

Dear Students,

 Congratulations! You’ve taken the first step on an exciting adventure that can propel your personal and professional development. Your decision to study abroad will be one of the most impactful decisions you make in your lifetime. Experiencing other cultures can shape you in more ways than you anticipate. This educational opportunity will be a milestone in your maturation and intellectual growth. You have made the right decision.

Study abroad is one of the best means to transform students positively. In addition to the knowledge, you will acquire from the course; you will gain valuable international and intercultural experiences that will certainly provide you a competitive advantage over your peers. As you embark upon this learning opportunity, please have an open mind and appreciate cultural differences. Cultures elsewhere view the world entirely different than Americans. For example, Americans view "black" symbolic color for mourning however Chinese view "white" as a symbolic color for mourning. Americans view certain animals as pets, but in some countries what we view as pets is considered food, while what we view as food, in other countries is seen as pets (e.g., cows are considered sacred in India). When traveling and interacting with people do not make value judgments based on American standards. Seeing the world through other people's lenses may also help you reflect on ways through which we can build a more peaceful world.

 The goal of this handbook is to provide you with information to maximize your study abroad experience. Utilizing the information will enable you to stay healthy and safe while abroad while enriching the overall experience.

 The Study Abroad would like you to know we are here for you. You might be filled with excitement or nervous energy as you prepare to go abroad. We look forward to aiding with your preparation, and keeping contact while you are abroad, and listening to your amazing stories and seeing the great pictures you take on your adventure.

 Congratulations again. Dream big Wildcats.

Sincerely,

 The Study Abroad Office

Letter

Chapters

 Why Study Abroad 1

Three Ways to Study Abroad 4

* Faculty-led Study Abroad 4
* Exchange 5
* Application Process 6

 - Affiliates 6

Before you go 8

* Passport 7
* Academic Standing 7
* Health 8
* Insurance 9
* Packing 10
* Money 11
* Survival Checklit 13

While Abroad 15

Health…………………………………………………………………………….....16

Safety 18

* Reporting 20
* Natural Disaster / Civil Unrest 22

Policies and Disclaimers 22

Glossary of Term 35

**Why Study Abroad?**

* **Advance Your Career.** You can help advance your career by studying abroad. In today's increasingly global society, obtaining international skills and knowledge can make you more marketable in getting a job and more productive once you're in the job. On average, students who study abroad have a 47% higher rate of being hired within one year of graduation, and 80% of students who study abroad are hired within 6th months. The average starting salary of a student who studied abroad is $7000 higher than other students.
* **Enhance Your Global Awareness.** You can enhance your awareness of the world around you by studying abroad. To be an educated citizen today requires students to able to see the world through others' eyes and to understand the international dimensions of the problems we confront as a nation, skills that are enhanced by an education abroad experience.
* **Enhance Your Academic Learning.** You can help enhance your academic learning by studying abroad. A study abroad experience will introduce you to new professors who can expose you to new viewpoints beyond your campus, and a diverse student body that can introduce you to different customs and cultures. A study abroad experiences also lets you expand your academic learning outside of the classroom because you live what you are learning.
* **Develop Your Leadership Skills.** You can strengthen your leadership skills by studying abroad. An educational opportunity outside the United States can be among the most valuable tools for preparing a student to participate and lead effectively in an increasingly interconnected international community that demands cross-cultural skills and knowledge.
* **Experience Personal Growth.** You can experience significant personal growth by studying abroad. Students who study abroad discover that in the process of learning about other countries and culture they end up learning more about themselves in ways that simply cannot be replicated in the comforting and familiar confines of an American campus.
* **Learn Another Language.** Students can better learn another language by studying abroad. Immersion in another language through study abroad is one of the best ways to gain proficiency in that language.

Of all the S&P 500 companies, 75% have an international branch, but only 14% have directors or upper-level management with international experience. In our increasingly globalized world, companies are scrambling to find qualified employees with international experience.

**Skills attained through studying abroad:**

* Leadership
* Communication skills (written and verbal)
* Problem-solving skills
* Flexibility/adaptability
* Initiative
* Strategic planning skills
* Creativity
* Ability to work in a team
* Organizational skills
* Interpersonal skills
* Businesses associate study abroad with these skills. Students who participate in study abroad programs intrinsically become better able to adapt and move through different environments with ease – be it a different culture or a corporation.

**Students with Disabilities**

 Weber State University strongly encourages all students to consider studying abroad. The Office of International Programs will require that our host institutions accommodate our students with disabilities, and all Faculty-Led programs adhere to the same standards as on campus courses. Therefore, if you have a disability, you should speak to the Director of Study Abroad before registering for your trip so accommodations can be provided in the country.

**Students of Color**

 No two students studying abroad ever have the same experience, even if the students are in the same program at the same time. This same variety is true for students of color. Reports from the past participants vary from those who felt exhilarated by being free of the American context of race relations to those who experienced different degrees of 'innocent' curiosity about their ethnicity to those who felt new types of prejudice due to skin color and all feelings in between. Feel free to discuss race relations with other students, in-country guides, or even the Study Abroad Director who will work with you to guide you through whatever difficulty you are facing. Weber State University is dedicated to providing an excellent experience to all her students. On average, students from underrepresented ethnicities have a more transformative experience than white students, with greater academic and professional benefits.

**3 Ways to Study Abroad**

 Weber State University offers three types of study abroad programs; Faculty-led Study Abroad, Exchanges, and Affiliate programs. Each type has its own strengths and weaknesses, as well as differences in the application process. Below is an overview of the different types of programs, followed by more in-depth information. Familiarize yourself with the different programs offered before making a final decision about what kind of study abroad experience you want.

 For every program, it is important you work with your academic advisor to make sure the class(es) you are taking work towards your degree.

|  |  |  |
| --- | --- | --- |
| Faculty-led | Exchanges | Affiliate |
| Short term program (1-6 weeks)During Summer\*Weber State ClassMoves as a groupTaught by Weber State facultyStudents must enroll at Weber StateProgram FeeTuition WaivedSome scholarships available | Long Term (1 semester – 1 year)Fall or Spring SemesterStudent travels independentlyTaught at a partner university abroadNo program or administrative feesRegular tuition requiredLeast expensive optionExtensive scholarship opportunities | Flexible – Long or short term programs availableLUsually most expensive optionVery limited scholarships available through Weber State – National scholarships available |

\*The majority of WSU faculty-led programs are offered in the summer, but one or two are often presented during spring break, and rarely one is open during fall break.

 **Faculty-led Study Abroad**

 Faculty-led Study Abroad (FLSA) programs are the most common way Weber State students study abroad. Taught by Weber State faculty, students are enrolled in a normal Weber State class. The class moves together around locations off campus.

 **Application Process**

 To apply for a FLSA program, students must:

* + Select the FLSA program they wish to participate in
	+ Complete the Study Abroad Applications, found at <http://weber.edu/studyabroad>.
	+ Submit the application to the Hurst Center, and pay deposit
	+ Enroll in course. STUDENTS MUST SELECT WHICH COURSES THEY WANT. FLSA programs often have various courses offered. Make sure to enroll in the specific class you want when you turn in your application to the Hurst Center. You will not be able to enroll yourself online.
	+ Be approved by FLSA Program Director

Weber State, to promote student success through internationalize, has waived tuition for all Faculty-led Study Abroad programs. The programs are “self-support” meaning a fee is collected to cover the costs of travel during the program, as well as the cost of the faculty member and administrative fees.

Some financial aid is available specifically for study abroad programs, specifically the Study Abroad Opportunity Award. Check out the scholarship tab at <http://weber.edu/studyabroad/> for more information.

 **Exchanges**

  *A message from a student:*

As cliché as it sounds, by studying abroad, you will become a much worldlier person, and become more marketable to grad schools and employers because of the intangible life skills you’re going to pick up along the way. Think of it as gaining a sort of cultural capital. The fact that you’ve studied abroad will answer many people’s questions about what type of person you are, even before they have to ask.

Do you want culture? Perhaps one of the best ways to experience a culture is to live it, which is exactly what you’ll be doing as a study abroad student. Aside from gaining an understanding of cultures other than your own, you will also gain intangible skills (another great selling point for Mom and Dad). Independence, time management, organization, social skills, and self-confidence, just to name a few, will all develop exponentially while you’re abroad.

*There will be a moment while abroad when you’ll realize that you’ve made the right decision: Treasure that moment. Mine was on a beach in Spain during a one-week vacation in November. There I was, shirt and shoes off, staring into the 75 degree Mediterranean Sea thinking about how all my friends were in class, possibly bored out of their minds and probably freezing in the cold New England weather.*

*That moment will come when all the stress from the first few weeks of getting acclimated is finally over, and it’s at that point that you will fully grasp what you’re doing, the magnitude of your decision to go abroad and your new found drive to take advantage of every opportunity that lay ahead of you.*

 **Application Process**

 To apply for an exchange program, students must:

* Select the Exchange Location they want to go to
* Complete the Study Abroad Applications, found at <http://weber.edu/studyabroad>.
* Submit the application to the Study Abroad Office
* Be accepted by the exchange partner
* Select courses for semester – Submit “Academic Credit Approval Form.”
* Apply for Visa
* Enroll in 12 credits of CONC course (by study abroad office)
* Purchase Flight

 **Affiliates**

* + Application Process
	+ Advisor
	+ Choose your classes
	+ Pre-Departure Orientation

**Before You Go**

 **Passport**

 A valid passport is required to travel to all international programs. Passport applications are available online at http://travel.state.gov/passport/passport\_1738.html. Apply early! You may not be allowed to go on the program and will remain liable for fees if you do not have a valid passport.

 **Existing passport holders**

 Note that your passport must be valid at least six months after you returned to the US. Check the expiration date and apply early for a renewal if necessary.

 **Tourist Visas**

 For information on entry requirements/visas, check the travel.gov website. If you’re a U.S. citizen, you can find information on how to obtain a tourist visa on the U. S. Department of State Travel site or by visiting the embassy website for your host country. Note: If you are planning on traveling to other countries before/after your program, you also need to check visa requirements for those countries.

