



Institute for Global Studies Travel Study Handbook

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Congratulations on being accepted to one of the University of Delaware’s travel study programs! You are about to embark on a program that has the potential to make a profound change in your life. This handbook is designed to make your program run as smoothly as possible. Traveling abroad, particularly, if this is your first time, can be complicated; there are obstacles you would not expect. The Institute for Global Studies (IGS) provides this information because we want your experience to be positive and educational. Of course, there will be snags, but a little preparation goes a long way.

Don’t be overwhelmed by the number of pages! After much consideration, we decided that ALL of this material would be helpful to the over 1,300 students who participate on travel studies programs through UD annually. Give yourself plenty of time to familiarize yourself with the material. IGS also encourages you to save this handbook to your smartphone, tablet or laptop to ensure that you will have quick access if you need this information while on your program.

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Introduction to **the** Institute for Global Studies' Travel Study Programs

About the Institute for Global Studies

The Institute for Global Studies (IGS) was created in 2009 to enhance the international dimensions of teaching, research and outreach at the University of Delaware. IGS provides leadership and support for programs and experiences that contribute to the education of informed, skilled, open-minded citizens of the world.

Best known for coordinating the University's study abroad program, IGS also awards scholarships and grants to faculty and students, administers State Department-sponsored programs such as the UD Fulbright Initiative, Middle East Partnership Initiative (MEPI) Student Leaders Institute and the Study of the U.S. Institutes for Student Leaders on Women's Leadership (SUSI-WL) program, and sponsors globally-focused events throughout the year.

IGS collaborates with campus partners, including the Office for International Students and Scholars, the Confucius Institute and the Center for Global and Area Studies. In addition, IGS partners with Enrollment Management and the Office of Admissions to coordinate the UD World Scholars Program.

Purpose and Goals of Travel Study Programs

UD's travel study programs recognize that university education extends beyond the classroom. Our programs seek to challenge students both academically and personally. Participants will build strong connections to their program's site while acquiring cultural competency. Additionally, studying and living in a foreign country teaches the participants resiliency and independence. Traveling tests individual boundaries. Sometimes that's uncomfortable, but the experience will bring out strengths in students that they didn't know they had. Travel study experiences help students develop essential leadership skills that will serve them during their time at UD and in their careers.

Travel Study Timeline & To-Do List

***Your program may have additional requirements or different deadlines. Check with your Faculty Director/IGS Coordinator to get the most accurate information.**

Log onto your program's website via the [IGS website](#) to access orientation materials.

<p>Upon Acceptance</p>	<ul style="list-style-type: none"> • Get a passport. If you already have a passport, make sure it is valid for at least six months after the end of your program. • Login to My Finances and pay the first installment of your Program Fee, due within 10 days of acceptance. • Complete visa paperwork, if needed, provided by your program coordinator. • Read the Center for Disease Control and Department of State information regarding the regions and countries that you'll visit. <p>Non-U.S. Citizens:</p> <ul style="list-style-type: none"> • Research and complete all necessary visa paperwork. • If studying at UD on a visa, consult with the Office of International Students and Scholars about the impact of travel on your U.S. visa status.
<p>3-4 Months Before Departure</p>	<ul style="list-style-type: none"> • Purchase your airline tickets • Attend your program's orientation meetings. These meetings are mandatory and require a total commitment of 4-5 hours. (check here for dates). • Make arrangements for financial aid. • Attend any mandatory Student Health orientation meeting that may be required for your host country. Note: students who do not attend one of these meetings are ineligible to receive travel immunizations at Student Health Services. • If you are participating in a winter or summer travel study program, IGS will register you in the program courses. Students on semester programs are responsible for registering for a full course load during UD's regular registration period. All courses must be taken for full credit and a grade. Courses may NOT be taken as auditor/listener or on a pass/fail basis. • Review your GeoBlue and SOS insurance policies (<i>not for domestic program participants</i>).
<p>2 Months Before Departure</p>	<ul style="list-style-type: none"> • Log in to your application >> My Checklist >> Orientation Quiz. • Login to My Finances and pay Tuition/Fees and the balance of the Program Fee by the date on your bill. • Watch GeoBlue's online health video. • Update your contact information on your application to the program. • Complete online Travel Itinerary form • Buy your textbooks. • See your doctor/dentist to get any vaccinations you may need and get copies for all prescriptions (including chemical composition). • Arrange for transportation to the U.S. departure airport. • Take the time to read Know Before You Go.

In First Week of Program	<ul style="list-style-type: none"> • Let family and friends know you have arrived safely. • Get your rest and give yourself time to adjust to your new surroundings. • Give your faculty director/local staff your local cellphone number • Attend onsite orientation meetings • Learn the local emergency numbers. • If you are on a semester program, know the host institution’s add/drop deadline. Be sure your courses are correct in UDSIS.
During Program	<ul style="list-style-type: none"> • Notify your family and faculty director/onsite staff in writing of how to contact you during your free days. Fill out the travel form with your destination, accommodation details, full contact information and itinerary. • Notify your faculty director/onsite staff if any issues arise. • Attend all classes and excursions. • Keep up with your coursework.
In Last Week of Program	<ul style="list-style-type: none"> • Complete post-program evaluation after receiving e-mail prompt from IGS. • Turn in your keys to your accommodations – leaving them in good condition. • Pay for any extra charges you may have incurred onsite directly to onsite staff. • Check your flight details. • Know how you are getting to the airport – arrive 3 hours before an international flight.
After You Return Home	<ul style="list-style-type: none"> • Check out the section of our website dedicated to study abroad alumni and returnees. • Get your study abroad sash for graduation through the UD bookstore. • Send IGS your comments or suggestions about your program. • Submit an entry in the Study Abroad Photo Contest. <p>Non-UD Students:</p> <ul style="list-style-type: none"> • Request a copy of your transcript.

Questions to Ask Your Faculty Director or IGS Coordinator

For faculty-led programs, your faculty director is your main resource as you prepare for your program. For semester programs, the IGS coordinator will fill this role. During your orientation meetings, make sure you are given all the necessary information. These questions are suggestions about what might be important:

Money Matters

- What is the local currency? What is the conversion rate to the US dollar?
- How do I exchange money at our program's site? Will ATMs be easily accessible?
- Will I be able to use credit cards or are most vendors cash-only?
- What is included in my program fee? How much should I budget for things that are not included?

Practical Concerns

- What will the climate be like?
 - What specific items do I need to pack?*
- *This guide provides a generic packing list, but the faculty director/IGS coordinator can provide program specific information.

Health & Safety

- Are there any special health concerns for our location? Will I need certain vaccines or medications?
- Is the water safe to drink? Are there air quality or pollution concerns?
- What are the emergency numbers for the areas we will be traveling through?
- What safety concerns should I be aware of?
- Are there places at our destination that might not be safe to visit?
- Are there local health care providers that speak English and whose standards of care are similar to those in the U.S.?

Cultural Awareness

- What is the typical dress? What clothing should I pack to be culturally appropriate?
- What important cultural taboos I should be aware of?
- What materials can I read to learn more about the history or culture of our program's site?
- If you have dietary restrictions, ask about the availability of certain foods (e.g. will there be vegetarian or gluten-free options?)
- What are typical gender relations and gender roles like in my host country?
- Will I be an ethnic minority in my host country? What percent of the population have a similar ethnic heritage to my own?
- How are lesbian, gay and bisexual individuals perceived in my host country?
- How are transgender individuals perceived in my host country?
- What religious or cultural values will impact my treatment as an LGBTQ person?
- Does my host country have a concept of being "out" or openly LGBTQ?
- What kind of stereotypes exist in my host country about my race/ethnicity/gender?
- Does my host country have a history of prejudice/discrimination or of acceptance/inclusion with my ethnic group?
- Will my racial identity be perceived differently in my host country than it is in my home country?

