



*Spring/Summer
Study Abroad
2010*

2010

**SUMMER
STUDY
ABROAD**

**STUDENT
HANDBOOK**



RICHMOND
School of Continuing Studies™

University of Richmond

School of Continuing Studies

2010

STUDENT HANDBOOK FOR SUMMER ABROAD PROGRAMS

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This handbook is written for University of Richmond students taking part in summer study abroad programs. It covers the important issues of health and safety abroad, as well as what to do in case of an emergency. The staff of Continuing Studies and the International Office is prepared to help you.

The University of Richmond Office of International Education and School of Continuing Education would like to express its appreciation to Rollins College, the Institute for Shipboard Education and Grand Valley State University for sharing their documents for the purpose of creating this manual.

Orientation

All summer abroad courses, field studies and semester off-campus programs must have at least one orientation prior to departure that covers the following points. You can expect to have a further orientation on arrival overseas.

During the student orientation you should expect to cover the following issues. If something is not clear, make sure to ask the Course Director or the Director of Summer Programs.

Make sure you cover:

Practical Details

- Passport/Visa information
- Itinerary, with contact information
- Packing information
- Health and safety, including emergency contact details
- Financial issues
- What is covered in the course?

Cultural Sensitivity

- American cultural traits
- U.S. role in politics as it relates to the areas where you are going
- What are some of the political/economic issues in the country and region?
- What are the communication patterns, social structure, religious beliefs and cultural practices?
- What are the general characteristics of male/female roles?
- What follow-up, independent preparation can the students be doing?
- What books might they read?

Expectations

- Academic expectations
- What do the students want to achieve?
- What can they expect from the instructor?
- How can they contribute to the course?
- What are their concerns?
- How will they get along in a group situation?
- Disciplinary procedures (what might get you sent home at your own expense)

Health and Safety

- What are the safety issues in the area where you will study?
- What are the health issues?
- What are the group's issues concerning safety (women out alone, men accompanying women, etc.)

Alcohol and Drug Policy

- Alcohol and drug policy abroad
- Consequences of alcohol and drug use/abuse

General information

Good standing policy

Following acceptance into a summer study abroad program, all students are required to maintain good academic and social standing. Students who violate the University of Richmond conduct code after they are accepted may be withdrawn from the program.

Orientation

All programs have a mandatory orientation program. There are a lot of details involved in preparing a course off campus, and the orientation program gives students an opportunity to have all their questions answered. Students who do not attend the orientation may be dropped from the program.

Travel coordination

Traveling requires organization and coordination. Schedules for trips, movement at airports, and other areas concerning travel arrangements will often necessitate certain regimentation. Students are required to cooperate in this regard, realizing that it is imperative to follow the directions of the University of Richmond faculty member or program staff member at such times.

Attendance

It is essential for students to be in attendance in all classes and other scheduled activities while on an off-campus program. The future of our programs depends upon the good will of our overseas coordinators, professors, and staff. The University of Richmond must protect that good will by **requiring** that students be present at every scheduled class and activity. Students may not travel independently at weekends or other times without the written permission of the program director. Under normal circumstances, independent travel during the program will not be approved.

Visitors

Participants on summer abroad programs are reminded that the resident director must first approve visits by family members or friends. All visitors must make their own arrangements for travel, housing and food. **University of Richmond students cannot offer housing accommodations, meals or allow participation in classes and/or field trips to non-participants.**

Insurance

Mandatory Health Insurance

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All students on UR programs are automatically enrolled in the CMI health insurance plan for summer study abroad. Payment for this insurance is made by the University of Richmond at no extra cost to the student. Medical expenses not covered by the insurance are the responsibility of the student. The dates of coverage are for the duration of the study abroad program and will be printed on the student's health insurance card. If a student plans to travel extensively prior to or after the study abroad program, additional coverage can be purchased directly from CMI. Students will receive a copy of the health insurance policy with the insurance card from the School of Continuing Studies prior to departure for study abroad. Information on the policy is also available on the "Health and Safety" section of the Office of International Education website.

Maintain existing coverage

Students should maintain coverage with their U.S. insurance provider to avoid difficulties in re-enrollment upon return to the U.S. (such as with pre-existing condition clauses). This applies even if the U.S. provider does not cover the student while overseas.

English speaking doctors

U.S. embassies and worldwide assistance services usually have this information available. See your CMI insurance policy for phone numbers and details.

Trip cancellation/delay insurance

Please note that trip cancellation and interruption due to non-medical reasons (severe weather, transportation strikes, terrorist incidents) is not covered by the Richmond policy. This type of insurance can be purchased through a travel agency or travel insurance company like Travel Guard (<http://www.travelguard.com/whybuy/hurricanequestions.asp>) or Travelex (<https://www.travelex-insurance.com/Consumer/WhyBuy.aspx>).

CMI INSURANCE POLICY NUMBER

GLMN01060648

Transportation

Students **do not** have permission to operate a motorized vehicle while enrolled on a program off-campus. This rule is not subject to the discretion of the University of Richmond faculty member or program staff.

Substance abuse

Alcohol

The consumption of alcoholic beverages is prohibited at all University-sponsored functions that include students. The faculty member accompanying groups of students on summer study abroad programs will discuss the guidelines for responsible use of alcohol with the students in their

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group prior to departing on the program. The faculty member is responsible
for establishing and implementing the **consequences** of not following the
policy governing the responsible use of alcohol prior to departure.

Responsible use of alcohol occurs when:

- A student abides by the laws of the country or state in which they are living.
- A student does not miss any scheduled event because of the effects of alcohol consumption
- A student does not become ill due to the effects of alcohol consumption.
- A student does not engage in inappropriate behavior toward other individuals that is the result of alcohol consumption.
- A student does not engage in destructive behavior toward property that is the result of alcohol consumption.
- A student does not engage in behavior that causes embarrassment to the other members of the group, the faculty member(s) or the in-country host(s) as a result of alcohol consumption.
- Students in a group do not facilitate or encourage or ignore a fellow student who is abusing alcohol. Providing alcohol to persons under the legal drinking age is illegal and against the University of Richmond policy.
- Transporting quantities of alcohol to program sites with the intent of sharing the alcohol with members of the group is considered to be an irresponsible use of alcohol and a violation of the substance abuse policy.

Students are encouraged to use good judgment if consuming alcohol at private homes or other accommodations during non-program hours. Students living in accommodation provided by the University of Richmond will be considered the same as residence halls on the University of Richmond campus. Therefore, they will be under the same alcohol policy. Student groups are encouraged to discuss issues related to alcohol abuse by other members of their group with the program director or faculty member.

If a student becomes incapacitated due to alcohol overuse, or if they are in need of medical attention, students are encouraged to contact the resident director or the faculty member immediately, in order to protect the health and well being of the affected student. The individual needing medical attention will not receive disciplinary sanction in these circumstances, but rather will be referred for assistance to address issues of chemical use/abuse. Students are encouraged to make the responsible choice to notify faculty or emergency personnel quickly.

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Alcohol and drug use is the major cause of health problems and death overseas, particularly in study abroad programs. This includes serious injuries, sexual assault, date rape and drowning. Students need to be aware that they are in a different culture with different laws governing drinking and drugs. Alcohol and drug use can affect their ability to comprehend dangerous situations. This can be compounded by language and cultural differences.

If a participant is a recovering alcoholic, they need to be aware of the stress of going overseas. If going on a program with a family stay, the program director must place such students in a non-drinking family. There is an AA World Service located in New York (1-212-870-3400). Members of AA who are going overseas may write to obtain an International AA Directory (for \$1.80) at PO Box 459, Grand Central Station, New York NY 10163.

Drugs

All U.S. legal restrictions on use of drugs apply to all University of Richmond programs.

American visitors abroad are particularly vulnerable when it concerns violations--**intentional or unintentional**--of local rules and regulations concerning alcohol and, in particular, drugs. The process of law and punishment is far more arbitrary than within the United States and more often than not may lead to prolonged imprisonment under substandard conditions. Consequently, it is of utmost importance for the welfare of the individual that extreme caution and prudence be applied when it concerns these matters.

The use, purchase, or sale of illegal drugs (hallucinogens, narcotics, stimulants, or depressants) is a critical issue. Any student who uses, buys, or sells illegal drugs will be expelled from the program and immediately returned to the United States at his/her own expense. **One violation will be cause for removal from the program.** Separation from the program will result in loss of academic credit. The costs of legal advice, fines, and return travel must be borne by the violator. The University of Richmond prohibits the unlawful possession, distribution, or use of illicit drugs and/or controlled substances on any property owned or rented by the University or in any program or activity sponsored by the University in any location.

Anyone violating policy regarding illicit drugs, and/or controlled substances will be subject to disciplinary action and they may face additional actions by the courts.