 **Non-U.S. Citizens (Including Permanent Residents)**

 Please check specific entry requirements for your citizenship status by contacting the nearest Embassy or Consulate of your host country. Non-US Citizens will often need a visa, even if U.S. citizens do not. Note: If you are planning on traveling to other countries before/after your program, you also need to check visa requirements for those countries.

 **Buying your ticket**

 Some FLSA programs at Weber State include flight, but most do not. Once your program’s status is confirmed, you should investigate the cost and availability of flights as soon as possible since, as a general rule, the earlier you purchase your flight, the cheaper it will be. Many students find discount flights through travel agencies such as STA Travel (www.statravel.com)—available on most college campuses in the U.S. and overseas—or Student Universe (www.studentuniverse.com). STA also offers a deposit program to reserve your airfare before paying the full airfare cost. See http://www.statravel.com/airfare-deposit-program.htm for details. Note: Study Abroad and Weber State does not endorse any particular vendor. It is the student’s responsibility to arrange their flight in accordance with the program’s travel plans. Students who arrive late may miss important information, and program arranged transport will not wait.

 **Academic Standing**

 All students accepted to study abroad must be in good academic and campus conduct standing. If you are placed on academic or conduct probation before departure, you will be withdrawn from the program, and still be liable for all related program fees. Participants are given a large degree of social and academic freedom, however, as members of a foreign community, you must be sensitive to and strive to conform to local customs. You are, of course, subject to all laws of the country where you will be studying.

Note: Weber State University reserves the right to dismiss from the group any individual who, in the judgment of the program director, fails to meet his or her academic obligations and/or whose conduct is detrimental to the group or the program. If a student is dismissed while abroad, they must immediately leave the group, will not be allowed into any shared accommodations or transport vehicles, and is responsible for finding their own way back to the United States.

 **Health**

 Travelers should be in good health before traveling overseas. If you need prescription medication, make sure to take more than you need with you in the bottle labeled with your prescription. This should dissuade any concern brought about as you proceed through customs. If you have over-the-counter medications that you prefer, take them with you in the original box. If you wear glasses, try to carry a spare pair or if you wear contacts, bring an extra set. Additionally, make sure any medications you bring, over the counter or prescription, is legal in the country you are going to. Some drugs approved in the United States are not approved elsewhere.

 Vaccinations are required for studying abroad in some countries. For up-to-date information on health advisories and recommended shots, check the Centers for Disease Control website at: [www.cdc.gov/travel](http://www.cdc.gov/travel). You can search by country on CDC website for specific vaccinations recommend.

 You should consult your doctor to make an informed decision regarding any immunizations or other medications you want or need to obtain before traveling. Some immunizations involve a series of shots and therefore need to be arranged at least two months prior to departure. It is suggested that you have an annual check-up with your family doctor before you leave to go abroad.

 **Insurance**

All FLSA program budgets include the required fees for health insurance, which will be purchased for each student by the Study Abroad Office. All students participating in exchanges and affiliate programs must also have insurance purchased through the study abroad office. Exchange and Affiliate students will be billed for their specific insurance amounts directly to their student accounts. Exchange and Affiliate students may appeal if they have personal insurance covering $250,000 of coverage, emergency evacuation, and repatriation of remains. If you are traveling for a full semester, discuss the cost of insurance with the Study Abroad Office.

 **Packing**

 Packing well can make the difference for your program, especially if you are participating in and FLSA program. You will be caring your luggage up and down flights of stairs, dragging it down cobble stone streets, and standing with it for long train rides. PACK LIGHT! You need less than you think. The Study Abroad Office *strongly* recommends packing well in advance and then walking up and down a few flights of stairs with all your luggage. Below are a few packing tips we recommend.

 **Packing Tips**

* + Do not take expensive items such as jewelry
	+ Good walking shoes are a must!
	+ Do not forget your prescription medicine and take enough refills for the duration of the trip, plus a few extra – in case you drop a pill, miscount, etc.
	+ Take your own towels and washcloth
	+ Take a camera for pictures – your phone won’t do them justice
	+ Take personal hygiene products
	+ Take an electric voltage converter and a wall socket converter when needed, if you need one of each, you can take an outlet strip but be mindful of how much you plug in at one time, outlet shortages can happen
	+ Take WSU paraphernalia as gifts for others

 **Taking Your Personal Computer Abroad**

* Depending on how computer savvy you are and your level of patience, taking your laptop with you on your travels can be either practical or frustrating
* Getting connected may mean having to find a hardline, WiFi is not available everywhere and may be spotty depending on where you are
* Taking advantage of cyber cafes or university computer labs can be a reasonable alternative, remember to take jump drives with you In general, unless you absolutely need your laptop, don't take it. It's just one more thing to be lost, stolen or damaged!

 **First-aid Kit**

 Especially if you're traveling extensively or going to remote areas, consider taking along the following: insect repellent, water disinfectant, thermometer, Band-Aids, blister remedies/pads, Pepto-Bismol or Imodium for diarrhea, antacid, headache medicine, cold and cough medication, sunscreen, sunburn medication, anti-fungal/anti- itch medication, antibacterial cream or spray, tweezers, and a bee sting kit (if you're allergic). Any medication that is your favorite in the US may not be available, at least not at the cost you are used to, in the country to which you are traveling. Any prescribed medications need to be in the prescription labeled container in your checked luggage. If you want to take a LOT of a specific kind of medication, it is best to pack it in its original packaging inside your checked luggage.

 **Money**

 **Cash**

 We recommend taking a small amount of cash ($200) in local currency for use in the airports and upon arrival. Consult your program director for more guidance in this area.

 **Credit or Debit Cards**

 These are probably the most convenient way to get money while you're abroad. You will receive your withdrawal in the local currency, so it's particularly convenient when you're traveling in several countries. The exchange rate is good, too. Check with your bank to know what fees are associated or if there are “sister banks” that will charge you no fees for usage (see note below).

Note: Be sure you inform your bank of your travel dates so that they are aware. Some banking institutions will freeze your account if they believe the charges are fraudulent

**Questions to ask your bank:**

1) If your bank is international or if there is a “sister bank” in the country to which you’re traveling

2) If fees are charged for using a foreign banking

3) If your daily withdrawal limit is going to be sufficient for your needs when you are abroad

4) If your bank offers international ATM services

5) Call banks for both credit and debit cards for all services related to your needs

Remember, credit card interest rates may be high if you don't pay off your card every month. You can access cash from your credit card but the interest rates are extreme, so be sure to ask your bank before selecting this option.

Personal Checks: Personal checks drawn on a U.S. bank will NOT be accepted abroad.

 **Money Tips**

 Exchanging some U.S. money for local currency before you leave, at least enough for phone calls and taxi from the airport. This can be done at major banks or in currency exchange offices at international airports. Consider purchasing at least $200 in local currency. Several banks in the US will exchange USD to the currency used in the country to which you will be traveling, but check the rates charged by your bank to do that. Carry cash in a safe place on your body, such as in a money belt or pouch around your neck under your clothes**. You will want to keep your credit/debit cards, cash, and passport in separate locations when you travel, that way if you are a victim of pick-pocketing (the most popular crime to happen to international travelers) you won’t lose everything all at once.**

 If you are spending a semester or more abroad, you may want to set up a bank account at a local bank after arriving. Opening an account will allow you to obtain a local ATM card and not have to worry about locking up large amounts of money. You can choose a local bank or a branch of a U.S.-based bank. Some banks require a letter of recommendation from your home bank in the U.S. Usually fees are charged for transferring money from your home bank to your new account.

 Be prepared for a 4-to-6 week waiting period while they activate your account.

 We do not recommend exchanging money in airports, as the exchange rate and fees are usually high.

**Survival Checklist**

The pre-departure paperwork and meetings are not meant to be stressful. Here is a basic checklist for you to make sure you have covered all your bases before you leave. Be aware of deadlines for important things like your passport and visa.

* Obtain your passport and visa. You need your passport before you can apply for your visa, so don’t wait until the last minute to apply for your passport.
* Meet Regularly with your Program Director, Academic Advisor, and the Study Abroad Office to make sure you are completing all necessary documents.
* Transfer Credit Approval Forms (keep copies for yourself!)
* Attend Pre-Departure Orientation
* Read this Study Abroad Student Handbook
* Meet with Financial Aid to ensure scholarships, loans, and grants are secured for your term abroad.
* Get any vaccinations that are required or strongly recommended for the country/ies you are visiting (these may be time sensitive). Visit the CDC web page for more information.
* Photocopy important documents such as your passport, credit cards, insurance card, etc.
* Place one copy in your carry on and leave one copy with a trusted individual from home.
* Research the country in which you will be studying! Know the history, type of government, and any recent political issues. Learn about the culture(s) beforehand in order to better understand your host country before you even arrive. Knowing these things will help you understand and adjust the host culture.
* Speak with your next of kin about what will happen in emergency situations and how you will pay various bills while abroad (it’s better to know than to guess). You may need to add someone to your bank account or assign a power of attorney. Don’t take these matters lightly.
* Contact your bank and credit card companies to let them know you will be traveling abroad. Determine rates and fees for international usage of your cards.
* Have directions ready for your hostel, hotel, school, dormitory—where ever you are going directly from the airport.