The Unforeseen: Problem, Inconvenience, or Crisis?

During your program, it can be especially difficult to know how to handle inevitable challenges that arise. It is a time where your sense of vulnerability is heightened, your sense of power is diminished, and you will often find yourself working outside your comfort zone. Luckily, you have the power to shrug off inconveniences, transform problems, and endure a crisis – it's not really that hard, and we're here to help. Here is an approach by Robert Fulghum to handling travel study challenges that will help you take your experience to the next level:

One of life's best coping mechanisms is to know the difference between an inconvenience and a problem. If you break your neck, if you have nothing to eat, if your house is on fire, then you've got a problem. Everything else is an inconvenience. Life is inconvenient. Life is lumpy. A lump in the oatmeal, a lump in the throat and a lump in the breast are not the same kind of lump. One needs to learn the difference.

The best way to prepare for the unexpected is to understand the difference between an inconvenience, problem, and crisis - and what action you should take to address the issue on the ground. You'll have 3 choices that will all lead you to the help you need:

Inconvenience: disturbance, annoyance, nuisance, hassle. Inconveniences are when your expectations are not met and your plans change - flight issues, transportation delays, lost luggage, bed bugs (ew!), bad weather no Chick-fil-A. Inconveniences are the most frequently occurring challenge. They cut into your free time, disturb your sleep, make you hungry and send you jumping through hoops - all the while becoming one of your favorite globe-trotting success stories!

ACTION: In most cases, flexibility, creativity and patience will get you through. Your best bet is to get some support from classmates, host families, instructors, local program staff, TAs and faculty directors – people close to you who can help find a solution.

Problem: complication, dispute, a bad situation – something that is not life-threatening, but requires immediate attention. Common travel study problems include lost money, illness, bodily injury, lost travel documents, safety concerns and anything that violates the UD student code of conduct.

ACTION: Contact your faculty director or on-site staff first and immediately. Look for help from hotel/dorm staff, local police or health care professionals.

Crisis: emergency, an event where your safety is at risk – think political revolutions, natural disasters and things that don't happen very often.

ACTION: Know the local number for 9-1-1! Help will come quickly and everyone will be on full alert until the crisis has passed.

"That was the thing about the world: it wasn't that things were harder than you thought they were going to be, it was that they were hard in ways that you didn't expect." — Lev Grossman, The Magician King

"In three words I can sum up everything I've learned about life: it goes on." — Robert Frost

Global Travel 101

Safety

- Visit the [U.S. Department of State Website](#) to learn about your destination.
- In every country you visit, make sure you know the words for “hello”, “thank you” and “help/emergency”. It is advisable to have a pocket language book that contains basic phrases that you may need.
- Know where to get help: the locations of the nearest U.S. Embassy/Consulate, hospitals, clinics and police stations.
- Be careful about sharing program-related information with strangers (destinations and dates of excursions; names, addresses and phone numbers of host families).
- Carry your records separate from your money.
- Fill out and carry your UD emergency card.

Travel

- Always pack your most important items, particularly prescription medications, in your carry-on bag in case your checked baggage is delayed or lost. Your carry-on should also include items you would need in case of an overnight delay or missing luggage (toothbrush, change of clothes, etc.).
- Pack light and leave valuables at home. Whatever you pack you will have to lug around the airport and your host country. Remember: accommodations may not have elevators: ask yourself if you want to carry your bag up three flights of narrow stairs.
- Make photocopies of your passport to carry with you and place in your baggage.
- In many countries, Wi-Fi and public bathrooms are not free or may not be available at all, and carrying tissues/toilet paper may be advisable
- Before you leave, tell your bank and credit card companies that you will be traveling abroad. Otherwise they may freeze your accounts and leave you without access to funds.
- Have multiple ways of accessing funds: a credit card, an ATM card and a small amount of local currency obtained ahead of time if possible.

Health, Safety and Culture Shock

Health

Be prepared and talk to your doctors before you go: Going to your doctor may be one of the best things you can do for yourself now to save difficulty later. Make appointments with your doctor, dentist and/or ophthalmologist. Why? To get a clean bill of health, to take care of any controllable medical problems, to update your vaccinations and/or to talk about travel health issues.

Things to ask for:

- Prescriptions, including the chemical make-up, for any medications you're on (prescription and non-prescription drugs are not the same strength overseas, even though they may have the same name, and brand names may differ abroad). Make sure you can obtain enough medication to last during your entire program. **DO NOT HAVE YOUR FAMILY SEND YOU MEDICATION MID-WAY THROUGH YOUR PROGRAM.** It will likely get confiscated at Customs.
- If you're carrying syringes or medications that contain narcotics, a doctor's letter attesting to their medical necessity.
- Eyeglass/contact prescription.
- Blood type.

Some vaccinations to consider are Hepatitis B, Tetanus and flu. The Center for Disease Control (wwwnc.cdc.gov/travel/) recommends site-specific vaccinations. This website can also tell you more about public health concerns at your destination site. Visit the CDC website and talk to your doctor to determine whether vaccinations are a good idea for you. Give strong consideration to getting vaccinations especially if you're traveling in Africa, Asia or South America. Most program destinations don't require vaccinations, but check with UD's Student Health Services.

Talk to Your Faculty Director/IGS Coordinator: Are you allergic to bee stings? Do shellfish make you break out in hives? If you have a health concern that your faculty director or local program staff should know about (including ongoing treatment for mental illness), share it. All information will be kept confidential, except in an emergency situation, in which case it may be shared with medical personnel.

Sexual Matters: If you are sexually active and using contraceptives, stock up before you go. Condoms and oral contraceptives sold abroad may not be of the same quality as they are in the United States, and the conditions of their production and storage are unknown. In many places, over-the-counter contraceptives may not be available. Unprotected sex carries serious risk abroad. Take the same precautions you would at home to protect yourself.

Health Insurance is Good Policy: During all travel study programs, students are automatically covered under the University's insurance policy with [GeoBlue](#). This coverage does NOT apply to students on domestic travel study or on exchange programs. Before departure, you will receive an insurance card, which will be mailed to your permanent address.

On your insurance card, you'll find a certificate number that allows you to log in to [GeoBlue's website](#) and enjoy the benefits of their extensive database. You'll be able to look up health and safety information and search for health care providers at your program's destination. You may be able to arrange for a location to have prescriptions filled. From the [GeoBlue website](#), you can also download a claim form, replace a lost insurance card, check the status of a pending claim and try out the medical translation guide. Perhaps most importantly,

the policy provides you and your faculty director with round-the-clock toll-free access to expert GeoBlue personnel, which can be invaluable in the event of a medical emergency. Write down your policy information and the contact numbers and include them in your travel document file – and make sure your family has a copy of the file at home.

Be Prepared to Deal with Jet Lag: If you've never taken a trip across time zones, you may not be familiar with jet lag: the time difference between your home site and your destination wreaking havoc on your body's clock (imagine the effect of the first day of Daylight Savings Time multiplied by five or six – or more). Everyone's clock is different, of course, and you may not have any trouble adjusting to the time difference -- but you should be aware that the effects of jet lag (which can include stomach cramps, constipation, headaches and exhaustion) can be felt for up to four or five days. Informal experiments have shown that these things might help you adjust more quickly to the time difference:

- Stay up a while after arrival, and exercise if you can.
- During the day of arrival, sleep for no more than three hours.
- Eat your evening meal and go to sleep when the locals do.
- Don't read in bed, or else you'll never go to sleep.

