

Study Abroad Pre-Departure Planning Handbook

Dear Traveler:

Congratulations! You are about to embark on a life changing experience. By deciding to study abroad you have expressed desire to **challenge yourself** and to experience a culture different from your own, and you are commended for this undertaking. In this upcoming semester or year, **you will be an international student** with opportunities to adapt to a different way of life, explore ideas, and meet many new people. Engage this opportunity to the fullest, and have an amazing experience.

The Office of Study Abroad compiled this handbook from numerous sources, including study abroad alumni. Carefully read this book, along with all resources from your program. Refer back to both during your term abroad. In addition to this handbook and other readings from your program, we encourage you to communicate with past study abroad students and anyone from your host country (Are there any international students from your destination at St Thomas?), and read newspapers from your destination. This will help you **learn about current issues and cultural norms**, and better equip you to make the most of your time abroad.

An increasing number of St. Thomas students are studying abroad each year, and we are excited for each of you. Experience all you can and keep in touch. We look forward to hearing from you and welcoming your return!

Safe travels!

Sincerely,

All of us in the St Thomas Office of Study Abroad

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Please note changes in the following information may occur anytime.
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MAKING THE MOST OF YOUR EXPERIENCE

Studying abroad is a wonderful opportunity to live daily life in a new place. You will be taking in a lot of information; approach each day with an open, curious mind.

Plan

What do you want to achieve? Your definition of study abroad success may change, and that's ok, but think about what a successful study abroad experience looks like for you. Begin forming, or clarifying, some specific goals around the many aspects encompassed by study abroad: academics, personal growth, fun (!), etc.

One traveler advises ". . . no matter what, keep in mind that this is your experience. If you enjoy sitting in a cafe watching the world go by, do that. Do whatever you enjoy and not what someone says you will enjoy or what everyone else is doing."

The following questions may be helpful in determining what you want to accomplish:

- Who am I? (Awareness of your personal beliefs and attitudes.)
- Where do I come from? (Awareness of U.S. cultural beliefs and customs.)
- Where am I going? (Awareness of foreign culture customs, behaviors, and values.)
- What am I going for? (Interest in another country, to see famous sights, to leave the U.S., to impress your friends, to practice a language.)
- What am I willing to consider? (How open will you be to different ways of doing things? Will you "try on" some of the behavior and values of the host country?)

Equally important: think about how an unsuccessful experience would look. No one wants to return feeling like they weren't as engaged as they could have been, or that they didn't really get to know their host country or city. Challenge yourself to accomplish what you want.

Explore

Get a map and venture out. Get lost and ask directions. Use public transportation. Discover old or important sites, stare, and ask admiring questions (people generally love talking to interested newcomers). You will improve your language skills, meet people, and begin to feel at home.

Observe

Spend time in a less-touristy park, cafe, market or store, and watch. How do people greet one another, visit, and say goodbye? How do friends act? How does one show respect? What types of mannerism do the people have? What seems to be typical dress for different age groups? Can you spot an American? What are the American 'giveaways' in dress, movement, voice, and gesture?

After noticing these different things chat with your American friends about what you've observed, and then with your national or international friends, and see if they agree or disagree.

Try to behave like someone from the host country, using the same non-verbal language. How does it feel to blend into the culture? It's ok if you're not mistaken for a native. Notice how others receive you when you make these efforts.

Expand your friendship circle

Open yourself up to others and take initiative if you hope to form friendships in the short time you will be in your host country. Speaking only English (in a non-English speaking country) and going out with large groups of Americans may send the message that you prefer American friends. While it's certainly fine to go out with large groups from time to time, try going out with only one or two friends and venture to meet others from your destination.

Master the language

Force yourself into situations where you must talk - no matter how scary, difficult, or awkward it may seem! You'll be surprised how fast you win trust and respect with a sincere attempt to speak the native language. You will make some mistakes, and probably say some funny things, but keep going! People will be eager to help, and consistent practice is the best thing you can do.

Keep a Journal

Keep a daily record, or a weekly review, of what you observe, experience, learn, feel, and how you react. Notice events or interactions that provoke a strong emotional response. Be a social scientist and observe yourself, along with everything and everyone surrounding you, with an open mind.

Expect challenges

Just as you have highs and lows here in the U.S., studying abroad will bring good days, great days, and some difficult days. This is normal, remember: you're *living* in this destination. Think about positive ways to cope with challenges - talk to others, including onsite program staff, and seek help processing your experiences.

Just Ask

Ignorance is not bliss. If you don't understand something, are curious, or need help, ask someone! You may find others to be surprisingly responsive, and questions are great conversation starters.

Immerse and Participate

Jump in - do not wait to adjust before participating, adjust by participating. Each country has its own culture with its own traditions, customs, manners, and written and unwritten laws - immerse yourself. By doing this, you cannot help but adjust and to feel like a part of your host country. Talk to as many people as possible, they have a lot to offer and you have a lot to learn.

Whether studying outside the U.S. for a semester or a year, your time abroad is short.

MAKE THE MOST OF YOUR EXPERIENCE!

PROCESSING CULTURAL DIFFERENCES

Traveling abroad can be one of the most exhilarating learning experiences of your life. It can also bring about confusing and frustrating incidents that make you miss home. This is normal; take some time to process these events. Aside from the basic preparation of packing and plane tickets, investigate the "what am I likely to encounter" and "how will I respond" -- that is, what happens when mingling with people who have different values, traits, and characteristics.

Cultural Differences. . . What Are They?

Elements of our own culture surround us, influencing who we are and how we relate to the world. We have grown up with our culture, and it significantly shapes our values and attitudes about who we are and how things should work. What happens when we suddenly lose the cues and symbols orienting us to daily life? What happens when facial expressions, gestures, and words suddenly mean different things? The resulting psychological discomfort is commonly known as "culture shock."

Reactions to Cultural Differences

Culture shock is a logical reaction to differences we encounter in a foreign culture. It is one phase in the process of understanding a different way of operating. You might find yourself going through various phases including:

1. Being fascinated with all the new things you are experiencing
2. Feeling uncomfortable because you don't belong
3. Rejecting the foreign culture and people as strange (culture shock)
4. Learning to decipher foreign behavior and customs
5. Accepting and enjoying the foreign culture

Our emotional reactions to these various phases will influence how we relate to local citizens. Naturally, being curious and eager to learn about foreign behavior and customs will help to pave the way for positive interaction. Not addressing and processing discomfort will likely lead to withdrawal or dislike of "strange" customs.

Processing "Culture Shock"

Knowledgeable travelers advise handling "culture shock" with adaptability, a sense of humor, and a lot of common sense. An active interest in finding meaningful patterns for unfamiliar customs expands your horizons and adds a depth of perspective. Give yourself some time to become accustomed to cultural differences. You may even find many differences to be a pleasant change from the U.S. way of life. Past travelers advise:

"...You can go with everything -- strangeness, the inconvenience, the different customs -- or you can fight it all, and be miserable in the very place where others are having the time of their life. . ."

"...When you're there, try not to compare everything with home. . ."

Coping Skills

- Learn even a few words of the language; it will be easier to communicate.
- Work to truly understand what other people are saying. This will also help you communicate.
- Find a place where you feel comfortable and spend some time there.
- Have certain times during the week or day when you do not think about your studies or problems, and just have fun.

- Have a regular exercise program. Even walking a few days each week helps.
- Maintain regular life patterns such as eating healthy meals at regular times and getting enough sleep.
- Talk things over with friends and counselors and find moral support.
- When problems seem to be building up, mentally step back from them. Divide problems up, understand each one, and work on them one at a time.
- If headaches and stomachaches become a constant problem—these may be signs of emotional and not just physical difficulties. If medication does not work, it might be time to see a counselor. Your Program Director can help or make referrals.
- If you begin to feel depressed, ask yourself, "What did I expect?" "Why?" "Was my expectation reasonable?"
 - Learn the culture and customs of the country you are in and respect them.
 - Disregard assumptions and expectations. Be open to learning new things. Become more aware of both your values and attitudes and those of the host country.
- Adjusting to a new culture requires re-examination of your own values and outlooks. Try to do that as you live in the new society.
- **Never hesitate to seek help or talk through what you are experiencing.**

Dimensions of Culture

Learn more about these terms commonly used to describe cultural differences. Remember, there are always exceptions to the rule, and not all individuals in a culture fit the 'typical' norms of their country.

