



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 traveling.

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.

IGS is a key force in UD’s Global Initiative – *to foster knowledge and awareness of the economic, environmental, political, cultural, and social issues that face the world – and the skills to address them*. IGS develops multidisciplinary academic programs; secures external funding for projects and services that enhance UD’s international academic and cultural climate; forges partnerships with academic institutions, governmental and non-governmental agencies, industries and civic groups worldwide; and supports outreach projects that enhance a welcoming campus and provide essential services to UD’s international community.

The University of Delaware is a national leader in study abroad, consistently ranking among the top ten research-extensive institutions in the percentage of students it sends abroad (generally around 35%). UD students study on six of the seven continents on short-term faculty led programs, semester programs, or exchange programs. Faculty lead over 60 short-term travel study programs annually to such far-flung locales as New Zealand, China, Tanzania, and Peru, and represent disciplines as diverse as English, Mechanical Engineering, Animal Science, and Business Administration

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.

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.

Upon Acceptance	<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. • Begin the visa process if required for your site. • 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.
3-4 Months Before Departure	<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>).
2 Months Before Departure	<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 and safety videos. • Update your contact information on your application to the program. • Complete online Travel Itinerary form • Think about textbooks. Will you be purchasing them in advance and bringing them with you? Will you be able to get them at your program site? • 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.

<p>In First Week of Program</p>	<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.
<p>During Program</p>	<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.
<p>In Last Week of Program</p>	<ul style="list-style-type: none"> • Complete post-program evaluation after receiving e-mail prompt from IGS. • Turn in your keys – 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.
<p>After You Return Home</p>	<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

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?
 - Check out **Appendix B** in this handbook for a Travel Study Budget Worksheet.

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?
- What kinds of stereotypes exist in my host country about my race, ethnicity and gender?
- Does my host country have a history of prejudice and discrimination or of acceptance and inclusion with my ethnic group?
- Will my racial identity be perceived differently in my host country than it is in my home country?

Developing Tools for Identifying & Dealing with Challenges

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 author Robert Fulghum on 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

Defined as a disturbance, annoyance, nuisance, hassle. Inconveniences are when your expectations are not met and your plans change - flight issues, transportation delays, lost luggage, bed bugs, bad weather, no Chick-fil-A, etc. 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!

→ What to do?

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

A complication, dispute, 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.

→ What to do?

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

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

→ What to do?

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

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 install an app 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 or phone numbers of host families).
- Carry your records separate from your money.
- Fill out and carry your UD emergency card on your person at all times.

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 Adjusting

Your Health

Focus on your health! Make appointments with your doctor, dentist, and/or ophthalmologist, have conversations with family, faculty, and staff, and focus on ways to prepare yourself for a healthy time abroad.

See your doctor(s)

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. Be sure to ask for/about:

- Prescriptions, including the chemical make-up, for any medications you're on (prescription and non-prescription drugs are not the same strength overseas).
- 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 be 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.

Questions & Conversation Starters about Your Health

- Are there any special health concerns for the location I am traveling to? Will I need certain vaccines or medications?
- Familiarize yourself with resources and contact information. Save emergency numbers in your phone.
- Plan communication with relationships. Be clear about expectations, including frequency of contact.
- Talk to others who have been there!
- If you have dietary restrictions, ask about the availability of certain foods.

You may wish to speak to a mental health counselor before you leave if...

- You are currently experiencing emotional/relationship/family/academic problems.
- You are going through a breakup.
- Previous life transitions or experiences abroad have been stressful or traumatic.
- You have a history of emotional difficulties.
- You are currently on medication for any psychological concerns.

Talk to Your Faculty Director or 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.

Health Insurance

During all travel study programs, students are automatically covered under the University's insurance policy with [GeoBlue](#) (does not apply to students on domestic travel study or on exchange programs). Before departure, your insurance card 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.

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.

Staying Healthy when you First Arrive

The first few days and weeks in your new home may be the trickiest. A new time zone, new schedule, new surroundings, and new friends add up to a whole new set of challenges. Remember that you'll be in good company and that resources exist to help. Familiarize yourself with the following concepts and tips.

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. 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. On the flight, try to stay hydrated and go to sleep at the regular sleep time of your destination. 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.

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. If you are preparing 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 your drinks without ice cubes.) Order bottled water if possible.