Antidepressants or anti-anxiety medications

If a student is taking antidepressant or anti-anxiety medications, physicians often recommend that they **stay on them** through the duration of your program, even if it would otherwise be time for them to taper. Please consult with your physician on this matter.

If a student chooses to go off their medications, please be aware that physicians typically advise taking a supply of medication and/or a carefully written prescription, with drug names listed generically, along with a

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physician's instructions. With these, they are prepared to go back on the medications should that become necessary.

Student Health

Please read this very carefully

Health issues to consider

Many places you will go have no special health concerns. Health-care systems and facilities in many overseas locations are quite similar to what we have in the United States. In other regions, however, there are differences and specifically recommended health procedures. You will need to take appropriate health measures as dictated by your overseas location. International Education will make certain recommendations. However, students and faculty must take full responsibility for educating themselves on health issues. Prior to departure, students should have a complete physical and dental exam.

It is important to talk with your faculty member and receive the most up to date information about medical facilities at the site where you will study. Some programs, especially those traveling to developing countries, require extra immunizations. It is important for all students to update their basic immunizations.

Assess your health

Going abroad is not a magic "geographic cure" for concerns and problems at home. Both physical and emotional health issues will follow you wherever you go. In particular, if you are concerned about the use of alcohol and other controlled drugs, or if you have an emotional health concern, you should address it honestly before making plans to travel. Contrary to many people's expectations, travel does not minimize these problems; in fact, it often brings them to a crisis stage while you are away from home.

Be clear about your health needs when applying for a program and when making housing arrangements. Describe allergies, disabilities, psychological treatments, dietary requirements and medical needs so that adequate arrangements can be made. Resources and services for people with disabilities vary widely by country and region; if you have a disability or special need, identify it and understand ahead of time exactly what accommodations can and will be made.

Hospitalization or emergency care

It is to your advantage to provide information about current or past medical problems of which the University should be aware. In cases of illness of a group member, the resident director or faculty member will consult with local medical authorities regarding hospitalization and treatment. In emergency situations the resident director or faculty member will authorize required surgery, but in non-emergency situations will only order surgery upon receipt of parental authority.

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If, in the judgment of local medical staff, serious illness warrants return to the student's home, the resident director/faculty member will make the necessary arrangements for such return and advance funds for return travel, if needed.

In the case of medical withdrawal, the student will receive a refund of recoverable room and board charges. The student must submit a physician's statement to the University of Richmond School of Continuing Studies along with a request for the return of funds.

Diet and routine

Food overseas may be quite different from what you are used to at home. It may be "healthier" in some instance (more vegetables and fruits) or "less healthy" in others (more fried foods than you may usually eat), but most often it will just be different from what you are used to. Eat nutritiously, which may mean trying some foods you are not accustomed to. Make sure to take special dietary needs into account and make arrangements in advance.

Despite the change in your environment, you can still keep some of your daily routines from home. Get enough rest, especially the first few days. Get plenty of exercise to keep your mind and body working. Don't isolate yourself. You will probably have to make the first move in developing friendships, but they are an essential part of any overseas experience and, more importantly, your emotional well being.

Immunizations

All students should have their tetanus immunizations updated. Specific guidelines from the Center for Disease Control can be found at <http://www.cdc.gov>.

TB

Prior to departure, students should have a PPD Mantoux skin test for TB at least one month prior to departure. Students should have another TB test 60 – 90 days after their return to the US.

Prescriptions

It is a good time to update your health records, eyeglass and contact lens prescriptions and prescriptions for any medications you routinely take. Carry your prescription medications in their original containers and carry written prescriptions using generic names to facilitate getting them filled overseas, should this be necessary.

Prescriptions should be accompanied by a letter from your physician. This letter should include a description of the problem, the dosage of prescribed medications to assist medical authorities during an emergency and the generic name of any medicine listed.

If you are allergic to anything, it is important to wear a medical alert bracelet or necklace and carry an identification card to inform overseas health care personnel in the event of an accident or injury.

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It is advisable for each group program to have a small medical kit. It is also a good idea to make up your own kit. This could contain such items as: Band-Aids, ace bandages, thermometer, adhesive tape, gauze, sterile cleansers, antibacterial ointment and antiseptic cream, sunscreen, sunburn ointment, aspirin or other painkillers, and anti-diarrhea medicine. Depending on the region, take antihistamines for allergy relief, salt tablets, skin moisturizers and insect repellents.

HIV/AIDS/Hepatitis B and C

Everything you already know about AIDS and Hepatitis concerning how it is contracted is as true overseas as it is at home. Taking the advised precautions is the only way to protect yourself.

The World Health Organization states: "AIDS and Hepatitis are not spread by daily and routine activities such as sitting next to someone or shaking hands, or working with people. Nor is it spread by insects or insect bites. AIDS and Hepatitis are not spread by swimming pools, public transportation, food, cups, glasses, plates, toilets, water, air, touch or hugging, coughing or sneezing."

Many developing nations do not have resources for mandatory blood screening. Thus, it is important to avoid or postpone any blood transfusion unless absolutely necessary. **If you do need blood, try to ensure that screened blood is used.**

If you are sexually active, it is very important to **ALWAYS** use a latex condom. Take them with you, as condition, manufacturing and storage in other countries may be poor.

Many foreign countries reuse syringes, even disposable ones. It is best to avoid injections unless absolutely necessary. If an injection is required, verify that the needles and syringes come directly from the package or are properly sterilized. If the situation arises that you need extensive treatment or surgery, medical evacuation should be carefully considered.

If you are HIV or Hepatitis B/C positive, contact the consulate or the embassy of the country(ies) you plan to visit. Each country may have specific entry requirements, or requirements regarding carrying medicines, that you should know about before leaving.

Check health advisories

It is important to be aware of health issues in the country where you will travel. Remember to ask such questions of your interim instructor or check on the CDC website at <http://www.cdc.gov/travel/> and the US State Department website at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html .

Important questions to ask:

- What illnesses, if any, are specific or endemic to the region?

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- What medications should be brought to prevent these illnesses?
- What precautions are recommended for sexual or health practices?
- What kind of insurance do you need and how much coverage?
- What are the customs, beliefs and laws in the host country concerning sexual behavior and the use of alcohol and drugs?
- What is the water quality in the host country/countries?
- What are the laws governing import of medications, medical supplies and contraceptives?

Illness upon return

If you become sick when you return from your study abroad experience, it is important to contact your doctor. Sometimes illnesses first appear weeks after your initial exposure. Also inform medical personnel what countries you have been in. There are many diseases which are indigenous to foreign countries which U.S. trained doctors may not be familiar with.

Swimming and walking barefoot

Swimming carries a high level of risk unless you are in a well-chlorinated pool. Those in tropical or developing areas can be at risk of disease from contaminated water, which can cause a variety of skin, eye, ear and intestinal infections. Tides and undertows can be deadly to the uninformed swimmers. Beaches and coastlines, which are marked with the international code for no swimming, should be avoided. Walking barefoot should be avoided in all circumstances.

Health and medical resources

Learn how to find medical assistance, whether routine or emergency, before the need arises. Is there a 911-style emergency number and, if so, what services does it access? Who will provide routine medical care and how can you reach that provider? If you need any special resources, find out how to get them. Is there a coordinator on-site who can assist you with finding this information?

Safety

Please read this carefully

General safety

Faculty and staff at the University of Richmond have extensive experience in all aspects of operating off-campus programs. Students from the university have studied far and wide across the world on programs lasting from a few days to more than a year.

In planning these programs, the concern for the safety of our students and faculty is given careful attention. We know that there are risks involved in travel. It is therefore important to prepare for both known and unknown circumstances. The goal is to “manage risk” to the greatest extent possible and to communicate this to students in all materials given to them.

It is important to have a comparative perspective of the United States and the world. The United States is known around the world as a comparatively dangerous country. Our street crime statistics back up this view. No developed country has as many guns or gun-related injuries and deaths. U.S. drug and alcohol abuse is among the highest in the world. Although international visitors come in great numbers to visit the United States, many arrive concerned about what they think they will find.

The excitement of travel and the newness of an environment make it easy to become careless or distracted. The following suggestions offer no guarantee of safety and are mostly common sense. The idea is to be aware of where you are and what is going on around you at all times. In preparing for your time abroad, try to talk to students from the places you intend to stay. Their insights will prove very helpful.

Safety begins with packing. Dress conservatively. For women, short skirts and tank tops may be comfortable, but they may also encourage unwanted attention in some countries. Look around to see how others your age are dressed. Also, avoid the appearance of affluence.

Travel light. This enables you to move quickly. You will be less tired and less likely to set your bags down. Never leave your baggage unattended; everything you own is in it. A thief knows this and will take advantage of even a few seconds of your inattention. This holds true no matter where you are--in

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a hotel, at the train station, in the train or bus, at a restaurant or resting in a park.

