

## STAGE 2: PREPARING

In this section you will find information of a very practical nature to assist you in making arrangements for your international experience. We have included here intercultural reading recommendations, scholarship and financial aid information, suggestions for arranging your travel and lodging, and health and safety tips. This section is divided into three parts: Academic and Cultural Preparations; Logistical Preparations; and Travel Health, Safety, and Emergency Procedures.

**“I loved the people that I met, the places that I saw, the things that I did. I had so much freedom to learn about other people and myself. I realized how misplaced some of my energies are while at home and am now able to refocus my energies on things that I see are truly important in life.”**

*-Claire Anderson, studied pre-health courses in Ireland*



**Claire enjoying her travels in the Netherlands**

## Preparing Checklist

- ✓ Apply to your [university abroad or program provider](#)
- ✓ Identify courses you hope to take toward your degree and get them pre-approved prior to departure; have 2 to 4 more courses approved than you need
- ✓ Contact the Office of Interim and Contract Learning (Munger 102, phone 226-4647) to discuss your Interim contract or course
- ✓ Purchase your international plane ticket (earlier is usually cheaper)
- ✓ Check the CDC Web site to determine whether you will require immunizations (<http://www.cdc.gov/>)
- ✓ Apply for passport, visa (if needed), and arrange all necessary immunizations
- ✓ If you need academic or other accommodations, get in touch with the Sklenar Center soon; students with physical disabilities should contact Mobility International ([www.miusa.org](http://www.miusa.org))
- ✓ Be aware of deadlines for housing and other on-campus accommodations at your host institution
- ✓ Arrange accommodations or airport pick-up (if available)
- ✓ Get necessary prescriptions and enough medicine (with a doctor's letter) for the entire time you will be away
- ✓ Check the exchange rate in your host country so you can adequately budget for your trip
- ✓ Apply for a credit card with a low interest rate if you do not already have one; having a credit card can be important in cases of emergency
- ✓ Check with your bank to make certain your credit/debit card can be used abroad; make sure you are comfortable with the limits on your credit card
- ✓ Purchase an International Student Identity Card from STA Travel ([www.statravel.com](http://www.statravel.com)); these discount cards are especially useful in Europe
- ✓ Provide travel dates and itinerary to the SKLENAR CENTER
- ✓ Inform the BSC Post Office of when and how long you will be away
- ✓ Talk with your academic advisor about your plans to study abroad
- ✓ During election years, register ahead for an absentee ballot
- ✓ Register with the embassy for your country of citizenship; this information will help your embassy contact you in cases of emergency (US citizens should register with the US Embassy online at <http://www.usembassy.gov/>; find information about registering with other embassies on page 48)

## A. Academic and Cultural Preparations

Remember that in the midst of all the excitement of getting things ready to go, you'll not only be packing a suitcase but also continuing to unpack assumptions and generalizations about your host country. To assist you in this process, you will take the course [Pre-Departure Topics for Study Abroad](http://www.bsc.edu/academics/SklenarCenter/study-abroad/is101.htm) (<http://www.bsc.edu/academics/SklenarCenter/study-abroad/is101.htm>) in this stage of your journey. While passing the course is a requirement for study abroad, you are encouraged to relish the opportunity to join your peers and faculty who are interested in international travel in an inquisitive exploration of the themes of culture, travel, and identity.

Also, a range of resources is available to you as you prepare to immerse yourself in another culture. See Appendix 3 below for a list of these materials.



**Hong Kong**

**“I am deeply thankful for the Pre-Departure Topics for Study Abroad course because it provided a platform for exploring my cultural expectations and discovering how I might manage the unexpected in order to make the most of my experience. The value of this course on cross-cultural understanding was apparent from my first day in Hong Kong. I am confident that I face each day abroad with more excitement, appreciation, and gratitude as a result of the instruction I received in International Studies 101.”**

*-Ben L. Miller, studied biology and political science in China at HKBU*

## Appendix 3 – Further Study of Intercultural Issues

*List adapted from research done by International Programs at Carleton College*

- Adams, M. (Ed.) (1997). *Teaching for Diversity and Social Justice: Sourcebook*. New York: NY: Rutledge.
- Arana, Marie. "American Chica." *Unrooted Childhoods: Memoirs of Growing Up Global*. Eds. Faith Eidse and Nina Sichel. London: Nicholas Brealey Publishing; Yarmouth, ME: Intercultural Press, 2004. 297-305.
- Bennett, Janet M. "Cultural Marginality: Identity Issues in Intercultural Training." *Education for the Intercultural Experience*. Ed. R.M. Paige. Yarmouth, ME: Intercultural Press, 1993. 109-135.
- Bennett, M. J. (Ed.) (1998). *Basic Concepts of Intercultural Communication: Selected Readings*. Yarmouth, ME: Intercultural Press.
- Bennett, Milton J. (1993) "Towards Ethnorelativism: A Developmental Model of Intercultural Sensitivity." *Education for the Intercultural Experience*. Ed. R.M. Paige. 2<sup>nd</sup> edition. Yarmouth, ME: Intercultural Press, 21-71.
- Chandra, G.S. Sharat. (1986) "Saree of the Gods." *On Being Foreign. Culture Shock in Short Fiction*. Ed. Tom J. Lewis and Robert E. Jungman. Yarmouth, ME: Intercultural Press, 65-70.
- Cushner, K. (2003). *Human Diversity in Action: Developing Multicultural Competencies for the Classroom, 2<sup>nd</sup> Ed.* New York: NY: McGraw-Hill.
- De Courtivron, I. (Ed.) (2003). *Lives in Translation: Bilingual Writers on Identity and Creativity*. New York: Palgrave Macmillan.
- Desai, Anita. (2003) "Various Lives." *Lives in Translation: Bilingual Writers on Identity and Creativity*. Ed. Isabelle de Courtivron. Palgrave Macmillan, 11-17.
- Eidse, F. and Sichel, N. (2004). *Unrooted Childhoods: Memoirs of Growing Up Global*. London: Nicholas Brealey Publishing or Yarmouth, ME: Intercultural Press.
- Evans, N. J., Forney, D.S. and Guido-DiBrito, F. (1998). "Perry's Theory of Intellectual and Ethical Development." *Student Development in College: Theory, Research and Practice*. San Francisco, CA: Jossey-Bass Inc., 130-133.
- Gauguin, P. (1985). *Noa Noa. The Tahitian Journal*. Trans: O.F. Theis. New York: Dover Publications.
- Hall, E.T. (1966). *The Hidden Dimension*. New York: Doubleday Publications. Pp. 1-6.
- Hall, E.T. (1977). *Beyond Culture*. Garden City, N.Y.: Anchor Books.
- Hall E.T. (1959). *The Silent Language*. Garden City, N.Y., Doubleday.
- Hall, E.T. (1987) *Understanding Cultural Differences*. Yarmouth, ME: Intercultural Press.
- Hess, J.D. (1997). *Studying Abroad/Learning Abroad*. Yarmouth, ME: Intercultural Press, Inc.
- Hoffman, E. (1989). *Lost in Translation: A Life in a New Language*. New York: Penguin Books.
- Hofstede, G.J, Pederson, P.B, and Hofstede, G. (2002). *Exploring Culture: Exercises, Stories and Synthetic Cultures*. Yarmouth, ME: Intercultural Press, Inc.