It's easy to get caught up in doing too much, 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.

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.

Remember to:

- Give yourself time to adjust. Be flexible!
- Practice self-care by being aware and mindful of physical/emotional/attitudinal changes you are going through and by taking care of yourself.
- Create and use your support system.
- If you suspect difficulties, don't wait. Speak to someone about it.

Your Safety Abroad

Your safety and well being are paramount. Understanding the following information will enable you to stay safe in a variety of settings and situations. To prepare for your time abroad, do the following before you go:

- Visit <http://travel.state.gov/content/passports/english/country.html> to learn about your destination.
- Know where to get help: the nearest U.S. Embassy/Consulate, hospitals, clinics, and police stations.
- Be careful about sharing program-related information with strangers.

Airline Safety

Airports are notorious for theft, so keep an eye on your luggage, and don't leave anything important sticking out of a pocket. 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, remember to wear non-restrictive clothing, nap, stay hydrated, and keep your circulation moving by standing, walking, or moving your limbs when possible.

Alcohol is a Safety Hazard

Being intoxicated – or having a few drinks – makes you an easy target for criminals who are fast, determined, and sober. Alcohol lowers inhibitions, which puts individuals at higher risk of theft, assault, and bad decision-making. Finally, being intoxicated is a violation of UD's Student Code of Conduct and leaves you open for possible sanctions by the Office of Student Conduct which could result in your dismissal from the program. If you violate UD's Code of Conduct while abroad, you may incur sanctions when you return to UD.

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 behavior expectations. Your peers, faculty directors, and/or on-site local staff will not tolerate behavior 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.

Signs of an alcohol emergency

If you see a fellow student experiencing even ONE of these symptoms, get help immediately!

- Vomiting
- Irregular pulse
- Trouble breathing
- Abnormal skin color
- Loss of consciousness
- Seizures

If you call for help, you must remain with and monitor the student's condition until assistance arrives, and cooperate fully during the medical and investigative process.

If you or your friends choose to go out, be sure to use these safety tips:

- You can choose not to drink.
- Travel with a group of friends.
- Know where you are going.
- Decline drinks from large, open containers.
- Store emergency numbers in your phone.
- Have a plan to get home safely.
- Know your limits. Stop or say, "No" when you need to.
- Stay hydrated with water.
- Eat plenty of healthy, filling food.

***Please note** that the GeoBlue insurance does NOT cover injuries sustained while students are intoxicated or engaged in high-risk activities such as hang gliding, parachuting, scuba diving and bungee jumping!*

Be a Blue Hen Friend

Use these bystander strategies to help your fellow students if they are in an unsafe situation:

- Look out for one another. Make sure your group gets home safely, and don't leave anyone behind.
- Recognize the signs of an alcohol emergency and call for help.
- When going out with friends, come up with a secret code that signals you need help.
- If something seems creepy, it probably is. Create a distraction to separate the people involved.
- If you see someone being pushy, aggressive, or cornering someone, ask someone to step in and help.

Document Security

Assembling a records file before you leave may save time and trouble later. It is useful to have both a paper copy and an electronic file. Carry your records apart from your money. Make a second complete set to leave at home with a family member. Items to include in the file:

- The names and numbers of all debit and credit cards you are taking with you, and your license, 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 flights itinerary showing departure and arrival dates, airline and flight numbers.
- A copy of your program itinerary, including contact information at all of your program sites
- Your personal contacts at home
- Medical information
 - Copies of prescriptions for medication
 - Copies of prescriptions for eyeglasses or contacts
 - Sensitivities to allergies
 - Blood-type

Emergency Assistance

The University of Delaware 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 health insurance. 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 login 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..

Emergency Contact Card

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, somewhere other than in your wallet, in case your wallet is stolen.

In the event of an emergency, communicating with your family and your university contacts is important! If a natural disaster, attack, or dangerous event occurs in the country where you have been traveling, you must immediately contact your family and your program coordinator to verify your safety.

Stay Safe in your New Home

As at home, make sure to always lock doors and close 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 new found 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. Always tell your faculty director, program coordinator, 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.

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!

Fire Safety

General:

- 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. (see *campusfiresafety.org*)

Stay Safe 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. Crimes of opportunity, such as pickpocketing, are most common. Many students recommended purchasing a money belt/pouch to be worn close to the body and under clothing.