Protect your valuable documents. Carry these in a money belt or neck wallet at all times. Wear them under your clothing.

Do not agree to meet a person whom you do not know in a secluded place. Be aware that sometimes people from other cultures tend to mistake the friendliness of Americans for romantic interest.

Do not use illegal drugs. You are subject to the laws of the country in which you are traveling. Hundreds of American travelers end up in foreign jails each year as a result of carrying, using or *being suspected* of using drugs. There is little the American embassy can do on your behalf in these cases and the laws in many countries are more severe than at home. It isn't worth the risk.

Think and act confidently and self-assured. Try to seem purposeful when you move about. Do not look like a victim. Avoid flashy dress, jewelry, luggage, or conspicuous behavior, which would draw attention to you.

Avoid demonstrations, especially in politically volatile countries. Read the local newspaper and learn about potential civil unrest. What appears peaceful can suddenly become a dangerous situation, and you could be caught in the middle.

Use the buddy system while traveling. Use common sense if confronted with a dangerous situation. At times it may be best to attract attention by screaming or running. In some countries it will be important to have a male companion in the group.

Plan where you are going in advance and be aware of your surroundings. This is not paranoia--it's just good common sense. You know what feels comfortable and what doesn't. If your instincts tell you a situation is uncomfortable, trust them and move along. If you become lost, ask directions if possible from individuals in authority.

Use banks and authorized money exchanges. Do not exchange on the black market or on the streets. Learn currency prior to your arrival in a country. This will keep you from being a target as you use money.

Taking photos of police or military installations is usually prohibited - your camera can be confiscated and you may be jailed. Watch for the sign of a camera with a line through it, which means "Don't take pictures".

Stay healthy by eating well and getting sufficient rest. If you become ill, take care of yourself by getting the proper care. Don't be afraid to visit a doctor or hospital because you don't speak the local language. Usually there is someone who speaks English.

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The perception is often that life at home is safer than life “over there”. U.S. media coverage of the rest of the world focuses on overseas political upheavals, violent strife and natural disasters, rather than on positive political and social developments or on the richness and human warmth of life as it is actually lived. Students who study abroad often comment on how “normal” life seems abroad, in spite of cultural differences. This discovery comes when you can look past the stereotypes and misperceptions and see people and cultures with your own eyes.

It is required that all students accepted on off-campus programs will attend all scheduled orientation sessions. Orientation provides practical information about the cultures and countries in which you will study. It teaches attitudes and skills which will aid in understanding and interacting. Personal safety is increased when a student is sensitive to the difference between acceptable and unacceptable behavior in a different culture, including the areas of traffic and public transportation (trains, buses, cars). **Danger more often lies in personal confrontations or accidents than in international political instability.**

In case of a crisis, re-arrangements of travel plans may be necessary and steps would be taken to act accordingly. Informed on-campus personnel, State Department personnel and course faculty would be included in the decision-making. Continuing Studies has access to immediate international information over the Web.

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- **Cannot** guarantee or assure the safety of participants or eliminate all risks.
- **Cannot** monitor or control all the daily personal decisions, choices and activities of individual participants.
- **Cannot** prevent participants from engaging in illegal, dangerous or unwise activities.
- **Cannot** assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
- **Cannot** assume responsibility for the actions of persons not employed or otherwise engaged by the University of Richmond for events that are not part of the program or that are beyond the University of Richmond and its subcontractors' control, or for situations that may arise due to failure of a participant to disclose pertinent information.
- **Cannot** assure that home-country cultural values and norms will apply in the host country.
- **Cannot** assure that participants will be free of illness or injury during the program.
- **Cannot** assume responsibility for acts and events that are beyond our control; or ensure local adherence to US norms of due process.

Student responsibility

We believe that participants have a major impact on their own health and safety through the decisions they make before and during the program by their choices and behaviors. Participants on the University of Richmond sponsored programs need to:

1. **Read all materials** issued or recommended by the School of Continuing Studies that relate to safety, health, legal, environmental, political, cultural and religious conditions in host countries *prior to departure.....no really, READ IT! This is important for your health and safety, MAKE the time.*
2. Consider personal emotional, physical and mental health and safety needs when accepting a place in a program.
3. Make available to the School of Continuing Studies accurate physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.

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4. Assume responsibility for personal preparation for the program and participate fully in orientations.
5. Obtain and maintain appropriate insurance policies and abide by any conditions imposed by the carriers.
6. Inform parents, guardians and any others who may need to know, about participation in the study abroad program. Provide them with emergency contact information and keep them informed on an ongoing basis.
7. Learn the culture and laws of the country in which you will study. Comply with local codes of conduct and obey host-country laws. Americans are **NOT** immune to local laws in the host country.
8. Be aware of local conditions when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.
9. If you travel independently during your program, for any length of time, inform the faculty member and your host family as to how to contact you in an emergency.

Parent responsibility

Parents play an important role in the health and safety of participants by influencing their behavior overseas. It is important for parents/guardians to:

1. Obtain and carefully evaluate health and safety information related to the program, as provided by Continuing Studies and when necessary from the Center for Disease Control, the U.S. State Department and other sources.
2. Be involved in the decision of your son/daughter to enroll in a particular program.
3. Engage your daughter/son in a discussion of safety and behavior issues related to the program.

Airport safety

1. **Arrive early** (check with your airline for details) and check in with your airline as soon as possible and proceed immediately through security clearance. All shops and services available in the non-secure area will also be available once you have passed through the security check.
2. **Put your name and address** inside and outside each piece of luggage; bright or fluorescent string or tape around your luggage will make it easier to find. Make sure you receive a claim check for **EACH** piece of luggage you check.

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3. **Do not make jokes about terrorism** of hijacking, or you may find that you are the object of unwanted attention. Respond to all questions asked by security personnel seriously and honestly. Be aware of what you discuss with strangers or what others may overhear about your travel plans.
4. **NEVER carry packages or letters for strangers** or agree to watch a stranger's luggage. Be watchful for suspicious abandoned packages and briefcases. Report them to airport security and leave the area.
5. **Do not carry** on your person, or in your hand luggage, anything that could be regarded as a weapon. Matches and lighters are forbidden in baggage as are nail clippers, metal nail files and scissors. It might be a good idea to purchase these items once you are on foreign soil. Metal objects in your suitcase may activate security devices, causing delays in the arrival of your luggage.
6. **When landing in airports abroad**, don't be surprised if you see military guards and police carrying machine guns. They are there to protect you.

Transportation safety

1. Many countries drive on the opposite side of the road than the U.S. Be aware of our natural reaction to look to the left and then right. This is reversed in the countries, which drive on the other side. This is a common cause of serious injury.
2. Take only taxis clearly identified with official markings. Beware of unmarked cabs. Agree on a fare before departing. Lock taxi doors if possible, especially at night in strange cities. Don't share personal information. Pay for the ride while in the car. Do not sit up front with the driver.
3. There is risk involved in operating any motor vehicle abroad. **Students are not allowed to operate a motor vehicle in another country.**
4. Well-organized, systematic robbery of passengers on trains along popular tourist routes is a serious problem. It is most common at night and especially on overnight trains. If you see your way being blocked by a stranger and another person is very close to you from behind, move away.
5. Where possible, lock your compartment, especially at night. If it cannot be locked securely, take turns sleeping. If you must sleep unprotected, tie down your luggage, put your valuables in your hidden money belt and sleep on top of your belongings.
6. Do not accept food or drink from strangers. Criminals have been known to drug food or drink offered to passengers.

Residence safety

1. Keep your hotel/residence doors locked when you are there and when you leave.
2. **Always** locate the emergency exit, or if in a house or apartment, check windows and other alternate means of escape in a fire or emergency.
3. Do not open your door to people you don't know and don't give your room number to persons you don't know well. Meet visitors in the lobby. Let someone know when you expect to return, especially if you will be out late at night.
4. Keep valuables in a safe place - this may be different for each place you stay. When in doubt, carry money and valuables with you.
5. Close curtains after dark and lock ground floor windows.
6. Know the exit routes.
7. Please **ALWAYS** walk with a friend or take a taxi if coming home late at night. **This is VERY important, do not ignore this warning.**

Safety in cities

When possible, and especially during the current terrorist crisis, avoid places frequented by large numbers of Americans, military personnel in particular. Major restaurants and other premises clearly identified as American are best avoided.

Many students dress in a way that immediately identifies them as American. It's important to realize that this can bring you unwanted attention. Fraternity t-shirts, baseball hats, and white athletic shoes worn for non-athletic events will highlight the fact that you are American - and some people will resent you for that fact. You may decide to wear a sweatshirt with hopes that other Americans will introduce themselves - but you can always meet Americans in America.