- Jhabvala, R. P. (1994). "Disinheritance" *Altogether Elsewhere. Writers on Exile*. Ed. Marc Robinson. San Diego, New York, London: Harcourt Brace and Company; 319-330.
- Jordan, Kathleen A. Finn. (1998) "Third Culture Persons." *Culture, Communication and Conflict: Readings in Intercultural Relations*. Needham Heights MA: Simon and Schuster, 242-249.
- Kaplan, A.Y. (1993). "Boarding School in Switzerland." *French Lessons: A Memoir*. Chicago: University of Chicago Press; 45-58.
- Kim, Y.Y.K. (2001). *Becoming Intercultural: An Integrative Theory of Communication and Cross-Cultural Adaptation*. Thousand Oaks, London, New Delhi: Sage Publications; 4-10.
- Kohls, L.R. (1984). *Survival Kit for Overseas Living*. Yarmouth, MN: Intercultural Press.
- Kovacs, E. (1994). *Writing Across Cultures*. Hillsboro, OR: Blue Heron Publishing, Inc.
- Lewis, T.J. and Jungman, R.E. (Eds.) (1986). *On Being Foreign: Culture Shock in Short Fiction*. Yarmouth, ME: Intercultural Press.
- Maraire, N. (1996). *Zenzele: A Letter for My Daughter*. New York, NY: Dell Publishing.
- Miner, H. (1956) *Body Ritual of the Nacirema*. *American Anthropologist*.
- McLeod, J. (2000). *Beginning Postcolonialism*. Manchester and New York: Manchester University Press; 37-40, 44-46, 205-222.
- Muuss, R. E. (1996). "Marcia's Expansion of Erikson's Theory of Identity Formation." *Theories of Adolescence*. Ed. Rolf E. Muuss. 6<sup>th</sup> ed. McGraw-Hill. 260-270.
- Paige, M. R. (Ed.) (1993). *Education for the Intercultural Experience*. Yarmouth, ME: Intercultural Press, Inc.
- Paige, M. Cohen, A. Kappler, B. Chi, J. Lassegard, J. (2002). *Maximizing Study Abroad*. University of Minnesota, MN: CARLA Working Papers.
- Pavlenko, A. (2001). "In the world of the tradition, I was unimagined': Negotiation of identities in cross-cultural autobiographies." *International Journal of Bilingualism* 5:3 (September): 317-344.
- Peace Corps. *The Peace Corps Cross-Cultural Workbook: Culture Matters*. Washington, DC: Peace Corps.
- Pollock, D. C. and Van Reken, R.E. (2001). "Where is Home? Erika's Story." *Third Culture Kids: Growing Up Among Worlds*. Yarmouth, ME: Intercultural Press. 5-17.
- . (1989) "Reflections on Exile." *Reflections on Exile and Other Essays*. Cambridge, MA: Harvard UP, 2000. 173-186.
- Ribeyro, Julio Ramón. (1986) "Alienation." *On Being Foreign. Culture Shock in Short Fiction*. Ed. Tom J. Lewis and Robert E. Jungman. Trans. Dianne Douglas. Yarmouth, ME: Intercultural Press, 23-33.
- Said, E. (2000). "Reflections on Exile." *Reflections on Exile and Other Essays*. Cambridge, MA: Harvard UP; 173-186.
- Said, E. (2001). "Orientalism." *The Post-Colonial Studies Reader*. Ed. Bill Ashcroft, Gareth Griffiths and Helen Tiffin. 5<sup>th</sup> Edition. London and New York: Routledge. 87-91

## Appendix 3 – Continued

- Saville-Troike, M. (1978). *A Guide to Culture in the Classroom*. Rosslyn, VA: InterAmerica Research Associates, Inc.
- Schütz, A. (1998). "The Stranger: An Essay in Social Psychology." *German Sociology*. Ed. Uta Gerhardt. New York: Continuum; 81-94.

- Seelye, H. N. (Ed.) (1996). *Experiential Activities for Intercultural Learning*. Yarmouth, ME: Intercultural Press, Inc.
- Spring, J. (2000). *The Intersection of Cultures*. Boston, MA: McGraw-Hill.
- Storti, C. (1994). *Cross-Cultural Dialogues*. Yarmouth, ME: Intercultural Press, Inc.
- Storti, C. (2001). *The Art of Crossing Cultures*. Yarmouth, ME: Intercultural Press, Inc.
- Stringer, D.M. and Cassidy, P.A. (2003). *52 Activities for Exploring Values Differences*. Yarmouth, ME: Intercultural Press, Inc.
- Theroux, Paul. (1986) "Yard Sale." *On Being Foreign. Culture Shock in Short Fiction*. Ed. Tom J. Lewis and Robert E. Jungman. Yarmouth, ME: Intercultural Press, 273-280.
- . (1998). "Transition Shock: Putting Culture Shock in Perspective." *Basic Concepts of Intercultural Communication: Selected Readings*. Ed. Milton J. Bennett. Yarmouth, ME: Intercultural Press, 1998. 215-223.
- Weaver, G.R. (Ed.) (2000). *Culture Communication and Conflict: Readings in Intercultural Relations*. revised 2<sup>nd</sup> ed. Boston, MA: Pearson Publishing.
- Wellman, D.T. (1977). *Portraits of White Racism*. 2<sup>nd</sup> ed., Cambridge, UK: University of Cambridge Press.

## Web Sites:

### Academics Abroad Handout

[www.northwestern.edu/studyabroad/forms/academicsabroad\\_upd.pdf](http://www.northwestern.edu/studyabroad/forms/academicsabroad_upd.pdf)

### Benjamin A. Gilman International Scholarships Program

Comprehensive study abroad resource list

<http://www.iie.org/programs/gilman/resources.html>

### CARLA: Center for Advanced Research in Language Acquisition

Maximizing Study Abroad Project: <http://www.carla.umn.edu/maxsa>

List of Simulation Games and Resources for Cultural Learning:

<http://www.carla.umn.edu/culture/resources/exercises.html>

### Center for Strategic and International Studies

An on-line resource to teach policy aspects of globalization

<http://www.globalization101.org>

### Intercultural Research and Value Patterns—Overview

[http://stephan.dahl.at/intercultural/about\\_culture.html](http://stephan.dahl.at/intercultural/about_culture.html)

### Language Strategy Use Survey/Cohen, Andrew

[http://www.carla.umn.edu/about/profiles/CohenPapers/Language\\_Survey.pdf](http://www.carla.umn.edu/about/profiles/CohenPapers/Language_Survey.pdf)

### Learning Styles Self Survey and Tips - Vark

[www.vark-learn.com/english](http://www.vark-learn.com/english)