When in crowds or on public transportation, don't keep your wallet or phone in a back pocket. Be sure that your bags are securely closed and wear your backpack in front, on your chest. 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 (do not volunteer their names, addresses or phone numbers), 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.

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 wristbands are a favorite with thieves, as they are so easily removed from the wrist).

Stay Safe 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.

When you are crossing the street, which way do you look first? In countries where driving lanes are the opposite of the United States, your lifetime habit of left-right-left has to change! In addition, with so many mopeds and bicycles in use you may not see all elements of traffic. 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.

Stay Safe 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 often worth it to secure a couchette (sleeping car), so that you can get a few hours’ rest behind a locked door. 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.

Stay Safe when Traveling

While traveling on your own time, be mindful of travel packages and travel groups. Sometimes on semester programs, students will book packages to travel over a weekend or longer travel period. You’ll see words like “discount”, “student friendly”, “all-inclusive”, etc. frequently. Do your research and ask around. Talk to prior program participants, your on-site coordinator, etc. There are scams and unsafe travel packages out there, so take care to vet these programs carefully. If it sounds too good to be true, it usually is.

What to do if...

You are a Victim of Crime or are involved in Criminal Activity

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. 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; 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 safety pins to lock

zippers together. Works well for pockets zippers, too! Do not carry valuables in an outer compartment of your backpack.

If a mugger 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. Get a copy of the police report. If your passport is stolen, report it to the nearest U.S. Embassy or consulate.

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.

You are a Victim of Sexual Misconduct

If you are the victim of sexual misconduct abroad, know that you are not alone. There are people who care and are concerned about your safety and wellbeing. We have several different ways that you can receive support and care:

Inform someone close to you about what happened. We recommend that you inform someone you trust who can help you get connected to the right resources. To receive confidential support, you can:

- Set up an appointment with the counseling center at your study abroad location.
- Contact the UD Helpline Sexual Offense Support line at (+001) 302-831-1001
- Your onsite liaison and program coordinator are also supportive resources for you.
- International SOS, your travel assistance insurance, can also help you find the resources you may need. See Appendices B and C for information about International SOS.

You can also refer to the following websites for resources and support:

- **UD Office of Equity & Inclusion** (<https://sites.udel.edu/oei/>) coordinates outreach and initial support for any issues regarding sexual misconduct. If a victim chooses to move forward with an administrative investigation, this office will coordinate that investigation.
- **UD Sexual Offense Support** (<https://sites.udel.edu/sos/24-hour-help/>) – 24/7, 365 days per year assistance for survivors of misconduct and bystanders of conduct. Their website provides resources and information about your rights and responsibilities.
- **U.S. State Department Help for Americans** (<https://travel.state.gov/content/travel/en/international-travel/emergencies.html>) – Emergency Assistance for American Citizens Abroad.
- **Listing of U.S. Embassies & Consulates** (<https://www.usembassy.gov/>) throughout the world
- **HotPeachPages** (<http://www.hotpeachpages.net/>) directory of victim service agencies worldwide
- **Victim Support Europe** (<http://victimsupport.eu/>) will help victims get in touch with the victim assistance agency for wherever they are in Europe.
- **Office for Victims of Crime** (<https://ovc.ncjrs.gov/topic.aspx?topicid=107>) International Resources

When you return

You may benefit from talking with a sexual violence advocate/counselor by calling the UD HELPLINE at 302-831-1001 and pressing #1 (you will be asked for a name and number so an advocate on call with S.O.S. on the UD campus can call you back in under 10 minutes). Or you can make an appointment with a professional advocate at [Student Wellness & Health Promotion](#) for follow-up services when you return to campus. If you have initiated a UD sexual misconduct complaint, a professional advocate can advise and accompany you throughout every stage of this process.

Adjusting and 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.

What is Culture Shock?