<p><i>Monochronic vs Polychronic:</i></p> <p>how a culture views time. Is it very important to be precisely on time, or is timing flexible and more dependent on other things such as a conversation or relationship.</p>	<p><i>Individualism vs Collectivism:</i></p> <p>how the culture determines a course of action. Is it based on what is best for the individual or the group.</p>
<p><i>High-Context vs Low-Context:</i></p> <p>does the culture communicate through implicit, context-heavy signals, or through explicit, direct verbal communication.</p>	<p><i>High Power Distance vs Low Power Distance:</i></p> <p>is it ok to make the first move in initiating a conversation with a professor or boss, or should you wait for them to address you.</p>

Prepare for Cultural Differences

Read as much about where you are going as possible to gain some perspective. Cover multiple sources such as guidebooks, foreign and international newspapers and magazines, novels, plays, poetry, and political and economic analyses. Talk with international students and veteran travelers who have been where you want to go.

How Cultural Difference Relate to You

Discovering cultural differences and working through "culture shock" are powerful learning tools and lead to a greater degree of self-understanding and personal growth.

"... by traveling abroad you get a great education in what it means to be an American and also in how the rest of the world's population lives and thinks."

"... Don't try to find a 'little America' wherever you go, you'll miss so many of the beautiful experiences

your host country has to offer.

Remember, there may be difficult and frustrating times for you overseas, just as you have bad days here in the U.S. But as some of our fellow travelers have noticed, ". . . bad moments are quickly forgotten, and even the bad experiences are priceless. . ."

All programs have a program/staff person designated to help with personal issues of any kind. These people are there to help, and are very resourceful. Turn to them when you feel the need.

KEEPING IN TOUCH

Your St Thomas Account

Ensure St. Thomas account access from anywhere by setting up the Microsoft Authenticator App on your phone *before* departure.

Why do I need the app?

All St. Thomas accounts require Multi-factor authentication to log in. The app provides a push notification (a pop up on your phone you approve to verify that it is you logging in). It also generates a 6 digit code every 30 seconds if the push notification isn't available. The code doesn't require you to be on the Internet or connected to data, so you don't need phone service to sign in which is a plus for travelers.

For more information, FAQs, and instructions on setting up the Microsoft Authenticator App for MFA visit: <https://www.stthomas.edu/security/resources/multi-factorauthentication/>

Mail

If possible, receive mail through your program in case your housing assignment changes. Unless specified otherwise, letters are automatically sent airmail and usually take from six to ten days to receive.

Mail can also be sent by surface (sea) mail, which is cheaper than airmail. Surface mail can take anywhere from two weeks to two months or more to reach the destination.

Phone

Many students utilize their own phones overseas. Check with your provider about the most cost effective way to do this, as international roaming charges can be expensive. Purchasing an inexpensive flip-phone and a pay-as-you-go plan in your host country is often cost effective. Skype or an international calling card are also often budget friendly.

Skype

Skype is an internet phone service downloadable at Skype.com. It is free to make calls or instant message to other skype users, and offers extremely cheap rates to landlines and cell phones. Skype is found on most computers at internet cafes around the world.

Email

Internet cafes are available in most large cities, and many small cities (especially in Western Europe). Prices can range from \$2/hour to \$10/hour. Internet speed can also vary.

Internet Access

Wireless access and internet in general may be slower and less accessible than in the U.S. Many program providers offer wireless access in their centers, others may not. St Thomas is a member of Eduroam, a network of internet providers at higher education institutions:

<https://www.stthomas.edu/its/guest/wi-fiforguests/eduroam/>

HEALTH

In the midst of deciding where to travel, what to pack, and what to see, it can be easy to overlook health concerns. Without health, you're not going anywhere, so give it all needed attention. A little preparation goes a long way towards being equipped to handle problems, and can lessen inconvenience and expense.

Immunizations

Determine whether any immunizations are required by your host country. Typically, developing countries are most likely to require proof of immunization. Review information on illnesses and immunizations such as malaria, yellow fever and cholera on the Center for Disease Control's website (cdc.org).

St. Thomas Student Health Services is a certified travel clinic so the majority of recommended and required vaccinations can be obtained on-campus. For more information, and to schedule a Travel Appointment, call Student Health Services at 651-962-6750 or visit www.stthomas.edu/studenthealth.

St. Thomas makes the following recommendations to all students studying abroad:

Tetanus

All students are advised to ensure that their tetanus immunization is current (within past 10 years) before going abroad. Tetanus immunizations are available to St. Thomas students at our on-campus Student Health Services. As per Minnesota state law, a hold is placed on the record of any student who does not have record on file of a tetanus vaccine within the past 10 years. This will prevent class registration, for example, for your return semester. Take care of this update before going abroad if necessary.

Hepatitis A and Hepatitis B

These series of immunizations are available to St. Thomas students through Health Services.

Hepatitis A is a virus spread through contaminated food and water and is recommended when traveling to areas where risk is higher. The Hepatitis A series consists of 2 shots, six months apart. The vaccine usually gives up to 80% immunity after one injection, but the second shot is necessary

for complete immunity. **Hepatitis B** is a virus spread through body fluids such as saliva and blood and can lead to significant liver failure. The only protection at this time is the immunization. The Hepatitis B shot is a 3-part series in intervals of shots one and six months following the first one.

Meningitis

The Meningitis vaccine is recommended to all college-aged students (not just those going abroad). Meningococcal infections usually have severe consequences and may be fatal. The Advisory Committee on Immunization Practices of the Center for Disease Control encourages college students in close-quartered housing situations or residence halls to consider the immunization. It is also a recommendation by the British government for U.S. students who will live in dorms with British students, and take meals with them, etc. The vaccine is offered at certain times on campus. Contact Student Health Services (2-6750) to inquire. The vaccine should also be available from your primary doctor.

Medical Record

In the event of an accident or illness, it is wise to have a brief medical record with you to help a physician give the best possible care.

A good medical record would include: all drugs you are currently taking (listed by generic name), instructions and dosage concerning the medication, chronic ailments, allergies or hypersensitivities, immunization history, blood type, eyeglass prescription, name of your personal physician (with address and phone number), health insurance policy, and if pertinent, your religion.

*Note, for purposes of recognition/translation by foreign medical personnel, all information should be listed in appropriate and accurate medical terminology, for example, the chemical or generic name of a prescription drug instead of its brand name. Wear a bracelet or dog tag identifying any physical condition that may require emergency care.

Prescription and Nonprescription Drugs

If you will continue to take any prescription medication while abroad, contact your physician to receive a sufficient supply for the entire stay. Bring a written, signed prescription from your physician indicating the reason for taking the drug, the generic name, and instructions/dosage.

If you wear glasses or contact lenses, consider taking along an extra pair, as well as your prescription.

You will probably be able to locate most American-made non-prescription items in major foreign cities; however, if there is any doubt or a substitute brand will not do, take an adequate supply.

A few over-the-counter items you may wish to take:

- Aspirin and Tylenol - for headaches, fever, etc.
- Vitamins - in case you are not eating a regular diet.
- Medications for diarrhea and constipation.
- Antacid, antihistamine, motion sickness tablets.
- Decongestant
- Hydrocortisone cream.
- Water purification tablets.

*Keep all drugs in original containers to avoid problems when going through customs. Put in carry-on bag in case of lost checked luggage.

Health Hints

- **Water** - Most likely safe in large cities and hotels frequented by international travelers, but if questionable, stick to bottled water and beverages. Beware of ice in places with questionable water supplies.
- **Food** - Changes in diet can cause stomach and other health problems. In areas with poor sanitation and hygiene, avoid street vendors, milk and milk products, raw fruits and vegetables, and raw fish and meat.
- **Respiratory Sickness** - Traveling brings higher susceptibility to sickness. The best safeguard is a balanced diet, liquids, rest, and common sense.
- **Other** - If you happen to pick up an infection while you're abroad you may not get sick right away. Some diseases can take up to six months to manifest. If you get sick, tell your physician what countries you have visited and when to help an accurate diagnosis.

Medical Care

Let onsite program staff know if you need medical attention. Additional resources include:

- The International Association for Medical Assistance to Travelers (IAMAT) is a non-profit, worldwide organization that helps travelers find competent medical aid abroad. Members are given a pocket-size directory listing IAMAT centers in 450 cities. www.iamat.org
- Medic Alert is an organization for those persons having a particular illness or life threatening allergies. Among other things, members receive an identification bracelet or medallion describing the medical problem(s) and a 24 hr. phone number that can be called from anywhere in the world to obtain up-to-date information about your medical history. www.medicalert.com.

INTERNATIONAL HEALTH INSURANCE

St. Thomas requires ALL students participating in international off-campus programs to have

a level of insurance that meets or exceeds the insurance provided by the University's policy through Cultural Insurance Services International (CISI). This insurance has limited coverage for pre-existing conditions, and coverage ENDS if you return to the U.S. early, so it is important to keep current insurance in force at all times. Be aware of how your coverage works when overseas, particularly if you have a pre-existing condition.

1. Automatic Enrollment

Students are automatically enrolled in CISI insurance, and the premium posted to St. Thomas student accounts. The cost is \$45/month. Financial aid is notified of this expense.