### Learning Style Survey/Cohen, Andrew

<http://www.carla.umn.edu/about/profiles/CohenPapers/LearningStylesSurvey.pdf>

## Appendix 3 – Continued

### Macalester College Orientation Web site

<http://www.macalester.edu/internationalcenter/ORIENT/orient.htm>

### NAFSA -- COOP Project Report

Click on Professional Development, then Institutional Grants, then COOP Program

<http://www.nafsa.org>

#### National Geographic

<http://www.nationalgeographic.com/geographyaction/>

#### SAFETI Clearinghouse

On-line course syllabi of Bruce la Brack, University of the Pacific

<http://www.lmu.edu/globaled/safeti/orientation.html>

#### School for International Training Web site

<http://www.sit.edu/studyabroad/parents/reentry.html>

#### Watching America

Reports and articles providing an outsider's insights on the US

<http://watchingamerica.com>

#### What's Up With Culture Project

<http://www.pacific.edu/sis/culture>

#### World Press

On-line access to journal and news articles from publications around the world

<http://www.worldpress.org>

### General Resources

- US Department of State (Web site for Americans studying abroad) - <http://studentsabroad.state.gov/>
- Britannica Online (On-campus access only) - <http://www.eb.com:180/>
- Center for Global Education - <http://www.lmu.edu/globaled/index.html>
- CIA World Factbook - <http://www.odci.gov/cia/publications/factbook/index.html>
- Economist Country Briefings - <http://www.economist.com/countries>
- Institute of International Education - <http://www.iie.org/programs/gilman/resources/html>
- ISIC: International Student ID Card - <http://www.isicus.com/MyISIC/>
- Lonely Planet Destinations - <http://www.lonelyplanet.com/destinations>
- MIUSA: Mobility International USA - <http://www.miusa.org/>
- NAFSA - <http://www.nafsa.org/>
- Transitions Abroad (Magazine highlighting work, study, living and travel opportunities abroad) - <http://www.transitionsabroad.com/index.shtml>
- World Almanac (online through [FirstSearch](#) or in Ref. AY67 .N5 W7 2002)
- World Study.gov - <http://www.worldstudy.gov/>

### Health and Safety Abroad Information

- CDC: Center for Disease Control and Prevention (Traveler's Health) - <http://www.lmu.edu/globaled/index.html>
- CIEE Health: Pre-departure Checklist - [http://www.ciee.org/health\\_safety/health/pre-departure\\_checklist.aspx](http://www.ciee.org/health_safety/health/pre-departure_checklist.aspx)
- Promoting Safety in Study Abroad (A parent's guide) - <http://www.secussa.nafsa.org/safetyabroad/promote.html>
- Student Study Abroad Safety Handbook - <http://www.lmu.edu/globaled/studentsabroad/>
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## Appendix 3 – Continued

### Geography

- National Geographic: <http://www.nationalgeographic.com/geographyaction/>

### Maps (Political and Physical Maps)

- Atlapedia Online: [http://www.atlapedia.com/online/map\\_index.htm](http://www.atlapedia.com/online/map_index.htm)

- Embassy World - All the World's Maps: <http://www.embassyworld.com/maps>

## History

- The History Channel: <http://www.historychannel.com/>

## Economics

- Economist.com Country Briefings: <http://www.economist.com/countries/>
- "Doing Business" Economy Rankings: <http://www.doingbusiness.org/EconomyRankings/>
- World Economic Forum Gender Data: <http://www.weforum.org/pdf/gendergap/report2007.pdf>
- Index of Economic Freedom: <http://www.heritage.org/index/>

## World Cultures

- A set of online profiles of life and customs in countries around the world, developed in association with the University of Toronto: <http://cwr.utoronto.ca/cultural>
- UNESCO Window to Culture - <http://www.unesco.org/culture/links>
- United Nations: [www.un.org](http://www.un.org)
  - Tracking the Millennium Development Goals: <http://www.mdgmonitor.org/factsheets.cfm>
- BBC country profile: [http://news.bbc.co.uk/1/hi/country\\_profiles/default.stm](http://news.bbc.co.uk/1/hi/country_profiles/default.stm)
- CIA world fact book: <https://www.cia.gov/cia/publications/factbook/index.html>
- U.S. Library of Congress, Federal Research Division: <http://lcweb2.loc.gov/frd/cs/profiles.html>

## Popular Country/Regional Links and Further Readings

### Argentina -

- Buenos Aires Herald - A world of information in a few words: <http://www.buenosairesherald.com/>

### Czech Republic -

- The Prague Post: <http://www.praguepost.com/index.php>
- Novels by Karel Capek are recommended
- **The Good Soldier Svejk** by Jaroslav Hasek, is an unfinished satirical novel set during World War I and is considered to be one of the first anti-war novels.

### Egypt -

- **Cairo, the City Victorious** by Max Rodenbeck, Vintage Books 2000 - a history of the city.
- **The Map of Love** and **In the Eye of the Sun** by Ahdaf Soueif, novels about growing up in Egypt by a young woman.

### France -

- France's English Language Newspaper: <http://www.french-news.com/>
- Le Monde (France's leading circulation newspaper on the left.) <http://www.lemonde.fr/>
- Le Figaro (France's leading circulation newspaper on the right.) <http://www.lefigaro.fr/>
- The Tocqueville Connection -The insider's web source for French news and analyses: <http://www.ttc.org/>
- Le Monde Diplomatique - Parisian political newspaper. Often a site of debate for the French intellectuals: <http://www.monde-diplomatique.fr/>
- Cinefil - Information on French films: <http://www.cinefil.com/>

## Appendix 3 – Continued

- French Radio Network- This site provides access to the homepages of six French radio networks. From these sites, users can easily obtain recordings of news broadcasts and interviews from six French radio networks: [http://www.francelink.com/radio\\_index.html](http://www.francelink.com/radio_index.html)
- France.com - Listing of print media national dailies in France, with links. <http://www.france.com/media/nationaldailies.html>
- Radio Sites: ComFM- A comprehensive list of French radio stations broadcasting online. (English) <http://www.comfm.com/live/radio/?c=fr>

- France Culture: Special programming in the arts, history, fashion, technology and all things cultural: <http://www.radiofrance.fr/chaines/france-culture2/emissions/liste/>
- Radio France International- For the French community worldwide, RFI gives a French perspective on news and issues around the world: <http://www.rfi.fr/>

#### Hong Kong -

- Leading English language newspaper in Hong Kong published by the SCMP Group Ltd - <http://www.scmp.com/>
- Hong Kong English language business newspaper which is published by Sing Tao Media Holdings Ltd. - <http://www.thestandard.com.hk/stdn/std/index.html>
- Keven Sinclair with Iris Wong Poe Yee. Culture Shock! A Guide to Customs and Etiquette in China. Times Book International, 1990. ISBN 981-204-080-3
- Mary Margaret Wang, et al. al. Turning Bricks into Jade: Critical Incidents for Mutual Understanding among Chinese and Americans. Intercultural Press, 2000. ISBN 1-877864-81-1.
- Hu Wenzhong and Cornelius L. Grove. Encountering the Chinese: A Guide for Americans. Intercultural Press, 1991, 1999. ISBN 0-933662-95-5.
- Barbara-Sue White. Hong Kong: Somewhere Between Heaven and Earth. Oxford University Press (HK), 1996. ISBN 0-19-587696-2.

#### Ireland -

- Frank McCourt's Angela's Ashes: A Memoir and 'Tis

#### Latin America -

- BSC Library Guides - <http://panther.bsc.edu/~libref/las/>; <http://panther.bsc.edu/~libref/las200.htm>

#### Russia -

- There are two English newspapers in Russia run by the London Times that provide good information about current events in Russia - [www.sptimes.ru](http://www.sptimes.ru); [www.themoscowtimes.com](http://www.themoscowtimes.com)

#### Scotland -

- Novels by McIlvaney and Laidlaw are recommended.
- A whole range of useful novels / books on Glasgow / Scotland - <http://www.scottishbooksellers.com/acatalog/Glasgow.html>
- British Council's Studying in the UK might be of use or the link to Study in Scotland - <http://www.educationukscotland.org/>

#### South Africa -

- Mail and Guardian Newspaper : <http://www.mg.co.za/>

#### Spain -

- <http://www.spain-info.com/index.html>

#### Thailand -

- Do's and Don'ts in Thailand by Kenny Yee and Catherine Gordon, published by Booknet Co., Ltd. E-mail: [booknet@book.co.th](mailto:booknet@book.co.th)
- The Simple Guide to Customs and Etiquette in Thailand by Derek Tonkin and Visnu Kongsiri, published by Global Books Ltd.