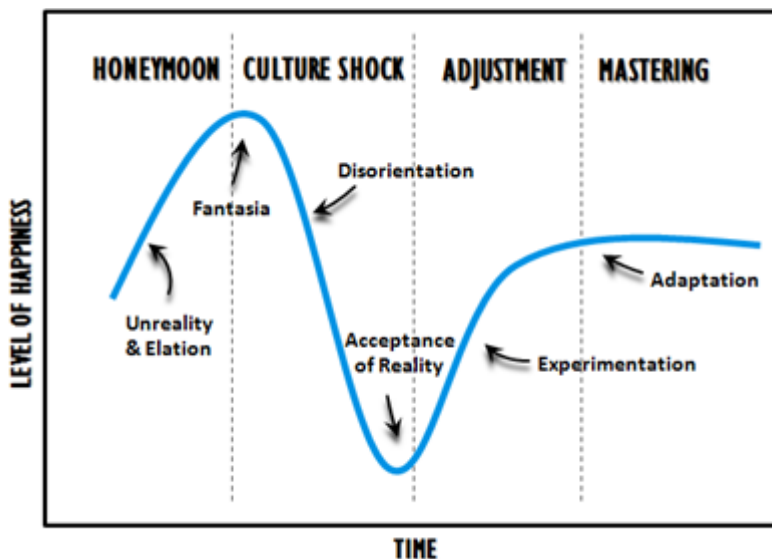
While the introduction to new and foreign cultures greatly benefits you, it can also be overwhelming. Culture shock occurs when cultural differences can be so great that you may need extra time to adjust. This is normal. The new cultural elements you encounter may be so different that they seem “shocking” in comparison to cultural norms you are used to at home. Your 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. You may experience times when you feel depressed and isolated. However, overwhelmingly, many study abroad students come 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 everyone experiences culture shock the same way or at the same time. When things are going well, you may feel comfortable, adjusted and relaxed. When negative or stressful situations spring up, you may often lapse back into feeling depressed rather than happy and well adjusted. Sometimes a “normal” level of stress that you can easily deal with at home suddenly turns into a high-stress situation way from home because you are outside of your comfort zone.

The Stages of Culture Shock

The following are the four stages of culture shock:



Adapting to and Overcoming Culture Shock

The following recommendations will help you adapt to the various stages of culture shock:

- Ask yourself, “What is my *real* state of mind?”
- Keep learning about cultural differences.
- Give yourself time to adjust.
- Learn about local customs.
- Seek out local support.
- Flexibility and adaptability are key.
- Step out of your comfort zone.

Here are some suggestions for overcoming culture shock:

- Look for the logic - the host culture may have an unspoken set of cultural norms
- Find someone who is willing to listen
- Relax your grip on “home”
- It’s not “just like home” and you came for a different experience
- Ignore the naysayers
- Believe in yourself!

Another smart and extremely gratifying strategy for working through culture shock is to move beyond your “bubble” of American friends, and 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, which 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, 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.

Reverse Culture Shock

The challenge here is that the better you become integrated to the ways of a host country’s culture, the more difficult it may be to re-adapt to your home culture. Home just won’t look the same way it did before leaving on their program; you 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 you from trying to integrate as fully as possible while abroad. No matter how integrated you become while abroad, you will probably still be “shocked” by differences noted at home after time abroad.

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

Cultural & Intercultural Learning

"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

"Culture Learning" could be the most important and meaningful part of any study abroad experience. It contributes to you becoming **"Interculturally Competent,"** which is one of UD's goals for international travel. Understanding the following information and strategies will assist in creating a more impactful experience for you.

Pre-Departure Strategies for Cultural Learning

Educate Yourself

Knowing basic facts about your host country is a sign of respect. Before you go abroad, research your program site and its interconnectedness with the world through foreign newspapers, guidebooks, expat communities, people from your host country, or prior program participants. Investigate the following, and invite your family to join you in completing the chart below (also available in Appendix C):

Topic	Findings
Political leaders, parties, & government	
Major religions/spiritual beliefs	
Current events	
Recent conflicts and the role of the U.S.	
Year of independence and history	
Economic conditions	
Cultural diversity (majority & minority groups, immigration impact)	

Class structure (what is your relative privilege as a student from the U.S.?)	
U.S. role in economy, politics, & culture	
Gifts to bring to new friends & neighbors	

While you're learning, why not listen, too? Expose yourself to the host country's language as much as possible.

- Rent movies. Form a group to watch them together.
- Find an Internet radio station. Be familiar with pop music.
- If possible, go to a local market or restaurant where the host language is spoken, and engage!