**While Abroad**

 **At the airport:**

* + Check in two hours early; some overseas airlines will not allow you to board if you are late
	+ All carry-on luggage is subject to search, DO NOT change items from one bag to another while waiting for security or customs
	+ Be sure to do anything customs officers request of you, while the request may seem strange they do have the right to arrest you, if you are uncomfortable with the request, ask for a manager
	+ Keep your luggage with you at all times; do not allow anyone else to watch it for you
	+ Wait for your flight past the security checkpoint, only passengers are allowed in these areas
	+ Dress casually and do not wear expensive jewelry
	+ Do not leave your personal items unattended on the plan, items can be stolen in flight
	+ Remember "3-1-1" for carry-ons: 3.4-ounce bottle or less (by volume); 1 quart-sized, clear, plastic, zip-top bag; 1 bag per passenger placed in screening bin
	+ Rules for allowed items changes regularly through TSA (Transportation Security Administration), be sure to check www.tsa.gov for the most up to date information When you arrive:

 **Arriving Abroad**

* + If you have not prearranged for or know about ground transportation, ask an airline official, finding someone that speaks English is more available to the airport than almost anywhere else
	+ Do not engage in idle conversation with strangers, especially if they ask personal questions, they may be trying to distract you while their partner steals your bags or picks your pocket
	+ Do not hang the "Makeup Room" tag on your door, it notifies thieves that you are not in.
	+ Do not leave valuables in your room, unless there is a safe
	+ Check for the nearest fire stairwell
	+ On a train or in some hotels you may need to show your passport to security, always ask when you can retrieve it and get it back as soon as possible

**Health**

 The health and well-being of our students while abroad is of utmost concern to Weber State. Planning and preparing for healthcare is essential, and is somewhat different than here in the U.S. Please note that when receiving medical treatment abroad, it is likely that you will be expected to pay in full at the time of service, often in cash. If you seek reimbursement from your insurance carrier for this treatment, remember to secure translated, itemized receipts and/or descriptions of the treatment you received.

**Water**

 In areas with poor sanitation only the following beverages may be safe to drink: Boiled water, hot beverages, such as coffee or tea, or canned or bottled beverages. Ice may be made from unsafe water and should be avoided. Where water is contaminated, travelers should not brush their teeth with tap water.

**Food**

 Food should be selected with care. Any raw food could be contaminated, particularly in areas of poor sanitation. Foods of particular concern include: salads, uncooked vegetables and fruit, unpasteurized milk and milk products, raw meat, and shellfish. If you peel fruit yourself, it is generally safe. Food that has been cooked and is still hot is generally safe.

 **Eating Habits**

 While studying abroad, your eating and drinking habits will be different than what you are used to at home. Here are some simple precautions/rules you should follow in order to reduce the risk of illness:

* Always wash your hands before eating
* Drink plenty of fluids so as not to become dehydrated
* Drink only boiled or bottled water
* Avoid food that has not been thoroughly cooked (like salad)

 Contaminated food and drink are the major sources of stomach or intestinal illness while traveling.

 **Traveler's diarrhea**

 The typical symptoms of traveler's diarrhea (TD) are diarrhea, nausea, bloating, urgency, and malaise. TD can persist for 3 to 7 days. It is rarely life threatening. The best ways to prevent TD is by paying meticulous attention to choice of food and beverage and wash your hands frequently. As part of a recommended first aid kit, be sure to take your favorite anti-diarrheal/indigestion medications such as Lomotil or Immodium, and stay hydrated as directed on the medication label. Most episodes of TD resolve in a few days. Travelers should seek medical help if diarrhea is severe, bloody, or if it is accompanied by fever/chills

 **Dealing with jet lag:**

* Drink lots of fluids: water, juice, soft drinks (without caffeine)
* Avoid alcohol
* Eat lightly
* Get up and walk around or stretch at least once an hour
* Try to get plenty of sleep before departure
* Anticipate a day of adjustment for each time zone you cross
* One method recommended by frequent travelers is the Ehret method: Three days in advance of your trip, start shifting your activities as if you are already in the new time zone. Alter eating habits as follows:
* Three days prior: Feast day, with three full meals; make breakfast and lunch high in protein, dinner high in carbohydrates.
* Two days prior: Fast day, with low calories and low carbohydrates (soups and salads), with caffeine only in the afternoon.
* One day prior: Feast day (see above).
* Day of departure: Fast day, with lots of liquids.
* Day of arrival: If you arrive in the morning, eat a high-protein meal; if you arrive in the evening, eat a high-carbohydrate meal.

**Safety**

 As stated previously, the health and well-being of our students while abroad is of utmost concern to Weber State. We care deeply about our students and strive to make programs as safe as possible. No programs are allowed to areas deemed dangerous, and the Study Abroad Office keeps constantly updated on risk around the work. Study Abroad also works with risk management to assess all possible identified risks. All students are registered into STEP, the Safe Traveler Enrollment Program through the State Department and multiple pre-departure orientations are offered covering safety items. However, sometimes things happen that are beyond anyone’s control.

 If you’re a student contemplating studying abroad, but feel nervous about the inherent risks, you’re not alone. There ARE real risks to travel. But these risks shouldn’t be debilitating or cause you to acquiesce just yet.  Remember, crime rates in the countries we send students to are lower than in the U.S. **Here’s what you need to know to be prepared to handle emergencies while studying abroad.**

 First, the number one piece of safety advice might seem juvenile, but it can save your life. Buddy System. Never, ever go anywhere without your buddy, or at least telling someone where you are going. Additionally, should you decided to drink while abroad, have a “designated thinker” with you who will remain sober.

 Next, make sure your Program Director or Host Institution has an emergency response plan in place. This should be given to you during your first class meeting with the faculty. The more intel you gain prior to leaving, the more complete picture you will have about your overall safety. The existence of a comprehensive, holistic approach to emergency response, where all parts are working together, should make or break your final decision of where to study abroad and what organization to study abroad with.

 Familiarize yourself with your embassy location and contact information in your study abroad destination. In case of an emergency, your strongest ally will be the diplomats and representatives from your home country at your local embassy. Students should review maps and contact details, as well as national emergency procedures and protocols in advance of their travels. Research should be conducted on government websites, and any unanswered questions should be directed to your national embassy in your study abroad destination.

 Make multiple physical and digital copies of your ID and passport. This may be one of the oldest travel tips in the book (besides to always aim for the window seat on the plane). However, it can’t go without being said again, and again: have multiple copies of your travel identification documents handy. Leave physical and digital copies with your immediate family, make sure your study abroad provider has multiple versions, save your files in your school AND personal email accounts, keep a copy folded up neatly in your wallet, and stash a few extra physical copies in your notebooks and your suitcase. It may seem excessive, but it can potentially alleviate undue stress in case of an emergency.

 Keep your phone game strong. If you are taking your cell phone with you on your study abroad trip, guarantee that it will be worth it in the case of disaster. Have it prepped to make both local or international calls with ease. Figure out in advance how to dial international calls quickly. Keep it charged and within easy access. Have emergency numbers saved and easy to locate (more easily than your last failed Tinder date’s digits). Save the emergency number for your study abroad destination (spoiler: it isn’t 911 in every country!). Buy a phone card with a few minutes calling time pre-loaded to store in your wallet in case your cell phone service cuts off.

 **Sexual Harassment**

 Sexual harassment is a type of discriminatory harassment involving unwelcome conduct of a sexual nature directed against a person based on that person’s sex, sexual orientation or their gender identity/expression. Sexual harassment can range from unwelcome compliments, invitations or requests for sexual favors, sexual advances or other verbal or nonverbal conduct of a sexual nature, to the other more serious behavior such as sexual assault, rape, sexual exploitation, domestic violence, dating violence, and stalking. No person may engage in sex-based harassment that creates a hostile environment. This includes harassment which is so severe or pervasive that it denies or limits a student’s ability to participate in or benefit from the university’s program, unreasonably interferes with an employee’s work performance or creates an intimidating or offensive work environment. Both subjective and objective factors are considered when evaluating whether a hostile climate exists.

 **Reporting**

Students who experience or become aware of any form of violence, sexual violence or sexual harassment are encouraged to immediately report such behaviors.

Sexual Assault: Rape and sexual assault can happen to women and men anywhere in the world. In the United States violence, specifically sexual assault continues to be a serious problem on college and university campuses. Sexual assault is defined as any unwanted sexual contact, including rape.

Victims do not cause sexual assault. It is wrong for anyone to have any sexual contact with you without your consent—regardless of how well someone knows you, how much you’ve had to drink, or whether some of the sexual activity was consensual.

It is considered rape if:

* you’re too drunk to understand a person trying to say “No”
* you’re too drunk to listen and respect a person trying to say “No”
* you have sex with a person who is incapable of giving consent.

 Even if you think you would never force sex on a person, you might lose control if you have been drinking. Alcohol is the number one contributing factor in sexual assault cases. Additionally, alcohol by content can vary widely from country to country. We recommend not drinking on programs, but recognize students going abroad are adults and can make their own decisions. If you choose to drink, pay careful attention to the alcohol content of your drinks, as well as your surroundings. Stay safe out there.

**Theft**

 Pickpocketing is the number one reported incident on study abroad programs. The price of a “clean” U.S. passport on the black market is approximately $10,000.

**Some tips to avoid pickpocketers;**

* Don’t put anything valuable in the front pocket of your backpack, or in any pockets of your clothing.
* Be wary of anyone who approaches you asking for directions. As local as you’ve convinced yourself that you look, you’re obviously a tourist and nobody should need your help. Pickpockets might also approach you in a language other than the local one to make themselves seem like innocent and confused tourists. It’s fine to give directions, but never let anyone obscure your view of your valuables (see #3). If you’re holding your phone or wallet when they approach you, hold on TIGHT and don’t put it away in an easy-access pocket without thinking. If they ask you to take out your phone to show them a map, your phone doesn’t have any battery left.
* A classic technique is to stand with a big backpack or map in front of somebody in a manner that makes it hard for the tourist to see their backpack or purse. Be careful.
* If you keep your wallet in your pocket, always keep one hand in your pocket and over the opening of your wallet. If you carry a purse and/or camera case, always hold it in a way that allows you to hold the zipper shut.
* Look behind you when you are in especially crowded places, such as the metro.
* It’s best to get your metro ticket out before entering the metro area so that you don’t have to open your wallet in a crowded public place.
* Always carry a few locks with you when traveling. They can come in handy if you hear the city is crawling with pickpockets and you want to throw one in your purse or backpack. Be sure to put the lock through the holes in the zippers that are closest to where it zips (like the picture on the right, NOT on the left), or else you will still give pickpockets enough room to reach the valuables you’re advertising by locking your bag.
* Don’t assume that no one would dare to pickpocket you while inside a famous church/mosque/temple. If pickpockets were very religious and felt deterred from stealing by their faith, they wouldn’t have become pickpockets in the first place.
* Never store all your money in one location (i.e. put some in your wallet, some in a locked backpack pocket or money belt). It’s best also to leave some locked at your hostel.
* If you’re carrying your driver’s license, you might want to keep your passport locked up at your hostel. If not, you might want to lock up a photocopy.

