p.m. on Saturdays. Stores are closed on Sundays (a time to go walking, followed by sitting in a cafe for **Kaffee und Kuchen**). Some smaller shops also close Wednesdays at 1 p.m. and remain closed for the rest of the day. Besides shopping in the local supermarkets, try shopping at one of the open-air markets (the equivalent of farmers markets in the U.S.). A few stores may close for lunch between 1p.m. and 3p.m.

Entertainment and Recreation:

There is a lot to do in Bremen, both at the University and in the city. At the start of each semester, brochures about sports opportunities are widely distributed on campus. If you want to get involved, do so early on; it is a good way to make friends.

Avoid clinging together as an American or a Dickinson contingent. You will integrate into student life in Bremen more quickly if you get out and spend time with Germans or fellow international students as often as you can. The University of Bremen offers a program called "Tandem" which brings together German and foreign students. A similar approach serves the program "study buddy" offered by the International

Office here in Bremen: <http://www.erasmus-initiative.uni-bremen.de/index.php?page=study-buddy>

At first, it will probably be up to you to take the initiative. You will learn German much more quickly this way and will begin to make friends and feel more comfortable. Most Germans have studied English for nearly ten years. Avoid falling into the comfort of speaking English with them. Practice German!

The University of Bremen offers a variety of sports courses and teams for their students (“Unisport”). If you take any of those courses, the program will reimburse you up to the amount of 50 € per semester.

FINANCIAL INFORMATION

ACADEMIC YEAR STUDENTS: Academic-year students enrolling in a summer intensive language course will need to plan for extra personal expenses, including food, accommodations, and travel during the time between the end of the language course and their arrival in Bremen. In planning for these expenses, US\$3000 was deducted for the fall semester's tuition and fees. For students, this equates to a reduced fee in the fall, resulting in a credit which enables each student to cover these costs before arriving in Bremen. The program stipend will begin on October 1 for full-year students, on February 1 for Spring semester students.

MONTHLY STIPENDS: Your monthly stipend will be 400 €. All stipends will end in July (last transaction). Spring students arriving in February will enroll in an intensive language course in Bremen (paid by Dickinson). In February and March, spring-only students will receive a 50€/month stipend to cover local transportation costs.

Bank Account:

Once you are in Bremen, you will want to open a bank account (Sparkasse Bremen is a good bank, for example.) To open an account (**Konto eröffnen**), you will need your **Meldebestätigung**, your **Studentenausweis** and your passport. It is free to open up a bank account. We recommend that you select a bank with a branch office near your residence, since you will need to pick up your account statement on a weekly basis (otherwise, it will be mailed to you at your expense). Once at the bank tell the official that you want to open a **Girokonto**. This type of account allows your monthly allowance to be deposited by direct transfer; you will also be able to pay bills by direct transfer (**Überweisung**). Sparkasse is a bank with an ATM on the university campus and numerous branches throughout Germany. Please make sure you close your bank account before you leave.

ATMs:

Before leaving the U.S., check to see whether your bank can transfer funds directly to your Bremen account. Once you have established a German account, you can provide the U.S. bank with the international bank number (IBAN or SWIFT) in Germany and your account number (**Kontonummer-Kto. Nr.**).

An ATM card that accesses a checking account in a U.S. bank is also useful, especially when traveling, and is widely accepted in European countries. Parents can replenish funds in the account as needed. The ATM card must be in your name.

Credit Cards:

Many major credit cards (e.g. Visa and Mastercard) are accepted abroad, depending on the country. With a VISA card, you may obtain cash advances at a German bank. Penalties for exceeding a card limit are more severe in Europe than in the United States. A credit card can be very useful for big purchases, such as restaurants, hotels, shops, and airline tickets, or for an emergency, during which you can track your spending. When you use a credit card it should be in your name and you should verify your credit limit before you travel to Germany.

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; make sure to inform them of the countries to which you intend on traveling. Otherwise, when they see charges on your card from a foreign country, they may assume that your card has been stolen and suspend your account. Keep a separate record of your credit card numbers and phone numbers of the companies so you can report theft or loss of your card quickly.

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. As a general guideline, you should plan to spend about of \$4,000 for the year, and around \$2,000 for a semester. You might want to have extra money sent to you as needed. Your allowance in Bremen will cover everyday expenses; it will not, however, be enough to cover vacation travel or other personal expenses.