Set Personal Goals

What do you hope to gain from your first semester abroad? Writing down goals, in advance of your time abroad, will make your first semester more meaningful. This summer, think about your semester goals, and invite family members to share their own hopes and expectations with you, too. (Also available in Appendix D)

Type of Goal	Examples	Student Goal
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?	<i>Improve language skills, learn more about major, gain valuable experience 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>	
Abilities Which skills would you like to strengthen during your time abroad?	<i>Confidence, self-direction, problem-solving, dealing with ambiguity, critical thinking skills, flexibility, working with adversity</i>	

<p>Attitudes and Awareness Considering the many different perspectives you may be exposed to, how do you wish to stretch your own thinking during your time abroad?</p>	<p><i>Intercultural awareness and competence, awareness of global issues, ability to evaluate competing perspectives on global issues, awareness of one's own culture and values, new perspective on the U.S. and its role in the world</i></p>	
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Adapted from the University of Minnesota Carlson School of Management

Once you have articulated your own goals, you can begin to map out a strategy for achieving them. The following are sample goals and plans to assist you.

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: While abroad, take time to learn about different aspects of your field at your program's site. Upon your return, we'll connect you with a UD Career Services Advisor who will assist you in developing a Linked In profile and articulating skills you acquired while abroad.

Goal: Expand your palate.

Plan: Are you a picky eater? 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! Once home, find the recipe and make it yourself.

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.

In-Country Strategies for Cultural Learning

Keep a Journal

A journal serves as a unique tool for learning in a study abroad context. Aside from creating a record of your progress abroad, it provides a reference for language and culture learning and is a great method of coping with the many feelings and emotions experienced during cultural adjustment.

Make Conversation

Although everyone appears to be plugged in and zoned out, the art of conversation is alive and well throughout the world! Think back to the topics you explored this summer. Engage your new friends and neighbors in conversation, include bits of what you have learned, and ask questions. Remember to be respectful of others' views and to be cognizant of the fact that your perspectives will have a distinctly American bias.

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, think about the underlying cultural values and examine the impact of social and cultural mores. Although cultural values exist on a spectrum, the measures below can provide a helpful starting point, understanding that even within cultures, individuals place at different positions on the spectrum.

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

Be More than a Tourist

Your first semester abroad is first and foremost an academic endeavor, designed to increase your intercultural awareness and academic knowledge. Although you will enjoy excursions and traditional “tourist” sites, these activities are intended to enhance your understanding of the host culture. 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 site, and be mindful of your own behavior. 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.

Adapted from the University of Minnesota “Maximizing Study Abroad”

Developing Cultural Awareness

Cultural awareness is the ability to understand and manage cultural differences, and it has a direct effect on your ability to adjust and achieve your academic and personal goals. William Howell (1982) defined four categories of cultural awareness. Think of these as phases that you will progress through over the semester.

1. **Unconscious Incompetence:** In this phase you may be aware of some cultural differences between you and your host country, but you do not know how this translates into the functioning of society or how you should interact with people in the country. In this stage you are likely to make many mistakes but will be relatively

unaffected by them because of your lack of knowledge. This is a difficult stage for someone to discern, since it is very difficult for first-time travelers to know what they do not know.

2. **Conscious Incompetence:** In this phase you are not really incompetent but may lack knowledge and skills important in the new culture. If you assume that you are likely to make mistakes, you may be more careful about making cultural assumptions or rashly evaluating your surroundings. This tends to be a difficult stage, as most are not used to being culturally incompetent until they go abroad. One positive way to view this phase is to think about how much you are learning and absorbing every day.
3. **Conscious Competence:** In this phase you have reached a certain level of awareness of cultural differences and have discovered ways to understand, accept, and integrate them, although perhaps not fully. You have built up some confidence from numerous successful interactions with host nationals, and you are able to shift your behavior so that it is culturally appropriate. You are still learning and deepening your knowledge of the culture, but now you have a solid basis for how you view and interpret the culture. You now understand that your efforts will assist you in achieving your goals.
4. **Unconscious Competence:** The final phase of cultural awareness is one in which you no longer need to think much about cultural differences because you have built up an instinctive understanding and you know automatically what works and what doesn't in the host culture. In certain countries the hosts may stop telling you how good your language ability is, or will tell you that you are more "Chinese" than the Chinese. Are you achieving your goals without cultural-related stress? Are you feeling more comfortable about how the host nationals perceive you and how you perceive your new intercultural identity? If the answers to these questions are yes, then it's likely you are in this phase of cultural awareness.