Duplicate Insurance Exception:

St. Thomas has carefully reviewed all other approved program insurance policies and has determined that some programs include insurance coverage equal to CISI. Students on these programs are exempt from the CISI insurance requirement, but do have the opportunity of enrolling if they would like the additional insurance coverage.

2. Frequently Asked Questions about CISI

- I already have health insurance that will cover me while I am overseas. Isn't that enough?
 - While maintaining your U.S. health insurance coverage is essential, CISI is a much more comprehensive international health insurance that includes security and medical evacuation coverage, in addition to health coverage.
- My program provides insurance as part of the program fee. I don't want to have to pay twice for insurance. Can I be exempt?
 - St. Thomas has reviewed the insurance required by our other approved programs, and has determined some do provide insurance that either meets or exceeds required levels. Students of these programs are exempt. If your program's insurance does not meet CISI coverage levels, CISI is required.
- My program requires national health insurance in my host country. Can I be exempt?
 - No. National insurance rarely meets required levels for medical/security evacuation.

3. Are you insured through parents, spouse, or other insurance?

Talk with your family and insurance agent to find out exactly what your coverage includes and be sure to keep domestic coverage in force at all times. Also check to see if your, or your parents', homeowners' policy covers your baggage while traveling abroad. If you would like additional coverage, especially for **trip cancellation**, you must enroll for this on your own.

4. Will you need trip cancellation insurance?

If you cancel from your study abroad program after the final cancellation deadline, you could be responsible for the entire program fee. Trip cancellation/travel insurance protects you financially if you have to cancel or interrupt your study abroad program. Covered reasons for cancellation vary greatly, so carefully review what is included in each policy option.

SAFETY

Personal Safety

Your personal safety while you are away from home is of primary importance to you, your family and friends, and to the University of St Thomas.

While travel to another country is not inherently dangerous, there are risks unique to the overseas setting. When an incident occurs, the impact on participants and their families is often more profound due to unfamiliar surroundings and the distance between students and their primary support network.

Guidelines

As in the U.S., you can have a major impact on your own health and safety abroad through the decisions you make and by your day-to-day choices and behaviors.

- Read and carefully consider all materials given to you related to safety, health, legal, environmental, political and cultural conditions in the host countries.
- Consider your personal health and safety needs when accepting a place in a study abroad program.
- Make available to your program accurate and complete physical and mental health information and any other personal data necessary in planning for a safe and healthy study abroad experience.
- Assume responsibility for all the other elements necessary for your personal preparation for the program. Participate fully in orientations.
- Maintain appropriate insurance policies; abide by any conditions imposed by the carriers.
- Provide your family with emergency contact information, and keep them informed on an ongoing basis. Include information on any travel away from the program site.
- Understand and comply with the terms of participation and codes of conduct of the program, and obey host-country laws.
- Be aware of local conditions and customs that may present health or safety risks when making daily decisions. Promptly express health or safety concerns to the program or other appropriate individuals.
- Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
- Accept responsibility for and consequences of your own decisions and actions.
- Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
- Follow program policies for informing program staff of your whereabouts and well-being.
- Maintain contact with home so parents/guardians know you are safe and well.

Recommendations for Parents, Guardians, and Families

Parents, guardians and families can play a particularly important role in the health and safety of participants in the study abroad setting by helping them make decisions and influencing their behavior overseas. When appropriate, parents, guardians and family members should:

- Obtain and carefully evaluate all health, safety and insurance information related to the program as provided by St. Thomas and other sources.
- Be involved in the decision of the participant to enroll in a particular program.
- Engage the participant in a thorough discussion of safety and behavior issues related to the

program and encourage the student to keep you and the program sponsor informed of his/her whereabouts while traveling independently.

- Keep in touch with the student.

Living and Traveling Abroad Safely

We want you to be aware of some basic precautions for your traveling safety and convenience. As we have said before, travel to another country is not inherently dangerous. However, no matter where you go, you most likely stand out as a stranger, and therefore could be a target. You cannot always rely on your instinctual knowledge of danger as you do at home. You don't know enough yet about the new environment. With this in mind, here are some thoughts and advice, most of which consist of using common sense and staying informed and alert.

- **BE INFORMED** Read current newspapers and listen to TV or radio news; know what is going on in the world. Check with program staff before you travel regarding possible travel advisories, and read up on the customs and political situation of every country you plan to visit. Talk to international students and program alumni from the places you intend to visit before you go. Their insights will prove very helpful.
- **WATCH AND LEARN FROM THE LOCALS** If they do not go out after 9 p.m. without an escort, then you shouldn't either. Ask questions of your host family, fellow dormitory residents, or your program director. If they do not make eye contact with strangers, then follow suit. Talk to hostel or hotel owners, program staff, tour guides, and fellow travelers to find out which scams are in vogue with local thieves.
- **BE INCONSPICUOUS** Try to avoid looking like a tourist. For example, don't wear t-shirts, sweatshirts, or baseball caps with North American logos. Learn a few basic language phrases for each country where you plan to travel. Don't speak loudly and draw attention to yourself. Keep your camera in a bag when not in use. Look at city maps and metro guides before leaving your hotel so you aren't figuring out directions on the street.
- **BE AWARE** at all times of your surroundings. Use precautions customary in any major city today. Travel with a friend. Plan your route and walk confidently. If you are being followed, feel threatened, or are lost, go into a store, restaurant, or other public area. You know what feels comfortable and what doesn't. If your instincts tell you a situation is "not right," trust them and move along.
- **USE COMMON SENSE** Use your common sense and your street skills. If you wouldn't camp out in a city park at home, then don't consider doing this abroad. Avoid walking alone at night. Stay in well-populated, well-trafficked areas. Avoid arguments. Be streetwise and you'll encourage thieves to pick another target.
- **STAY HEALTHY** Eat well and get sufficient rest. If you become ill, get proper care. Don't hesitate to tell your host family or onsite director if you are ill, and don't be afraid to visit a doctor just because you don't speak the language fluently. Your program director can likely direct you to English-speaking caregivers, or identify translation assistance.
- **GUARD PERSONAL BELONGINGS** Pickpockets can be extremely adept. Don't carry your passport or money in a pocket, open purse or in your backpack. Pickpockets mingle widely

in tourist crowds, especially at airports and near tourist sites, travel agencies and currency exchange offices. A money belt or neck pouch is essential. If you need to sleep while in transit, use your pack as your pillow. In crowded areas, always carry bags in front of you. Always have a hand or foot in a loop or strap of your luggage when you set it down.

- **PACKING VALUABLES** Don't carry valuables in a backpack, never leave bags unattended, and never carry large amounts of cash. Take and use a lock on your backpack and suitcase. Take only as much luggage as you can carry, and never let it out of your sight. Do not pack valuables (passports, documents, contact lenses, medications, and electrical equipment) in checked luggage.
- **COPY DOCUMENTS** Before leaving, make two copies of all your important documents (passport, visa, traveler's checks, and travel itinerary). Keep these in a safe place, and leave one copy at home in the U.S. When you don't need your passport, carry the copy. Get a police report documenting any losses.
- **AIRPORT SECURITY** At airports you should be prepared for lengthy check-ins to get through security. Carry-on luggage will be X-rayed and possibly hand-searched. Do not accept packages from people you do not know well or carry packages for other travelers.
- **JET LAG** Expect to feel jet lag on arrival overseas. It will take a few days for your system to adjust to the time and climate changes, so pace yourself. Get plenty of sleep before your trip, and drink lots of fluids before and during the flight to prevent dehydration.
- **TRAFFIC AND THE ROAD** According to the Association for Safe International Road Travel (ASIRT), statistics indicate that the single greatest cause of death and serious injury for travelers abroad is road accidents. These far exceed the number of deaths resulting from disease, violence or terrorism. We strongly recommend that you not own or operate a motor vehicle of any kind during your time abroad. Driving regulations and habits in many countries are different from those in the U.S. and driving overseas is potentially dangerous. Your family's liability insurance may not be valid abroad. Pedestrians are also at risk, so be especially careful in crossing the street. Never assume that you have the right of way.
- **DO NOT HITCHHIKE**
- **CAUTION TO WOMEN** Learn quickly those situations where you might be harassed or attacked. You bear not only the burden of sexism, but in many places you also have to contend with the notion that as a Western woman, you might be considered promiscuous. Observe the behavior of the local women. Learn about non-verbal messages (eye contact, tone, gestures and dress) to avoid or adopt. If you are verbally harassed on the street, the best path is to ignore it unless your safety is threatened.
- **LEARN THE WORD FOR "HELP"** in the language of your host country.
- **AVOID DEMONSTRATIONS**, especially in politically volatile countries. What appears to be a peaceful situation could suddenly become dangerous.