Part Time Work:

Part-time work opportunities in Germany are few and far between. While you can work in Germany without a permit for a limited number of hours a week, you should not plan on part-time work as a means of financial support.

COMMUNICATION INFORMATION

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

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

Mail:

DURING THE SUMMER SESSION: Please keep in mind that since it takes approximately 7 - 10 days for mail to reach Germany, it is probably not a good idea to try to receive surface mail during the summer course. If you are expecting mail to be sent to you, you should fill out a change-of-address card when you leave so that your mail will follow you to Bremen.

IN BREMEN: After you are settled in Bremen, you can receive mail at your residence.

Cell Phone/Telephone:

Cell phones will be provided while in Germany. This is an excellent way to communicate with other students on the program, to be accessible to family and friends at home, and to be reachable in the event of an emergency. It may, however, be very expensive to make international calls with your cell phone. Students can check with their current cell phone provider to see if their phone has international calling capabilities (usually referred to as a tri or quad-band phone). If so, you will have to find out the procedures for using your cell phone abroad.

There is a six-hour time difference between the U.S. (east coast) and Germany; it is six hours later in Germany.

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 options 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 monthly 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. Please note that this might not be appropriate for all programs due to privacy or access issues.

Computers and Internet Access:

The Dickinson Room at the University has five computers available for student use. Computers have Internet access and can be used for e-mail, printing and Skyping.

All of the dormitory rooms have internet connections. 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.

If you bring a laptop computer, check to see if it has a built-in voltage converter for 220V. If not, you will need to purchase a voltage converter adapter for 220V. Be sure to bring a plug adaptor for the electrical outlet.

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. Be sure to clear your Dickinson Inbox regularly so that messages can reach you. Make sure you empty your Outbox and Deleted messages regularly.

TRANSPORTATION AND TRAVELING WHILE ABROAD

Bremen Public Transportation:

Your University of Bremen student ID serves as a ticket for Bremen's public transportation system, so be sure to carry your **Semesterticket** and a picture ID at all times. There is a hefty fee for those who use public transportation without a ticket. Your student ID will give you access to student fares on trains. Students enjoy free fare on regional trains (no Intercity-Train) to Hamburg, Oldenburg, Osnabrück, and Hannover.

Transportation beyond Bremen:

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

IN GERMANY: There are many economical ways for students to travel on the German railway network (**Deutsche Bahn**). The **Deutsche Bahn** sells a **Bahncard 25** or **50** that will give you, respectively, a 25% or 50% discount. You will need a passport photo for this pass. Other types of passes are also available (e.g., **Schönes Wochenende Ticket** or a **Länderticket**). For more information, ask at the train station information office or visit www.bahn.de.

When boarding a train, check the destination sign on the rail car you board to be sure it is going to or toward your destination. For travel on major holidays or during the tourist season, it is wise to purchase a seat reservation (**Sitzplatzreservierung**) in advance. The small price is well worth the assurance that you will not have to stand for hours in the aisle.

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

AIRPLANE TRAVEL: In Europe, there are discount airlines, such as Easy Jet or Ryan Air, that offer flights for relatively cheap fares. Consider signing up for airline e-mail newsletters in order to receive information on any travel deals. Airline websites that students have found useful in recent years include:

- www.skyscanner.com www.ryanair.com www.de.kayak.com
- www.easyjet.com www.vueling.com

Travel Guides:

Before leaving the U.S., you can purchase one or more of the Let's Go or Lonely Planet series of guidebooks. They are published for most European countries and are very informative for traveling on a tight budget. To help save money, check www.amazon.com or www.half.com for used travel books.

Hostels:

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

Backpacks: For traveling light during vacation periods, most students find a backpack easier to handle than a suitcase. An internal frame pack with straps that can be concealed offers versatility. Do not keep money, travelers checks, credit cards, or your passport in your backpack.

International Student Identity Card (ISIC):

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

Safety while Traveling:

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

Driving in Germany is NOT recommended.