Once You Arrive, Fill out Your UD Emergency Card with Local Information: Ask your faculty director or on-site local staff where local hospitals or emergency rooms are located, and take note of the location when you're out and about. Remember that the type and quality of medical care available will vary from country to country and even from site to site within the same country. You may find facilities very similar to those in the U.S., perhaps with English-speaking personnel, but in some sites, the standards of medical care may be different from what you are used to. If your program travels to remote locations, all but the most basic medical care may be inaccessible. If you are in a country where English is not the primary language, make sure that you know the local words for what you need. If you'll be in a non-English speaking country, know how to pronounce basic medical emergency words: doctor, hospital, emergency center, police, help, etc. Also, find out the local equivalent of 9-1-1.

Eat, Drink and Pace Yourself Wisely! Food and drink are often concerns for travelers; going to a new place (even in the U.S.!) means a change in diet and sometimes in the quality of the water. Both can upset your stomach, so our student travel program veterans suggest that you pay attention to what you eat and drink. As for food, make sure to wash all fresh fruit in what you know to be safe water and avoid uncooked foods. If you're dining out and your food hasn't been cooked thoroughly, send it back. Water quality is more of a problem in some areas than others, but any change in water can trigger diarrhea. If you are worried about water quality, treat water by boiling it for at least 15 minutes and then placing it in a sterile container. (Even a tiny amount of contaminated water can cause a reaction, so don't even brush your teeth in suspect water, and when you go out, order drinks without ice cubes.) Order bottled water if possible. Don't forget to drink more water if your program location is at a high elevation*. Try to eat a low-fat, well-balanced diet. The most common advice that we hear from students is that traveling is no fun when you're sick. It's easy to get caught up in doing too much (especially when there's so much to see and do), so make sure you are eating properly, drinking plenty of fluids, sleeping enough and not exhausting yourself. Getting run-down makes you more susceptible to illness.

***Physical Activity:** Don't forget to stay active while abroad! Most of you will be doing a fair amount of walking, but if you are not tired at the end of the day it may further interrupt your sleep schedule. If it is safe to walk about where you are staying, do so with a friend and explore the area. Also, if your accommodations have a gym or a pool those are great ways to stay in shape while abroad. If your accommodations lack any of these options or if there is inclement weather you can also do some high intensity interval training in your room.

***Sleep:** It's natural in any new environment to lose sleep over the excitement of being in a new location, jetlag, or even homesickness. Do keep in mind that a proper sleep schedule can go a long way to ease your transition while on your program abroad! A lack of sleep can affect your mood and alertness, which can hinder your experience. If you are jetlagged, you may want to try meditation or another quiet activity such as reading before bed to help you fall asleep. If you're too excited to sleep, try some of the physical activities mentioned above. Finally, be careful when napping not to sleep for too long, 30 minutes is enough to leave you feeling refreshed without interrupting your sleep schedule at night.

Emotional Health: Even amid all of the exciting things you're doing, you may find yourself a little homesick. It's a common experience, and students have found that a call home can often make a big difference in your mood. Bring pictures with you – not only can you share them with people you meet, but the pictures may also cheer you up when you're homesick. You can also talk to your faculty director, on-site local staff or other students on the program (you'll probably find that you're not the only one that misses home). The best cure for homesickness is to stay busy by going out with others in your group and exploring your new environment.

If you have experienced mental illness in the past or are under the care of a mental health professional, and you are having a difficult time adjusting to your new setting, you should talk to your faculty director or on-site local staff right away. Remember that they are there to help you.

* - Asterisked sections are summarized from "How to Stay Healthy While Studying Abroad", authored by University of Delaware Nutrition and Dietetics Master's student Hannah Lightcap and edited by Professor of Nutrition Marie Kuczmariski, PhD, RD and IGS Associate Director Lisa Chieffo, EdD.

Safety

Safety Gear - Recommended Items: The number one safety item recommended by the students we talked with was a money belt/pouch, one that allows enough room for all your necessities and that can be worn close to the body and under clothing. Students also suggested bringing purses with thick straps, and a "dummy" wallet or coin purse. You should purchase a local cell phone or an international phone plan for use in an emergency.

You will receive an **Emergency Contact Card** for your wallet. Before you leave, don't forget to fill this out with all your important on-site and home contact information. Carry the card with you at all times when you're away, preferably in your pants pocket or money belt—somewhere other than in your wallet, in case your wallet gets stolen.

Always tell your faculty director and family how to reach you during your free days – let them know where you are going, where you are staying and how to contact you.

Things to Put in Your Travel Documents File: Assembling a records file before you leave can save time and trouble later. It is useful to have both a paper copy and an electronic copy that is accessible online. Carry your records apart from your money. Items to include in the file:

- The names and numbers of all debit and credit cards, licenses and travelers checks you are taking with you, stored electronically and encrypted.
- A LEGIBLE photocopy of your passport that shows your name, photo and passport number.
- Your GeoBlue health insurance policy information and international number and any other relevant health insurance information
- A printout of your airline ticket (showing departure and arrival dates, airline and flight numbers)

- A copy of your itinerary, including contact information at all of your program sites
- Instructions on how to replace lost items
 - a list of procedures for replacing any of the cards, travel checks, etc., you're taking with you listing the name of the item, its number, the name of the company that issued it, and a phone number for reporting lost/stolen items.
- Your personal contacts at home
- Medical information
 - Copies of prescriptions for medication
 - Copies of prescriptions for eyeglasses or contacts
 - Sensitivities to allergies
 - Blood-type
- Create a copy of the file and leave it at home with your emergency contact in the U.S.

Airline Safety: Airports are notorious places where theft is frequent, so keep an eye on your luggage, and don't leave anything important sticking out of a pocket. Note that due to the recent implementation of procedures for x-raying checked luggage, if you lock your bag you must use a TSA approved lock. No matter what, do not agree to watch a stranger's luggage, even for a minute- don't agree to carry packages for anyone, and make sure that no one but you puts anything in your luggage. It may sound silly, but pay attention to the safety lecture on the plane. Know the number of seat rows between you and the exit so that, if the cabin fills with smoke, you can feel your way out toward the exit.

If you're going to spend long hours sitting on a plane, there are a few things you can do to stay relatively comfortable.

- Nap – even for a little while if you can.
- Wear non-restrictive clothing, and layer your clothing (especially if the temperature at your destination is significantly different from that of your departure site).
- Drink water or juice, not alcohol. Alcohol depletes your body's fluids, and because the humidity in the plane cabin is so low, you might not even notice how dried out you're becoming; juice or water will help keep your body happy.
- Walk around or stand up, if possible, or simply move your limbs around in your seat just to keep your circulation going.

Road Safety: When you're crossing the street, which way do you look first? Because many countries' driving habits are the opposite of the United States, your lifetime habit of left-right-left may have to change. Know the local traffic patterns and public safety signs and symbols. Driving while abroad is not recommended for a lot of good reasons: different traffic patterns, different traffic laws, road signs in languages other than English, and different standards of speed and aggressiveness. All these factors, together with the driver's desire to look out the window at all the sites, can be a deadly mix. The public transportation system in other countries is usually much better than in the U.S. When you consider the cost of renting a car and paying for fuel and parking, public transit is usually less expensive than driving. Take advantage and buy a bus or train ticket so you can have a safe journey.

Taking Risks - Alcohol is a Safety Hazard: Being intoxicated – or even just having a few drinks – makes you an easy target for muggers who are fast, determined and dead sober. Alcohol lowers inhibitions, which puts individuals at higher risk of theft or assault. Finally, being intoxicated constitutes a breach of UD's Student Code of Conduct and leaves you open for possible sanctions by the Office of Student Conduct (which could mean being ejected from the program).