Crime prevention

While you may not directly encounter thieves, they will have their eyes on travelers like you. Some students use money belts or neck safes to hold their passports, cash and other valuables.

Beggars may approach you with children. We recommend you do not give them money and remove yourself from the situation.

1. Pickpockets usually do not work alone. Be aware of distractions by strangers, as the "lift" often follows.
2. If any of your possessions are lost or stolen, report the loss immediately to the police. Keep a copy of the police report for insurance claims and an explanation of your plight.

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3. It is important to be aware that some people make a living of preying upon honest people. Follow your instincts with casual friendships--they are not always what they seem to be.
4. If someone tries to take your purse, backpack, or other property by force, let them have it. Your personal safety is far more important than any property.
5. A camera is the most often lost or stolen item on off-campus programs. Be especially careful to not leave the camera in a taxi, hotel room, or on a bus. Carry the camera inconspicuously.

Preparing for the trip

Jetlag

To avoid some of the problems of jet lag (adjusting to the difference in time at the new location), there are a few simple rules to follow on the airplane.

- **Drink liquids to avoid dehydration.** Water and fruit juices are the best to drink. Alcohol will further dehydrate you during your flight and hits you stronger and faster on a plane. It can also cause joint swelling and make it harder to adjust to time changes.
- **Exercise:** Stretch during your flight. If possible, sit in a bulkhead or aisle seat to stretch your legs. Some planes have extra legroom in the emergency exit seat over the wing.
- **Sleep.** If at all possible, sleep on the flight. If you can find an empty row, lift the armrests and stretch out. This will help you to be awake when you arrive at your destination.
- **Set your watch.** Change your watch to the new time when your flight departs. Attempt to eat meals on the "new" time. This will help your body's adjustment to the new time zone.
- **Don't sleep on arrival.** When you arrive at your destination, it is important to adjust to the local time. If you arrive in the morning, attempt to stay awake until a usual bedtime (or at least until 8:00 or 9:00 p.m.). If you arrive later in the evening, force yourself to go to sleep early. Usually, if you get a regular night's sleep, you will wake at the normal time the next morning, and be able to function normally. Try to establish a regular sleeping pattern as soon as possible.

Culture shock

"Culture Shock" is the term used to describe the more pronounced reactions to the psychological disorientation most people experience when they move for an extended period of time into a culture markedly different from their own. It can cause intense discomfort, often accompanied by irritability, bitterness, resentment, homesickness and depression. In some cases, distinct physical symptoms of psychosomatic illness occur.

For some people, the bout with culture shock is brief and hardly noticeable. These are usually people whose personalities provide them with a kind of natural immunity. For most of us, however, culture shock is something we have to deal with at the beginning of our stay abroad. It may surprise you that culture shock is a real health issue when traveling abroad. Traveling through time zones and for long periods of time, facing new values, habits and methods of daily life can leave travelers impatient, bewildered and depressed.

You may find yourself alternately exhilarated and exasperated, thrilled at the experiences the new culture offers you and frustrated with the culture's differences from your own. Early in your experience, you will likely have ups and downs. The feelings you experience are natural. If you are angry, impatient, homesick, or depressed your first few days, remind yourself that these things will pass once you have rested and are eating normally. If depression persists, however, do seek professional assistance from a counselor or doctor. If you are not sure about something, whether it is a simple question about where a service can be found, or a more complex matter, such as expectations about friendship and dating, ask someone you trust.

In a sense, culture shock is the occupational hazard of overseas living through which one has to be willing to go in order to have the pleasures of experiencing other countries and cultures in depth. All of us have known frustration at one time or another. Although related, and similar in emotional content, culture shock is different from frustration. Frustration is always traceable to a specific action or cause and goes away when the situation is remedied or the cause is removed. Some of the common causes of frustration are: the ambiguity of a particular situation; the actual situation not matching preconceived ideas of what it would be like; unrealistic goals; not being able to see results; using the wrong methods to achieve objectives (i.e., methods which are inappropriate to the new culture).

Frustration may be uncomfortable, but it is generally short-lived as compared to culture shock. Culture shock has two quite distinctive features:

- It does not result from a specific event or series of events. It comes instead from the experience of encountering ways of doing, organizing, perceiving or valuing things which are different from yours and which threaten your basic, unconscious belief that your own customs, assumptions, values and behaviors are "right."
- It does not strike suddenly or have a single principal cause. Instead, it is cumulative. It builds up slowly, from a series of small events that are difficult to identify.

Culture shock comes from:

- Being cut off from the cultural clues and known patterns with which you are familiar; especially the subtle, indirect ways you normally have of expressing feelings. All the nuances and shades of meaning that you understand instinctively and use to make your life comprehensible are suddenly taken from you.
- Living and/or studying (working) over an extended period of time in a situation that is ambiguous.

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- Having your own values (which you had heretofore considered as absolutes) brought into question -- which yanks your moral rug out from under you.
- Being continually put into positions in which you are expected to function with maximum skill and speed, but where the rules have not been adequately explained.

As indicated earlier, culture shock progresses slowly. One's first reaction to different ways of doing things may be "How quaint!" When it becomes clear that the differences are not simply quaint, an effort is frequently made to dismiss them by pointing out the fundamental sameness of human nature. After all, people are really basically the same under the skin, aren't they?

Eventually, the focus shifts to the differences themselves, sometimes to such an extent that they seem to be overwhelming. The final stage comes when the differences are narrowed down to a few of the most troubling, and then are blown up out of all proportion. (For Americans, standards of cleanliness, attitudes toward punctuality, and the value of human life tend to loom especially large.) By now, the sojourner is in an acute state of distress. The host culture has become the scapegoat for the natural difficulties inherent in the cross-cultural encounter. Culture shock has set in. Here is a list of some of the symptoms that may be observed in relatively severe cases of culture shock:

- Homesickness
- Boredom
- Withdrawal
- Need for excessive amounts of sleep
- Compulsive eating
- Compulsive drinking
- Irritability
- Exaggerated cleanliness
- Stereotyping of host nationals
- Hostility toward host nationals
- Loss of ability to work effectively
- Unexplainable fits of weeping
- Physical ailments (psychosomatic illnesses)

Not everyone will experience this severe a case of culture shock, nor will all these symptoms be observed. Many people ride through culture shock with some ease, only now and again experiencing the more serious reactions. But many others don't. For them it is important to know (1) that the above responses can occur, (2) that culture shock is in some degree inevitable, and (3) that their reactions are emotional and not easily subject to rational management. This knowledge should give you a better understanding of what is happening to you and buttress your resolve to work at hastening your recovery.

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Homesickness

We tend to think of being homesick as something associated with being young and at summer camp. But, anyone can be homesick at any time. It can come from just missing the familiarity of home surroundings, the regularity of classes, the inexplicable fear of new places and just being outside your normal routine. It may not happen at all, may be a fleeting experience or stay awhile.

It may take a call home or talking to a friend or program director to sort out these feelings. One of the surest remedies for homesickness is to plunge into the experience and immerse yourself into new places, sights and people. It is important to know that many have experienced homesickness and recovered.

Travel documents

Passport:

Apply for a passport right away if you do not have one. Processing time can take up to eight weeks, so start today. If you need information on how to obtain a passport or how to renew one, you can find that information in the State Department's website at http://travel.state.gov/passport/passport_1738.html

You will need a passport that is valid at least six months after your program officially ends. Be sure to make a copy of your passport, and leave it at home. You must also give a copy to the Course Director.

Youth Hostel Card:

If you intend to stay in Youth Hostels, you might want to buy a Youth Hostel Membership Card. You will save money if you purchase your membership here in the States. You may order a card by calling 202-783-6161 or on the web at www.hiayh.org.

Packing

The airline will limit your checked luggage to 2 bags at not more than 32 kilograms per bag. The bags should be measured by adding the length, height and depth. The total size of each bag when these three dimensions are added should not exceed 62 inches. Some students use a backpack as one piece of luggage because it comes in handy on the return trip. You are also allowed one cabin bag that does not exceed five kilograms in weight and that has a total height, width and length of 45 inches. Example: width - 9 inches, height - 14 inches, length - 22 inches = 45 inches. You may also carry a small camera and binoculars, overcoat and reading material into the cabin as well as a handbag.

The best advice about packing is to take only what you will need. **Another comment we hear over and over from past participants: "I took too many clothes!"** No matter how much clothing you take, you will be tired of it after the first few weeks, so pack basic wardrobe items that can be mixed and

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matched, layered, and worn again and again. Casual clothes are appropriate for classes, but you will need at least one dressy outfit for special occasions.

It is a good idea to take a complete supply of any prescription medication as well as a note from your doctor giving the generic name of the drug that is prescribed. Keep the medication in its regular container in case custom officials have any questions about the type of drugs that you are carrying. If you wear glasses or contact lenses, it is a good idea to have a copy of that prescription as well.