**Natural Disaster / Civil Unrest**

 Yikes. No matter how many preemptive measures are taken, it isn’t possible to fully guarantee complete and utter safety while abroad (or in your home country, for that matter).

 Should a natural disaster or civil unrest even occur, seek shelter and safety. Don’t go out looking for more trouble. If you hear news reports of mass shootings, army coups, pending hurricanes, earthquakes, or other calamities, your number one priority is finding a safe place to rest.

 After you’ve secured a location, stay put. It is important that you don’t wander aimlessly or put yourself in imminent danger by going outside.

 Next, contact your on-site staff immediately. Depending on your study abroad emergency response policy (you know, the one you paid close attention to during orientation!), you will likely need to call your Program Director or Host Institution first. Establishing contact and answering questions relating to your location, your physical and emotional well being, and your overall safety status will allow them to communicate with their headquarters and ultimately your family, friends, relatives, university, etc. back home.

 Let everyone back home know you are alive and well. Double check with that you can communicate directly with your family back home. If you can, get to work on checking in on Facebook, emailing Mom and Dad, calling your boo, whatever you need to do to feel the people who matter in your life know about your well-being.

 Discuss the emergency situation openly. Processing a traumatic experience like an international political crisis or natural disaster is tough stuff. It will be difficult to work through all of your memories and your emotions, which will likely run the gambit. In order to process and move on healthily from your shock, seek communities who shared a similar experience. Talk with others about what you went through. Reflect on the distress creatively. Write in your journal, draw pictures, craft songs or poems. Don’t bottle it all up and hope that it will go away. Don’t use one horrid experience as an excuse to shut out the world and never go back outside. There are ways to effectively and earnestly process your experience that doesn't include becoming a bearded hermit on a mountaintop.

 Finally, consider returning home. If you are frightened to your core or want nothing more than a hug from someone you love, it might be time to book a flight back to your home country. If issues are ongoing and there is no end in sight, you may not have a choice in the end. But if you are feeling shaken up and can’t imagine returning to your humdrum way of life before the disaster, then cutting your program short isn’t a bad option. Think through your decision from start to finish and ask your program provider what options are available to you, or what the financial implications of your decision will be. You may see sticking around as proving to yourself how thick your skin is. You may see sticking around as a waste of time. No matter your stance, there is no right or wrong way to respond to an emergency while studying abroad.

*When I was living abroad in Japan, a massive earthquake hit that set off a chain reaction of tsunamis and nuclear meltdowns. A group of Americans went inland together to escape the predicted tsunami. Sitting in a friends' house several districts away we watched an international news report that a massive nuclear meltdown was coming from Fukushima. I specifically remember sitting alone on the front porch and breaking down on the phone while talking to my mom back home. But I wanted to stay strong for the others in my group.*

*Some people took emergency transport back to the U.S., offered by the U.S. government. I stayed, as did the majority of people in our group. In the end, it was the best decision I’d ever made. I loved my time in Japan, and still, encourage students to go.*

*Bottom line, scary things happen in life, no matter where you are. It is dealing with those things that defines us. I think my experience in Japan made me a better, stronger person.*

**Culture Shock**

 While the introduction to new and foreign cultures greatly benefits students, it can also be overwhelming. The new cultural elements a student encounters in Peru may be so different that they seem "shocking" in comparison to cultural norms they are used to at home. As Bruce La Brack writes in his article "The Missing Linkage: The Process of Integrating Orientation and Reentry":

 "Just as you can't really describe the taste of a hot fudge sundae to someone who has never experienced one, it is difficult to actually convey just how disorienting entering another culture can be to a student without any cross–cultural experience."

 Culture shock and its effects can occur in a number of stages. However, culture shock is not an exact step-by-step process; every student doesn't experience culture shock the same way or at the same time. The following ten steps of cultural adjustment outlined by Steven Rhinesmith show how culture shock can be like a roller coaster ride of emotions:

Culture shock and its effects can occur in a number of stages. However, culture shock is not an exact step–by–step process; every student doesn't experience culture shock the same way or at the same time. The following ten steps of cultural adjustment outlined by Steven Rhinesmith show how culture shock can be like a roller coaster ride of emotions:

* initial anxiety
* initial elation
* initial culture shock
* superficial adjustment
* depression–frustration
* acceptance of host culture
* return anxiety
* return elation
* re–entry shock
* reintegration

 Riding the roller coaster of culture shock, a student 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.

 **Stages 1 through 5: Exposure to a new culture**

 Prior to going abroad, students may be excited about new adventures to come. A student arrives in Peru and perhaps begins to develop increasing independence as he/she starts to experience Peruvian culture or another country's culture. At first, a student's expectations may be too high. He or she may see things almost as a tourist would during the first few weeks in Peru. A student may be heavily comparing and contrasting his/her home culture with the culture abroad. It is common for students to focus on what they see as weaknesses in foreign cultures. Students tend to point out what a foreign culture lacks; this often leads to feelings of frustration over what is "missing" or what can't be obtained in Peru in the same ways it can be at home. Students may be challenged on a regular basis by different ways of living in Peru (banking, eating, relationships, etc.). Negative feelings and frustrations may reach a level where you begin to recognize you are going through "culture shock."

 **Stage 6: Acceptance of a new culture**

 As a student gets used to Peruvian ways, things that seemed like a "crisis" may now simply be seen as different ways of doing things. Most students gradually adjust their lifestyles to be balanced with a country's own cultural norms. The cultural traits that once annoyed or bothered a student generally come to be accepted as normal. Students usually begin to understand and appreciate the cultural differences between the United States and Peru. However, if significant problems arise, a student may briefly return to the "frustration" stage of culture shock. As a student begins to adapt more and more, he/she may have a new set of friends, may be traveling more, and may even be dreaming in another language. The "Peruvian way" may now become the "normal" way of living.

 **Stages 7 through 10: Leaving a new culture behind**

 As a student becomes integrated to the ways of Peru's culture, the more difficult it may be to re-adapt to the United States upon return home. The United States just won't look the same way it did before leaving to study abroad in Peru; a student may see home with new eyes and may also be more critical of U.S. 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 in Peru. No matter how integrated a student becomes while abroad, he or she will probably still be "shocked" by differences noted at home after so much time spent in Peru and the other countries to which you will be traveling. However, over time, a student will learn to re–adapt and reintegrate into his or her home culture.

**Homesickness**

 Homesickness is one of the most common adjustment problems related to culture shock and loneliness. Experienced by students from every country, homesickness is a universal side–affect to being away from home. Psychologists often refer to homesickness as "separation anxiety" because of students–in particular, those moving away from home–feel separated from all that is familiar.

 Feelings of homesickness may even start before you leave to study abroad in Peru. You may find yourself mildly depressed or anxious several weeks before leaving. The anticipation and preparation for this major change of lifestyle can trigger pre–departure homesickness, or sudden feelings that you don't want to leave, or even want to back out of your decision to study abroad.

 Some students might experience homesickness within the first few days or weeks of being abroad, while others might not be hit by homesickness until later on, or closer to the holidays. Holidays, birthdays, anniversaries, family events or even family illness or death can all cause you to feel homesick, or make you wish you were at home. Also, many students report increased feelings of homesickness during the winter months when darkness, rainy weather and the cold can lead to feelings of depression.

The following are a few tips to help you cope with feelings of homesickness:

* Don't wait for homesickness to go away by itself.
* Confront your feelings by talking to someone (a counselor, family member, roommate, or another student, etc.) about your homesickness. The chances are that the other students in your program may be feeling the same way you are.
* Bring some of home along with you to.
* Be sure to pack photos of family and friends, bring your favorite CDs and cook family recipes while abroad.
* Make friends with locals and invite them to spend time with you.
* Creating such a support network can really help to alleviate homesickness while creating lasting friendships.
* Be patient with yourself as you adjust to the unexpected realities of being in and how abroad is not like home.
* Get involved by seeking out opportunities that keep you busy and occupied so that you won't think about home.
* Try to work, intern, volunteer, or travel.
* You could also join a sports team or club, join a gym, or participate in program activities.

**Policies and Disclaimers**

 **Please carefully read and make sure you understand all provisions of this Agreement before signing. This is a legally binding document, and you are releasing rights by signing.**

 **STUDY ABROAD IS GREAT BUT HAS RISKS:** Weber State University (“WSU”) believes that participation in study abroad programs by its students can be an important part of a student’s learning experience. Such programs, however, involve certain risks. In order to participate, each student must read carefully, complete, and sign this Release and Waiver of Liability and Program Participation Agreement and submit it as part of the Application process to the Study Abroad Office prior to the Program.