If you drink alcohol, and the laws and customs of the host country permit this, remember that you are still bound by all of UD's codes of behavior and that UD does not endorse this choice. Your peers and your faculty director or on-site local staff will not tolerate behavior that is often associated with alcohol consumption including excessive noise, waking others up, drawing attention to your group, sleeping in class and sleeping on the tour bus. Such behavior may also leave you open for judicial action by UD's Office of Student Conduct.

Please note that the GeoBlue insurance included in the program fee of students participating in travel study programs does NOT cover injuries sustained while students are legally intoxicated or engaged in high-risk activities such as hang gliding, parachuting, scuba diving and bungee jumping.

Be Aware of In-County Security Risks: The University of Delaware also provides all faculty and students with emergency travel assistance through [International SOS](#). This policy provides substantial coverage for medical evacuation and repatriation of remains, as well as some travel assistance such as legal referrals and assistance with lost documents. Note that International SOS is not a health insurance policy. Please read the information on the UD portal of the International SOS Web site to find out more about coverage and exclusions. Before departure, you will receive a SOS card containing the UD log-in number. Sign up for in-country alerts and look up your host country's safety information. Even if you are traveling to a country where typical security threats are uncommon, signing up for SOS country alerts are a good idea to let you know about demonstrations, strikes, weather-related problems, and other occurrences that could impact your plans.

Tattoos & Piercings: Don't be tempted by tattoo or body piercing parlors abroad; sometimes their hygienic standards are not as high as in the United States. Skip the tattoo and the belly ring, and avoid the possibility of un-sterilized needles and other unsafe practices.

Self-Protection in Your Lodgings: As at home, make sure to always lock doors and close and lock the windows upon leaving. Don't provide access to your building unless you know the person at the door; and do not allow anyone to follow you into the building. Do not invite newfound local friends to your lodgings, either. Chat in public places like cafes or parks so you don't put yourself or your roommates at risk.

Fire Safety: Please review these important [Fire safety tips](#).

- If you are traveling outside the United States, make sure you know the local emergency number(s).
- Pack a smoke detector and flashlight in your luggage.
- Avoid rooms and buildings that are overcrowded.
- Look for at least two exits from every room you're in, public and private.
- Check for fire and smoke alarms in any building you visit.
- Assess windows and doors for locks, bars or other barriers wherever you are.
- If you're above the first floor, locate stairwells, fire escapes and emergency ladders.

In a hostel, hotel or motel:

- When making your reservations, ask if the hotel or motel has smoke alarms and fire sprinklers.
- Read the fire evacuation plan carefully. If one is not posted in your room, request one from the front desk.
- Know where smoke alarms, fire extinguishers, stairs, and/or fire escapes are located.
- Locate the two exits from your room.
- Count the number of doors between your room and the exits. This will assist you in the need of an emergency evacuation.

From campusfiresafety.org

Self-Protection in Crowds: Develop a consciousness about moving around in large crowds. Most thefts or losses occur because of carelessness – leaving a camera or a bag on a seat, putting down a purse for a moment without watching it, etc. Unfortunately, you can't be so trusting – there are few places in the world where someone will come running up to you with your misplaced item. Avoid demonstrations, and be alert when attending any large public gatherings; better yet, keep up on local news so you can plan to be very far away from large gatherings.

Be wary of people who approach you on the street with a “deal,” for instance, a cheap ticket to a popular theater show. When exchanging currency--convert money only through official outlets (banks, airports, travel agencies), and never exchange currency on the street, even if the conversion rate favors you heavily. Carry a cell phone to make emergency calls. Local police enforcement may look considerably different from U.S. norms; gendarmes in Paris, for example, frequently carry submachine guns. Don't let it upset you.

Talk to new people, but be careful about what information you give out about yourself, your peers, your host family (don't volunteer their names, addresses or phone numbers, please!) your program and any excursions your group is taking. Never invite someone you just met back to your lodgings, or go with them to their place.

Self-Protection on the Street: Walking around in a new city can be intimidating. One faculty director suggests that you act like you know where you're going – even if you don't. It's wise to familiarize yourself with the local streets (a bus tour can be an excellent and relatively safe way to do this), and ask your faculty director or on-site local staff if there are areas you should avoid. Use common sense. Don't walk around by yourself late at night (or in the early morning), stay in well-lit areas near people and let people know where you're headed. You may want to designate a meeting place and time just in case anyone gets separated from the group.

Be aware of your surroundings. Though you'll be busy looking at thousands of new and different details around you, you should also be thinking about your physical surroundings; make a mental note of where police stations, hotels, hospitals and other “safe spaces” are as you pass them. Know your resources. Conversely, take note of potentially unsafe spaces, such as large shrubberies, alleys, dark doorways, etc.

Self-Protection on Public Transportation: Know the hours for the public transportation system – especially what time it closes. Pick up a map of the system and plan your routes in advance, not while standing on the street corner or in a crowded station. If you're out late, take a taxi. The added safety is worth the expense. Make sure that you use licensed transportation; don't get into unmarked, unauthorized cabs.

Overnight trains (and train stations) can be an iffy proposition; go with friends, and take turns sleeping. Watch all of your possessions closely (strap them to you and sleep on them), as trains are a favorite with pickpockets and thieves. One student suggested tying a loud jingle to your pack, so you'll hear it if your pack is moved. It's definitely worth the extra \$10 or \$15 for a bunk in a couchette (a sleeping car), so that you can get a few hours' rest behind a locked door. Of course, if anyone in the compartment makes you uncomfortable, you should move to a different compartment. If you're taking a train, make sure that you'll arrive at your destination with enough time and enough daylight to find safe lodgings.

If you got off a bus or train at the wrong stop, would you know how to get home? Consider making a cheat sheet with your address and instructions for finding your way back to your lodgings. And speaking of finding your way back to your lodgings: It's likely that you're going to be doing some traveling on your own during your program. Before you go off for the weekend, remember to let your faculty director or on-site local staff know where you are going and how they can reach you. If there is an emergency in the U.S. or at your program site, they might need to contact you quickly.

Blending In: No matter what you do, you'll probably still look like a foreigner. Faculty directors recommend wearing plain, conservative clothing (no sports team logos or baseball caps, please) and little, if any, jewelry. Try to avoid the appearance of affluence, as this makes you a target for muggers (expandable watchbands are a favorite with thieves, as they are so easily removed from the wrist).

Worst Case Scenario - If You're Mugged: If a robber demands your money, hand it over without a fight. Your valuables are replaceable. The possibility of being mugged is another good reason to leave expensive jewelry at home.

As soon as you are safe, contact the police and your faculty director or on-site local staff, and tell them what happened; make sure to get a copy of the police report in case you need proof of your robbery claim. Then you should pull out your important document file and start canceling credit cards, etc. If your passport is stolen, report it to the nearest U.S. Embassy or consulate. When you go to the consulate to request a replacement passport, bring a copy of the police report, proof of citizenship, your photocopies of your passport (with number, date and place of issue), and two passport photos.

Protecting your Possessions: Check with your faculty director or on-site local staff about leaving valuables in your lodgings' safe, and, if it's feasible, store your passport and other important documents there. Make sure you get a receipt. While you should carry a copy of your passport with you at all times, don't risk losing the real thing. **IMPORTANT:** Remember to retrieve your stuff when you leave!

Pickpocketing: Pickpocketing occurs when someone distracts you while stealing your wallet or purse. The distractions are set-ups that often take place in crowds; they can include someone jostling you or asking the time, someone dropping their packages, falling, spilling something on you and offering to help clean it up, handing you a baby and any number of other innocent-seeming plays. While you're reacting to the distraction, you're being robbed. One faculty director advised, "Don't get stopped, distracted or separated from a crowd."