Please do **not** take extremely valuable jewelry or watches with you when you travel. It is difficult to keep track of them while you are away, and you'll have less to worry about if you leave them home.

DO NOT PACK your passport or your plane ticket in a bag that you intend to check!

Here is some advice on packing by a former program participant:

"Pack your bags, than take out half of the stuff and put it away. You can live very comfortably with very little".

Electrical appliances: Bring only appliances with dual voltage. You will also need a plug adapter, which may be purchased at most hardware stores. Your electrical appliances will not work well abroad, even with an adapter, and there is always the risk that they will burn out. It's easier to buy small appliances abroad.

Gift for your hosts: It is courteous to take along a small gift, perhaps something typical of the region in which you live, for your hosts. Keep in mind, however, that customs officials will confiscate organic materials such as fruits, cheese, or even wicker baskets. Take along photographs of your family, friends and home since your hosts will be curious about your life in the States. One former participant suggests taking a map of the U.S. because questions about geography often come up. Another student said that he met people from all over the world while traveling after the program ended, and the pocket world atlas he carried was very useful when he and his new friends talked about their homelands.

Money

The best way to manage your money is to use your account at home. Your ATM card will work in most places, so you will be able to access your U.S. account and withdraw the local currency. You could arrange for your family to deposit money to your U.S. account on an agreed-upon basis. Keep in mind that traveler's checks will still be useful and should work in most banks abroad. Your bank will assess a fee for every ATM withdrawal, usually ~\$3.00 per transaction.

Another easy way to obtain money while abroad is to use a major credit card such as Visa or MasterCard. You can get a cash advance on one of these

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cards in an emergency, and your family can pay money into the account to take care of the money that you have withdrawn. This enables you to make use of the worldwide communication network of these major credit cards and saves you the expense of sending money by wire transfer.

You should take a small amount of local currency (\$25 – 50), available at banks or at the airport) to tide you over until you can either withdraw money abroad from an ATM or establish your own bank account, and cash your travelers checks.

Financial information

Students are charged a fee to cover specific costs agreed in advance.

Payment schedule: A deposit is required in order to hold a student's place in the program. This deposit is non-refundable but does apply to the total program cost.

Refund policy: The deposit is not refundable under any circumstances after a student's application has been accepted.

- If the University is unable to accept an application, it will refund all payments.
- If a student withdraws from the Program by notifying the University in writing on or before March 1, the University will refund all fees paid, except the deposit.
- If a student withdraws from the Program for medical reasons before April 1, and if he provides evidence of medical necessity from a physician, the University will refund all fees paid, except \$300.
- If the student replaces himself with another student acceptable to the University, the University will refund an additional \$150.
- If a student withdraws from the Program for nonmedical reasons after March 1, but before April 1, the University will refund all fees paid, except the deposit, but only if the student is able to replace himself with another student acceptable to the University.
- If a Program is cancelled, or if in the sole judgment of the University, a Program has been so radically changed in itinerary or curriculum that it would be unfair to require students to participate and a student elects in writing to withdraw from the Program, the University will refund all fees paid. Under these circumstances, the University will have no additional responsibility or liability to the student or his parents or guardian.
- After April 1, no refunds of fees will be made for any reason. In addition, no refunds will be made for meals, accommodations, tuition or transportation missed by a student for any reason from and after the schedule departure.

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Outstanding debts: Students with an outstanding balance or unpaid fees or library fines abroad will have their transcripts held pending clearance of their account.

Spending money: The amount of money a student spends per week varies greatly according to lifestyle and spending habits. One suggested formula for determining the amount of spending money you will need is to add 25% to the amount you usually spend per week here in the States.

Travel insurance

Neither the University of Richmond nor the ID card insurance covers lost or stolen goods, so you may want to look into traveler's insurance.

http://www.statravel.com/cps/rde/xchg/us_division_web_live/hs.xsl/travelinsurance.htm

Important contact addresses

US-Based Embassies

Embassy of Argentina

1600 New Hampshire Avenue
Washington, DC 20009
202-238-6401

Embassy of Australia

1601 Massachusetts Ave, NW
Washington DC 20036
202-797-3000

British Embassy

3100 Massachusetts Avenue,
Washington DC, 20008
202-588-6500

British Consulate-General, New York

845 Third Avenue
New York, NY 10022-6691
212 745-0200

Embassy of the Czech Republic

3900 Spring of Freedom Lane, NW
Washington, DC 20008
202-274-9100

Embassy of France

4101 Reservoir Rd. NW
Washington, DC 20007
202-944-6000

Embassy of German Federal Republic

4645 Reservoir Rd. NW
Washington, DC 20007-1998
202-298-4000

Embassy of Ireland

2234 Massachusetts Ave. NW
Washington, DC 20008-2849

202-462-3939

Embassy of Italy

3000 Whitehaven St. NW
Washington, DC 20008
202-612-4400

Embassy of Mexico

1911 Pennsylvania Ave. NW
Washington, DC 20006
202-728-1600

Embassy of Japan

2520 Massachusetts Avenue, N.W.,
Washington, DC 20008
202-238-6700

Embassy of the Hashemite Kingdom of Jordan

3504 International Dr. NW
Washington, DC 20008
202 966-2664

Embassy of the Peoples' Republic of China on Taiwan

4201 Wisconsin Avenue, NW
Washington, DC 20016
202-895-1800

Embassy of Peru

2141 Wisconsin Avenue, NW
Washington, D.C. 20008
202-333-1528

Embassy of South Africa

3051 Massachusetts Avenue, N.W.,
Washington, DC 20008
202-232-4400

University of Richmond Summer Programs
Embassy of Spain
2375 Pennsylvania Ave. NW
Washington, DC 20037
20- 452-0100

US Consulates/Embassies Overseas

US Consulates/Embassies Overseas

Argentina

US Embassy in Buenos Aires
Av. Columbia 4300
Buenos Aires, Argentina
Tel # (54-11) 5777-4533
Fax # (54-11) 5777-4240

Australia Internship

Consulate General of the United States Sydney
MLC Centre Level 10
19-29 Martin Place
Sydney, NSW 2000
Tel. - Visa inquiries: 1902-941-641 or 1800-687-844 (24 hrs - [charges apply](#))
Tel. - Other consular inquiries: **(61-2) 9373-9200**
(M-F, 8:00am-12:00 noon, 2:00pm-4:30pm)
Tel. - After hours emergencies **(02) 4422-2201**
E-mail: amvisa@state.gov
Web: usembassy-australia.state.gov/sydney

England (United Kingdom)

Cambridge Program

US Embassy in London
24 Grosvenor Square
London, W1A2LQ
United Kingdom
Tel # [44](020) 7499-9000
Fax# [44] 0131-557-6023
Emergency # for police/fire/ambulance 999

England (United Kingdom)

London Internship

US Embassy in London
United Kingdom
Tel # [44](020) 7499-9000
Fax# [44] 0131-557-6023
Emergency # for police/fire/ambulance: 999

France

Consular Section of the US Embassy in Paris
Office of American Services
2 Avenue Gabriel
Paris 75382 Cedex 08
France
Tel # 33-1-43-12-22-22
Fax # 33-1-45-24-74-80
General Emergency #: 122
Ambulance: 15
Fire Department: 18

Police: 17

Ireland

The Embassy of the United States
42 Elgin Road
Ballsbridge, Dublin 4
Tel # +353 1 66 88 777
Fax # +353 1 668-9946
General Emergency # for police/fire/ambulance services: 999 or 112

Germany

U.S. Embassy in Berlin
Tel # (49)(30) 238-5174 or 8305-0
Embassy of the United States Berlin Consular Section, Clayallee 170 , 14191 Berlin
American Citizen Services
Tel# (030) 832-9233
Fax (030) 8305-1215
Emergency:
Police: 110
Fire and Ambulance:112
Fire & Ambulance Rural: 19222

Italy

US Embassy in Rome

Via Vittorio Veneto 121
00187 Roma, Italia
Tel# (+39) 06.4674.1 (switchboard); Fax# (+39) 06.4674.2244

uscitizensrome@state.gov

Website: <http://www.usembassy.it>;

US Consulate General – Milan

Via Principe Amedeo, 2/10 – 20121 Milano

Tel# (switchboard) +39 02-290-351

Fax# +39 02-2903-5273

US Consulate General – Florence

Lungarno Vespucci, 38-50123 Firenze

Tel# (switchboard) +39 055.266.951; Fax# +39 055.215.550

Email Florencecc@state.gov

US Consulate General – Naples

Piazza della Repubblica –80122 Napoli

Tel# +39 081-5838-111; Fax# +39 081-583-8275

Emergency Services: (+39) 081 583 8221

Emergency # 113 (police and ambulance)