HEALTH AND SAFETY WHILE ABROAD

Health Care

Although the Student Health Insurance (**Studentenversicherung**) will cover your medical needs, you and your doctor should list any medications that you use regularly. Brand names and dosages may differ, so you may have difficulty obtaining the specific medication you need. Any prescription drugs should be left in the original containers marked with your name, the doctor's name, and the generic name of the drug. If possible, take a supply for the semester/year. If you wear a medical tag or bracelet, be sure to take it with you. While personal hygiene products are easily available, some medicines available here over-the-counter are available only by prescription in Germany.

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

AIDS and STDs Overseas:

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

Safety and Emergency Procedures

Overview of Emergency Precautions:

The Office of Global Education has always taken seriously our students' safety while studying abroad. In the wake of the September 11 events, safety concerns are even more urgent. With the continuing threat of terrorism around the world, we are obviously concerned about the global security situation and continue to monitor it, and we encourage students and parents to do likewise. We depend on a variety of sources to assess situations overseas, including the news, our own Resident Directors, and other on-site contacts abroad, as well as professional colleagues and publications. One of the most important sources is the U.S. State Department. Please review the Department of State web site (see next section), as well as any other information you may find useful.

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

We consider it essential that students take responsibility for their own safety, and we expect their cooperation. For example, students are asked to share flight itineraries with our office; our Resident Directors ask students to inform them of any travel plans away from the site. We share DOS warnings and announcements with students and remind them frequently to review common sense safety and security measures, such as those printed below in this section. Each student is given a key chain with emergency phone numbers and instructions and is asked to carry it at all times. In a serious emergency, administrative staff of the Office of Global Education can be accessed 24 hours/day, 7 days/week. Dickinson Centers and partner institutions are in regular contact with the Office of Global Education in Carlisle, and contact information is updated routinely for students overseas, on-site staff, partner institutions, and local emergency officials at our program sites, as well as U.S. Consulates and Embassies. Our staff abroad remains in contact with local university and civic officials on an ongoing basis. Dickinson College has developed emergency plans that can be implemented in the event of a crisis directly affecting any of our programs abroad. In the unlikely event that it became necessary to return students to

the United States, every effort would be made to offer alternative means for students to complete their academic program. For important information about Program Cancellation, see page 6 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., go to the hospital, call the police, contact the Resident Director or other on-site contact, etc.

Any student abroad, whether a Dickinson student or a guest student in a Dickinson program, may call the 24-hour Dickinson College Public Safety number collect in a serious emergency and ask for assistance. The student should identify himself/herself and the program, and give a brief description of the emergency and a call-back number. The operator will locate the 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 the on-site staff. Even if your plans are vague, leave whatever information you can, such as the names of travelers, expected destinations, lodging, phone numbers, and if available, mode of travel and dates of departure and return.
- Check State Department advisories on the web for all countries you will be traveling through to be prepared for any special conditions or dangers, visa requirements, etc.
- Travel with at least one other person.
- Carry passport, travelers checks, money, and other important papers in a pouch around your neck or waist under your clothing.
- Avoid travel in large, predominantly American groups. It is easier to meet local people. It is also easier to organize trips and sightseeing in smaller gatherings. It's also safer.
- Always carry some local 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 front desk and ask the clerk to lock them in a safe.
- Keep a low profile in demeanor and dress. It is wise to adapt to local dress codes; avoid clothes and behaviors that call attention to yourself as a foreigner who does not know the culture.
- Leave expensive jewelry at home. It's best to wear little or none.
- Every year backpacks are stolen from students who set them down at their feet or sling them over the back of the chair in a café. Be careful with your belongings because replacing your passport, credit cards, keys, etc., is quite a hassle.
- Be polite, low-key, and sensitive to local customs; always observe signs and regulations in public places.
- Speak the local language wherever possible.

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

In Troubled Times...

Avoid the following:

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

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

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

Some advice concerning terrorism:

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

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

Further recommendations when traveling:

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

Health and Safety information resource online:

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

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

Personal Security/Emergencies in Germany:

In general, Germany has a low rate of crime and although crimes such as burglary, petty theft, and drug trafficking are declining, one should still be cautious at all times. Pickpocketing and purse snatching can occur in urban areas, particularly on public transportation, in crowded department stores, at train stations, and in areas frequented by tourists. Moreover, cities like Bremen host several public festivals attracting large crowds of people. Bremen, in particular, hosts a home match of Werder Bremen, the local soccer team, every second weekend.