Acquiring Intercultural Competence

Intercultural competence means you feel effective in the host culture, and others see you as effective. The things that you do at home you are able to do well in the host country too. There are cognitive skills that you can develop to help you manage differences between cultures and achieve intercultural competence. It starts with being interculturally sensitive. Intercultural sensitivity is not something we are born with. It is gained only through experience and reflection upon cultural differences that we begin to see difference as positive, interesting, logical within the culture, and even desirable. Milton J. Bennett's 1993 [model of intercultural sensitivity](#) illustrates how you can move along a continuum toward greater sensitivity and competence.

According to Bennett, most of us grow up being ethnocentric, believing our own culture is superior, and viewing other cultures in terms of one's own. In acquiring intercultural competence, Bennett believes we achieve "ethnorelativism," a state where we no longer view our own culture as a center from which others are judged.

The more exposure you have to people from other cultures, and the more you are aware of your own attitude toward cultural differences, the greater the opportunity to develop Intercultural Competence. It may sound easy, but this development requires a substantial amount of time

spent in different cultures, as well as honest reflection on your own awareness, attitude and effort.

Avoiding Negative American Stereotypes

Unfortunately, U.S. Americans have gained a poor reputation as travelers. The stereotype is that Americans are 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 yours on them.

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 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.

Conduct Policies

Before departure, read the UD Code of Conduct (online at www.udel.edu/stuguide). The Code of Conduct applies to all UD students, even when you are studying abroad. It is equally important for you to become familiar with the codes of conduct for your program.

Violations of the UD Code of Conduct may 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.

For more information about legal matters overseas, visit the Department of State's website at www.travel.state.gov.

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.

Following are some excerpts from the UD Code of Code that are particularly relevant to travel study 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.

Alcohol & Drug Consumption

Statement of Policy re: 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.

Statement of Policy re: Drugs

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:

- I. The possession, use, consumption, manufacture, sale, or distribution of any drug or drug paraphernalia;
- II. The delivery, transfer, or intent to deliver, transfer, or manufacture any drug or drug paraphernalia;

- III. A violation of any applicable local, state, or federal law relating to drugs or drug paraphernalia; or
- IV. 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.

Attendance

Class and excursion attendance is mandatory on all travel study programs. The following pertain to absences:

- I. 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.
- II. 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.
- III. 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.
- IV. 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.
- V. Authority for excusing all class absences rests with the instructor; however most instructors on travel study programs **expect 100% attendance**. Less than 100% attendance **usually impacts the course grade**.

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:

- I. Committing or threatening to commit any act of violence against self or other;
- II. Threatening the health, safety, or welfare of another;
- III. 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;
- IV. Interfering with the freedom of movement of another person;
- V. Invading the privacy of another person;
- VI. 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;

- VII. Exhibiting public nudity or lewd behavior

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:

Fatima Stone, Esq.
Interim 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://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>*

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.

Sexual Conduct

Statement of Policy re: Sexual Assault:

The University will not tolerate sexual assault. Sexual assault occurs when consent is not received, a person is physically forced, intimidated or coerced into a sexual act, or when a person is physically or mentally unable to give consent. Assault may be committed by an acquaintance or a stranger. Violations will be adjudicated by the University and may be reported to the appropriate law enforcement authorities.

Prohibited Activities:

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

Any uninvited, unwelcome advance, request for sexual favor, or touching or kissing of a sexual nature, where such conduct placed the victim in a position where he or she reasonably felt unable to avoid the uninvited conduct. Conduct includes, but is not limited to, rape, sodomy or oral copulation, sexual assault, or battery.

Statement of Policy re: Sexual Harassment:

The University is committed to promoting an academic and work environment that is free from all forms of harassment and discrimination whether that discrimination or harassment is because of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other characteristic protected by law. This policy is designed to ensure a safe and nondiscriminatory environment that protects both the constitutional and civil rights of students, faculty and staff. Acts of discrimination and harassment undermine the University's mission by threatening the careers, educational experiences, and well-being of those associated with the University. This policy expresses the University's opposition to discrimination and harassment and assists the University to comply with federal, state, and local legal mandates in relation to such misconduct.