Medical Emergency (ambulance) 118

Fire Department 115; Police 113

University of Richmond School of Continuing Studies

Japan

US Embassy in Tokyo
1-10 -5 Akasaka, Minato-ku, Tokyo
107-8420, Japan
Tel# 03-3224-5000
Fax: 03-3505-1862
US Consulate in Nagoya
Tel# 052-518-4501
Fax# 052-581-3191
Emergency # Police 110
Emergency # Ambulance 119

Jordan

American Embassy
P.O. Box 354, Amman 11118
Jordan
Tel # 962-6-590-6000
Fax # 962-6-592-0121
Emergency:
Ambulance:191
Fire:193
Police: 192

Mexico

US – Consulate General – Monterrey
Ave. Constitucion 411 Pte.
Monterrey, Nuevo Leon, Mexico 64000
Tel # 01 81 8047-3100
Emergency #s: 066, 060, or 080

Peru

Avenida Encalada, Cuadra 17
Surco, Lima 33, Peru
Phone: (51-1) 434-3000 or (51-1) 618-2000
Fax: 618-2724
Consular Agency Contact Information:
Avenida Pardo 845
Cuzco
Phone: (51 -1) 618 2000
Mobile: (51-1) 618 2397
Fax: [011] (51) (084) 245-102
Central Emergency Number: 105

Prague, Czech Republic

U.S. Embassy
Trziste 15, 118 01 Praha 1
Czech Republic
Tel # (420) 257 022 000
Website: www.usembassy.cz

Emergency #: 112
Medical: 155
Fire: 150
Police: 158

Police: 02/911/112

South Africa

US – Consulate General – Cape Town
2 Reddam Ave. Weslake 7945
Tel # (27-21) 702-7300
Fax # (27-21) 702 7493

Spain

American Embassy, Madrid, Spain – Consular
Affairs
C/Serrano, 75
28006 Madrid
Tel 91-587-2200 and 91-587-2240
Fax 91-587-2303
Emergency Assistance after hours (91) 587-2200

Consular Agency in Seville
Tel# (34)(954) 218-571
Fax# (34)(954)220-791

Emergency #: 112
Police: 091; Local Police: 092
Fire: 080 or 085

American Institute in Taiwan

Taipei: No.7, Lane 134, Sec. 3, XinYi
Rd., Da-an District
Taipei City 10659,
Taiwan
TEL: +886 (02) 2162-2000
[AIT/Kaohsiung](#): 5th Floor, No.2, Chung
Cheng 3rd Rd., Xin-Xing District,
Kaohsiung City 80052, Taiwan
TEL: +886 (07) 238-7744
Emergency #s:
Fire: 119.
Foreign Affairs Division, Taipei Police
Headquarters : (02) 381-8341, 381-7475.
Police: 110

Summer Study Abroad 2010 Director Contacts

Argentina

Director: Virginia Talley
Work Phone: 804-289-8490
E-mail: vtalley@richmond.edu

Australia Internship

Contact: Krittika Onsanit
Work Phone: 804-287-6499
Work Fax: 804-289-8904
E-mail: konsanit@richmond.edu
Home Phone: 804-643-8666

Cambridge Program

Director: Terry Price
Work Phone: 804-287-6088
E-mail: tprice@richmond.edu
Home Phone: 804-358-2993

Czech Republic

Director: Yvonne Howell
Work Phone: 804-289-8101
E-mail: yhowell@richmond.edu
Home Phone: 804-354-9863

France

Director: Dr. Hilary Raymond
Work Phone: 804-287-6377
Work Fax: 804-287-6446
E-Mail: hraymond@richmond.edu
Home Phone: 804-281-7211

Germany

Director: Dr. Kathrin Bower
Work Phone: 804-287-6060
Work Fax: 804-287-6875
E-mail: kbower@richmond.edu

Germany Internship

Contact: Krittika Onsanit
Work Phone: 804-287-6499
Work Fax: 804-289-8904
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Home Phone: 804-643-8666

Italy

Director: Dr. Lorenza Marcin
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E-mail: lmarcin@richmond.edu
Home Phone: 804-754-3670

Ireland Internship Program

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Work Fax: 804-289-8904
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Japan

Director: Professor Akira Suzuki
Work Phone: 804-289-8293
Work Fax: 804-287-6446
E-mail: asuzuki@richmond.edu
Home Phone: 804-794-8043

Jordan

Director: Professor Martin Sulzer-Reichel
Work Phone: 804-484-1612
Work Fax: 804-287-6446
E-mail: msulzerr@richmond.edu
Home Phone: 804-261-5713

London Internship Program

Contact: Krittika Onsanit
Work Phone: 804-287-6499
Work Fax: 804-289-8904
E-mail: konsanit@richmond.edu
Home Phone: 804-643-8666

Mexico Internship Program

Contact: Krittika Onsanit
Work Phone: 804-287-6499
Work Fax: 804-289-8904
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Home Phone: 804-643-8666

Peru

Dr. Rick Mayes
Work Phone: 804-287-6404

University of Richmond School of Continuing Studies

Email: bmayes@richmond.edu
and rickmayes@hotmail.com

Work Phone: 804-287-6499
Work Fax: 804-289-8904
E-mail: konsanit@richmond.edu
Home Phone: 804-643-8666

Spain

Director: Dr. Carlos Valencia
Work Phone: 804-289-8407
Work Fax: 804-287-6446
E-mail: cvalenc2@richmond.edu
Home Phone: 804-358-0009

Taiwan

Contact: Su-Lin Tai
Work Phone: 804-287-6345
Work Fax: 804-289-6446
E-mail: stai@richmond.edu
Home Phone: 804-643-8666

South Africa Internship Program

Contact: Krittika Onsanit

Student Forms and Agreements

***Office of Summer School and Programs
University of Richmond, VA 23173
(804) 289-8133 FAX (804) 289-8138***

Agreement and Release form
UNIVERSITY OF RICHMOND SUMMER STUDY ABROAD
Summer 2010

** Carefully read Parts I, II and III before signing. Return original signed copy to the Office of Summer School, School of Continuing Studies, and keep a copy for your records. .*

PART I: CONDITIONS OF PARTICIPATION:

1. I understand that, although the University of Richmond (the University) has made reasonable efforts to provide for my safety while participating in the University of Richmond's Summer Study Abroad Program (the Program), there are unavoidable risks in foreign travel, and I may subject myself to dangers over which neither the University, its employees nor the host institution have any control. These dangers might include, without limitation, airline or motor vehicle accidents, criminal behavior or negligence by others, terrorist activity, natural disaster, exposure to contaminated food, normal health problems, etc. I also understand that in the event I am injured or become ill, I may not be able to expect the same level of medical treatment in a foreign country as I might at home.

In full appreciation of these dangers and risks, I release and forever discharge the University and its insurers, officers, trustees, faculty and employees (its "agents"), from all actions, claims, demands, damages and liability whatever that might arise from the Program and my participation in it, except for liability caused by willful misconduct of the University or its agents.

2. The University cannot be responsible for the actions of external companies or personnel hired by either the University or the host institution.
3. I understand that I am required to have an insurance policy that covers medical services and treatment, including medical evacuation and repatriation, during the period of study in the Program. I take full responsibility for knowledge and understanding of any limitations in my insurance policy that pertain to travel abroad. In the case where the University contracts health insurance for its abroad students, the University cannot be held responsible for the health care delivered to any student.
4. I grant the University and its employees full authority to take whatever actions they may consider to be warranted regarding my health and safety, and I release them from any liability for such actions. I authorize the University and its employees, at their discretion, to place me for medical treatment at my expense, **including anesthesia and surgery.**
5. I also release, hold harmless and agree to indemnify the University and its agents with regard to any financial obligations or liabilities that I personally incur, or any damage or injury to the person or property of others that I may cause or be accused of causing, while participating in the Program. In the event the University or its agents advance or loan any monies to me or incur special expenses on my behalf while abroad or in relation to the Program abroad, I agree to make immediate repayment.
6. I understand that I cannot expect and may not receive the same services and conditions abroad that I normally enjoy while at the University.