Emergencies Abroad

Hopefully this information is not needed, but it is extremely important for you to read and consider carefully.

In case of emergency abroad:

* Find out immediately upon arrival how to contact emergency services (police, fire, rescue). The 911 emergency number is uniquely an American phenomenon, so learn how to contact the police and rescue services in your host country and wherever you may travel.

Other Help Abroad

If you find yourself in a situation that threatens your well-being:

- Use your common sense to determine if you should seek help. Situations that merit seeking help are any that you find too challenging or frustrating to handle yourself.
- Even if the difficulty may be due to cultural differences, don't be afraid to seek help, and do not wait until it is too late to ask for help.

Know your resources and consider who is best able to quickly and effectively assist you.

- On nearly every program that St. Thomas offers, there is a contact person on-site to whom you can go 24/7. Talk to them, they are there for you! Consider whether or not friends or family can do anything to help you in the moment. Do keep them informed, but on-site resources may be the best first point of contact.
- If family back home, or St. Thomas Study Abroad staff, can help, contact them!
- Study Abroad Office phone: (651) 962-6450; email: studyabroad@stthomas.edu

Socializing Safety

One of the truly wonderful aspects of study abroad is making friends with people who have grown up in a different culture. It can be exhilarating to be able to exchange ideas and find common ground with people who speak a different native language and come from a different background.

Socializing abroad can, however, highlight cultural differences and misperceptions about North Americans. Some North American behavior that is acceptable at home may be viewed as provocative overseas. On the other hand, different tones of voice, gestures and ways of touching may cause North Americans to feel threatened by people who mean them no harm.

Take time to learn about cultural norms regarding relationship roles and dating. Use discretion and common sense in your behavior and clothing. Strive to blend in

and thus avoid becoming a target for harassment. It is usually best to avoid making eye contact with strangers on the street. Above all, be aware of the unconscious message you may give out through your posture, gestures, tone of voice, clothing and eye contact.

Travel Warnings and Consular Information Sheets
<http://www.travel.state.gov>

U.S. State Department and State Background Notes
<http://www.state.gov/r/pa/ei/bgn>

Latin American Travel Association
<http://www.lata.org>

Journeywoman Online Magazine
<http://www.journeywoman.com>

Global Access, a Network for Disabled Travelers
<http://www.globalaccessnews.com>

The Center for Disease Control
www.cdc.gov/travel/

If you find yourself in an encounter that makes you nervous, don't worry about being the ugly American. State your views clearly and get out of the situation. Ignore catcalls and move purposefully.

As for romantic relationships, take the time to learn about appropriate behavior. Be aware of language differences or stereotypes that could result in unsafe situations. Be cognizant of the effect of alcohol on judgment. Talk to locals who you trust to find out more about behavioral norms when it comes to dating.

The bottom line: enjoy socializing, but always be paying attention. Temper curiosity with good sense, and you should have a safe and enriching experience.

CUSTOMS AND LEGAL CONCERNS

Legal Requirements

When you are in a foreign country, you are subject to the laws of that country. Respect and adhere to their laws, use common sense, and avoid any areas of unrest or disturbance. Deal with only authorized outlets when you exchanging money. Do not carry or deliver packages for anyone. Also, familiarize yourself with local laws before selling personal effects such as clothing, cameras, etc. Follow the laws strictly. The penalties you risk are severe.

Drugs

Despite repeated warnings, drug arrests and convictions of U.S. citizens abroad continue to increase. Some in the U.S. have the impression that drug laws and their enforcement in other countries are more lenient than in the United States. This is not true. **The penalties for both illegal drug use and trafficking are very real and very severe, in many cases tougher than in the U.S.**

Remember, you are subject to local laws. If you should be arrested, contact the U.S. consulate at once. **U.S. officials can only visit, advise, and contact family or friends for you. They cannot intercede in the legal process, represent you at trial, or pay legal fees.**

United States Embassy or Consulate

The United States has embassies or consulates in most countries. Their purpose is to advise and help you, especially in times of trouble. U.S. officials can:

- Replace lost or stolen passports.
- Recommend and help you receive medical care.
- Visit you in jail, suggest legal counsel, and provide explanations of local laws.
- Help you wire money from home.

The consulates work to be as responsive as possible to needs of U.S. travelers. However, they do not help U.S. citizens find work, get residence, act as travel agents, search for missing luggage, or settle disputes with hotels. Their job is assisting Americans in serious legal, medical, or financial trouble.

Customs

Customs laws change continually; therefore, we suggest reviewing the U.S Customs Web site:

<http://www.cbp.gov/> to get up to date information regarding rules and regulations. Take note of items that are not permitted to cross certain borders (fresh produce, unpackaged foods, meat, etc). These could be confiscated, or even involve a considerable fine.

Before You Leave

If you plan to take any expensive items made outside the U.S. (camera, watch, jewelry, etc.) we suggest registering them through the Customs office or carrying receipts of purchase to prove that you owned them before going abroad (vs purchasing them abroad). Otherwise, some internationally-made articles may require duty fees upon your return to the U.S.

Entering another Country

Customs declaration forms are distributed on all international flights to allow advance preparation for presentation to the immigration and customs officials. Whether or not you have anything to declare, you must fill out the identification section of the form. Regulations and procedures vary from country to country. To be safe, check with the appropriate embassy before departure to find out exactly what items are prohibited from entry.

Re-Entering the U.S.

"Declaring" is either an oral or written declaration of all goods acquired abroad. Filling out the customs declaration form is usually done on the plane before landing in the U.S. If you have any questions, the airline staff can assist you.

PERSONAL DOCUMENTS

Keep all personal documents guarded and in a safe place at all times. **Make photo copies of everything before leaving the U.S.** and get extra passport size photos of yourself. Consider a money belt to carry your passport, student I.D., etc., particularly when traveling. Losing any personal documents can be extremely inconvenient, but having copies can facilitate replacement.

Passport

You must have a valid passport in order to leave and re-enter the U.S. If you are not in possession of a valid passport, begin the application process **immediately**. Application processing can take four to six weeks. A U.S. passport is valid for 10 years from date of issue (for applicants age 18 and older), reapply now if yours is expired, or will expire within the next two years. Most countries require your passport to be valid for 6 months after your scheduled date of departure from the host country.

Keep a photocopy of the page with your photo and signature separate from your passport. If your passport is lost or stolen, this will speed up the replacement process. Immediately report a lost or stolen passport to the U.S. consulate. For more information visit: travel.state.gov

Birth Certificate

A certified copy of your birth certificate is an invaluable document to have with you in the event that your passport is stolen or lost. Keep this separate from your other documents.

Academic Transcript

You are responsible for requesting that your program send your transcript to St. Thomas. Some programs will do this automatically; most will prompt you to give the need authorization to have your transcript sent. Check with your program to clarify their process.

International Driving Permit

Many countries recognize a U.S. driver's license; others require an International Driving Permit. Driving while abroad is strongly discouraged, but if it is required, it is a good idea to get this permit to avoid any confusion or legal problems. You must also carry your U.S. license; make sure this does not expire before you return.

Absentee Voting

Register to vote before you leave and request an absentee ballot if you will be abroad during an election year and would like to vote. To request an absentee ballot, you need to fill out an absentee ballot application and send it to your county auditor before departure. Your ballot will be sent to you at your study abroad location.

STUDENT VISAS

A visa is an authorization stamped into your passport by a foreign government permitting you to enter a country for specific lengths of time and purposes (i.e., tourism or study). Visa requirements differ from country to country, visit the State Department website for information: travel.state.gov

It is your responsibility to obtain a visa if required by your host country. Your program will provide application instructions; follow them immediately and precisely. The Office of Study Abroad and your program provider have no influence on a host country's evaluation of a visa application.

Check immediately to see if other countries you intend to visit require a visa. Some tourist visas are available at the border as you enter a country, others must be obtained in advance. Usually you must submit your passport, a photo, an application, and a processing fee. If applying by mail, processing a visa can several weeks. Check the consulate's web site as some consulates require an in person application.

FINANCES AND BUDGETING

Plan ahead and develop a budget. Once abroad, review expenses after the first week or two, and see

if this budget is realistic. It's easy to think of every experience as 'once in a lifetime' and therefore worth the money, but it's not possible to do everything, and you don't want to run out of funds halfway through the term. Many programs list budget estimates online.

- ✓ Establish at least two methods for accessing funds - one for planned expenses, one for emergencies.
- ✓ Know your host location! Truly living in your host country will help you develop relationships, learn the language, and immerse yourself culturally. Go exploring, but don't underestimate the learning and budgetary benefits of prioritizing time in your primary destination.

Credit/ATM Cards

Cash may be more commonly required in some countries. Many low budget establishments (coffee shops, bars, etc.) will not accept credit cards, and there is usually a higher minimum amount required to use a card.

xe.com is a good website for monitoring fluctuations and converting prices into dollars.