## Appendix 3 – Continued

#### United Kingdom -

- Guardian - <http://www.ngrguardiannews.com/>
- London Times - <http://www.timesonline.co.uk/>
- Bill Bryson's Notes from a Small Island. Very funny and appropriate as it is Britain from an American's perspective. Quite true as well.
- Peter Fryer's Staying Power (Pluto, 1990) - Good preparation for Black London course.

## I. Transient Course Form for Study Abroad Process

You will find the Transient Course Form, which must be filled out prior to departure, under the “Transient Course Credit Information” section of the study abroad online application. (You can also see a sample completed Transient Course Form in Appendix 4 below, as well as the Study Abroad On-line Course Form Policies and Procedures in Appendix 5 below). First, fill out your portion of the form in section A and B. Then, directly contact the appropriate BSC professors, who would most likely teach the courses you would like to receive credit for here at BSC, to request their approval (see appendix 5). Once the professors have signed off, the computer system takes over and automatically sends an email to the department chairs, Provost, and the Sklenar Center when it is appropriate for them to sign. (Please do not contact the Provost directly!) The Transient Course Form is not official until all of the electronic signatures have come in.



The Sklenar Center understands that your host institution's listed course offerings may differ from actual course availability. Once you register abroad, you should maintain contact with your academic advisor and the Sklenar Center. When you have decided on a final course schedule abroad, e-mail your advisor and the faculty members designated to approve courses in their areas, and update the Transient Course Form for Study Abroad on your online study abroad application.

## Appendix 4 — Sample Completed Transient Course Form for Study Abroad

<b>Part-A</b>	
International Institution	Richmond University in Florence
North American Prog. Association	American Institution for Foreign Study
International Destination	Florence
Advisor signature	Kent Steven Andersen
Provost signature	Mark Schantz (MAS)
Sklenar Center signature	Anne Ledvina
<b>Part-B: Philosophy/Religion</b>	
offCampusCourseNumber	PHL/RLG 310
offCampusCourseTitle	Mysticism and Magic in Medieval and Renaissance Italy
offCampusCourseDescription	This course considers the role of Medieval mysticism and Renaissance magic in the genesis of the modern world. It examines key topics such as: the function of magic in archaic societies; and the representation of Hell and demonization in the late Middle Ages together with the Medieval ideal of perfection represented in Dante's Divine Comedy and reflected in the life of St. Francis of Assisi. By the end of the 15th century, Florence had become the irradiating center for the new doctrine on the magus ideal, formulated by Marsilio Ficino and Pico della Mirandola. This new direction in European thought was further developed into modern science by the contribution of Leonardo, Galileo and Giordano Bruno.
offCampusCourseLanguage	English
offCampusCourseContactHoursPerWeek	3.3 hrs
offCampusCourseNumberOfWeeks	12
offCampusCourseCredit	3 credits
bscDeptOrProg	Philosophy/Religion
bscCourseEquivalent	unknown
bscCourseCategory	Elective
bscCourseCredit	1 unit
BSC faculty signature	Bill Myers
BSC dept. chair signature	Bill Myers

## Appendix 4 – Continued

<b>Part-B: Foreign Language</b>	
offCampusCourseNumber	ITL 103
offCampusCourseTitle	Elementary Italian I
offCampusCourseDescription	Students build an essential vocabulary and assimilate basic grammar and sentence structures. Listening, grammar and comprehension exercises, repetition and easy conversation.
offCampusCourseLanguage	Italian
offCampusCourseInstructor	unknown
offCampusCourseContactHoursPerWeek	15
offCampusCourseNumberOfWeeks	3
offCampusCourseCredit	3 credits
bscDeptOrProg	Foreign Language
bscCourseEquivalent	unknown
bscCourseCategory	Elective
bscCourseCredit	IT 101 (1 unit)
BSC faculty signature	Barbara Domcekova
BSC dept. chair signature	Barbara Domcekova
<b>Part-B: Art History</b>	
offCampusCourseNumber	ARH 323
offCampusCourseTitle	Masters of the Renaissance: Leonardo da Vinci
offCampusCourseDescription	Examines the extraordinary variety and complexity of the work of Leonardo da Vinci. Leonardo's work as a lens whereby students can explore aspects of science, anatomy and the human body, portraiture, perspective and religious painting in the 15th and early 16th centuries. Taught largely on-site, in and around Florence. Includes a day trip to Vinci (Leonardo's birthplace) and to Milan to view the Last Supper. Course related field trips are held on Fridays.
offCampusCourseLanguage	English
offCampusCourseInstructor	unknown
offCampusCourseContactHoursPerWeek	3.3 hrs
offCampusCourseNumberOfWeeks	12

## Appendix 4 – Continued

offCampusCourseCredit	3 credits
bscDeptOrProg	Art History
bscCourseEquivalent	unknown
bscCourseCategory	Major/Minor
bscCourseCredit	1 unit
BSC faculty signature	Kathleen Mary Spies
BSC dept. chair signature	Pamela Ann Venz



**“Studying abroad not only teaches you about another culture, but it also teaches you about yourself. I learned so many things about myself that I never knew before. It was an amazing, life changing experience that I would recommend to anyone!”**

*-Jessica Burgess, studied Classics in Ireland*

## Appendix 5 – On-Line Course Form Policies and Procedures

### Transient Course Form for Study Abroad On-line System Policies and Procedures

There are 14 academic departments at Birmingham-Southern College. Each academic department works differently and establishes policies for the approval of study abroad credits. Below is information that should help you as you present your requests for study abroad course review and approval to faculty members and department chairs.

#### Department Chairs and Faculty Contacts by discipline or academic area within departments:

Departments	Department Chair	Academic Area	Academic Area	Academic Areas	Academic Areas
Art and Art History	Pamela Venez	<b>Art Department</b> – Pamela Venez	<b>Art History Department</b> - Kathleen Spies		
Biology	Megan Gibbons	<b>Microbiology</b> – Wayne Shew	<b>Ecology/Environmental Science/Studies</b> – Scot Duncan	<b>Biology</b> - Jeannette Runquist	
Business and Accounting	Stephen Craft	<b>Business</b> – Stephen Craft	<b>Accounting</b> – Sara Robicheaux		
Chemistry and Physics	Laura Stultz	<b>Chemistry</b> - Laura Stultz	<b>Physics</b> – Duane Pontius		
Education	Louanne Jacobs				
English	Michael McInturff				
History	Mark Lester	<b>Latin American History</b> - Bill Nicholas	<b>European History</b> – Randall Law	<b>British/ Middle Eastern History</b> – Mark Lester	<b>US History</b> – Victoria Ott
Mathematics and Computer Science	Doug Riley	<b>Mathematics</b> - Bernadette Mullins	<b>Statistics</b> - Jeff Barton	<b>Computer Science</b> - Lewis Patterson	
Modern Foreign Languages	Barbara Domcekova	<b>French</b> – Renee Norrell	<b>German</b> - Judy Cox	<b>Spanish</b> - Barbara Domcekova	<b>Other Languages</b> - Barbara Domcekova
Music	Jim Cook	<b>Voice</b> - David Smith	<b>Music Theory/Composition</b> - Dorothy Hindman	<b>Music History</b> - Jim Cook <b>Music Education</b> - Ron Hooten	<b>Piano</b> - William DeVan <b>Conducting</b> - Lester Seigel
Philosophy, Religion and Classics	Bill Myers	<b>Philosophy</b> - Bill Myers	<b>Religion</b> - Larry Brasher	<b>Classics</b> - Sam Pezzillo	
Political Science, Economics and Sociology	Natalie Davis	<b>Political Science</b> - Natalie Davis	<b>Economics</b> - Kathleen Rossmann	<b>Sociology</b> - Guy Dalto	