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7. I agree to comply with the rules, standards and instructions for my behavior as stated at the University, the host institution and the Program. The University and its agents have the right to enforce appropriate standards of conduct and may at any time terminate my participation in the Program for failure to maintain these standards or for any conduct which the University or its agents consider to be incompatible with the interest, harmony, comfort and welfare of other students or the host institution. If I am expelled from the Program, I agree to be sent home at my expense and acknowledge that there will be no refund.
8. I agree to adhere to the laws of countries in which I am a visitor/student. I understand that I must be sensitive to the host culture and agree to behave appropriately.
9. I understand that I am responsible for my welfare while abroad.
10. I understand the University reserves the right to select candidates for study abroad. I have considered carefully and take responsibility for any physical or personal limitations that might interfere with my achieving a successful and safe experience abroad.
11. I consent to the use of photographs and comments by the University for publicity purposes and to the distribution of information about the Program to my parents or guardians whom I have specified in my Emergency Information Sheet. I authorize the University and its agents to contact my parents or guardian, as indicated on the emergency form, in connection with my general welfare abroad.
12. Unless I notify the Office of International Education in writing, I consent to the distribution of my name, campus mailing and E-mail address, and telephone number to potential and current University students and to various departments at the University.
13. The University strongly discourages students from operating vehicles while participating in its Programs. Traffic congestion and different traffic laws and regulations, civil and criminal, can make driving motor vehicles abroad extremely hazardous. Insurance requirements and other financial responsibilities vary from country to country. If, however, I decide to operate a motor vehicle while abroad, the University assumes no financial responsibility for legal aid or for my care should I be involved in a violation or an accident.
14. I agree to release the University and its agents from liability for damage to or loss of my possessions, or for injury, illness or death resulting from crimes or from political unrest.
15. I understand that I am required to register for a full course load while abroad and will be expected to abide by requirements for full-time students at the host institution.

16.

PART II: REFUND POLICY

1. The deposit is not refundable under any circumstances after a student's application has been accepted. If the University is unable to accept an application, it will refund all payments.
2. If I withdraw from the Program by notifying the University in writing on or before March 1, the University will refund all fees paid, except the deposit.
3. If I withdraw from the Program for medical reasons before April 1, and provide evidence of medical necessity from a physician, the University will refund all fees paid, except \$300. If I replace myself with another student acceptable to the University, the University will refund an additional \$150.

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4. If I withdraw from the Program for nonmedical reasons after March 1, but before April 1, the University will refund all fees paid, except the deposit, but only if I am able to replace myself with another student acceptable to the University.
5. If a Program is cancelled, or if in the sole judgment of the University, a Program has been so radically changed in itinerary or curriculum that it would be unfair to require students to participate and a student elects in writing to withdraw from the Program, the University will refund all fees paid. Under these circumstances, the University will have no additional responsibility or liability to the student or his parents or guardian.
6. After April 1, no refunds of fees will be made for any reason.

Conditions of Student Participation

1. I do waive, release and forever discharge the University of Richmond (the “University”) and its insurers, officers, trustees, faculty, agents, employees and host facilitators (collectively, its agents), of all actions, damages and liability of every kind and nature whatever that the undersigned now have, or ever will have, arising out of, or in any way connected with, the University’s Travel Program (the “Program”).
2. I understand that it is strongly recommended that I secure an insurance policy that covers accident and medical services/treatment, trip cancellation/interruption and baggage. I take full responsibility for knowledge of any limitations in my insurance policy that pertain to the travel program.
3. I grant the University and its agents full authority to take whatever actions they may consider to be warranted regarding my health and safety, and I release them from any liability for such actions. I authorize the University and its agents, at their discretion, to place me for medical treatment, at my expense.
4. I also release, hold harmless and agree to indemnify the University and its agents with regard to any financial obligations, liabilities, or damage to persons or property that I personally incur or that I may cause or be accused of causing while participating in the Program.
5. I understand that I will be expected to show sensitivity to host culture, demonstrate culturally appropriate behavior, and observe local rules and laws. I agree to comply with the University’s rules, standards and instructions for my behavior. The University and its agents have the right to enforce appropriate standards of conduct and may at any time terminate my participation in the program for failure to maintain these standards for any conduct which the University or its agents consider to be incompatible with the interest, harmony, comfort and welfare of other passengers. Removal from the Program will be at my own expense.
6. The University of Richmond and its agents do not assume any responsibility for any delay, error or omission, loss or accident, injury or damage, irregularity or cancellation of any cause. The right is reserved to change or alter any arrangement and/or programs as may be necessary either for the safety or convenience of passengers, or because of operational necessity to withdraw the tour or any part of it, and to pass on the tour members any expenditures occasioned by delays or events beyond OUR control. The tour can be canceled prior to its departure, in which case full refund will constitute complete settlement with the passenger.
7. I agree to release the University, its agents and staff from any liability for damage to or loss of my possessions, injury, illness or death resulting from crimes or from political unrest.

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8. I understand that I am responsible for payment in accordance with the University's published schedule for payment of travel fees and other charges related to the Program. I understand the University's refund and cancellation policies as stated, and that the policy of refunds is also subject to the policies of the host agency.

9. The University reserves the right to decline to accept or restrain any person as a tour member should such persons' health, mental condition, physical infirmity or attitude jeopardize the operation of the tour and the rights, welfare or enjoyment of the other participants.

Student Signature

Printed Name

Date

Harassment and Discrimination Policy

Every University employee and student has the right to work and study in an environment free from discrimination and harassment and should be treated with dignity and respect. The University prohibits discrimination and harassment against applicants, students, and employees on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, disability, status as a veteran or any classification protected by local, state or federal law.

The University's policy against discrimination and harassment (Policy) incorporates protections afforded by Title IX of the Educational Amendments of 1972, which prohibits discrimination in educational programs and activities based on gender. This Policy also incorporates all other local, state and federal laws, including Title VII of the Civil Rights Act of 1964. Any individual whose conduct violates the Policy will be subject to disciplinary action up to and including termination for employees and expulsion for students.

Harassment is the creation of a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or education, or affect adversely an individual's living conditions on campus.

Illegal and improper harassment based on any of the classifications in paragraph 1, may include:

- Any suggestion that sexual favors, race, religion, national or ethnic origin, age, sex, sexual orientation, disability, status as a veteran or any protected classification would affect one's job, promotion, performance evaluations, grades, working or educational conditions;
- Making unwelcome or offensive comments about a person's clothing, body or personal life;
- Offensive jokes or unwelcome innuendoes;
- Other conduct that creates a work or educational environment that may be considered offensive or hostile, even though some staff or students might not find them objectionable;
- Use of unwelcome or offensive nicknames or terms of endearment.

Sexual harassment, in particular, may consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when one or more of the following occur:

- Submission to or rejection of such conduct is made a term or condition of an individual's employment or academic success;
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions;
- Such conduct has the purpose or effect of interfering with an individual's work or academic performance or creates a hostile, intimidating or offensive work or educational environment.

The University has designated the Associate Vice President for the Department of Human Resource Services (located in Weinstein Hall), as the University's representative to

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handle issues arising under the Policy, including Title IX. Individuals who need further information or clarification of the Policy should contact the Associate Vice President directly. Employees and students who feel they have suffered discrimination or harassment in violation of the Policy should follow the Complaint Resolution Procedure described below.

The Policy also applies to complaints of harassment or discrimination involving applicants for admission or employment, or persons aggrieved by third parties such as contractors or vendors serving the University.

Complaint Resolution Procedure

For ease in identifying individuals, the person making the complaint is referred to as the Complainant, and the person for whom the complaint is being made is referred to as the Respondent.

The University will endeavor to respond to and resolve all complaints quickly and effectively. Individuals who believe they have been harassed or discriminated against in violation of the Policy are encouraged to take action in any of the ways described in the Complaint Resolution Procedure (Procedure).

Although none of the actions listed under the options for Informal Resolution, below, are required before an individual may file a Formal Complaint, the University favors informal resolution of these claims whenever possible. Except as expressly provided herein, the Procedure is the only grievance practice available to staff, faculty, students or other parties for violations of the Policy. No other grievance practices otherwise available at the University are applicable.

Through the Procedure, the University will take necessary steps to prevent recurrence of any harassment and/or discrimination determined to have occurred, and will take necessary steps to correct the discriminatory effects of the conduct on the Complainant and others, if appropriate. During all stages of the Procedure, every effort will be made to ensure fundamental fairness to all parties involved in the complaint process. The University will make good faith efforts to protect the confidentiality of those involved in the Procedure to the extent permitted by law and to the extent that continued protection does not interfere with the University's ability to investigate allegations or to take corrective action.

The University prohibits retaliation against any individual who files a complaint (informal or formal) in good faith or participates in a harassment or discrimination inquiry. Disciplinary action will be taken against any individual who retaliates against a Complainant or participant in a harassment or discrimination inquiry, or who files a discrimination or harassment complaint in bad faith, or who maliciously or knowingly files false charges.

A. Procedures for Informal Resolution

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The Informal Resolution process provides an effective means of resolving most disputes. However, the Complainant may terminate the Informal Resolution process at any time and initiate a Formal Complaint without prejudice.

1. Informal Discussion with Respondent

Prior to the involvement of other parties or University officers, the Complainant may choose to discuss the concerns directly with the Respondent. The Respondent may not realize that his/her conduct is offensive or unwelcome. Many disputes can be resolved quickly and effectively with such direct communication. A complaint brought to the attention of the Respondent shortly after the alleged offensive behavior occurs (e.g.: immediately or in a few days) will usually result in more effective resolution.