 **I WANT TO GO:** I wish to participate in the Program, and in consideration for being permitted to participate in the Program, I hereby represent and agree as follows:

1. **I WILL ACT LIKE AN ADULT:** I understand that I am an adult and that I will be expected to act like an adult. I understand that I am expected to take care of myself and take responsibility for my actions. I understand that there will not be supervision during much of the time spent in the Program. I understand that while there may be a Program Director, faculty or other advisors on the trip they will be a resource, not my parent, supervisor or keeper and I am ultimately responsible for myself and what happens to me.
2. **I AM AGREEING TO RELEASE WSU:** I understand that I am being required to sign a release of claims as a condition of participation in this program because sometimes bad things happen and I agree to take legal and financial responsibility if they do. I have carefully read this Release, understand it, and understand I am releasing rights I might otherwise have.
3. **I UNDERSTAND THERE ARE RISKS:** I understand that participation in the Program involves risks not found in study at the College, including risks involved in traveling to and within, and returning from, the Program site(s).These include risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions; and other matters described in the U.S. Department of State Country Specific Information (and Travel Warnings and/or Travel Alerts, if any) that I may access at <http://travel.state.gov>. I understand that there may be other risks, including the risk of negligent conduct by the program advisors and others associated with WSU. I accept all of these risks and voluntarily elect to participate in the Program.
4. **ASSUMPTION OF RISK AND RELEASE:** **In consideration of being allowed to participate in the Program, I hereby freely assume all risks which may be associated with or result from participating in the Program. I further agree to release the State of Utah, Weber State University, their officers, employees, agents, contractors, and volunteers, including any WSU employees involved in the Program in their personal capacities, (“Releasees”) from any and all liability, claims, demands, actions, loss, claim, damage, injury, illness, or harm (“Claims”) to me of any kind or nature arising out of or related to my participation in the Program including where Claims occur due to the negligence of Releasees. This includes, but is not limited to, damages, injury, death or loss occurring during travel and/or activities other than those specifically required in order to participate in the Program that I may choose to undertake before, during, or after the Program. It is my express intent that this Release binds my heirs, assigns, and personal representatives.**
5. **ORIENTATIONS:** I understand that WSU conducts an orientation session for Study Abroad Programs. I agree to attend an orientation. I understand that if I fail to do so, I have increased the risk of problems occurring and agree to take full responsibility for that.
6. **OTHERS MAY CAUSE PROBLEMS THAT MIGHT COST ME TIME OR MONEY:** I understand that WSU in no way represents, or acts as an agent for a Host Institution, if any, the transportation carriers, the hotel(s) and any other suppliers of services (“Others”) connected with this program. I further understand that WSU is a) not responsible or liable for injury, damage, loss, accident, delay or other irregularity which may be caused by the defect of any vehicle or the negligence, fault or default of Others, b) not responsible for losses or expenses due to sickness, weather, strikes, hostilities, wars, natural disasters, acts of terrorism, personal decision to leave the program early, ejection from the Program, or other such causes, and c) not responsible for any disruption of travel arrangements, or any consequential additional expenses that may be incurred therefrom. I acknowledge and agree to accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation and other services in the program plan due to sickness, weather, strikes, hostilities, wars, natural disasters, acts of terrorism, personal decision to depart from the program, ejection, or other foreseen or unforeseen causes; to accept all responsibility whatsoever for any loss, damage, destruction, theft or the like to my luggage or personal belongings; and that I have adequate insurance or sufficient funds to replace such belongings and release and will hold WSU harmless therefrom.
7. **MISSING THE AIRPLANE/BUS/TRAIN/OTHER TRANSPORTATION:** I acknowledge and agree that in the event I become detached from the study abroad group, fail to meet a departure bus, airplane, train, or other conveyance, or become sick or injured and unable to travel I will bear all responsibility to seek out, contact, and reach the trip group at its next available destination, and to bear all costs attendant to contacting and reaching the group at its next available destination.
8. **NO REFUNDS:** I understand that there is a strict policy limiting refunds should I choose to not go forward with a Program. I agree to abide by the refund policy and to not make any claim for refunds outside of the policy.
9. **I WILL FOLLOW THE LAWS OF THE COUNTRY I AM IN:**  I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, alcohol use, drug use, and behavior. I recognize that behavior that violates those laws or standards could harm WSU's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of and will abide by, all such laws and standards for each country to or through which I will travel during the Program and assume responsibility for my actions.
10. **I WILL FOLLOW ALL RULES INCLUDING THOSE OF WSU OR RISK GETTING KICKED OUT:** I will comply with WSU’s rules, standards, and instructions for student behavior generally and for the Program, including the WSU Student Study Abroad Handbook and WSU’s Code of Student Conduct (collectively, “standards”). I acknowledge and understand that my compliance is important to the success of the Program and to WSU’s willingness to permit future similar activities. I agree that WSU has the right to enforce the standards, in its sole judgment, and that it may impose restrictions, up to and including disciplinary proceedings, not granting academic credit for, and/or immediately dismissing me from the Program, for violating the standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the WSU, the Program or other participants. I also agree to comply with all directions and instructions of the Program Director and faculty members during the course of the program and that failure to do so may result in the imposition of sanctions.
11. **IF I AM DISMISSED IT WILL BE AT MY OWN EXPENSE:** I understand that if I am dismissed from the Program that I am not entitled to any refund of monies and that WSU is not responsible for any costs, I may incur in connection therewith including obtaining alternate lodging, meals or the cost of returning home.
12. **NO DUE PROCESS:** I agree that, due to the circumstances of foreign study programs, procedures for notice, hearing, and appeal applicable to student disciplinary proceedings at WSU do not apply. If I am removed from the Program, I consent to going home at my own expense with no refund from WSU of any monies paid.
13. **I WILL DEAL WITH LEGAL PROBLEMS MYSELF:** If I have or develop legal problems including with any foreign national(s), foreign business, or foreign government while participating in this study abroad program, I will attend to the matter personally with my own personal funds and will hold WSU harmless therefrom and that WSU is not responsible for providing any assistance under such circumstances.
14. **THINGS MIGHT GET CHANGED:** I understand that it is within WSU’s discretion to change travel, accommodations, and other arrangements as it deems necessary. I understand that WSU is not responsible for nor does it represent or act as agent for, and cannot control the acts or omissions of the host institution or service providers, including those who provide transportation, tour, dining or sleeping accommodations. I understand that WSU may cancel without penalty the offering and conduct of this Study Abroad Program; withdraw any part of the Study Abroad Program and to make any alterations, deletions, or modifications in the itinerary and/or Academic portion of the program as deemed necessary by WSU, the Director of Study Abroad, or by the Program Director as agents of WSU.
15. **MEDICAL:** I agree to: a) consult with a medical doctor with regard to my personal medical needs and confirm that there are no health-related reasons or problems which preclude or restrict my participation in this Program, b) if, in my sole judgment I deem it necessary or advisable, arrange for additional adequate medical and hospitalization insurance to meet any and all needs for payment of medical and hospital costs while engaged in this Program, c) be responsible for and pay all medical and other expenses incurred while in the Program even if reimbursement from insurance is expected, d) consult and arrange with a medical doctor to receive the appropriate inoculations/shots for this program, and e) release WSU from any legal responsibility for payment of my medical, medication, or hospitalization needs.
16. **WSU MAY MAKE MEDICAL DECISIONS FOR ME:** I agree that WSU may, but is not obligated to, make any decisions and take any actions regarding my health and safety that it considers to be warranted under the circumstances, and hereby authorize WSU to make such decisions and take such actions including specifically I grant permission to the Program Director or other WSU officials to authorize emergency medical treatment, if necessary. I agree to pay all expenses relating to it and release WSU from any liability for any such actions.
17. **VOLUNTARY MEDICAL DISCLOSURE FORM:** I understand that I have been advised to complete the Voluntary Medical Disclosure Form portion of the Application to let the Program Director know of any special medical conditions, needs, allergies and other health information that might help them help me in the event of a health problem during the Program. I understand that I do not have to complete the Form but it is highly recommended and I assume all risks that may occur if I do not complete the Form.
18. **I AM RESPONSIBLE FOR COSTS AND EXPENSES INCURRED:** I am assuming full financial responsibility for all costs and expenses incurred by me in connection with the Program, including, without limitation, financial responsibility for damage or destruction to property of third parties.
19. **I WILL NOT BIND WSU:** I will not hold myself out as having the power or authority to bind or create liability for WSU.
20. **PHOTO AND IMAGE RELEASE:** I hereby give WSU the absolute right and permission to use, publish, reuse, republish, and distribute any photos, videos or other recreations of my likeness (“Photos”) in which I may appear, as well as unlimited use of any advertising/publication/medium whatsoever, without restrictions with regard to Photos taken in connection with the Program. I release Releasees from any and all claims arising out of or in connection with the use of Photos including libel, slander, and invasion of the right of privacy, publicity or personality relating to the exercise of any rights referred to herein.
21. **REMAINING PROVISIONS VALID:** I agree that should any provision or aspect of this Release be found to be unenforceable, that all remaining provisions will remain in full force and effect.
22. **UTAH IS THE FORUM FOR ANY LAWSUIT AND UTAH LAW APPLIES:** I agree that this Agreement and all matters connected with it shall be construed in accordance with the laws of the State of Utah in the United States of America, which shall be the exclusive forum and venue for any lawsuits filed related to this Agreement or the Study Abroad Program.
23. **NO OTHER DOCUMENTS OR PROMISES:** This release herein represents my complete understanding with WSU concerning its responsibility and liability for my participation in the Program. It supersedes any previous or contemporaneous understandings I may have had with WSU on this subject, whether written or oral and cannot be changed or amended in any way without a written agreement signed by myself and an authorized representative of WSU.
24. **READ THE ATTACHMENT:** I also understand and agree to abide by the attached Additional Terms and Conditions of Participation.
25. **HAVING CAREFULLY READ THIS I STILL WANT TO GO AND AGREE TO SIGN THIS AGREEMENT:** I wish to participate in the Program, I have read and completed this **Release and Waiver of Liability and Program Participation Agreement.** I understand that I have options to signing this Release. I can study abroad with another program or travel by myself or choose not to go on this completely voluntary activity. I have carefully read this Release and voluntarily agree to it. I represent that my statements herein are accurate and complete and that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this Release, I have the right to consult with the adviser, counselor, or attorney of my choice.