Most debit cards function overseas to withdraw money from an ATM. Check with your bank and with recent travelers to see if ATMs are common in your destination.

U.S. credit cards are accepted in many parts of the world with VISA and MasterCard being the most common. Check with your card for information on foreign transaction fees, interest on cash advances, and any currency conversion fees. Credit cards can also be used to obtain a cash advance from an ATM. Check with the credit card company to be sure your credit card can be used for cash advances abroad, and make note of your credit limit. Cash advances often begin accruing interest immediately on withdrawal, so using a debit card is often more economical.

- ✓ Notify your bank and credit cards of travel plans prior to leaving. If you don't, banks may see the international transactions as suspicious and put a hold on your account.
- ✓ Make sure that your PIN will work in the countries you plan to visit. Change your PIN if the number begins with zero as many international ATMs will not accept this. Have your bank or credit card company adjust as necessary.

Exchanging Money

Most airports have ATMs available to obtain cash upon arrival; however, this is not always the case. Obtaining some foreign currency (i.e. \$100-200 worth) before leaving may be helpful so you have some immediate cash for transportation, phone calls, food, etc. Large local banks can exchange money; there is also a currency exchange at the MSP airport. Do the rest of your exchanging abroad - you'll typically get a better exchange rate.

The best place to exchange money varies. Banks, airports or train stations are usually better than hotels, restaurants, stores, and travel agencies which tend to charge a high commission. Each currency conversion involves a service charge, so try to anticipate financial needs to keep conversions to a minimum.

PACKING

Students almost always say they brought more abroad than needed, and were surprised at how much they enjoyed having fewer possessions. *PACK LIGHTLY*. Remember to leave room for things you will bring back from abroad. Don't bring irreplaceable items, or anything that would be especially upsetting to lose/ruin.

Luggage needs vary, but two larger suitcases and a carry-on are typical. Consider a backpack for weekend trips. Most budget airlines have strict carry-on quantity and size policies, and charge extra fees to check bags.

Below is a sample packing list. Keep in mind your needs may vary significantly based on program location and type. This list is secondary to anything required or recommended by your program! Look up the median/coldest/warmest temperature for your destination and adjust accordingly.

CLOTHING

Bring at least a few easy care items: lightweight, drip dry, wrinkle-proof. Dark colors are more practical.

- 2-3 pairs of pants/skirts
- 5 short sleeve shirts/tanks
- 1-2 long sleeve shirts
- 1-2 sweaters
- Undershirts
- Socks and Underwear (two weeks' worth)
- 1-2 pairs of shorts
- One nicer outfit for formal occasions
- A belt
- 1-2 sets of workout clothes
- Pajamas
- Swimsuit
- Warm coat
- Light, waterproof jacket
- Flip flops for warm climates, or hostel showers
- Sneakers
- Dressier shoes or boots that are still good for walking
- Watch (leave expensive jewelry at home)
- Cold weather gear

TOILETRIES

You can: 1) buy once abroad so you don't have to carry them, or 2) bring them along; at the end of the term you'll have extra room for souvenirs.

- TSA Compliant Toiletry Kit/ 1-quart zip-top bags
- Shampoo/Conditioner
- Toothbrush/toothpaste
- Soap/shower gel
- Deodorant
- Feminine Products
- Brush/Comb
- Razors and shaving supplies
- Glasses/Contact lenses and solution
- Nail clippers

- Makeup
- Vitamins
- Over-the-counter medicines
- Any prescription drugs for the length of stay (Bring the prescription or doctor's note. Keep pills in original bottles. Know how you will get prescriptions refilled if needed.)
- MP3 Player/ iPod
- Travel tissues/toilet paper

OTHER ITEMS

- PASSPORT!!!!
- A copy of flight itinerary
- Student ID (for discounts)
- Some cash in the local currency
- Purse/wallet
- Money belt
- Sunglasses
- Cell phone (Check with your provider for international plans, or get a phone onsite.)
- 1-2 outlet adapters for phone charger/laptop/camera etc.
- Laptop
- Flash drive
- Camera
- Sleep sack/sleeping bag (optional: most hostels have sheets, some don't, some charge for them)
- Journal/diary (You'll be learning a lot; document your experiences!)
- Backpack/daypack
- Travel water bottle
- A few bags for dirty laundry
- Gifts for your host family - consider bringing something from your hometown/state

BUY ONSITE

- Toiletries (optional, see above)
- Appliances such as hair dryers, straighteners, etc. A voltage converter (significantly more expensive than an outlet adapter) will be required to operate U.S. appliances, and it is often more economical to simply buy the new appliance.

Laptop Computers

Many students do bring laptops, although needs vary by program. Be prepared for wireless that may be weaker, and less frequently available than what you are accustomed to in the U.S.

- Check your parents' homeowner's insurance policy to ensure coverage overseas.
- Find out if your computer will need either an adaptor or converter to be plugged in.
- Minimize traveling with laptop; we hear many reports of theft.

Regulations

- Checked baggage limit is two pieces for most international flights. Some airlines charge fees for a second bag.
- Check your airline's weight allowance for checked bags. Fees for overweight luggage are usually high, and airlines can refuse to carry excess luggage.
- Typically, one carry-on and one personal item are allowed on board
- No fruits, vegetables, or animal products are allowed to cross borders

Additional Tips

- Repack if luggage is too heavy or you won't be able to carry for at least a few blocks.
- Know airlines' policies on lost or damaged baggage liability.
- See "Insurance" for information on baggage insurance.
- Place your name and address both inside and outside of each piece of luggage
- Lock all baggage - check the TSA web site for a list of approved locks (www.tsa.gov/public).
- Be cautious with curbside check-in services abroad - sometimes a target for theft.
- If you intend to ship any items to your program site, you are taking too much!!

ELECTRICITY ABROAD

Many online resources outline electricity needs/conversions abroad. One thorough resource is worldstandards.eu.

It is generally advisable to purchase appliances, such as hairdryers, abroad. However, if you are planning to bring them with you, know what kind of electric service is available in destination countries. Without the right adapter, an American appliance may burnout, blow a fuse or not operate properly.

Adapter plugs vs voltage converters

Adapter plugs come in numerous shapes and sizes and attach to your appliance cord to adapt the plug to the type of socket used in various countries. Voltage converters adjust the outlet voltage to that with which the appliance was designed to operate. Converters are only for "electric" products: hair dryers, steam irons, shavers, toothbrushes or small fans, etc. Adapters are inexpensive, voltage converters are more costly.

- If going abroad for a semester or longer, purchase small appliances in your host country.
- Most newer laptops, tablets and phone chargers are dual voltage, so they can be used with only an adapter.

INTERNATIONAL AIRFARE BASICS

Strategies abound for finding the "best" and "cheapest" airfare. Start researching flights for an idea of typical fares to better spot a good price. Below are some common tips to get started. We

suggest checking with at least 3 airlines/agents before buying airfare. Do not purchase a ticket until you are formally accepted into your program.

- Peak season: Prices go up during the peak seasons, such as summer and before and after holidays. Check dates on either side of holidays when possible.
- Days of the week: It's often cheaper to travel mid-week (Tuesdays and Wednesdays) or on Saturdays.
- Check multiple websites. Some websites offer special student fares; airlines will often match fares found on travel sites if lower than the airlines' own site.
- Check with a travel agent. While self-booking online has long been the norm, agents have access to special booking databases that may yield lower fares.
- Purchasing in advance: Ticket prices *generally* increase as the departure date approaches. Booking a flight as soon as possible typically results in a lower fare.
- Round-trip or one-way: Round-trip fares are usually cheaper than two one-way tickets; however, it is worth checking both options. One-way tickets may also be a good option if you are considering extending your stay and are not yet sure of your return date.

Discount tickets considerations

Unless you pay more for added flexibility, an airline ticket is often non-refundable or changeable once purchased. Certain types of discount tickets, basic economy tickets, for example, often have especially strict restrictions. Travel insurance is recommended.

Know the following before ticket purchase:

- ability, if any to make itinerary changes after ticket purchase
- if advance seating or menu requests are available
- services in case of flight cancellation or extended delay (hotel, meals, etc.)
- services in case of lost luggage
- changes of airport terminals at connection point
- distance and cost of traveling from the airport into the city
- expenses to check luggage, or carry on any luggage

LOW COST ACCOMMODATION

For budget travelers, hostels are often the best accommodation option available. Located in both rural areas and big cities, they can be very inexpensive, although prices and amenities vary significantly - hostels in Central America will probably be less expensive than hostels in Western

Europe, for example.