## Appendix 5 – Continued

Psychology	Lynn Trench	<b>Personality/Clinical/Abnormal/Disorders-</b> Tricia Witte	<b>Biological/Learning-</b> Lynn Trench	<b>Other-</b> Lynn Trench	
Theatre and Dance	Michael Flowers	<b>Theatre-</b> Michael Flowers	<b>Dance-</b> Mira Popovich		

### Department specific requirements for the course credit obtained through an approved study abroad program or partnership:

Departments	Department Chair	Department Specific Requirements
Art and Art History	Pamela Venz	Contact the appropriate faculty listed above.
Biology	Megan Gibbons	Pursuit of a lab science course requires proof of a lab. Contact the appropriate faculty listed above.
Business and Accounting	Stephen Craft	Students must send an e-mail to Dept. Chair, in addition to completing the on-line Transient Course Form, proposing the courses to be taken abroad along with a determination about course equivalency. Under the European Course Exchange, courses that are less than 5 ECTS credits only count as ½ unit courses at BSC. Contact the appropriate faculty listed above.
Chemistry and Physics	Laura Stultz	Currently enrolled BSC students must obtain transient approval from the department before transferring in course credit from other institutions. It is the policy of the Department of Chemistry and Physics that only those courses reviewed and determined by departmental faculty to be equivalent to courses offered in the department will be approved for transfer credit to BSC. Contact the appropriate faculty listed above.
Education	Louanne Jacobs	Contact the appropriate faculty listed above.
English	Michael McInturff	Students must send an e-mail to Dept. Chair, in addition to completing the on-line Transient Course Form, proposing the courses to be taken abroad along with a determination about course equivalency. The English faculty will consult as a group about the transfer of courses.
History	Mark Lester	There will be no exceptions made for taking a general education requirement in History abroad. Seeking approval for elective, major, or minor credits in History can be done by the appropriate faculty above.
Mathematics and Computer Science	Doug Riley	Contact the appropriate faculty listed above.
Modern Foreign Languages	Barbara Domcekova	Contact the appropriate faculty listed above.
Music	James Cook	Contact the appropriate faculty listed above.
Philosophy, Religion and Classics	Bill Myers	Students need to check with the faculty above for courses in the appropriate discipline. There will be no exceptions made for taking a general education requirement in Religion abroad.
Political Science, Economics and Sociology	Natalie Davis	Contact the appropriate faculty listed above.
Psychology	Lynn Trench	Contact the appropriate faculty listed above.
Theatre and Dance	Michael Flowers	Contact the appropriate faculty listed above.

## Appendix 5 – Continued

### Student Information about the transfer of credits for study abroad at Birmingham-Southern College

**Study abroad credit—what is it?** BSC believes that study abroad is a serious academic experience that should broaden a student’s mind both through class work and intercultural experiences. We value the international experiences of our students by awarding BSC credit toward degree requirements for all pre-approved courses at partner institutions. We begin this process in the Pre-departure Topics for Study Abroad course that gives students a base on which to build their understanding of a new academic and cultural environment. Students are then offered the chance to take courses from international scholars and faculty who approach a discipline from a different perspective or that expand the curriculum of a particular department. This is a unique opportunity for students to gain knowledge in their fields of study by studying a language not offered at BSC, by learning a new approach to psychology or by gaining an international perspective on economics, computer science, pre-health and more. The on-line pre-approval process assures students the credits and the application of those credits toward their degrees. This means that all courses taken abroad apply to the degree and count toward GPA both in the major and overall. The rules for pass/fail grades (S or U) apply to study abroad just as they do to courses at BSC. Students must have accumulated 16 units of credit in residence at BSC before electing S or U evaluations (only two per year) and such evaluations only apply to free electives (defined as those not applied to general education or major/minor requirements.) In some cases, universities abroad that have much lower systems of evaluation, as in the case of South Africa and Australia, will be reevaluated based upon the US grading system when BSC receives the transcripts.

**Getting courses pre-approved:** It is a student’s responsibility to contact faculty members about courses they plan to take abroad for academic credit. It is also a student’s responsibility to provide study abroad course materials (i.e. a syllabus) for faculty and department chairs if requested. All students should inform faculty about how they wish for their courses to count in terms of unit, and degree requirements (major, minor, general education and electives.) Pre-approval of courses should happen prior to departure. If students make changes following registration at their host institution, they should contact the appropriate faculty member as soon as possible to receive course approval. In addition, it is very important for students to provide each faculty member with their e-mail ID which allows the faculty member to enter that student’s on-line Transient Course Form for Study Abroad. The Sklenar Center is always here to help students so do not hesitate to contact Anne Ledvina ([aledvina@bsc.edu](mailto:aledvina@bsc.edu)) or Grace Franklin ([gfrankli@bsc.edu](mailto:gfrankli@bsc.edu)).

**Faculty questions about course approval system:** Please encourage faculty to contact Anne Ledvina directly at 226-7722 or [aledvina@bsc.edu](mailto:aledvina@bsc.edu). However, you can direct faculty, who ask you, to go to the faculty link on the Sklenar Center website. There is a direct link to the transient course form for faculty only. Please provide faculty with your e-mail ID.

**“My study abroad experiences set the foundation for the independent major that I created upon my return to BSC, Latin American Studies. My future plans for graduate school and my career objective can all be tied back to my study abroad experiences.”**

*-Kimberley Hamilton, pursued a contracted major in Latin America Studies and studied in Costa Rica and Argentina*

## B. Logistical Preparations

In this section, you will find information about preparing your travel documents and arranging travel and accommodations for your time away. First, however, you will read about financial considerations and scholarships available for study abroad; time is of the essence for getting your financial affairs in order, so this should be the first step in your process of preparing for travel. This can be a challenging stage of your journey, as there will be lots of details to arrange, but do your best to be patient with—and even enjoy—the process.

## I. Funding Your International Education

Following you will find information about a number of possibilities for funding your international education. Many options are available for financing study abroad. You will undoubtedly be able to find plenty of others by conducting a little Internet research on your own. Take a creative approach to researching this part of your experience, and you will be surprised at the variety of opportunities available to you. The Sklenar Center staff will be glad to help you sort through the options you uncover.

Your financial commitment will vary depending on the kind of study abroad program you choose. Consider these factors for the most affordable study abroad experience:

- 1) Scholarships (listed in Appendix 6 below);
- 2) Exchange programs which allow you to keep your BSC scholarships;
- 3) Direct enrollment programs marked as inexpensive on page 9.

The study abroad scholarship opportunities listed in Appendix 6 below are primarily need based. See page 11 for the list of program partners. You might also consider the possibility of employment while studying abroad. Contact your study abroad program provider to ask about work opportunities.