 **Additional Terms and Conditions of Participation**

1. Any person who feels they are the victim of discrimination including sexual assault or misconduct should report the matter to the Program Faculty. In addition, the matter may be reported to the WSU Title IX Coordinator Barry Gomberg. WSU will provide resources available to victims of sexual assault insofar as it is able to do so.
2. For the purpose of all Study Abroad and International Experience programs at WSU, no program participant (e.g., faculty, staff, or student) is authorized to drive a private vehicle for the purpose of transporting program participants to, from, or during activities identified as part of the program.
3. Drinking of alcoholic beverages by any participant in a Study Abroad Program during “working hours” (i.e., those hours designated by the Program Director as a time to be spent on WSU sponsored activities within the designated program plan of activities) is strictly prohibited. I understand that if I am of legal age in the country that after “working hours” I may choose to drink alcohol (unless prohibited by local laws or the nature of certain designated Study Abroad trips). However, I understand that I am solely responsible for that choice. Please understand most cultures disapprove of “getting drunk.” The consumption of alcohol can put you and/or the group at risk; increase the risk of sexual assault and other problems, and personal and group safety is of the highest priority.
4. Narcotics, illegal drugs, or other controlled substances are strictly prohibited from being in possession of or used by, any person participating in the Study Abroad Program and possession or use may be grounds for dismissal from the program resulting in an early return home, at the participant's own and sole expense.
5. No person engaged in Study Abroad or International Experience activities may have in their possession or use any firearm for any purpose while participating in the program.
6. Each participant in a study abroad or international experience program is expected to comply with all applicable WSU codes during the program, and to obey all applicable provisions of the laws of the state and nation in which the Program activities take place.
7. All participants are individually responsible for their personal conduct while on WSU Study Abroad Programs, and WSU has no obligation to intercede or undertake to protect participants from the legal consequences of violations of the law for which they may be responsible.
8. All participants must be over the age of 18. As adults, program participants are not supervised or monitored during non-working or non-program activity hours.
9. Students are expected to adhere to the rules and regulations of their housing facilities. Some facilities enforce curfews and noise regulations. You are expected to be respectful of your host and follow these rules. Any property damages or fines that you incur during your program are your responsibility. Overnight guests are prohibited from staying in program lodging.
10. Insurance may be available for the trip, consult with the Study Abroad Office.

Paying attention to your state of mind and mental, emotional and physical well-being is important to maintaining a positive study abroad experience. Many students experience culture shock and some degree of homesickness while studying abroad. Understand this is normal and do not be afraid to talk about it with your peers or your group leader. In addition, due to the heightened emotions and the additional stresses of culture shock, physical, psychological and emotional issues can become more pronounced or even manifest for the first time during a study abroad experience. If you have a history of physical or mental health conditions, it is recommended to disclose this information on the Voluntary Medical Disclosure Form.

**Glossary**

**Academic Progress:** The headway toward a degree or certificate from a student’s home institution, determined by that school’s standards, that a student must meet and maintain at certain points throughout his/ her educational career in order to be eligible to receive federal student financial aid. Any institution wishing to establish or maintain eligibility to administer federal financial aid programs is required to meet applicable government requirements in this area.

**Accepted:** Status indicating an applicant has been admitted as a participant in an education abroad program. In some cases, full acceptance into the selected education abroad program may be contingent on receiving approval from the host institution and/or a program provider organization.

**Advisor:** Advisor refers to student’s academic advisor

**Affiliate:** A subtype of Approved Program with which an institution has established a special relationship. There is no standard significance for an “affiliated program.” Each institution determines together with the program the nature and scope of the relationship. Within this relationship, an affiliated program is generally awarded special considerations, which can include: the awarding of resident credit, the counting of grades toward the student’s GPA at the home institution, publicity in the college catalog and/or website, applicability of institutional financial aid, or permission for students to participate. Affiliation sometimes also can bring special benefits to students, such as scholarships, special discounts, priority for admission, additional advising support, or more orientation or on-site services.

**Alumna/Alumnus/Alumni/Alumnae:** An alumna (feminine) or alumnus (masculine) is a graduate of a college, university or school. Alumni is the plural used for men and mixed groups and alumnae for women. Recently, the definition has expanded to include people who have exited from any kind of organization or process. An education abroad program alumnus/a is a student who has successfully completed the program.

**Apartment (or Flat):** A self-contained residential unit that occupies only part of a building. Apartments for education abroad participants are usually furnished, and students share cleaning and cooking responsibilities with their apartment mates. Apartment mates may be other study abroad students or may be host nationals.

**Applicant:** A Prospective participant who has completed or is completing the necessary paperwork to be considered for admission into an education abroad program.

**Approved:** Status indicating that an applicant has been authorized by the home institution to study abroad in general or to apply for a particular program.

**Assumption:** Refers to the existence of phenomena rather than the assignment of value to them. An individual employs assumptions to give a pattern to the world and believes these are aspects of and not simply his or her perception of it (e.g., an individual can change or improve.) Cultural assumptions provide a person with a sense of reality and frame what is true for the individual.

**Audit:** To take a course without the possibility of academic credit. Also used as a noun (“I took the course as an audit”).

**Belief:** An assertion, claim, or expectation about reality that is presumed to be either true or false, even if this cannot be practically determined.

**Best Practices:** Models for professional activities that take into consideration the state-of-the-art in the field. For example, in the field of education abroad, professionals have composed best practice lists in such areas as health and safety and programming standards.

**Boardinghouse:** A house (often a family home) in which students or others rent one or more rooms for an extended time, usually for the duration of the education abroad program. For the purposes of education abroad, boarding houses are run by landlords. In contrast to a homestay, residents of a boarding house are received as lodgers and are seldom invited to participate in the landlord’s family life.

**Cancelled:** Status of a student whose program was suspended by the sponsor (for example, because of safety issues or insufficient enrollment).

**Centers for Disease Control and Prevention (or CDC):** An agency of the U.S. Department of Health and Human Services that cooperates with state health departments, health authorities in other countries, and international health agencies to provide information, combat disease, and promote health. Education abroad professionals widely use its international travelers’ health information.

**Certificate of Eligibility:** A document issued by a consulate stating that an applicant is eligible to be issued a visa.

**Cognitive Development:** Growth in a student’s ability to reason, acquire knowledge, and think critically about knowledge. Critical Thinking – An analytical approach to studies in which students must apply reasoning and evaluation to cognitive problems.

**Community Participant:** (sometimes also referred to as non-credit participant or nondegree student participant) – A student who is enrolled in classes but has not been admitted to the institution in a degree-seeking status. Degree-granting institutions that permit students from other institutions to participate in their study abroad programs typically choose to place visiting students in non-degree

**Consortium:** A group of institutions and/or organizations that share one or more education abroad programs within a membership group in order to provide greater access, quality control, and/or cost efficiency in education abroad programs to students. Members of the consortium share fiduciary, liability, promotional, and/ or oversight responsibility for the program(s).

**Consulate:** The office of a foreign government in a host country that provides information and visa services to non-citizens and support services for their own nationals, including the issuance of passports. There may be one or more consulates in a host country, and each one may be designated to serve only a specific regional jurisdiction. Visas are issued by the consulate and/or embassy of the country that is the traveler’s destination; consulates and embassies often provide informational services to citizens and residents of the country where they are located (e.g., information and advising on study in the country they represent), as well as services categories of visas may be issued for different purposes, chief of which include travel, study, business, or work. An individual must possess a valid passport before applying for a visa.

**Contingency Plan (or Emergency Plan or Crisis Management Plan):** Pre-established guidelines and practical measures that instruct how to respond in the case of emergencies affecting education abroad programs and participating students. These plans cover areas such as health and safety, emergency communication, funding for emergencies, and the order and responsibility for decision–making regarding continuance, suspension, evacuation or cancellation of a program. Contingency plans are considered essential to a program sponsor’s health and safety policies.

**Country-Specific Information (formerly known as Consular Information Sheet):** One of three types of travel information issued by the U.S. State Department. Country-specific information is issued and periodically updated for every country in the world, and includes information on health and safety, crime, drug laws, basic visa requirements, standard of living, and the nature of the government and economy. For some countries or regions, Travel Alerts or Travel Warnings are also issued, indicating greater potential risk.

**Course Description:** A brief narrative description of the subject content of an academic course (“course” in the U.S. sense of the term).

**Credit Approval Form:** The Credit Approval Form, or Transfer Credit Approval Form, is a form the student fills out with their advisor and professors before attending an exchange or affiliate program. Assures credit from host institution will transfer back to home institution as specified Weber State credit.

**Cross-Cultural:** Pertaining to: 1) interaction between members of different cultures; 2) the phenomena involved in crossing cultures, such as the adaptation to different societies and the impacts this has on the members of each culture; 3) the study of a particular group (or culture) and assumptions about how this group compares to other groups along a variety of dimensions, such as individualism and collectivism, communication styles, etc. The first of these usages, common among generalists, makes the term essentially synonymous with Intercultural. Specialists in the field tend to prefer the narrower second and third meanings.

**Cultural Adjustment (or Stages of Adjustment):** A series of psychological ups and downs that accompany the entry into a new culture. Such feelings are commonly experienced in any transition but are intensified when crossing cultural boundaries. Many researchers have conceptualized the adjustment process as stages or phases that a sojourner experiences. See also “U” Curve and “W” Curve.

**Cultural Immersion:** A Sojourner's engagement with and interaction in a host culture, with the goal of extensive involvement with host culture members.

**Cultural Intelligence (or CQ):** The ability to cope with, make sense of, and integrate oneself into unfamiliar cultures, be they national, ethnic, corporate, vocational, etc. Cultural intelligence has cognitive, behavioral, and affective dimensions. The concept comes from organizational and managerial theory.

**Cultural Relativism:** The principle that practices and customs of another culture should be understood only regarding that culture’s own context and its own standards.

**Culture Shock (or Transition Shock):** The anxiety and feelings (of surprise, disorientation, confusion, etc.) one feels when coming into contact with an entirely different social environment, such as a different country. It often relates to the temporary inability to assimilate to the new culture, causing difficulty in knowing what is appropriate and what is not

**Culture:** The set of distinctive spiritual, material, intellectual, and emotional features of a society or a social group. Culture encompasses art and literature, lifestyles, ways of living together, value systems, traditions, behaviors, and beliefs.

**Deposit:** Monetary deposit, usually nonrefundable, paid by a student to secure a place on a program to which she or he has been accepted. Usually applied to the total program fee.

**Education Abroad Director (or Study Abroad Director):** A professional who provides overall leadership for and management of a university or college education abroad office and serves as the face of the education abroad office on campus. A wide range of responsibilities and duties may include advising, program management, personnel supervision, strategic planning, program development, collaboration with faculty, outreach, crisis management, and financial/budget management.