For safety's sake, it is best not to get involved in protests or street demonstrations of any kind.

If you have an emergency while in Germany, contact the on-site staff/international office as soon as possible. If your passport is lost or stolen, contact the local police and the nearest U.S. Embassy or Consulate. When traveling to other countries, consult the country-specific Department of State Consular Information Sheets for information about health matters, safe travel, or specific warnings.

A new initiative of the American Embassy in Berlin allows all Americans in Germany to obtain automatic security updates and Public Announcements by e-mail. To subscribe to this service, simply send a blank e-mail to GermanyACS@state.gov and type the word "SUBSCRIBE" on the subject line.

Family Emergencies:

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

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

Final Thoughts:

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

CULTURAL PERSPECTIVES

Being Informed about the Host Country and World Affairs

What do you know about your host country?

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

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

Before you leave, do some serious research to educate yourself about your host country. In the case of Germany, travel guidebooks and encyclopedias offer a respectable starting point. Read books, magazine articles, and newspapers about host country history, literature, geography, cuisine, etc. Major US newspapers, such as the New York Times, have web pages dedicated to current travel and news information on Germany, Switzerland, and Austria. However, we strongly recommend you to also consult European news like BBC or the German Spiegel Online (www.spiegel.de) and Deutschland radio (<http://www.dradio.de/>) are good resources for current events and culture. Foreign films are also a good resource. Take the initiative and get acquainted with international students at Dickinson's campus before going abroad.

No matter where you go, you will be asked hard questions about U.S. foreign policy. Please be aware that in Germany there are some different understandings of politeness, meaning that it is not unusual or considered impolite to talk freely and sometimes almost bluntly about religion or politics, even to strangers. Try not to take it personally or be offended if people criticize your country's policies. It is crucial that you have an understanding of what is going on internationally. Read newspapers and magazines that cover international affairs in depth. Include foreign news sources to expose yourself to other perspectives and a different set of facts abroad. The point is: you do not want to arrive abroad poorly informed or be caught off-guard by an encounter with viewpoints sharply different from your own. You especially need to be knowledgeable about the situation in Iraq and the Middle East, and how your host country and the United States stand in relation to those areas. People will have strong opinions and want to engage you in dialogue. Prepare for these situations and recognize their value as learning opportunities.

New York Times e-delivery:

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

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

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

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

Local Customs ("do's and taboos"):

- It is customary for Germans to shake hands in greeting when they meet and when they depart. This includes all people in the group, especially if in a home. Do not keep a hand in your pocket when shaking hands!
- Always knock before entering a room if the door is closed.
- When entering a small shop, always say **Guten Morgen** or **Guten Tag** on entering and **Auf Wiedersehen** or **Tschüss** when leaving. In Northern Germany, informally greet friends and acquaintances with the word "Moin."
- If you are invited to someone's home, consider it an honor. Take a small gift of chocolates or flowers. Unwrap the flowers just before presenting them to the hostess (if they are in a transparent wrap, unwrapping is not considered necessary). Do not bring red roses (which signify passionate love) or calla lilies (which signify death).
- When in conversation with others do not touch, but do maintain eye contact. Do not keep your hand in your pocket(s) when conversing. It shows a lack of respect and is considered rude.
- The words **Danke** and **Bitte** are used very frequently to show courtesy and respect.
- When eating, you are expected to eat everything on your plate and not waste food; do not use your fingers to eat or eat with your mouth open. Observe and emulate the use of the knife and fork, which is different from U.S. custom. When you are finished, lay your knife and fork vertically, side by side, on the right side your plate.
- When eating, do not put your hand in your lap; rest the hand you are not using on the table (at the forearm).
- In most restaurants, it is customary to sit with strangers at a table (they will do the same with you); always ask politely before you sit down: "**Ist hier frei?**" When asked the same question by others, you should graciously allow them to join you.
- Germans are polite. However, Germans tend to be more direct than Americans, who sometimes confuse this with being rude.
- Be aware that Germans students tend to dress a little less casually– e.g. it is uncommon to wear sweatsuits or sweatpants in public or at the university. Especially for cultural and public events

(theater, public lecture a.s.o.) it is common to dress up a little – so bring adequate clothes for such occasions.