Wearing a money belt under clothing is one way to reduce the chance of being pickpocketed. Another is not to keep valuables in places on your person where they can be stolen (men, carry your wallet in a front pocket; women, wear purses slung over your head and tucked under your arm. Better yet, don't carry a purse.). If you're carrying a backpack in a crowd, use several safety pins to lock zippers together. This makes it more difficult for a light-fingered pickpocket to get into your bag without you noticing. Works well for pockets, too! **IMPORTANT:** Don't carry valuables in an outer compartment of your backpack, and especially not in the pockets – one tug (or knife slash) at your pack, and your wallet could be gone.

Response to a Disaster or Attack: Even if you are away on free travel, it is important to keep your faculty director or on-site local staff updated. If a natural disaster, attack or other dangerous event occurs in the country where you have been traveling, you should first contact your family and let them know that you are okay. Then, immediately alert your faculty director/onsite-staff and verify your safety.

Legal Problems: The justice system in your host country may vary significantly from the U.S. You should not expect to be automatically granted all the same rights that you may have in your home country. Be sure you are aware of local laws and avoid illegal activity. If you are arrested on your program, neither the University of Delaware nor the United States Government can assist you. The laws of the host country prevail, without exception, in all situations. In the event of arrest, UD will notify your emergency contact.

Culture Shock

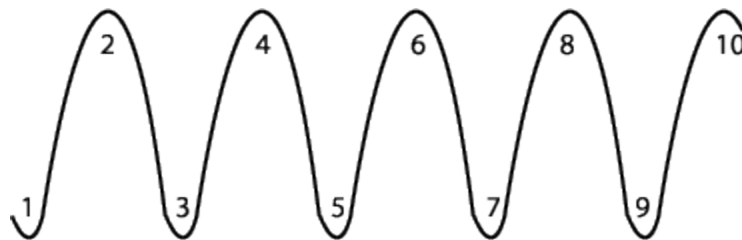
Coping with Culture Shock: Experiencing new cultures, and obtaining a better understanding of your own culture, results in some of the most positive, life-altering experiences that students can have on travel study programs. Students will experience differences in manners, beliefs, customs, laws, language, art, religion, values, concept of self, family organization, social organization, government, behavior, etc. All of these elements combine to form culture.

While the introduction to new and foreign cultures greatly benefits students, it can also be overwhelming. Cultural differences can be so great that a student may need extra time to adjust. This is normal. The new cultural elements a student encounters may be so different that they seem “shocking” in comparison to cultural norms they are used to at home. A student’s reaction of feeling “shocked” by a culture’s attributes can manifest itself in mood swings ranging from anger, to depression, to panic. It can be difficult to explain culture shock, especially if you have never been through it.

Culture shock has its ups and downs, good days and bad, but you will pull through. Many students experience times when they feel depressed and isolated. However, the overwhelming majority comes away from their experience even stronger and better adapted for living and working with others.

Culture shock and its effects can occur in a number of stages. However, culture shock is not an exact step-by-step process; not every student experiences culture shock the same way or at the same time. When things are going well, a student may feel comfortable, adjusted and relaxed. When negative or stressful situations spring up, a student often lapses back into feeling depressed rather than happy and well-adjusted. Sometimes a “normal” level of stress that a student can easily deal with at home suddenly turns into a high-stress situation way from home because a student is outside of his/her comfort zone. The following 10 steps of cultural adjustment outlined by Steven Rhinesmith show how culture shock can be like a roller coaster ride of emotions:

Rhinesmith’s Ten Stages of Adjustment:



- | | |
|-----------------------------|-------------------------------|
| 1. Initial Anxiety Curve | 6. Acceptance of Host Culture |
| 2. Initial Elation | 7. Return Anxiety |
| 3. Initial Culture Shock | 8. Return Elation |
| 4. Superficial Adjustment | 9. Re-entry Shock |
| 5. Depression – Frustration | 10. Reintegration |

Riding the roller coaster of culture shock, a student actually follows a natural pattern of hitting peaks and valleys. The high points of excitement and interest are succeeded by lower points of depression, disorientation

or frustration. Each student will experience these ups and downs in different degrees of intensity and for different lengths of time. The process is necessary in order to make the transition from one culture to another; it helps a student or traveler to balance out and adjust.

The challenge here is that the better a student becomes integrated to the ways of a host country's culture, the more difficult it may be to re-adapt to the home culture. Home just won't look the same way it did before leaving on their program; a student may see home with new eyes and may also be more critical of familiar cultural traditions once thought to be "normal". This is called reverse culture shock. Fear of experiencing reverse culture shock should not deter students from trying to integrate as fully as possible while abroad. No matter how integrated a student becomes while abroad, he or she will probably still be "shocked" by differences noted at home after time spent abroad.

Making Friends: While traveling, try to make friends with locals. These people can help explain cultural practices and customs. Learning about a country's culture firsthand from the locals may make you more tolerant and lessen your culture shock. They can help you with the language and introduce you to things that tourists and vacationers never experience. They also protect you from the worst blows of culture shock that come from the temptation to only hang around with other Americans. Above all, pay attention to the unique viewpoints you bring with you. Just as a foreign culture will offer new insight to you, so too, can you offer new insight to locals you meet. Making friends while abroad can help foster the international camaraderie that overseas living is all about.

It is important to remember not to fear another country's culture; no culture is wrong or bad—it's just different from your own. If you let world events turn your culture shock into culture fear, you will not be able to fully adapt or integrate into the culture of the country in which you are studying.

Information on Culture Shock was taken from the University of Southern California's Study Abroad Safety Handbook and was reprinted with permission.

How to Get the Most Out of Your Travel Study Program

Engaging with Local Culture

Take the time to learn about the history, culture and etiquette of your program's site. International SOS country-specific information is also an excellent resource. As you travel, think about how you would react if you saw a traveler engaging in certain behavior in the United States. If it would annoy or upset you, then it probably would annoy or upset your hosts. For example, always ask permission before taking a photo of a stranger. They are people living their lives - not a tourist attraction.

Tourist or Traveler:

*"It is noted that the nature of most tourism-host contacts - shallow and short-term, biased by promotional material, restricted by enclave conditions, involving status and language differences, and displaced by a tourist focus on enjoyment and formation of in-group relationships - is not conducive to enhanced understanding and elimination of prejudice."-Sashana Askjellerud, *Tourism and Peace: the Traveler**

Travel study is first and foremost an academic endeavor, designed to increase the participant's intercultural awareness and academic knowledge. Although most programs include excursions and traditional "tourist" sites, these activities are intended to enhance the participant's understanding of the host culture. The students who gain the most from their program focus on being a scholar and a traveler - not a tourist. To achieve this, consider ways to engage with the culture and people of your program's site. Don't get fixated on your "in-group" (usually other UD students) and be wary of creating a mini-UD campus at your program's site.

Intercultural Communication: Want to ease culture shock and reduce travel anxiety? Do some research before you go! Some helpful resources include: foreign newspapers, guidebooks, expat communities, people from your host country, your faculty director or prior program participants. Check out the [UD Abroad Blog](#).

Talking Points: On the Surface

It is strategic and respectful to know some basic facts about your program's site. These topics will help you carry on conversations and provide context for your travel study experiences:

- Political leaders, political parties and type of government
- Major religions/spiritual beliefs
- Current events
- Recent conflicts and the role of the United States in those conflicts
- Year of independence and history
- Economic conditions
- Cultural diversity (minority groups, immigration, etc.)
- Class structure (what is your relative privilege as a student from the United States?)
- U.S. role in local economy, politics and culture
- Types of gifts that will be appropriate to bring to host families or new friends
- Major cultural do's and don'ts

Understanding Cultural Values: Going Deeper

So you know the “Host Country 101”, but want to dig deeper? Be aware that the “surface” aspects of a culture often don’t tell the full story. To understand *why* people engage in particular behavior or customs, it is useful to think about the underlying cultural values. Students living with host families or participating in semester programs are particularly encouraged to examine the impact of social and cultural mores.