**Embassy:** The seat of a country’s principal diplomatic representation in another country. Embassies are usually in the capital city of the host country. In the case of countries that are not officially recognized, diplomatic offices may exist under other names, such as coordinating council (Taiwan) or Mission to the UN; a country’s diplomatic interests may be represented by a special-interests section of another country’s embassy, or there may be no representation at all.

**Emergency Evacuation:** Removing people, such as education abroad participants and staff, from a source of imminent danger. Sources of danger might include natural catastrophes (for example, earthquakes), human-made environmental catastrophes (for example, nuclear plant meltdowns), epidemics, civil unrest, war, and terrorism. Companies that provide emergency evacuation services may do so on an insurance policy basis or as a fee-for service. In extreme cases, governments may provide evacuation services for their own citizens.

**Ethnocentrism (and Ethnocentric):** The tendency to look at the world primarily from the perspective of one’s own culture and to evaluate all other groups from that viewpoint. Many claim that ethnocentrism occurs in every society; ironically, ethnocentrism may be something that all cultures have in common.

**Ethnorelativism (and Ethnorelative):** Characterizes the developmental stage in which one no longer views his or her own culture as a center from which others should be judged, but rather through a lens in which cultures are respected, compared, and contrasted according to the values and perspectives of the cultures involved.

**Exchanges:** Study abroad programs where a student pays home institution’s tuition but goes abroad to a partner school for a semester or year, taking courses from the host institution to be transferred back.

**Faculty Program Director (or Faculty Program Leader):** A university faculty member appointed to lead an education abroad program. The individual’s on-campus roles may include program development, advising, recruitment, admission, orientation, and advocacy. Faculty program directors may be called on to assume a range of important overseas responsibilities in the areas of administration, logistics, finances, and academics.

**Faculty-Led Study Abroad (FLSA):** A study abroad program directed by a faculty member (or members) from the home campus who accompanies students abroad. Usually, though not always, brief in duration.

**FAFSA (or Free Application for Federal Student Aid):** An application that students (and often their parents) must complete before every school year in order to be considered for student financial aid.

**FERPA (or Family Educational Rights and Privacy Act):** U.S. federal government law that outlines privacy rules for student educational records. It specifies what information and under what conditions schools may release information from a student’s educational record. It also outlines the conditions under which parents have the right to access their children’s education records and what rights students have regarding their records. It affords parents the right to have access to their children’s education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student, with some exceptions in practice, such as students claimed by either parent as a dependent for tax purposes.

**Field Study:** Structured learning outside the classroom includes such experiences as internships, service learning projects, field trips and excursions, nature observation and research, small-team field assignments, and individual research projects.

**Financial Aid:** Financial assistance provided to a student to cover, in whole or in part, the costs of participating in an academic program. The funds may be in the form of grants, scholarships, loans, or work-study awards. Sources of financial aid include: federal and state governments; institutions of higher education; foundations; ethnic groups, clubs, and religious groups; banks; and private and public corporations. Financial Aid Office – The primary office responsible for administering financial aid at an institution of higher education. Most such offices are responsible at least for federal and state grants and loans and institutional scholarships and other aid; some also provide information and advising on outside scholarships.

**Hard Proficiencies/Skills:** Knowledge or abilities that a student acquires within a particular academic discipline or technical field that is directly related to the information base of that discipline or field (for example, understanding the grammatical elements of a second language and being able to use them correctly).

**Home School (or Home Institution):** The educational institution in the U.S. where an education abroad student is a continuing student, usually working toward the completion of a degree.

**Home School Tuition:** Tuition charged by an education abroad student’s home institution, based on on-campus tuition. In some cases, this might be in addition to a program fee; in others, in lieu of the program fee (i.e., the home school keeps the tuition and pays for certain program expenses, such as the program fee, for the student). Payment policies can differ widely among institutions. For example, some schools will pay for room and board whereas others will not. In-State (or Resident) – Standing of a student who is given legal domicile status at a state institution that differentiates between residents of the state and nonresidents when calculating fees owed (usually tuition, but occasionally other fees also). Other Costs (or Miscellaneous Costs) – Estimated costs for items that are not included in another category of a student budget for education abroad. This category might include costs for Internet charges, laundry, local commuting, and reasonable recreational expenses. Out-of-State (or Non-Resident) – Standing of a student who does not have legal domicile status at a state institution that differentiates between residents of the state and nonresidents when calculating fees owed (usually tuition, but occasionally other fees also).

**Homestay:** Private housing hosted by a local family that often includes a private or shared bedroom, meals, and laundry. Homestay experiences usually provide the greatest immersion in the host language and culture, giving students firsthand experience with family life in the host culture and the opportunity to use the host language in an informal setting. In many cases, the host family welcomes the student as a member of the family and provides a support network.

**Honeymoon:** The initial phase after arrival into a new culture, characterized by an emotionally positive period of discovery and exploration. As everything is new, exciting, different, and fascinating, one responds by being on a cultural “high” and feeling that the new culture is absolutely wonderful. This phase can last from a few days to several weeks.

**Host School (or Host Institution):** The institution that the education abroad student attends while abroad.

**Hostel (or Youth Hostel):** A short-term accommodation facility for travelers, often combined with promotion of outdoor activities and cultural exchange. In a hostel, students generally rent a bed in barracks-style bedrooms and share a common bathroom, kitchen and lounge area The main benefits of a hostel for students are low cost, informality, and an environment where they can meet other travelers from all over the world. They are generally less formal and expensive than hotels.

**Housing and Meals (or Room and Board):** Student accommodations and food services. Students are provided with documentation of cost, room types, and meal plans available to them. The extent to which housing and meals are provided by a program varies. In some programs students may be responsible for securing their own housing and meals; in others, the program may arrange for one or both. Independent Housing – Housing arranged by a participant outside of the accommodation provided by the education abroad program. In some cases, students who opt for independent housing may be eligible for a housing allocation deduction from the program fee

**In Loco Parentis:** A doctrine positing that, in the case of residentially based higher education, a special relationship exists between the institution and the student that even exceeds that which landlords traditionally owe their tenants (in loco parentis means literally “in place of parents”), In this view, institutions have a duty to foresee and help avoid, harm to their students. The doctrine fell out of favor in the 1960s but is making a small comeback. Courts now generally accept the idea that, at the very least, colleges and universities owe their students a safe environment.

**Insurance:** An insurance policy that covers medical conditions when one is abroad If the student does have health insurance (either through their parents or home institution), the policy may or may not provide coverage in other countries, and it may or may not cover certain types of expenses, such as evacuation or repatriation. Special health insurance for students pursuing education abroad, as well as for nonstudents, is available from numerous companies. It may be purchased by individuals, or by an institution as a group policy in which individual students from that institution may enroll. Such policies are meant to provide coverage outside of the home country where a traveler’s regular health insurance may not be applicable and to provide coverage in the event that medical evacuation or repatriation of remains becomes necessary. Most policies specifically for health insurance abroad have a home-country exclusion, as well as many other exclusions (for example, for pre-existing conditions).

**International Education:** 1) A field involved in facilitating and supporting the migration of students and scholars across geopolitical borders. Professionals involved in this field may be employees of educational institutions, government agencies, or independent program and service providers. This may include, but is not limited to (on U.S. campuses), support for matriculating and exchange students from countries outside the United States, instruction in English as a second language, international student recruitment, assessment of non-U.S. higher education credentials, student services for postgraduate research students and fellows, facilitation of education abroad for U.S. students, and (outside the U.S.) support and services for visiting U.S. students. 2) The knowledge and skills resulting from conducting a portion of one’s education in another country. As a more general term, this definition applies to international activity that occurs at any level of education (K-12, undergraduate, graduate, or postgraduate).

**International Educational Exchange:** The migration of students (secondary, undergraduate, graduate, postgraduate) and scholars between educational institutions in different countries. A narrower usage of the term “exchange” refers to reciprocal agreements that allow students, faculty, or staff to spend a specified period of time at institutional partners of their home institutions.

**International Experience:** Any opportunity, credit-bearing or non-credit-bearing, undertaken by a student outside his or her home country.

**International Program:** 1) Any university/college activity, credit-bearing or non-credit-bearing, with an international dimension (for example, non-credit-bearing study tour, credit-bearing study abroad program). 2) An education abroad program. 3) An administrative and/or academic unit responsible for global efforts (for example, Office of International Programs).

**International Relations (or International Studies or Global Studies):** An interdisciplinary field of study (historically, often considered an extension of political science but more often embracing many disciplines) that studies foreign affairs, relations with state and non-state actors, and other transnational social phenomena (globalization, terrorism, environmental policy, etc.).

**Internationalization at Home:** Efforts to internationalize a university’s home campus so that its students are exposed to international learning without leaving the home campus.

**Internationalizing the Curriculum:** A movement to incorporate international content throughout an educational institution’s curriculum.

**Joint Degree:** A degree jointly offered and jointly awarded by more than one institution. A joint degree program leads to a single credential or degree conferred by all participating institutions. All institutions share responsibility for all aspects of the program’s delivery and quality. The curriculum of the joint degree program is under the direction of a joint program faculty, with representation from each participating institution.

**Learning Outcomes:** 1) The knowledge, skills, and abilities an individual student possesses and can demonstrate upon completion of a learning experience or sequence of learning experiences (for example, in courses, degrees, education abroad programs). In an education abroad context, learning outcomes may include language acquisition, cross-cultural competence, discipline-specific knowledge, and research skills. 2) Advance statements about what students ought to understand or be able to do as a result of a learning experience.

**Loan:** Financial aid that is borrowed and must be paid back according to specific, agreed upon terms that are documented in a promissory note. Federal loan programs include Stafford, PLUS, and Perkins Loans, as well as several others specific to health professions career tracks. Loans can be either need-based (interest-free while the student is enrolled, in most cases) or non-need-based.

**Medical Evacuation:** Moving a person or persons for medical purposes (for example, treatment of illness or accidental injury), usually to a location where more appropriate medical treatment is available. Health insurance may or may not cover international medical evacuation; special insurance policies are available for this purpose.