Please note that it is the Sklenar Center/BSC scholarship policy that in order to be considered for Sklenar Center/BSC scholarships, students and their families must have or be willing to take out a low-interest loan. FAFSA information must also be submitted along with the online study abroad application before any awards can be made. Sklenar Center/BSC scholarship recipients will be expected to complete a project as part of the terms of the scholarship. See the project list on page 64 for details.

## II. Cost Considerations

Every program has a different cost for tuition and room and board. However, here are some costs that will be the same for every student:

The study abroad fee, charged to the student's BSC account, covers the cost of medical insurance. The fee is \$250 for summer study abroad, \$400 for one semester, and \$650 for the academic year. More information about the insurance plan is included in the section below labeled Travel Health, Safety, and Emergency Procedures.

Each student will be responsible for arranging and paying for airfare and any other costs of travel to and from the host country.

It is worth noting that, due to rapid fluctuation in currency exchange, estimates for program expenses and air travel may change. Please visit the Web site <http://www.xe.com/ucc/> for up-to-the-minute information on currency exchange.



**“I studied abroad in Oxford this past summer, and it made me wish I had spent the entire year there. It is always a challenging and rewarding experience to live for more than a month in a culture that is different from your own. To have had the opportunity to study British history in England, and especially in Oxford, is a privilege I am so thankful to have had.”**

*-Amy Yearwood, studied literature and history at Oxford University*

## Appendix 6 – Study Abroad Scholarships

### 1. Sklenar Center Study Abroad Scholarships

Students may apply for limited funds available each year for study abroad. Upon acceptance of scholarship, students will need to commit time to assisting with projects related to the internationalization of BSC. For more information, contact the Sklenar Center. Students must submit a FAFSA and be prepared to take out a loan to assist with covering the costs of international study. **The Sklenar Center scholarship deadline for fall semester and academic-year study is the second Wednesday in November; for summer, the deadline is the third Wednesday in January; and for spring semester the deadline is the second Wednesday in April.**

### 2. BSC Harrison Honors Program Travel/Research Stipends

“In order to qualify for the stipend, scholars must be in good standing in the program, have completed the junior year [or 4.5 HON units], and have the consent of the director. Once students have determined how they would like to use the stipend they should submit a stipend proposal and budget to the program director who will review the request with the Honors Program Committee” (Honors handbook, pg. 5). Students who wish to use the stipend for international study in their junior year should contact the director and begin planning early toward the completion of at least 4 HON units prior to study abroad.

### 3. IIE: Benjamin A. Gilman International Scholarship Program

The Institute of International Education ([www.iie.org](http://www.iie.org)) provides an online search engine for students worldwide. There are over 200 funding programs listed, searchable by country, field of study, host location, and sponsoring organization. Lists include grants, fellowships, and scholarships available through US and foreign governments, colleges and universities, educational associations, libraries, research centers, foundations, corporations, and other organizations.

Within IIE, the Benjamin A. Gilman International Scholarship Program reduces barriers to study abroad by providing assistance to those undergraduate students who demonstrate financial need. The program is offered through the Bureau of Educational and Cultural Affairs of the US Department of State. Selected recipients are awarded up to \$10,000, depending on the length of the program. For eligibility, requirements, and additional information please visit <http://www.iie.org//programs/gilman/index.html>. All Pell-eligible students going on non-summer programs must apply for this scholarship before receiving an Sklenar Center scholarship. (Pell grants are awarded to students with an estimated family contribution of \$5000 or less.)

4. **National Security Education Program (NSEP)**

This is a major scholarship award available to students who have completed their first year at BSC and who are interested in pursuing fields of study related to national security or working for the CIA and US Department of Defense. Scholarships can be applied to study abroad in all countries except those in Western Europe, Canada, Australia, and New Zealand. Knowledge and/or study of a foreign language critical to national security are favorable. If you are eligible to study abroad through BSC, you are eligible for the NSEP scholarship for study abroad. The NSEP service requirement stipulates that, upon graduation, award recipients must work for one full year in the federal government in positions with national security responsibilities. Contact Anne Ledvina in the Sklenar Center for an application. For more information, visit

<http://www.iie.org/programs/nsep/undergraduate/default.htm>.

5. **Association of Teachers of Japanese Bridging Scholarships for Study Abroad in Japan**

Undergraduate students majoring in any field of study are eligible to apply for these scholarships. Japanese language study is not a prerequisite. Applicants must be US citizens or permanent residents. Recipients will receive a stipend of \$2,500 (semester) or \$4,000 (academic year). Applications are accepted twice a year. For more information visit:

<http://www.colorado.edu/ealld/atj/Bridging/scholarships.html>.

6. **British Universities Transatlantic Exchange Association (BUTEX) - Scholarships to Universities in the UK**

BUTEX offers two scholarships for students currently registered at an institution in the USA for the academic year. To be eligible to apply you must have been offered a place as a study abroad or exchange student in a UK university which is a member of BUTEX. Application forms can be found at <http://www.butex.ac.uk/>.

## Undergraduate Fellowship Programs

Apply by your sophomore year for the following programs.

1. **Thomas R. Pickering Foreign Affairs Fellowship Program (US Department of State)**

Applicants must be in their sophomore year of study with a cumulative grade point average of 3.2 or higher. This fellowship program provides undergraduate and graduate funding to participants as they are prepared academically and professionally to enter the US Department of State Foreign Service. Women and members of minority groups historically underrepresented in the Foreign Service and students with financial need are encouraged to apply. For more information, contact the SKLENAR CENTER and visit the Web site: <http://www.woodrow.org/public-policy/undergraduate.php>.

2. **Institute for International Public Policy Fellowship Program (IIPP)**

The IIPP Fellowship Program is a national program that provides students with specially designed educational and training experiences critical to entry and advancement in international affairs careers. Students are recruited from across the US and apply as sophomores to participate in a five-year sequence of summer policy institutes, study abroad, intensive language training, internships, and graduate study. Most expenses for the fellowship are covered by IIPP. For more information, contact the Sklenar Center and visit the web site:

<http://www.uncfsp.org/spknowledge/default.aspx?page=program.viewandareaid=2andprog=yandtype=iippandtype=ABUT>.

**“Studying abroad at Oxford University has been the most challenging academic, social, and spiritual endeavor of my life, and at the end of the day I rest on the firm conviction that this place will shape me into a stronger person in ways that I may not be able to articulate until many years down the road.”**

*-Lindsey Meadows, studied English Literature at Oxford University*

## III. Documents

### 1. Passports

If you do not have a passport, it is recommended that you apply for a passport immediately upon deciding to study abroad. Due to changes in US passport requirements for travel to Canada and Mexico, students should apply for passports at least three months in advance. For details, see the US Department of State Passport home page ([http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)).

To obtain your first passport, you must apply in person at the main post office downtown and present a completed application form, two passport-size photos, proof of citizenship (such as a copy of your birth certificate with a raised seal), proof of identity (such as a driver's license), and obligatory fee. Your signature must be witnessed by a postal employee. It may take 10 to 12 weeks to obtain your passport. Expedited service costs an additional \$60, plus overnight delivery fees. Expedited passports arrive within three to four weeks.