- Do not jaywalk! It is illegal and the jaywalking pedestrian is at fault in the case of an accident. You may be fined for jaywalking, too.
- DO NOT WALK IN BICYCLE OR TRAM PATHS! In Bremen, there is heavy bike and tram traffic; cyclists are especially disinclined to brake for those who foolishly walk in their lane.

Racial/Gender/Sexuality Issues:

RACIAL ISSUES: For the most part, the German people are fond of U.S. citizens, despite recent disagreements over U.S. foreign policy. Minority students and students of color may encounter situations that are uncomfortable. An encounter between students of color and a group of skinheads or neo-nazis could be dangerous, so avoid contact.

GENDER ISSUES: Although sexual harassment of women is uncommon, it can happen and one has to be very firm when responding to such attention. As in most large cities, women traveling alone late at night need to be on their guard.

SEXUALITY ISSUES: The general attitude toward gay, lesbian, and bisexual individuals is open and positive. Most young people are tolerant on the question of sexuality. In Bremen and at the University, there are special interest clubs and organizations.

Suggested Reading/Web Sites:

BOOKS:

These Strange German Ways and the Whip of the Ways, by Susan Stern (Atlantic Brücke, 2000).

Understanding Cultural Differences: Germans, French and Americans, by Edward T. and Mildred Reed Hall (Intercultural Press, 1987)

Women Travel and More Women Travel, edited by Miranda Davies and Natania Janasz (The Rough Guides)

WEB SITES:

Dickinson in Bremen: <http://www.dickinson.edu/academics/programs/german/>

University of Bremen: <http://www.uni-bremen.de/>

German News: <http://www.spiegel.de> <http://www.sueddeutsche.de>

<http://www.tagesschau.de> <http://www.faz.de> <http://www.zeit.de>

Bremen: <http://www.bremen.de>

Mixx: <http://www.mix-online.de> current things to do in Bremen of interest to students, including theater, concerts, parties, more.

Deutsche Welle online: <http://www.dw-tv.de/>

CULTURAL ADJUSTMENT

Stranger in a Strange Land...

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

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

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

CULTURE SHOCK

What is it?

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

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

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

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

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

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

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

Possible Symptoms of Culture Shock

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

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

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

Dealing with Culture Shock

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

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

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

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

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

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

Taking the Sting Out

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

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

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

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

American Cultural Patterns

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

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

Cultural Variations

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

You're Not Alone

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

From the Beaver College Orientation Handbook

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 on-site staff is available to help you through rough periods. We encourage students to talk to the on-site staff when they meet problems and not to wait until the problem gets bigger and more complicated.

Responses to Living Abroad:

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

Recovery:

- 1) Slowly finding a balance between academic work and other compelling interests. Better organization of one's time, and separation of the romantic preconceptions from the reality.
- 2) Oberg again says, "The recovery stage usually finds a growing sense of humor, with the visitor able to joke not only about the host country, but also about his own difficulties. In the final stage, adjustment, the visitor learns to accept the foods, drinks, habits, and customs of the host country and even to enjoy them."

- 3) Important realizations include getting to know the local people as individuals and not as stereotypes, suddenly realizing the great personal freedom and appreciating it, making deep friendships with fellow students and the local people, finally leaving America and trying to learn something about the host country with an accompanying decision to appreciate the best of both countries.

Our Advice:

Here are some additional thoughts concerning cultural adaptation:

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

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

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

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

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

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

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

KEEPING TRACK OF YOUR TIME ABROAD

Keeping a Journal:

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

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

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

Taking Pictures:

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

Dickinson Study Abroad Blog:

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

Dickinson Study Abroad Wiki Page:

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

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

RETURNING BACK HOME

Things to Take Care of at Dickinson before Returning Home

Course Request Process when Returning to Campus:

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

Room Selection at Dickinson:

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

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

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

MISCELLANEOUS INFORMATION

Time:

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

TIME CHANGE: Germany is 6 hours ahead of the U.S. (Eastern Standard Time) for most of the year. Germany switches to daylight savings time later than we do, so that Germany is only 5 hours ahead during the last week of March and the first week of April. Germany also switches back to standard time later than we do in the fall, so that Germany is 5 hours ahead from late September through late October. (Add 1, 2, or 3 hours to these figures if you are in the Central, Rocky Mountain, or Pacific time zones.)