**Non-Credit Participant:** (sometimes also referred to as a non-degree student or community participant) – A student who is enrolled in classes but has not been admitted to the institution in a degree-seeking status. Degree-granting institutions that permit students from other institutions to participate in their study abroad programs typically choose to place visiting students in non-degree

**Non-Degree Student:** (sometimes also referred to as non-credit participant or community participant) – A student who is enrolled in classes but has not been admitted to the institution in a degree-seeking status. Degree-granting institutions that permit students from other institutions to participate in their study abroad programs typically choose to place visiting students in non-degree status. Students on reciprocal student exchange programs are also usually considered non-degree students at their host institutions.

**Nonverbal Communication:** All behavior that modifies adds to, or substitutes for spoken or written language. Nonverbal behavior includes: paralanguage (paralinguistics); body language (kinesics); eye language (oculesics); space language (proxemics); touch language (haptics); and timing in conversations (regulators).

**Norm (or Social Norm. Cultural Norm.):** Ways of behaving to which the majority of participants in a society adhere. They are socially monitored and are often unwritten and unstated. Norms are most evident when they are not followed, and the individual or group is sanctioned in some way for this deviation. This often occurs when an individual finds him or herself in a foreign country, dealing with a new culture where the norms are different.

**Passport:** An Official document issued by the country of one’s citizenship, which serves as internationally recognized proof of that citizenship. In the case of U.S. citizens, U.S. passports are issued by the Passport Services branch of the U.S. State Department. Citizenship may be conferred by birth (i.e., determined by the citizenship of one’s birth parents or country of birth), or may be obtained through a process of naturalization. Some countries allow dual citizenship if the individual is eligible for citizenship under the regulations of both countries. Passports are almost always required for international travel.

**Pell Grant:** A federal, need-based grant awarded to undergraduate students. Applicants for the Benjamin A. Gilman International Scholarship Program must be receiving a Pell Grant in order to qualify for the scholarship.

**Pre-Departure Orientation:** Programming intended to prepare students for a meaningful, successful, and educational experience abroad. Pre-departure orientation addresses everything from practical concerns with passports and student visas, health and safety, and academics to cultural adjustment, intercultural learning, and diversity awareness. Includes information on what to expect in the education abroad program, including such matters as housing, finances, transportation, and emergency contacts. Orientation may consist of written materials, in-person meetings, webinars, online training modules, e-mail correspondence, phone conversations, or (typically) some combination of these elements.

**Rejected (or Denied):** Status indicating that an application has been rejected for participation (denied acceptance) in the selected education abroad program. The reason is often shared with the applicant at the time of notification.

**Repatriation of Remains:** The return of the remains of a deceased individual to his/her home country. Insurance for repatriation covers all or part of the associated costs. Health insurance policies may or may not include this type of coverage; special policies for this purpose are available.

**Research Abroad:** An activity abroad that typically pairs a study abroad student or students with on-site faculty and/or other local experts to pursue a specific topic or research question. Such research typically results in the writing of an academic paper or article, whether to fulfill requirements for academic credit or other degree requirements or with an eye to publication in a peer-reviewed journal or presentation at an academic conference. The research may be undertaken as part of an organized study abroad program (i.e., a research based course or an independent project) or in a completely independent manner outside the structure of a program.

**Residence Hall (or Dormitory or Dorm):** A building used to house students. The building may range in size from just a few rooms to hundreds, and rooms may be single or multiple occupancies. Most often, residents of a group of rooms share bathrooms with shower, toilet, and sink facilities. There may also be shared kitchen facilities. In the United States, the term “dormitory” is going out of style with residential life professionals, who prefer the term “residence hall.” Major factors education abroad students consider when choosing to live in a residence hall include convenience to classrooms, cost, and the opportunity to live with local students.

**Residence Permit:** Certification from the host country government that an individual is allowed to live in that country. This may be required in addition to, or instead of, a visa.

**Residency Status:** A category that determines a person’s rights and duties based on where they are living and what their legal obligations are in that location. Citizens traveling outside their home country may have various statuses abroad based on their visas and/or residence permits.

**Reverse Culture Shock (or Reentry Shock):** Similar to Culture Shock, but refers to the difficult and often unexpected transition process through which one progresses upon return to the home culture after an extensive sojourn in a different culture. See Culture and Culture Shock.

**Risk Management:** The process of identifying, assessing, and controlling risks that arise from operational factors in order to minimize their negative consequences.

**Scholarship:** A financial award to a student who applies for the funds through a competitive process. These awards generally do not need to be repaid. The evaluation of applicants for such awards can be based on a variety of criteria, such as academic or creative works the student is asked to produce, academic record, and/or financial need.

**Soft Proficiencies/Skills:** Knowledge or abilities that a student acquires that are based less on disciplinary or technical knowledge and more on perception and behavior (for example, the ability to adjust to the different personal space boundaries that exist in different cultures). In a career context, soft skills have been defined as a cluster of personal habits and social skills that make someone a successful employee. Soft skills typically are developed outside of traditional classroom learning environments

**Stereotype:** The application of information (both positive and negative) that one believes about a country or culture group to every individual in that country or culture. Stereotypes are often used in a negative or prejudicial sense and are frequently used to justify discriminatory behaviors. Stereotypes are seen by many as undesirable beliefs which can be altered through education and/or familiarization.

**Study Abroad (synonymous with, and preferred to, Overseas Study or Foreign Study):** A subtype of Education Abroad that results in progress toward an academic degree at a student’s home institution. (Or may also be defined as a subtype of Off-Campus Study that takes place outside the country where the student’s home institution is located.) This meaning, which has become standard among international educators in the U.S., excludes the pursuit of a full academic degree at a foreign institution. (In many other countries the term study abroad refers to, or at least includes such study.)

**Study Abroad Program:** 1) An education abroad enrollment option designed to result in academic credit. Several study abroad programs may be housed at the same location or center. Simultaneously, an educational institution or an independent program provider may offer distinct programs at a location. 2) The administrative unit at an institution that oversees study abroad options for its students. Separate options at separate locations are considered programs. When two or more options are offered at the same location, they are distinct programs if a) their sponsor(s) give them different names, and b) they meet either of two additional criteria: either they have different sponsors and application procedures for admission (for example, Program Provider 1 at the University of York and Program Provider 2 at the University of York are distinct programs even though their students may have access to the same classes; or they have the same sponsor but separate application pools and completely separate student bodies and courses (for example, Provider 1 Brussels Language and Culture and the Provider 1 European Union may be distinct programs because students must apply to one or the other and, once admitted, never are in same the classroom together).

**Study Away:** Study that takes students entirely away from the home campus for a period of time, whether to a destination within or outside the U.S. The term tends to be used most often at campuses where the same office is responsible for both study abroad and domestic off-campus study.

**Syllabus:** A detailed summary of the content and requirements of an academic course. A syllabus typically includes such things as course objectives, lecture or discussion topics, assigned and optional readings, writing assignments, and evaluation criteria.

**Teaching Abroad:** A volunteer (or largely volunteer) placement abroad as a teacher or teacher’s assistant. Varieties of teaching abroad programs include student teaching (in partial fulfillment of a teaching certificate); teaching English as a second or foreign language; and professional teaching in a K-12 or university environment. Some programs combine the volunteering with structured learning. Most volunteering is unpaid, though some programs provide a living stipend. Volunteering Abroad – A noncredit placement allowing the participant to engage with the local community in a structured but unpaid capacity (although some programs provide a living stipend). Although this term is often used interchangeably with service-learning, it differs in that academic credit is not awarded and there is typically less structured learning. Most volunteering is unpaid, though some programs provide a living stipend. Work Abroad – Immersion in an international work environment with the educational value of the experience itself being the primary purpose. May or may not be for academic credit. Depending on the focus of the experience, it may be designated as interning, volunteering, service-learning, teaching, or just working abroad. Work abroad is sometimes used more narrowly to mean working for pay. By design, work abroad programs are temporary, lasting from a few weeks to two or three years. Educational work abroad is to be distinguished from career-related overseas assignments, permanent jobs abroad, and migration for gainful employment.

**Tourist Card:** A card issued by some countries for short-term entry instead of a visa. The maximum length of stay permitted on a tourist card varies from country to country.

**Transcript (or Grade Transcript):** Document produced by an educational institution showing the courses, credits, grades, and degrees earned by a specific student at that institution. Most institutions issue both official transcripts (produced on official paper and/or with official seals, and often mailed directly to another institution) and unofficial transcripts (often issued directly to the student on ordinary paper).

**Transfer Credit:** Academic credit earned at another institution and accepted in lieu of resident credit toward the degree at a student’s home institution. Grades earned usually do not count in the student’s GPA. Each institution sets its own limit on the number of transfer credit hours that can be accepted.

**“U” Curve and “W” Curve (in relation to Cultural Adjustment):** Graphical representations of the psychological ups and downs of sojourner adjustment to another culture. The “U” curve is meant to represent initial adjustment phases such as “honeymoon,” “culture shock,” and “adjustment.” The “W” curve adds the similar adjustment phases that occur upon return home. Many individuals do not go through all the stages, and even when they do, the timing and severity may vary enormously. Many trainers now consider the “curves of adjustment” as useful heuristic devices to raise issues related to cultural adjustment but no longer present them as phases that everyone will automatically experience.

**Visa:** A stamp or sticker placed in a passport that allows an individual to enter a country in which s/he does not have citizenship. All countries require official permission for entry by citizens of other countries. When this permission requires a formal application and is stamped into the traveler’s passport, it is known as a visa. If a visa is not required (an arrangement that may be called a “visa waiver program”), this is only possible by mutual agreement of the country of which the traveler is a citizen, with the country of the traveler’s destination. Visas are generally issued in advance of the proposed visit by the diplomatic representatives (for example, Embassy or Consulate) of the destination country, or less commonly by immigration authorities upon the traveler’s arrival in the host country. Different

**Withdrawal:** Status of a student who has applied for a program and subsequently notified the sponsor that she or he does not intend to participate. Withdrawal may occur at any time, from before formal acceptance to any point during the education abroad experience.