Cultural values exist on a spectrum- nothing is a simple binary. However, the measures below can provide a helpful starting point. A good exercise is to assess where your home country is on these scales, and then assess where your host country will fall, keeping in mind that even within cultures, individuals will place at different positions on the spectrum. For example, even though U.S. culture places great importance on punctuality, we all know people who are always late!

Cultural Values

Individualism (importance of the self)	↔	Collectivism (importance of the group)
Formality	↔	Informality
Directness	↔	Indirectness
Punctual/Adhere Strictly to Schedules	↔	Each activity allowed the time necessary/Flexible Schedules
Change, Progress	↔	Stability, Tradition
Equality	↔	Hierarchy
High Privacy Norm	↔	Low Privacy Norm

Intercultural Communication section adapted from Maximizing Study Abroad from the University of Minnesota Center for Advanced Research on Language Acquisition

Avoid Negative American Stereotypes

Unfortunately, U.S. Americans have gained a poor reputation as travelers. The stereotype is Americans are rude, loud and jingoistic. Don't worry, most people you meet will understand that it's just a stereotype and not assume the worst about you! But you will feel more comfortable and make stronger connections to your hosts if you avoid these negative stereotypes while you are abroad. Always remember you are there to learn the culture and traditions of your host country, not to impose your own values.

General Tips on Fitting In with your Host Culture

1. Dress understated, but be yourself.
White sneakers: If you have to purchase comfortable shoes that you can walk miles in, buy some, but don't get white sneakers. Try other shoes that don't look like they were meant for exercise.
Hats: Baseball caps are distinctive American head wear. Nothing screams "I'm a Tourist" like a baseball cap. If your destination requires protective headgear, buy a different type of hat.
Fanny packs: A small one to store money and other valuables is fine, but don't go overboard. And think about the appropriateness of where you'll be wearing it. Are you going to the opera or hiking up a mountain?
T-shirts, sweatshirts, jeans, and shorts: Europeans, in particular, don't dress as sloppily (casually?) as Americans. Think about your appearance and dress smartly if the occasion warrants it. Maybe cotton slacks are just as practical and comfortable as jeans?
2. Don't overplay your hometown, but if asked, be forthcoming. When asked, volunteer some information, but understand that not the entire world thinks your hometown is the center of the planet.
3. Use eyes and ears before engaging mouth. Staying alert and attuned to everything going on around you is not only better style, but is much safer to boot.
4. Talk a little quieter.
5. Walk, or rent a bike, if this is safe to do at your program site. Seems simple enough, but much of the world doesn't have the addiction to the automobile that Americans do. Walking, or renting a bike for more range and mobility, puts you in the midst of the motion and rhythms of a place. (Just be extra careful if all the bike traffic moves on the LEFT side of the road!)
6. Realize that just because something is different, doesn't mean it's wrong. Eating habits, religious practices, even the word for "soccer" will shift everywhere you go. Don't complain because things are different. Be open-minded – experience the difference.
7. It's getting there, but English is not yet spoken by all the planet. Learn a few words of the language of wherever you are.
8. Be careful, as you never know who knows a few words of your language. And you can bet the words they'll know best are the ones you don't want them to know.
9. Do your homework so you don't end up tipping in Japan, or wearing shorts into a mosque in Turkey, or leaving food on your plate in Russia or cleaning your plate in certain parts of China.

Keeping in Contact

Before you leave, consider how you will keep in touch with friends and family at home. Decide whether you will buy an international cell phone plan, either from your regular carrier or pay-as-you-go at your program's site. Additionally, figure out what kind of internet access you will have. If you will not have regular internet or phone access, make sure you tell your family so they understand why they aren't hearing from you frequently. Traveling abroad isn't as disconnected as it was in the past, but remember that you are there to experience your program's site. Constant texting or emailing with home may take you out of the moment (and will impede second language acquisition if this was one of your goals). Think carefully about what you share and report home; a seemingly funny story can sound concerning when out of context. Also, remember there will probably be a substantial time difference between you and the person receiving your message.

Sharing on Social Media

The University of Delaware invites you to share your impressions of the world with the world! When abroad, mention @UDGlobal on Instagram and Twitter to appear on official University social media. In addition, include #UDAbroad. Remember to use good judgment when creating posts as content can go anywhere on the Internet, and represent the University, as well as you. For more information, visit www.udel.edu/socialmedia.

Personal Travel Study Goals

IGS can provide general tips, but the best way to get the most out of your travel study program is to ask what your personal goals are. Before you embark, take some time to consider what you want to learn and plan how to accomplish that goal. In the end, what you get out of your program depends on what you put into it.

To get you started, here are some common goals for students on travel study programs:

Goal: Learn a new language or improve the language skills I already have.

Plan: Use your host country's language every opportunity you can. Even while traveling abroad, many people you encounter will speak good English, but don't fall into the trap of always speaking English. Packing a pocket dictionary or downloading an offline translation app to your smartphone can be an essential resource.

Goal: Increase marketability to employers post-graduation.

Plan: Choose a travel study program that best matches your professional goals. While traveling, take time to learn about different aspects of your field at your program's site. Upon your return, set up an appointment to talk to a UD Career Services Advisor about how to include your travel study experience on your resume or at a job interview.

Goal: Expand your palate.

Plan: Are you a picky eater at home? This is the time to push your boundaries. Don't be afraid to order a dish you've never heard of before. You might find your new favorite food! When you get home, take the time to find the recipe and try making it yourself.

Goal: Gain a new perspective.

Plan: Start reading the international news sections of newspapers and blogs, with particular focus on your program's site. Find some alternative sources from your program's site to begin learning how the same issue or event is portrayed in different ways. And, during your program, don't be afraid to talk to locals about politics, history and world affairs. In most places, politics is not considered the taboo topic that it is in the U.S.

Why are YOU studying abroad? Use the goal setting worksheet in the appendix to define your goals and make your travel study experience more meaningful.

Conduct Policies

For more information about legal matters overseas, visit the Department of State's website at www.travel.state.gov. Remember, in another country, your home-country rights may mean nothing: no presumption of innocence, no trial, no lawyer or worse. If you have any questions about local laws, ask your faculty director or on-site local staff.

UD Code of Conduct

Before departure, you should read the entire UD Code of Conduct (accessible on-line in the [Student Guide to University Policies](#)). The Code of Conduct applies to ALL travel study programs. You are responsible for complying with the ENTIRE Code of Conduct. Following are some excerpts from the Code that are particularly relevant to travel study programs.

Note, as well, that your host institution may have its own code of conduct to which your behavior must conform. This is often the case on direct-enrollment semester and exchange programs.

Academic Honesty

Statement of Policy: All students must be honest and forthright in their academic studies. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance.

Any violation of this standard must be reported to the Office of Student Conduct. The faculty member, in consultation with a representative from the Office of Student Conduct, will decide under which option the incident is best filed and what specific academic penalty should be applied.

Academic Violations:

Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own. When a student submits academic work that includes another's words, ideas, images, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well. By submitting work as his or her own, a student certifies the originality of all material not otherwise acknowledged. Plagiarism includes, but is not limited to:

- i. The quotation or other use of another person's words, ideas, opinions, thoughts, or theories (even if paraphrased into one's own words) without acknowledgment of the source; or
- ii. The quotation or other use of facts, statistics, or other data or materials (including images) that are not clearly common knowledge without acknowledgment of the source.