If you have a passport, check the expiration date to be sure it will be valid six months beyond the end date of your trip, since some countries require that this and you should have two to four blank visa/stamp pages. Some airlines will not allow you to board if these requirements are not met. You can renew a passport ([http://www.travel.state.gov/passport/get/renew/renew\\_833.html](http://www.travel.state.gov/passport/get/renew/renew_833.html)) by mail or in person. In either case, a passport renewal application, your most recent passport, two passport photos, and a \$75 fee are required. If you lose your passport abroad, notify your home country's nearest consulate or embassy immediately. Keep a photocopy of the picture page of your passport in a location separate from your passport itself.

### 2. Visas

A visa is a stamp or document from a foreign government that is affixed to your passport granting permission to enter that country on or after a certain date for a defined length of time and purpose, such as work, tourism, or study. To learn about the visa requirements of your host country, visit the Web site of that country's embassy in the US, listed at <http://www.embassy.org>. Visa regulations differ widely by country, but visas are usually issued by the foreign government's consulate or embassy in the US, and generally require that you submit your passport. Therefore, it is essential to plan ahead and obtain or renew your passport in plenty of time to apply for your visa. For some countries, such as Spain, obtaining a student visa can take more than two months. Some countries, such as France, require that students fill out an online application with their consulate before they approve visa requests and applications. Your institution or program provider may also be able to advise you.

If you cannot go to the consulate yourself, there are mail-in visa services that can obtain some visas for an additional fee. One such service is Zierer Visa Service, [www.zvs.com](http://www.zvs.com). Visa services require that you send in

your passport, visa application forms, and fees and they will return your passport with the visa in 7 to 10 days.

### 3. Other Entry Requirements

Your host country may have additional entry requirements. Please check the entry requirements of your host country to prevent any pre-departure obstacles or surprises on arrival. Examples of other entry requirements include:

- ✓ proof of sufficient funds for all of your stay, such as a bank statement or travelers cheques
- ✓ a letter of acceptance from your overseas university
- ✓ a letter of support from your home university or parents
- ✓ proof of medical insurance and required vaccinations
- ✓ a letter of good conduct from local police department (required for Brazil)
- ✓ an HIV/AIDS test (required for Chile and Argentina)

## IV. Arranging Your Travel

Once you've set into motion the process of preparing your travel documents, you should begin arranging your flights to and from your host country. In fact, you may want to research airfares well in advance of your travel in order to get a sense of cost and options.

In Appendix 7 below you'll find a list of Web sites that offer discounted airfares, but another money-saving option is to check the Internet for your host country's airlines that service the US. Also consider flying on weekdays, since many major airlines and travel sites offer instant discounts and upgrades during the work week. Plus, airlines are not as congested during weekdays when most people are working.

Before booking a flight, remember the time change of the departure city. If your itinerary includes multiple layovers, be aware of the local time in each city. If you choose to depart from Atlanta (which is sometimes less expensive), be aware that there is a time change. Atlanta is one hour ahead of Birmingham, so don't be late!

One more word of caution: read ticket purchase rules BEFORE you confirm a flight reservation. Discounted ticket reservations often offer no refunds, limited flight changes, or no upgrades. Be absolutely sure of the date of departure and the return date if you are booking a discounted round-trip ticket. Also consider signing up for frequent flyer miles with an airline like Delta or Northwest.

## Appendix 7 – Recommended Web Sites for Student Travel

## 1. Discounted Airfares

- Cheap Flights (<http://www.flights.com/>)
- Cheap Tickets (<http://www.cheaptickets.com/>)
- Cheap O Air (<http://www.cheapoair.com/>)
- Expedia (<http://www.expedia.com/>)
- Kayak (<http://www.kayak.com/>)
- Orbitz (<http://www.orbitz.com/>)
- Priceline (<http://www.priceline.com/>)
- Ryan Air (<http://www.ryanair.com/en>)
- Sky Auction (<http://www.skyauction.com/>)
- STA Travel (<http://www.statravel.com/>)
- Student Traveler (<http://www.studenttraveler.com/>)
- Travel Zoo (<http://www.travelzoo.com/>)
- Travelocity (<http://www.travelocity.com/>)

## 2. Mainstream Airlines

- Air France (<http://www.airfrance.com/>)
- British Airways (<http://www.ba.com>)
- Continental (<http://www.continental.com>)
- Delta (<http://www.delta.com/>)
- KLM (<http://www.klm.com/>)
- Lufthansa (<http://www.lufthansa.com/>)
- Northwest (<http://www.nwa.com/>)
- South African Airways (<http://ww4.flysaa.com/>)

## V. Accommodations

There are several common housing arrangements for students overseas. Each kind of housing has benefits and disadvantages, so weigh them against your personal preferences as you make arrangements. Ask returned students, program staff, or local contacts about available accommodations, what they recommend, and what you can expect. Program providers and universities assist students with accommodations. Be aware of deadlines so that you can get the kind of accommodations you want.

### 1. University Housing

Many students enrolling directly in a university are eligible for university housing. In addition, many universities rent housing to students during the summer or other holidays.

### 2. Home stays

Living with a host family provides the opportunity to experience the culture and daily life of your host country while you improve your language skills. Staying with a host family is not usually free, although it is typically less expensive than leasing an apartment. In making your decision about accommodations for your study abroad, you may want to consider your potential level of involvement with and time commitment to a host family. Your program or host institution may keep a list of host families or otherwise be able to advise you in finding a home stay situation. For short-term travels, you might consider arrangements through the Experiment in International Living, which offers home stay placements in a variety of locations for periods of one to four weeks (<http://www.experiment.org/>). Short-term home stays for travelers can also be arranged through US Servas ([www.usservas.org](http://www.usservas.org)), but you must agree to host travelers at your home in return.

### 3. Apartments

One Web site for securing an apartment is Craig's List (<http://www.craigslist.org>). Some universities will assist students who are studying abroad on a university-based program with finding apartments; other universities leave students on their own and recommend that you arrive several weeks in advance to handle the search.

Joining a group of students from your host country in renting an apartment or flat can be an excellent way to meet and make friends and experience the university culture of your host country. Rental laws and procedures differ widely around the world, so find out what you need to know. In some countries, a large non-refundable deposit is required, or a local guarantor.

## C. Travel Health, Safety, and Emergency Procedures

The Sklenar Center's first priority is preparing its students to have a safe and meaningful experience abroad. Our staff and affiliated programs' in-country staff work together to ensure student safety. The Sklenar Center web site provides students and parents with the information necessary for a safe and healthy study abroad experience. Below is a brief overview.

### I. Travel Health

Some simple preparations on your part can make a big difference in your overall health while you are away.

#### 1. Vaccinations and Medications

It's a good idea to make an appointment with your health-care provider to discuss your travel plans. Be sure you are up to date on routine vaccinations, and find out whether you need any immunizations for living in your host country. Schedule any vaccinations or immunizations you need at least six weeks before traveling to your host country for maximum effect and to allow any medication such as anti-malaria drugs to take effect. See <http://www.cdc.gov/travel/default.aspx> for information about your country.

Something else your doctor can help you figure out is how to take medication as your cross time zones. You should also ask your physician for extra prescriptions as well as a letter explaining your need for any prescription drugs you plan to take with you, in case customs officers in your host country wish to see documentation. Take enough medicine for your entire trip, if you can, and keep it in original, labeled containers rather than pill cases or other unlabeled containers. Carry along the generic names of your medications, as pharmaceutical companies overseas might use different names from those in the United States. If you wear eyeglasses or contact lenses, take extra pairs with you. Take enough contact lens fluid with you for the length of your stay, as many countries will not have the varieties found in the US.