Some hostels have common sleeping areas with shared bathroom and shower facilities. Others have private, en-suite, rooms that may resemble a budget hotel. Some will have kitchens and some will not. Carefully review what each hostel includes in its room cost; occasionally towels, and even sheets, are not provided.

Many can be quite interesting and full of character. Variance is wide – some may be in old castles while others may be in residential apartment buildings. Always check travelers' reviews of safety, location, and amenities.

Pensions – small, family-run inns – are also available in most of Europe. Some universities in larger cities also open dorm rooms to backpackers in the summer. University dorm rooms may take more planning and additional phone calls, but rates are often lower than hostels.

TRAVEL GUIDES

Guidebooks/websites

Prepare in advance by reviewing websites and guidebooks for your host city/country and other places you plan visit. Research information about transportation, accommodations, cultural and historical background, visa requirements, health and safety precautions, etc. While, information in guidebooks is online, hard copy books are useful if internet access is not available.

A few of our suggestions...

Let's Go Guides (letsgo.com)

Many travelers consider this series to be the best all- purpose budget guide. The guides are updated yearly and cover European and non-European countries.

Lonely Planet Guides (lonelyplanet.com)

One of the most widely used guides by travelers on a budget. Guides are available for most countries.

Moon Guides (moon.com)

These guides contain extensive information to help travelers get good value for their money. They also provide cultural, historical, and political information about each country. Areas of focus: Pacific Rim, countries "down under", Micronesia, Yucatan, Belize, and Costa Rica.

On a Shoestring Guides (print only - through Lonely Planet)

If you will be traveling on extra-low budgets, you will appreciate these good, sensible guides for their practical advice about saving money. Books about Africa, Asia, Eastern Europe, South and Central America are part of the *Shoestring* series.

Rough Guides (roughguides.com)

This series represents all countries with strong representation of those a bit more 'off the beaten path'. They include political, social, and cultural information.

Rick Steve's Travel Guides (ricksteves.com)

Geared towards all types of travelers, guides include selective day plans highlighting the best local sights, from world-famous attractions to lesser-known gems. There are plenty of restaurant and accommodation recommendations, plus instructions for smooth travel by car, train, or foot.

USEFUL WEBSITES

diversityabroad.com - resources for diverse student populations including, but not limited to, students of color, first generation, high financial need, and veterans.

everyculture.com - country specific information on culture, history, geography, society, politics

travel.state.gov/content/studentsabroad/en.html - information for study abroad students from the U.S. State Dept.

Learn about your destination

- state.gov/r/pa/ei/bgn/ - U.S. Relations Fact Sheets
- bbc.co.uk/religion - extensive database of destination specific religious information.
- diversityabroad.com/destinations - Guides to popular study abroad destinations
- Other guides: ricksteves.com; letsgo.com; lonelyplanet.com; sta.com; roughguides.com

General Travel Information

- U.S. State Department - Passports & Visas: <http://travel.state.gov/>
- Center for Disease Control (Immunization requirements): www.cdc.gov/travel
- Transportation Security Administration: www.tsa.gov/public
- Travel Warnings and Consular Information Sheets: www.travel.state.gov

Booking Flights

sta.com; studentuniverse.com; kayak.com; orbitz.com; priceline.com; www.hotwire.com

Budget Accommodation

studentuniverse.com; hostels.com; eurotrip.com; hihostels.com, hostelbookers.com, hostelworld.com

Medical Care

iamat.org; medicalert.com

Travel Insurance

insuremytrip.com; studyabroadinsurance.com; kitt-travel.com/insurance

PRE-DEPARTURE CHECKLIST

Required

- Passport/Visa
 - You must have a valid passport for international travel. Many countries also require a student visa. Check the State Department website for specific information on your country: <http://travel.state.gov/visa>
- Make photocopies of passport, visa(s), and credit cards. Leave one copy at home.
- Develop budget and have at least two methods of accessing money while abroad.
- Review and understand program health insurance.
- Schedule travel visit through St Thomas Health Services or your primary care doctor. Be sure any needed inoculations are up-to-date.
- Confirm approval of your financial aid and scholarship awards.
- Confirm course approvals with appropriate department chairs. Bring course approval form to the Office of Study Abroad.
- Plan for return semester housing.
- Designate a parent or other individual to open any mail sent to your permanent address. Your campus mailbox will be closed while abroad.
- Know how to contact emergency services in host country.

Recommended

- A guidebook geared toward students. Look for one with information on cultural customs, food/meals, taboos, appropriate dress, etc.
- Additional Insurance
 - Trip cancellation insurance provides coverage for travel costs for specified circumstances. Covered circumstances vary widely by policy. Read carefully before purchasing.
 - Baggage insurance provides coverage in case of loss of possessions. Check to see if your family's homeowner policy provides coverage.

University of St. Thomas
Department Chairs and Study Abroad Approval Contacts List: 2018-19

Check stthomas.edu/osacourses for pre-approved courses.

DEPARTMENT	NAME	Major or Minor Requirements	MAIL #	PHONE	EMAIL
Aerospace Studies	Lt. Col. Mark W. Madaus			2-6322	mada9123@stthomas.edu
Art History	Victoria Young		44C	2-5855	vmyoung@stthomas.edu
Biology (Contact for Study Abroad)	Anthony Lewno		OWS 398	2-5227	awlewno@stthomas.edu
Biology Chair	Kurt Illig		OWS 390	2-5273	krillig@stthomas.edu
Business (OCB Assistant Dean)	Georgia Fisher		MCH 128	2-5547	gsfisher@stthomas.edu
Catholic Studies	John Boyle		55S	2-5714	jfboyle@stthomas.edu
CISC-Computer Info. Sciences	Jason Sawin*(see below)		OSS 406	2-5478	sawi0750@stthomas.edu
Chemistry	Thomas Marsh		OSS 402	2-5599	tcmars@stthomas.edu
Communication and Journalism	Bruce Gleason		OEC 122	2-7729	bpgleason@stthomas.edu
Economics	Monica Hartmann		OEC 427	2-5681	hartmann@stthomas.edu
Education	Robert Nistler		MOH 307	2-4426	rjnistler1@stthomas.edu
Engineering - Civil	Deborah Besser		LOR 304B	2-7741	bess8866@stthomas.edu
- Electrical and Computer	Kundan Nepal		FDC 309	2-5518	nepa6953@stthomas.edu
- Mechanical	John Wentz		OSS 103	2-5413	went2252@stthomas.edu
English	Amy Muse		JRC 333	2-5643	ammuse@stthomas.edu
Environmental Studies	David Kelley		JRC 423	2-5569	dwkelley@stthomas.edu
Exercise Science	Jill Manske		AQU106	2-5237	jmmanske@stthomas.edu
Geography	David Kelley		JRC 432	2-5569	dwkelley@stthomas.edu
Geology	Thomas Hickson		OSS 117	2-5241	tahickson@stthomas.edu
Exercise Science	Jill Manske		AQU106	2-5237	jmmanske@stthomas.edu
History	Catherine Cory		JRC 153	2-5306	cacory@stthomas.edu
International Studies	Zsolt Nagy		JRC 432	2-5733	nagy4291@stthomas.edu
Justice and Peace Studies	Amy Finnegan		OEC 470	2-5421	finn5048@stthomas.edu
Mathematics	Melissa Loe		OSS 212	2-5534	msloe@stthomas.edu
Modern and Classical Languages	Derrin Pinto		4199	2-5151	drpinto@stthomas.edu
<i>Language Section Chairs</i>					
French	Donald Dziekowicz		OEC 125B	2-5167	jdziekowicz@stthomas.edu
German	Susanne Wagner		5027	2-5174	wagn9302@stthomas.edu
Japanese	Derrin Pinto		4199	2-5151	drpinto@stthomas.edu
Spanish	<i>Major/minor advisor or Juli Kroll</i>		OEC		
Classical Languages	Lorina Quartarone		OEC 320E	2-5163	lquartarone@stthomas.edu
Music	Shersten Johnson		BEC 109C	2-5892	srjohnson2@stthomas.edu
Philosophy	W. Matthews Grant		JRC 241	2-5345	wmgrant@stthomas.edu
Physics	Martin Johnston		OWS 153	2-5214	mejohnton@stthomas.edu

Political Science	Angela High-Pippert	JRC 405	2-5725	ahighpippe@stthomas.edu
Psychology	Greg Robinson-Riegler	JRC LL56	2-5034	griegler@stthomas.edu
Social Work	Katherine Hill	SCB 201	2-5809	katharine.hill@stthomas.edu
Sociology & Criminal Justice	Tanya Gladney	OEC 434	2-5638	glad1025@stthomas.edu
Theology	Sherry Jordon	JRC 153	2-5328	sejordon@stthomas.edu
Women's Studies	Susan Myers	JRC 123	2-5321	semyers@stthomas.edu