2. Informal Discussion with University Officials

Understanding that a Complainant may discuss concerns with a friend, confidant, advisor or counselor in the Counseling and Psychological Services office, etc., it is nonetheless the case that to initiate an informal discussion with University officials, a Complainant should contact one of the following individuals in a timely manner, ordinarily within thirty (30) days of the offending conduct:

Students should contact the dean of their school or residential college as follows:

- Arts and Sciences, Business or Leadership Studies undergraduate students should contact the dean of their residential college
- Graduate School of Arts & Sciences: Associate Dean Kathy W. Hoke (BLIB) at (804) 289-8417
- Graduate School of Business: Dr. Richard Coughlan (ECRSB) at (804) 289-8553
- Law School: Interim Dean, John Douglass (TCWSL) at (804) 289-8183
- Richmond College: Dean, Joseph Boehman (WHRT) at (804) 289-8061
- School of Continuing Studies: Dean James Narduzzi (SPB) at (804) 287-6684
- Westhampton College: Dean Juliette Landphair (The Deanery) at (804) 289-8468

Staff should contact:

- Executive Assistant to the President: Carolyn Martin (MH) at (804) 289-8088

Faculty should contact the dean of their school:

- Arts and Sciences: Dean Andrew Newcomb (BLIB) at (804) 289-8416
- Business: Dean Jorge Haddock (ECRSB) at (804) 289-8549
- Continuing Studies: Dean James Narduzzi (SPB) at (804) 287-6684
- Law: Interim Dean John Douglass (TCWSL) at (804) 289-8183
- Leadership Studies: Acting Dean, Sandra J Peart (Jepson) at (804) 287-6098

If the complaint is against one of the designated University officials, the Complainant should contact the President of the University, who will designate a representative of the University to handle the matter. If the complaint is against the dean of a student's residential college, then the Complainant should contact the Associate Vice President for the Department of Human Resource Services.

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The Informal Discussion can help with any or all of the following options:

- Assisting the Complainant to determine if the behavior violates the Policy, or to learn more about the Policy;
- Conducting an informal investigation with the effect and goal of ending the alleged behavior in an effective and expeditious manner;
- Contacting the supervisor of the alleged offender and requesting assistance to stop the behavior;
- Meeting with the individual whose behavior is alleged to be offensive or unwelcome, and discussing the situation to make it clear that the behavior is offensive or unwelcome and should cease.

Based on the Informal Discussion, the University official will determine what additional action, if any, is necessary.

The Informal Discussion process will last as long as the Complainant deems it desirable to continue to meet with University officials, but usually the University will try to resolve the problem at this early stage within ten (10) working days. Most complaints can be resolved at this stage. If not satisfied with the resolution from the Informal Discussion, then the Complainant may proceed to the Formal Complaint process described below.

B. Procedures for Formal Resolution

A Complainant may omit the Informal Discussion process entirely and file a Formal Complaint with the Associate Vice President for the Department of Human Resource Services (hereafter the Associate Vice President). Formal Complaints alleging violation of the Policy must be filed in the Associate Vice President's office in a timely manner, ordinarily within thirty (30) days of the offending conduct, or shortly after the conclusion of the Informal Discussion process, usually within ten (10) working days.

The Formal Complaint must be in writing and must set forth:

1. A statement that the Complainant intends that this document shall constitute a Formal Complaint;
2. Date or approximate date on which the alleged behavior occurred;
3. Identity of the person(s) purportedly responsible;
4. Specific descriptions of the alleged behavior;
5. All witnesses and evidence supporting the complaint, including attaching any tangible evidence or documentation;
6. Complainant's name and signature.

The Respondent will have ten (10) working days after receiving the Formal Complaint to file a written Response in the Associate Vice President's office.

The Associate Vice President, or her/his designee, will review the Formal Complaint and Response. An investigation, including relevant interviews, will be conducted. The Associate Vice President, or her/his designee, will prepare a written report of the Formal Complaint Findings (Findings) as expeditiously as possible, usually within forty-five (45) days from the date that the Formal Complaint was filed, and will deliver the Findings to the Complainant and Respondent. The written report will include the Associate Vice President's or her/his designee's conclusions with respect to the Formal Complaint and

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will make a final determination as to what action, if any, is necessary. Either party may appeal from the Findings within the time period and in the method described below.

All provisions in this Grievance Procedure for notifying all parties of Findings and recommendations will be followed so long as the University determines that there are no violations of state or federal privacy laws, including, but not limited to, the Family Educational Rights and Privacy Act.

If no appeal is filed within the designated time period, then the Findings will be final. The Associate Vice President will then work with other University officials to enforce the Findings. If no appeal is filed, then no party will have a right to pursue any other University grievance procedures.

C. Appeal from Formal Complaint Decision

Either the Complainant or the Respondent may initiate an appeal from the Formal Complaint Findings. The appeal must be filed with the Associate Vice President's office within ten (10) working days from the date of the Findings.

The appeal must be in writing and must set forth:

1. Substantive reason(s) for the appeal;
2. The identity of all witnesses;
3. Any new information.

The responding party must file a written response to the appeal with the Associate Vice President's office within five (5) working days after receiving the appeal, and must set forth:

1. A response to the appeal allegations;
2. The identity of all witnesses.

Within five (5) working days after receiving the appeal, the Associate Vice President will assemble the Resolution Committee, which will be formed solely for the purpose of resolving disputes alleging violations of the Policy. The Resolution Committee members will be chosen by the President, who will select two students, two staff members and two faculty members from the Judicial Pool.

The Judicial Pool is constituted at the beginning of each year to provide a pool of faculty, staff and students to serve on the Resolution Committee (defined in this document for the purpose of this Policy) and Hearing Boards for matters of Policy violations. The faculty members are elected each year by their respective schools, two each from Arts and Sciences, Business, Leadership Studies, Law and Continuing Studies. Five staff members are designated by the Associate Vice President at the beginning of each year as part of the pool. Student members of the pool are the chairs of the Richmond College Judicial Council, the Westhampton College Judicial Council, and the chairs of the Honor Councils for Richmond and Westhampton Colleges, the Business and Law Schools and the School of Continuing Studies.

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The Resolution Committee will be charged with the responsibility of conducting a fair and unbiased hearing within fifteen (15) working days after being assembled. It will have access to all available information pertaining to the complaint. The Resolution Committee will accept and review written statements submitted by the Complainant and Respondent and other relevant individuals. At its discretion, it may also entertain oral testimony from witnesses.

The general outline of the hearing, which will be tape recorded, will be as follows:

1. The Resolution Committee will review the Formal Complaint, if applicable, Response, Written Appeal and all other available information;
2. The Complainant will have the opportunity to present the complaint and any attending circumstances;
3. The Respondent will have the opportunity to present a response and any attending circumstances;
4. The Resolution Committee may request specific individuals to appear before it and may also implement additional procedures as it deems necessary for a fair and equitable process;
5. Other than witnesses, only the Complainant, Respondent, Associate Vice President (or her/his designee) and members of the Resolution Committee may be present during the hearing; except that the Complainant and/or Respondent may be accompanied by a non-participating support person such as a member of the CAPS staff, but neither may be represented by legal counsel in these procedures;
6. The Resolution Committee will deliberate, in private and outside the presence of any other individuals, and render its collective Recommendations in writing within ten (10) working days after the conclusion of the hearing.

The Resolution Committee's Recommendations will be forwarded to the Associate Vice President, who will notify the Complainant and Respondent of the Recommendations, subject to applicable privacy laws. Each party will have five (5) working days to submit to the Associate Vice President written comments on the Recommendations.

The Associate Vice President will then forward the Recommendations, the investigative materials, including the hearing evidence, and the comments by the Complainant and Respondent, if any, to the following (depending on whether the Resolution Committee recommended action against a student, staff member or faculty member):

Students: Vice President of Student Affairs, Dr. Stephen Bisese

Staff: Vice President for Business and Finance, Mr. Herbert Peterson

Faculty: President of the University, Dr. Edward Ayers

Determinations as to the action or inaction based on the Recommendations will be made by these University officers, as applicable. These officers may use their discretion in seeking any additional information or advice before rendering a final decision. The decision will be made within thirty (30) days from the date of the Recommendations. The decision made by each of these individuals is final; provided, however, that if the Resolution Committee recommends termination of a faculty member and the Recommendation is accepted by the President, the normal "termination for cause" procedures defined in the Faculty Handbook will be followed.

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Approved by the University Faculty on May 10, 1999 and the Board of Trustees on May 14, 1999.

Last Modified: 09-MARCH-2010