Finally, consider wearing a "medical alert" bracelet if you have allergies or reactions to medications, insect bites, certain foods, or other unique medical problems.

#### 2. Insurance

The mandatory BSC Study Abroad Insurance is covered by the study abroad fee. This plan, administered by HTH Worldwide, covers routine and emergency care for the period of time the student is overseas for his or her study abroad program.

In an emergency, the student should go immediately to the nearest physician or hospital and then contact HTH Worldwide as soon as possible. HTH Worldwide will then take the appropriate actions to assist and

monitor the medical care until the situation is resolved. If the student is unable to contact HTH Worldwide, parents may contact BSC, and the Sklenar Center will contact the company.

In nonemergency situations, the student should first contact HTH Worldwide; HTH will make an appointment for the student and pay for it. If a student schedules an appointment, he or she should contact HTH with the name of the healthcare provider, so that HTH may prepay for the appointment.

In addition to the HTH Worldwide plan (see Appendix 8), an optional medical evacuation plan is offered by Air Ambulance Card (<http://www.airambulancecard.com/>) or Medjet Assist (<http://www.medjetassist.com/>) for interested students and parents.

### 3. Diet

Pay attention to what you eat; it's not that food or water is substandard in other countries but that it may be different from the food and water your body is accustomed to. Drink commercially bottled water and use it to brush your teeth and wash your hands before putting in contact lenses. Avoid ice, and peel fruits yourself. Avoid unpasteurized dairy products and raw or uncooked seafood, and it's a good idea in all countries—including the US—to avoid eating food sold by street vendors.

## II. Safety

The US Department of State Web site (<http://www.travel.state.gov/>) has all the information you'll need to plan a safe stay in your host country; the Department of State also has a helpful new Web site specifically designed for students abroad (<http://studentsabroad.state.gov>). (Note: BSC does not allow study abroad to destinations listed under the Department of State travel warnings).

Following are some additional tips as you prepare for a safe travel experience:

- Make 3 copies of your passport, ID cards (driver's license, BSC student card, ISIC card), credit cards, and medical insurance card. Give one copy to your parents and pack the other two copies in your luggage.
- Record important numbers such as telephone numbers, addresses, and travelers cheque numbers.
- Leave a copy of your itinerary or general whereabouts, including flight numbers and information, with your parents and the Sklenar Center.
- Type up personal information, including home address, Social Security number, passport number, emergency contact information, health insurance provider and number, and any medical conditions or prescriptions. Give one copy to your parents and keep one for yourself.

- Make a contact information card to place in your purse or wallet. Include your parents' phone numbers, your emergency contact number, Anne Ledvina's phone number, BSC Campus Security's number, and HTH Worldwide toll-free and collect phone numbers.
- Prior to departure, students should register with their country of citizenship. Registration will make your presence and whereabouts known in case it is necessary to contact you in an emergency. US citizens should register with the nearest US embassy or consulate through the State Department's travel registration Web site: <http://usembassy.state.gov>. Several other countries have the same voluntary registration system for their citizens, so students of other nationalities may contact the embassies of their countries of origin. Following are some examples:
  - UK: <http://www.fco.gov.uk/en/travelling-and-living-overseas/Locate/>
  - Canada: <http://www.voyage.gc.ca/main/sos/rocapage-en.asp>
  - New Zealand: <http://www.safetravel.govt.nz/beforeugo/index.shtml#registration>
  - Japan: <http://www.anzen.mofa.go.jp/>
- Purchase a travel belt, which can hide your passport and money under your clothes while you travel. Do not carry large amounts of money on your person.
- Study currency denominations and coins to familiarize yourself with the exchange rate to the US dollar. This will make you seem less like a tourist.
- Make sure your credit cards can be used in a foreign bank machine, and before you leave, change some US dollars to some of your host country's currency in case you are unable to go to a bank for a few days after arrival. This can be done at large banks in downtown Birmingham.
- Leave a copy of your bank routing and account numbers with your parents. If you need more money, you can easily access the deposited money with your ATM card. Western Union can wire money, although there are fees for this service.

## What to Pack

First, check your airline's baggage policies and restrictions. Pack as lightly as possible, since many items can be purchased after arrival. Keep in mind the sort of transportation you might take from the airport to your accommodations, and visualize how much luggage you can reasonably manage on your own.

Pack copies of your important documents in your luggage; carry on your person the official documents, including your passport!

Pack clothing that will not make you conspicuous or cause you to be threatened. This includes stereotypical American items such as baseball and cowboy hats, t-shirts with pictures, flags, or college names and insignia, or flashy jewelry. Provocative clothing is also not recommended. Be aware of what is considered appropriate style of dress in your host country. Pack a full set of clothes and some toiletries in your carry-on bag in case your luggage is lost. Pack a small, basic first-aid kit with items such as antibiotic ointment,

bandages, cortisone cream, and pain reliever. You might want to pack some snacks for your trip, and you might also want to pack some food for the period between your arrival in your host country and your orientation to your neighborhood; peanut butter is a good thing to pack to spread on bread or fruit for a get-by meal.

Do not pack knives, nail files, pepper spray, scissors, tweezers, unmarked packages, or any other object that could be considered a weapon in your carry-on luggage. Any such items should be in your checked luggage.

Because it is sometimes necessary to show documentation of your student status in airports, be sure to carry onto the airplane letters of acceptance from universities, immigration documents, return flight tickets/itineraries, or other documents in an accessible area.

### III. Emergency Procedures

**US Embassy:** All US citizens studying abroad should register online with the [US Embassy](http://travel.state.gov/travel/tips/registration/registration_1186.html) ([http://travel.state.gov/travel/tips/registration/registration\\_1186.html](http://travel.state.gov/travel/tips/registration/registration_1186.html)). It is important that the Embassy knows how to contact you in cases of emergency.

**24-Hour Emergency Contact Number:** The Associate Director of the Sklenar Center, Anne Ledvina, is on call 24 hours a day for students who are abroad and have an emergency situation. Her emergency cell phone number is noted on the Study Abroad Emergency Card given to students prior to departure.

## Study Abroad

### Blanket Student Accident and Sickness Insurance



*Administered by:*

**HTH Worldwide**

One Radnor Corporate Center, Suite 100

Radnor, PA 19087

1.888.243.2358

[hthstudents.com](http://hthstudents.com)

This pamphlet contains a brief summary of the features and benefits for insured participants covered under Policy No. HM-2139-A-08. This is not a contract of insurance. Coverage is governed by an insurance policy issued to Birmingham Southern College underwritten by HM Life Insurance Company, Pittsburgh, PA, NAIC #0812-93440 under policy form HM207-SI. Complete information on the insurance is contained in the Certificate of Insurance on file with the school. If there is a difference between this program description and the certificate wording, the certificate

## Appendix 8 – Continued

HTH Worldwide Emergency Evacuation Plan: When members of a study abroad group feel threatened by political unrest, social instability, health or environmental hazards or extreme weather conditions, we provide them with the latest authoritative informant and guidance for locations of concern. In the event of an Emergency Security Situation (civil or military uprising, insurrection, war, revolution, or other violent disturbance, which in the opinion of either the recognized government of the host or home country requires immediate evacuation), we will on a best-efforts basis, within seven days of the date of an evacuation notice given by the recognized government of the group's host or home country, arrange for their evacuation to the nearest safe haven. (The plan sponsor is responsible for the cost of the evacuees' transposition and the arrangement and cost of ground transportation to the departure point).