CORE CURRICULUM REQUIREMENTS

REQUIREMENT	NAME	MAIL #	PHONE	EMAIL
Faith and the Catholic Tradition	Sherry Jordon	JRC 153	2-5328	sejordon@stthomas.edu
<i>Fine Art</i>				
Music	Shersten R. Johnson	BEC 5	2-5892	srjohnson2@stthomas.edu
Art History**	Victoria Young	44C	2-5855	vmyoung@stthomas.edu
Theater courses (English)	Amy Muse	JRC 334	2-5643	ammuse@stthomas.edu
Historical Studies	Catherine Cory	JRC 153	2-5306	cacory@stthomas.edu
Human Diversity	Dina Gavrilos	4090	2-5204	dgavrilos@stthomas.edu
<i>Language and Culture</i>				
Classical Languages	Lorina Quartarone	OEC 320E	2-5163	lnquartarone@stthomas.edu
French	Donald Dziekowicz	OEC 125B	2-5167	jdziekowicz@stthomas.edu
German	Susanne Wagner	5027	2-5174	wagn9302@stthomas.edu
Japanese	Derrin Pinto	4199	2-5151	drpinto@stthomas.edu
Spanish	Derrin Pinto	4199	2-5151	drpinto@stthomas.edu
Italian	Danila Cannamela	OEC 320K	2-5185	cann3149@stthomas.edu
Other Languages	Derrin Pinto	4199	2-5151	drpinto@stthomas.edu
Literature and Writing	Heather Bouwman	JRC 348	2-5603	hmbouwman@stthomas.edu
Moral & Philosophical Reasoning	W. Matthews Grant	JRC 241	2-5345	wmgrant@stthomas.edu
Writing Across the Curriculum	Erika Scheurer	JRC 347	2-5669	ecscheurer@stthomas.edu
Natural Science/Mathematical	Contact chair of particular department			
Social Analysis	Contact chair of particular department			

* STAT 220 courses (Statistics I) are approved by Erin Curran (curr4490@stthomas.edu).

**Also complete the Fine Arts Requirement Evaluation Form from Art History Web site.



**Report means Support.
Care for our community abroad.**



If someone you know is assaulted, listen and believe the survivor. Let them know it's not their fault.

prevention@stthomas.edu

Violence Prevention and Awareness



UNIVERSITY OF

St.Thomas

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If you do not wish to speak about the experience, that's okay too.
When you are ready, we are here for you. You are not alone.



Know Before You Go.

There are four things you will want to know before you go.

1. Do your research on the local culture. Understand the difference in attitudes toward gender roles, sexual orientation, sexual harassment, rape, and sexual assault victims for they may vary greatly.
2. Make sure you have access to the local police and on-site emergency contact. Carry with you a card of important contact information in case you feel in danger.
3. Know how to locate St. Thomas support services. We are a resource and support for you abroad. We understand as first responders we are limited due to distance. Ultimately, for immediate assistance and safety, we encourage you to connect first with on-site program staff.
4. Once on-site, pay close attention during your on-site orientation. Your program will cover safety, social dynamics, and cultural information pertinent to your host country.

St. Thomas Resources:

Office of Study Abroad
(651) 962-6450 |
studyabroad@stthomas.edu

Counseling and Psychological Services
(651) 962-6780 |
counseling@stthomas.edu

Office of Violence Prevention and Awareness
prevention@stthomas.edu

Dean of Students
(651) 962-6050 |
deanstudents@stthomas.edu

Public Safety Emergency Reporting
(651) 962-5555

Bernardi Campus, Rome
Dial 800-172-444 then 866-879-6636
General Emergency: 113
Police: 112

For more information, review your pre-departure handbook, or stthomas.edu/title-ix



Cultural Awareness.

Inconsistencies in cultural understanding can lead to dangerous situations.

Your on-site staff can help you to understand what is happening, respond appropriately and access local resources. In addition, on-site staff can take action that may be needed for your safety. Here are suggestions to help anticipate differences abroad:

- Learn key phases. "Move away from me," "Help," or "No," in local language.
- Take time to observe how those from your host country react to different situations. Observation of behavior may assist in understanding cultural norms.
- Understand the stereotypes about the sexuality of Americans and the lens through which each culture views gender and sexuality.
- Be aware there are people who specifically target visiting students. For example, pay attention to your belongings: when someone offers to buy you a drink or someone attempts to separate you from the group. Familiarize yourself with cultural attitudes towards alcohol and sex.
- Know other cultures will have differing views on, and expression of, fair and equal treatment.

For more information, review your pre-departure handbook. Or stthomas.edu/title-ix



Sexual Violence Definitions.

The definitions provided in this resource are intended to provide a general overview of sexual violence.

Sexual Assault

An individual or group coerce or physically force another person to engage against their will, in non-consensual sexual touching or non-consensual sexual penetration.

- Consent- clear permission of conduct or words that indicate a person freely agrees to engage in a sexual act at the time of the act.
- Incapacitation- a person cannot understand the "who, what, when, where, why or how" of the sexual situation.
- Coercion- using a means of force to compel someone to engage in sexual activity.
- Force- may include the use of physical violence, threats, or intimidation (implied threats).

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual Exploitation

An individual or group that takes advantage of another person in order to benefit themselves.

Stalking

A pattern of behavior by an individual or group of unwanted or obsessive attention towards another person.

For further detailed definitions, please review the Sexual Misconduct Policy and Procedures online: stthomas.edu/title-ix/sexualmisconduct



What To Do If You Experience Sexual Violence.

First and foremost, get safe.

1. Get safe.

If you feel in danger, contact local police or on-site staff.

2. Seek medical attention.

On-site staff can direct you to local resources. In addition, on-site staff can provide guidance through local practices.

3. Report means support.

Reporting the violence to St. Thomas does not commit you to pursuing a formal investigation or filing charges with the police. Seek support through a friend or person of your choice. You may seek confidential support options provided in this handbook under "Resources and Support." In addition, you can choose to identify yourself or report anonymously online: stthomas.edu/title-ix/contactreportinginformation

Please be aware that needs and coping strategies vary. We encourage you to reach out to a trusted source who can listen in understanding and affirming ways. This handbook is not a substitute for human support. By reporting, we can support you.



For more information, review your pre-departure handbook. Or stthomas.edu/title-ix



Ways to Take Care of Yourself.

The healing process is unique to who you are. Remember you are worth taking care of!

It's important to know that any feelings after a sexual assault are normal reactions to a traumatic event. There is no one way to feel or heal. The feelings of a traumatic event can disrupt your life for awhile. There is no set timeline for healing, and is a gradual process that is different for everyone. Reactions that can be common are:

- Belief that it is your fault, when it's NOT.
- Feel angry, sad, lonely, depressed, or confused
- Feel helpless to stop the abuse
- Feel threatened or humiliated
- Feel anxious
- Confusion about what might happen next
- Believe you can't talk to family and friends
- Worry about getting hurt more seriously
- Unable to sleep or eat
- Attempt to compartmentalize, ignore or suppress feelings and trauma of the event.

Start by asking yourself questions like: How are you sleeping? What types of foods are you eating? What kind of exercise do you enjoy? Do you perform routines that help you start off your day or wind down at the end of your day? Emotional self-care impacts your overall well-being. There are many ways to take care of yourself beyond what we suggest.

- Physical Self-Care
 - Maintain balanced diet
 - Practice consistent sleep patterns
 - Stress-reduce practices ex. Exercise, animals, music, praying, meditation
- Creative Outlet
 - There may be things you see or hear that trigger emotions. In those moments, try to find a space where you can release your emotions through like writing, drawing, journaling, dancing, talking etc.

Get support from people you trust who will validate your feelings and affirm you. Finding a community you can connect with in person or verbally that understands, listens and supports you can help the healing process.



Your Rights.

More information regarding your rights and the Sexual Misconduct Policy and Procedures can be located online: stthomas.edu/title-ix/sexualmisconduct

- You have a right to an education free from discrimination on the basis of sex, including sexual harassment and sexual violence.
- As a St. Thomas student, you have access to support services whether or not you proceed through formal investigation. By contacting St. Thomas, you receive support and have options both formally and informally.
Institutions and/or programs abroad are bound by confidentiality requirements. We encourage you to seek support through on-site resources, as well as report to St. Thomas. We are here to provide resources and support.
- You have the right to contact police. You also hold the right to decline to notify police. If wanted, St. Thomas, or on-site program staff, will assist you in notifying the police.
St. Thomas does not require a victim to file criminal charges. In many countries victims can also access free medical care after a sexual assault without having to report to local law enforcement. Contact SASHAA on page 13 for more country specific information.
- You have the right to a prompt, fair and impartial resolution process.



For more information, review your pre-departure handbook. Or stthomas.edu/title-ix



Reporting Sexual Violence.