Fabrication

Fabrication is the use of invented information or the falsification of research or other findings. Fabrication includes, but is not limited to:

- i. The false citation or acknowledgment of a direct or secondary source, including the incorrect documentation of a source;
- ii. The citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work;
- iii. The inclusion in an academic work of falsified, invented, or fictitious data or information, or the deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information; or
- iv. The unauthorized submission of an academic work prepared totally or in part by another.

Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information that has not been mastered. Cheating includes, but is not limited to:

- i. Copying of all or any portion of another's academic work and submitting it, in part or in its entirety, as one's own;
- ii. Allowing another person to copy one's own academic work—whether intentionally or recklessly;
- iii. The unauthorized use or possession of a class textbook, notes, or any other material to complete or prepare an academic work;
- iv. The unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise;
- v. The unauthorized use of electronic instruments, such as cell phones, PDAs, translators or personal response systems (clickers) to access or share information; or
- vi. The unauthorized completion for another person of an academic work, or permitting someone else to complete an academic work for oneself, including through the use of personal response systems (clickers).

Academic Misconduct

Academic misconduct is any other act that disrupts the educational process or provides a student with an academic advantage over another student. Academic misconduct includes, but is not limited to:

- i. The unauthorized possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether or not the exercise has been administered;
- ii. Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work;
- iii. Entering any University building, facility, office, or other property, or accessing any computer file or other University record or storage for the purpose of obtaining the answers or solutions to an academic exercise or to change a grade;
- iv. Continuing to work on an academic exercise after the specified allotted time has elapsed;
- v. Bribing another person to obtain an academic exercise, including answers to questions of an unadministered academic exercise;
- vi. Failing to adhere to standards of professional behavior established by a faculty member, academic program or college in conjunction with an academic course; or

- vii. Posting of notes or other materials from a class (whether the student is enrolled in the class or not) on the Internet, whether or not for a fee, if the faculty member has expressly prohibited the posting of such materials.
- **Other forms of academic dishonesty not described here but in violation of the Academic Honesty Statement of Policy.**

Conduct Related to Attendance

Class and excursion attendance is mandatory on all travel study programs.

Absence on religious holidays listed in University calendars is recognized as an excused absence. Nevertheless, students are urged to remind the instructor of their intention to be absent on a particular upcoming holiday.

1. Absences due to **serious illness or death within a student's family** are recognized as excused absences. To validate such absences, the student should present evidence to the instructor, faculty director or on-site local staff, and to IGS. IGS will provide a letter of verification to all of the student's instructors if necessary.
2. Absences due to **serious illness of the student** (e.g., hospitalization, surgery, or protracted medical illness or convalescence) shall also be recognized as excused absences. To validate such absences, the student should present evidence of the illness to the instructor, faculty director or on-site local staff, and to IGS. IGS will provide a letter of verification to all of the student's instructors if necessary.
3. For relatively **minor, short-term illnesses** of students (e.g., colds and flu, where attendance in class is undesirable), or their immediate family, the University system depends upon reasonable communication between students and Faculty. If possible, students should report such illnesses before the affected class, following the directions of the instructor as provided at the beginning of the program.
4. Authority for excusing all class absences rests with the instructor; however all instructors on travel study programs generally **expect 100% attendance** and less than 100% attendance **usually impacts the course grade**.

Miscellaneous Conduct Policies

Responsible Computing: The Policy for Responsible Computing regulates the use of the University's computing resources, including computers, equipment, software, and networks. All members of the University must comply with local, state, and federal laws relating to copyright, security, and electronic media, and this does not alter any individual's duty to obey those laws. All individuals who use the University's computing and information resources must act responsibly and in accordance with relevant laws, contractual obligations, and the highest standard of ethics. Every user is responsible for the integrity of these resources and must respect the rights of other computing users and the integrity of the physical facilities and controls and must comply with all pertinent licenses and agreements.

Disruptive Conduct: A student shall not impair, interfere with, or obstruct the orderly conduct, process, or function of the University or any of its students, Faculty members, University officials, or guests. All of the following apply to travel study and will be taken very seriously:

- Committing or threatening to commit any act of violence against self or other;
- Threatening the health, safety, or welfare of another;
- Acting recklessly or in a manner that endangers or could reasonably be expected to endanger the health, safety, or welfare of the student or anyone else;
- Interfering with the freedom of movement of another person;

- Invading the privacy of another person;
- Interfering with a Faculty member or University official in the performance of his or her duty; Interfering with the freedoms of speech, religion, or association of another; Making, exhibiting, or producing any inappropriate, loud, or disruptive noise or behavior;
- Exhibiting public nudity or lewd behavior

Violations of the UD Code of Conduct will result in immediate sanctions within the University's Student Judicial System. Students may receive penalties that include mandatory alcohol and drug evaluations and other sanctions from disciplinary probation to expulsion.

Conduct Related to Alcohol Consumption

Statement of Policy – Alcohol: All students must comply with applicable law and these alcohol regulations. The University does not condone the use of alcoholic beverages and prohibits their abuse or illegal consumption.

Prohibited Activities: The University prohibits alcohol intoxication (regardless of age); the unauthorized possession, use, consumption, manufacture, sale, or distribution of alcohol; and driving while impaired due to alcohol consumption.

Use of Alcohol Off-Campus: The University accepts no responsibility for the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages by students off-campus, including at events or functions sponsored in whole or in part by one or more student organizations or individuals. A student hosting or attending an off-campus function- including one abroad- should be aware of the applicable laws regarding alcohol and should be aware that the University may also impose sanctions upon the student for such behavior.

Conduct Related to Drug Use

Statement of Policy - Drug Use: The University prohibits the illegal possession, use, consumption, manufacture, sale, or distribution of drugs and drug paraphernalia. Any violations of this drug policy may be subject to sanctions by the undergraduate or graduate Student Conduct System and may be reported to all appropriate law enforcement authorities. The claim that the use of marijuana was for medicinal purposes will not automatically be sufficient for dismissal of any pending charges nor for a determination that the student is not responsible for violating this policy.

Definitions: The term “Drugs” broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound, or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use.

The term “Drug Paraphernalia” broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use, or otherwise manipulate any drug and includes, but is not limited to, hypodermic needles and syringes.

Prohibited Activities: Specific violations of this standard include, but are not limited to:

- The possession, use, consumption, manufacture, sale, or distribution of any drug or drug paraphernalia;

- The delivery, transfer, or intent to deliver, transfer, or manufacture any drug or drug paraphernalia;
- A violation of any applicable local, state, or federal law relating to drugs or drug paraphernalia; or
- The sale, delivery, or transfer of a prescription or prescription drug.

If students are found guilty of violating any local, state or federal laws concerning alcohol and drugs, they will receive significant sanctions. These penalties may include fines and mandatory prison terms.

Sexual Conduct

In our own culture, many men and women think they know sexual misconduct when they see it. But would you know it in another country? In some places what Americans would consider sexually harassing behavior is considered normal, or even complimentary. If you know someone who has traveled or lived in your destination country, talk to them and ask about gender relations – flirting, dating, perceptions of women, appropriate clothing and how to respond to uncomfortable situations.