Dates/Numbers:

As do most countries in Europe, Germany records dates with the day first, then the month and the year (e.g., 15. April 1999 or 15.IV.99 or 15.4.99). In addition, when representing the months June and July orally in German; they are frequently given as "Juno" and "Julei" (i.e., said with a long o and long I, respectively).

In regard to German numbers: German sevens (7's) are always crossed; and German ones (1's) usually have a hook when hand written in order to distinguish them from sevens.

Metric Conversion Tables: See page 56.

Grade Equivalency Chart: See page 57.

APPENDIX I:	TRANSFER CREDIT POLICY
APPENDIX II:	MEMO ON HEALTH INSURANCE
APPENDIX III:	SUPPLEMENTAL TRAVEL INSURANCE
APPENDIX IV:	HEALTH ISSUES WHILE
APPENDIX V:	STUDENT AGREEMENT FORM
APPENDIX VI:	REFUND POLICY FOR OFF-CAMPUS PROGRAMS

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%]

Grade Equivalency Chart

Bremen grades	Dickinson equivalent
1	A
1,3	A
1,7	A
2,0	A-
2,3	B+
2,7	B
3,0	B-
3,3	C+
3,7	C
4	F
5	F

APPENDIX I: TRANSFER CREDIT POLICY

Office of Global Education Dickinson College

Credit Policies for Academic Year & Semester Global Education Programs

General Policies for All Global Education Programs:

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

Specific Policies for Dickinson and Dickinson Partner Programs:

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

Upon return to Dickinson, students must complete an *Enrollment in Another Institution Form*. **Seniors are required to submit this form prior to the course request period for their last semester. If the form is not in the Registrar’s Office by that time, the student will not be permitted to participate in the course request period.** Please note that this form is required **only** when a student is seeking major, minor, or distribution credit for coursework completed at a cooperating university or through the Dickinson in Yaoundé

program. The form is *not* required for Dickinson Center courses, or for courses at a cooperating university for which a student is seeking only general credit. After obtaining the required signatures, the student should bring the form to the Office of Global Education. The form will then be forwarded to the Registrar's Office.

Specific Policies for Non-Dickinson Programs:

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

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

What to Do Before Studying Off-Campus:

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

What to Do While Off-Campus:

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

APPENDIX II: MEMO ON HEALTH INSURANCE

MEMORANDUM

From: Office of Global Education

Subject: Primary Health and Accident Insurance Information

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

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

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

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

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

APPENDIX III: Supplemental Travel Insurance

(This policy is subject to change)

Emergency Travel Assistance Program and Supplemental Travel Accident and Medical Insurance

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

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

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

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

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

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

September 2009

APPENDIX IV: HEALTH ISSUES WHILE TRAVELING

Mary Arthur, CRNP, MPA
Dir. Student Health Services

Travel Clinics

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

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

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

Prior to traveling

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

Immunization

All the following immunizations should be up to date:

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

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

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

- Influenza (flu) vaccine
- Pneumococcal vaccine

Malaria

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

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

Medications

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

Food and Water

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

Some suggestions include:

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

Items to take on your program

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

Common Sense

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

Other Points

- Make sure you will have health insurance while abroad. Call your insurance carrier to find out procedure and get it in writing.
- Diabetics need to know country's regulations on needles.
- **TB screening after returning is a good idea.**
- Certain countries require HIV testing to enter country.
- Antibiotics cause oral contraceptives to be less effective. Always use a backup method if you have to be on an antibiotic.
- Emergency contraception and birth control pills may be illegal in some Islamic countries. If the country allows it and there is even a remote possibility you will be sexually active, women should take ECP's with them. Please call the Health Center to ask about this.

In Tropical areas don't walk around barefoot. Spray yourself and cloths with DEET, and cover skin completely with clothes. Wear hats.

APPENDIX V: Student Agreement Form

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

1. I 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: _____

APPENDIX VI: Refund Policy: Early Withdrawal/ Cancellation

Refund Policy for Early Withdrawal From Dickinson-Sponsored and Dickinson-Partner Programs (Semester/Academic Year) Administered by the Office of Global Education

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

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

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

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

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

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

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

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.