We understand as first responders we are limited due to distance. Ultimately, for immediate assistance and safety, we encourage you to connect first with on-site program staff.

The process after reporting can look different based on whether the alleged harasser is affiliated with St. Thomas.

St. Thomas faculty, staff or student

If the incident involves a St. Thomas student, staff member, or faculty member, or has some other tie to St. Thomas, then St. Thomas can investigate and provide a resolution.

Unknown or Outside of St. Thomas Program

If the alleged perpetrator is not affiliated with St. Thomas, the response will be different given that St. Thomas does not have authority to provide consequences to people outside of the St. Thomas community. However, students can still seek access to support resources and accommodations through the reporting process.

If the alleged perpetrator is a student from a different school, St. Thomas can provide information on where to report at their school and can provide students information about reporting to law enforcement.

At minimum, St. Thomas will conduct an inquiry into what occurred and provide necessary support and accommodations for you.

Online Reporting:

You can choose to identify yourself and you will be contacted or you can report anonymously:
stthomas.edu/titleix/contactreportinginformation

Public Safety Emergency Reporting
Available 24/7
(651) 962-5555

Title IX Coordinator
Danielle Hermann
(651) 962-6882 |
dhermann@stthomas.edu

Bernardi Campus, Rome
Dial 800-172-444 then 866-879-6636
General Emergency: 113
Police: 112

Counseling and Psychological
Services (Confidential Support)
(651) 962-6780 |
counseling@stthomas.edu

For more information, review
your pre-departure handbook.
Or stthomas.edu/title-ix



Supporting a Friend.

Start by believing.

You may wonder what to say if a friend confides in you. You may fear saying the "wrong thing." You don't need to know all the answers - your friend is looking for someone to listen and be supportive. Here's how you can help:

1. Start by believing the survivor.
2. Actively listen. Offer choices, don't pressure.
3. Understand what your friend is going through.
4. Respect your friend's privacy and confidentiality.
5. Don't blame the survivor.
6. Restore choice. Allow the survivor to make their own decisions.
7. Provide ongoing support.
8. Don't be afraid to ask for outside help.
9. Encourage your friend to "Reach Out" if needed.
10. Know your own limitations about how you can support a friend and when to refer a friend to someone else.

Those who experience sexual assault abroad, deal with the additional stress of unfamiliar place and culture. Being away from the comfort and support of family and friends can increase emotions of hurt, confusion and anger.

Remember that your friend has been through an emotionally painful, traumatic experience. Your friend may act differently after the assault. Some of your friend's reactions may be hard to watch, but you "being there" for your friend can help a lot.

For more information,
<http://www.stthomas.edu/deanofstudents/students/sexualassaultresponse/>
or contact,
prevention@stthomas.edu



Contact Information.

Remember that the sexual assault was not your fault. You are not alone. Contact St. Thomas to report and receive support.

Contact Information:

Title IX Coordinator
Danielle Hermann
(651) 962-6882 |
dhermann@stthomas.edu

Dean of Students
(651) 962-6050 |
deanstudents@stthomas.edu

Office of Study Abroad
(651) 962-6450 |
studyabroad@stthomas.edu

Confidential Contact:

Counseling and Psychological
Services
(651) 962-6780 |
counseling@stthomas.edu

Available 24/7:

St. Thomas Public Safety
(651) 962-5555

Prevention Resources:

Sexual Misconduct Prevention
Program Director
Emily Erickson
(651) 962-6052 |
emily.erickson@stthomas.edu

Bernardi Campus, Rome:

Dial 800-172-444 then 866-879-6636
General Emergency: 113
Police: 112

U.S. Embassy in Rome
Telephone: 06 46741
Customer Service Hotline #:
(800) 421-3481
TDD#: (877) 521-2172



Additional Resources and Support.

The Dean of Students Office is a resource and partner for you. You may seek support in different ways. You can remain anonymous or identify yourself.

All support resources are free and confidential.

STEP:

State Department's Smart Traveler Enrollment Program. It's a free service and provides timely notifications of safety conditions including protests, weather, etc. As well as, register your travel with the nearest U.S. embassy or consulate in case of an emergency.

Website: <https://step.state.gov>

Online Reporting:

You can chose to identify yourself and we will contact you or report anonymously:
stthomas.edu/titleix/contactreportinginformation

SASHAA:

Sexual Assault Support and Help for Americans Abroad. Country specific direct access codes for 24-hour toll-free hotline and online live chat option:

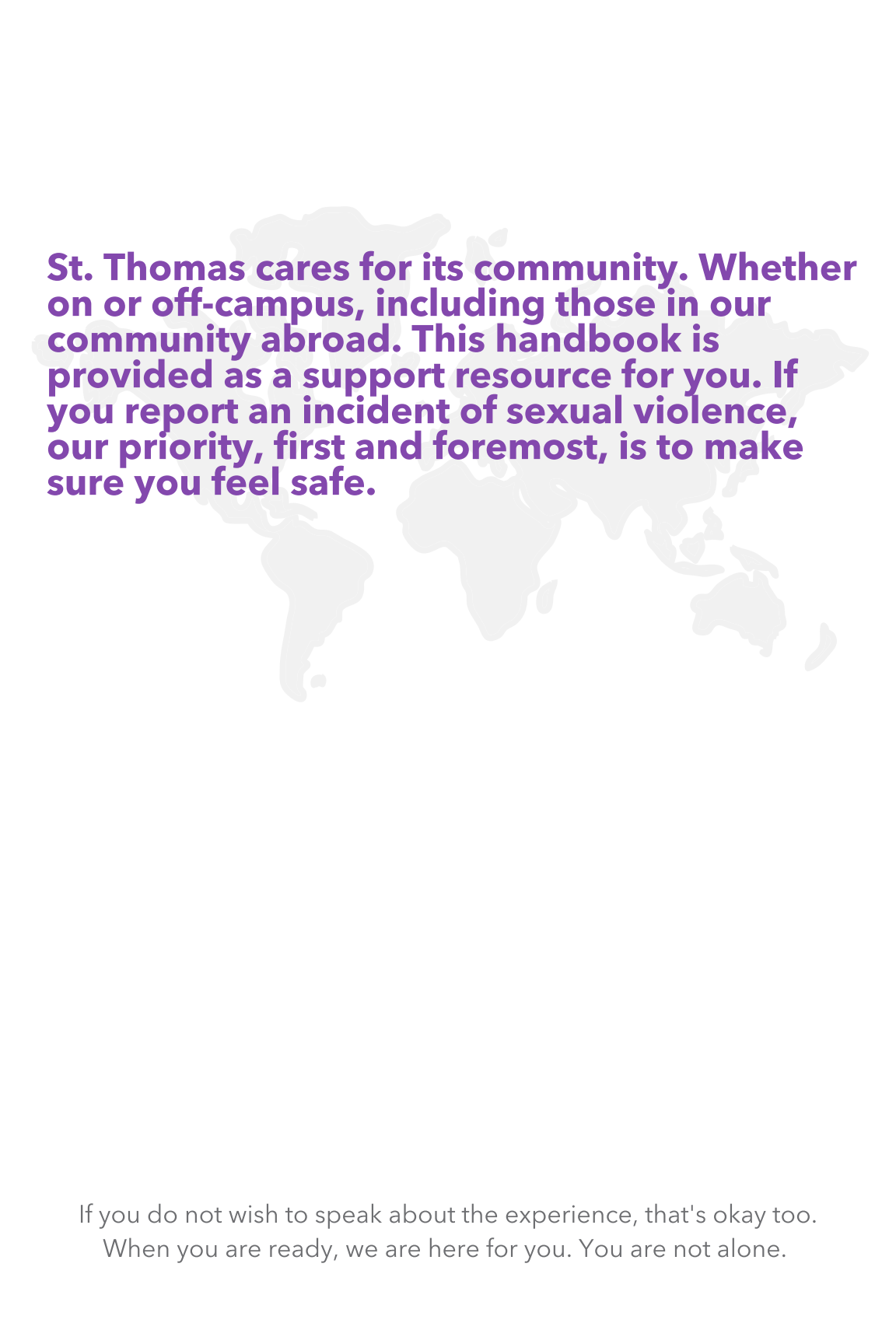
<https://sashaa.org>

RAINN:

Rape, Abuse and Incest National Network. Toll-free 24/7 hotline in the United States: 1-800-656-HOPE. International resources and online live chat available on the website:

<https://www.rainn.org/international-sexual-assault-resources>

Updated 10/2017



St. Thomas cares for its community. Whether on or off-campus, including those in our community abroad. This handbook is provided as a support resource for you. If you report an incident of sexual violence, our priority, first and foremost, is to make sure you feel safe.

If you do not wish to speak about the experience, that's okay too.
When you are ready, we are here for you. You are not alone.

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