If inappropriate actions or comments are being made by others on your program, however, both you and the offender are still covered by UD’s sexual misconduct policy, and you should report such behavior to your faculty director or on-site local staff or to IGS. Even if the offender is not a UD student or staff person, but is in some other way connected to your program (homestay family member, excursion bus driver, local lecturer, etc.), it is very important to report that individual to your faculty director or local program staff. **If the harasser is your faculty director or program staff, immediately contact one of the following:**

- [IGS – 302-831-2852](tel:302-831-2852) or studyabroad@udel.edu
- UD’s SOS hotline: 302-831-2666
- [UD’s Title IX coordinator](#) is Susan L. Groff, Ed. D. - 302- 831-8063 or groff@udel.edu

Sexual Misconduct Policy:

Please review the [UD Policy Against Sexual Misconduct](#).

Please visit these links for additional information on [How to Report](#) and [Getting Help](#).

Additional information may be found on the University's [sexual misconduct resources page](#).

[UD’s Title IX coordinator](#) is Susan L. Groff, Ed. D. - 302- 831-8063 or groff@udel.edu

Non-Discrimination Statement

The University of Delaware does not discriminate against any person on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, genetic information, marital status, disability, religion, age, veteran status or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence.

For inquiries or complaints related to non-discrimination policies, please contact:

Susan L. Groff, Ed.D.
Director, Institutional Equity & Title IX Coordinator
305 HULLIHEN HALL
NEWARK, DE 19716
302-831-8063
titleixcoordinator@udel.edu

For complaints related to Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act, please contact:

Anne L. Jannarone, M.Ed., Ed.S.
Director, Office of Disability Support Services
ALISON HALL, SUITE 130
NEWARK, DE 19716
302-831-4643
ajannaro@udel.edu

OR contact the U.S. Department of Education - Office for Civil Rights
(<https://wdcrobcop1.ed.gov/CFAPPS/OCR/contactus.cfm>)

Contact Information and Useful Resources

Institute for Global Studies	+1 (302)-831-2852	http://www.udel.edu/global
UD Public Safety	+1 (302)-831-2222	http://www.udel.edu/police/
GeoBlue International Health Insurance	+1 (800)-257-4823	https://geobluestudents.com/
UD Student Guide to University Policies		http://www.udel.edu/stuguide
U.S. Department of State Travel Information		http://www.state.gov/travel/
U.S. Department of State Students Abroad Guide		https://travel.state.gov/content/students_abroad/en.html
Center for Disease Control Travelers' Health		http://wwwnc.cdc.gov/travel
How to Stay Healthy While Studying Abroad		http://joom.ag/Vu2p
Electricity Converter		http://www.iec.ch/worldplugs/list_bylocation.htm
Foreign Currency Converter		http://www.xe.com/
TSA Packing Tips		http://www.tsa.gov/traveler-information/packing-tip
U.S. Customs		https://www.cbp.gov/travel

Appendixes

Appendix A: Suggested Packing List

Check with your faculty director or IGS coordinator to learn more about your program's site. Make sure you know what to expect from the weather and pack appropriate clothing. Pack light and don't take anything you couldn't stand to lose.

Money & Documents

Passport
Credit and debit cards
(call bank)
Health insurance card
SOS card
Emergency contact card
with numbers
UD Student ID

Carry-on

Itinerary
Medications
Small size toiletries
(toothbrush, contact
solution, moisturizer,
etc) *Check TSA liquid
carry on instructions.
Small first aid kit (Band-
aids, pain relievers,
motion sickness meds,
etc.)
Ear plugs
Headphones/ear buds
Reading material
Change of clothes
Hand sanitizer
Sunglasses

Clothing

Ask faculty director
about laundry facilities
to anticipate how many
days you should pack
for.
Slacks/jeans
Shirts/sweaters- easily
layered pieces
Underwear
Socks
Comfortable shoes
Shower Flip flops
PJs
Bathrobe
Coat/jacket
1 professional outfit?
Shorts?
Gloves/scarf/hat?
Bathing suit?

Miscellaneous

Tissues
Glasses/contacts
Alarm clock (battery
operated)
Watch
Travel information
Camera
Adapter plugs
Photocopy of passport
Extra Ziploc bags
School supplies (pens,
pencils, notebooks)
Course materials
Sunscreen
Bug spray?

Appendix B: Travel Study Budget Worksheet

Travel Study Budget Worksheet

Length of Program _____

In general, standard faculty-led programs are 5-weeks, micro faculty-led programs are 3-weeks, and semester programs are 12-16 weeks.

Expenses Paid to the University of Delaware

Available on program webpage.

Expense	Cost Estimate
Tuition	
Program Fee	
UD Registration & Activities Fee	
UD Subtotal	

Flight

Some programs have fixed cost group flights (group travels together) and some require students to plan all their own travel (students travel individually). See the program webpage for details on your program. Students purchase their own flight, regardless of whether the group travels together.

Expense	Cost Estimate
Flight Ticket	
Travel Insurance (recommended)	
Flight Subtotal	

Additional Expenses

Some expenses may be included in the program fee. Double check with your faculty director or program coordinator.

Expense	Cost Estimate
Passport	
Visa Fees	
Immunizations, if applicable	
Entry and Exit Taxes, if applicable	
Meals	

Books/supplies	
Local transportation	
Toiletries, Laundry	
Communication (phone, internet)	
Entertainment	
Personal travel expenses	
Other miscellaneous expenses	
<i>Additional Expenses Subtotal</i>	

Total Costs

Expense	Cost Estimate
UD Subtotal	
Flight Subtotal	
Additional Expenses Subtotal	
<i>Total cost of Travel Study</i>	

Resources

Now that you know the cost, how will you finance your study abroad program?

Source	Contribution
UD Scholarships (Announced with Acceptance)	
External Scholarships	
Financial Aid	
Family Contribution	
Work Income	
Savings	
Community Organization/Fundraising	
<i>Resources Total</i>	

Appendix C: Intercultural Communication Worksheet

Talking Points: On the Surface

Research this information about your host country to gain a better understanding of the culture.

Topic	Answer
Political leaders, political parties, and type of government	
Major religions/spiritual beliefs	
Current events	
Recent conflicts and the role of the United States in those conflicts	
Year of independence and history	
Economic conditions	
Cultural diversity (minority groups, immigration, etc)	
Class structure (what is your relative privilege as a student from the United States?)	
U.S. role in local economy, politics, and culture	
Types of gifts that will be appropriate to bring to host families or new friends	

Intercultural Communication topics adapted from Maximizing Study Abroad from the University of Minnesota Center for Advanced Research on Language Acquisition

Appendix D: Travel Study Goal Setting

What do You Hope to Gain from Your Travel Study Experience?

Thinking about your goals as you are planning for your program will help make your experience more meaningful.

Type of Goal	Examples	Student Goal
<p>Decision Factors What are the most important factors for you when choosing a travel study program?</p>	<p><i>Location, cost, coursework, homestay, volunteer opportunities, cost, etc.</i></p>	
<p>Academic and Professional Learning What would you like to be able to say that you now know or can do academically or professionally, when you return from your program?</p>	<p><i>Improve language skills, learn more about major, gain valuable experience interning abroad, fulfill university breadth requirements, increase knowledge base of norms and cultures in another country and the educational system, as well as political, economic or social systems, conduct field research</i></p>	
<p>Abilities Which skills would you like to strengthen during the travel study program?</p>	<p><i>Confidence, self-direction, problem-solving, dealing with ambiguity, critical thinking skills, flexibility, working with adversity</i></p>	
<p>Attitudes and Awareness Considering the many different perspectives you may be exposed to, how do you wish to stretch your own thinking to during the travel study program?</p>	<p><i>Intercultural awareness and competence, awareness of global issues, ability to evaluate competing perspectives on global issues, interest in community service/involvement, appreciation of difference, awareness of one's own culture and values, new perspective on the U.S. and its role in the world</i></p>	

Adapted from the University of Minnesota Carlson School of Management