This policy is intended to ensure that the University community remains free from harassment and discrimination against all members of the University community. As such, students, faculty, staff and third-party vendors are permitted to file a complaint under this policy. Relatedly, students, faculty and staff are permitted to file a complaint against a third-party vendor working for the University. Following an investigation, if the third-party vendor is determined to have engaged in harassment or discrimination in violation of this policy remedial actions will be taken up to and including restricting the individual from being on the University campus and/or providing services to the University.

Prohibited Activities:

- I. Sexual harassment includes unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a physical nature when:
 - a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
 - b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
 - c. such conduct has the purpose or effect of unlawfully interfering with an individual's work or academic performance or unlawfully creating an intimidating, hostile, or offensive working or academic environment.
- II. The following is a non-exhaustive list of actions that may constitute sexual harassment:
 - a. A demand for sexual favors accompanied by implied threats about the person's employment or academic status, or implied promises of preferential treatment;

- b. Persistent, unwelcome flirtation, requests for dates, advances or propositions of a sexual nature;
- c. Unwanted touching such as patting, pinching, hugging or repeated brushing against an individual's body;
- d. Repeated degrading or insulting comments that demean an individual's sexuality or sex;
- e. Unwarranted displays of sexually suggestive objects or pictures; or
- f. Sexual assault.

Note: Contact the [Office of Equity and Inclusion](#) and [Victim's Rights and Resources](#) for more detailed information. Additional information may also be found on the University's [sexual assault resources page](#).

A Note about Sexual Harassment

In our own culture, many men and women think they know sexual harassment 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 male-female 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 harassment 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 on-site local staff, immediately contact IGS or UD's SOS hotline: 302-831-1001. Please review the UD Policy Against Sexual Harassment.

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

Appendix A: Suggested Packing List

Check with your faculty director or IGS coordinator to learn more about your program's site. Know what you should expect regarding climate and weather, and pack appropriately. Pack light and don't take anything you couldn't stand to lose.

Good rule of thumb? Lay out everything you *think* you'll need, and take away half of it. You aren't going to use nearly as much as you think you will!

Luggage

- A large suitcase (wheels is best)
- A carry-on size piece of luggage to stow overhead (with wheels is best)
- A backpack, courier bag, etc. that fits under airplane seats (this will serve as a weekend travel bag, too)
- A waterproof laptop bag to slip inside one of your carry-on pieces

Essentials to Carry On

- Your passport, credit/debit cards, a small amount of cash, & important documents (health insurance card, SOS card, emergency contact card, UD student ID, etc.)
- Itineraries
- Carry your records separate from your money.
- Small first aid items and prescription medicines
- Contacts, solution, glasses, sunglasses, ear plugs
- Travel-sized toiletries
- Electricity converter for personal electronics.
- Chargers for personal devices.
- Change of clothes in the event your luggage is delayed.

Clothing & Accessories

- Check in with your faculty director, program coordinator, etc. about laundry facilities, dress code, how many days to pack for, etc.
- Socks, stockings, & underwear (1-2 weeks' worth is ideal)
- Sleepwear
- Lightweight shirts, shorts, &/or dresses for daytime
- Slacks/jeans
- Casual outfits for evening events
- Dressier outfit for special occasion, if expected
- Athletic tops & bottoms if you plan to work out
- 5-7 layering items – sweaters, pullovers, wraps, etc. – for cooler temps
- Coat(s) or jacket(s) appropriate for the climate

- Hat for warmth
- 3-4 pairs of shoes: comfortable walking shoes, sneakers, dressier pair, flip flops, boots
- Smaller cross-body bag for personal items
- Money belt

Miscellaneous

- Photos of friends, family, & pets
- Tissues
- Alarm clock (battery operated) and/or watch
- Travel information
- Camera
- Electricity adapters
- Photocopy of passport
- Extra Ziploc bags
- School supplies (pens, pencils, notebooks)
- Course materials
- Bathing suit
- Sunglasses, sunscreen and hat for sun protection
- Bug spray
- Extra pair prescription glasses

Useful Apps to Download

- Whatsapp
- Google Maps
- Authenticator
- Local taxi or public transportation app
- Skype/FaceTime
- VenMo
- Lyft/Uber
- Duolingo
- Google Translate
- Keychain
- Some universities and programs have their own apps

Do NOT Pack

- Expensive jewelry or anything valuable that you would be sad to lose
- More than you need 😊

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

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