



PennState
Brandywine

Brandywine Global Programs

STUDENT HANDBOOK



Figure 1 - Students at ruins

READ BEFORE DEPARTURE

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IS BRANDYWINE GLOBAL PROGRAMS IN YOUR FUTURE?

Just considering our program?

Even if you are just considering taking a Brandywine Global Program course and have not yet decided, we recommend that you contact the course instructor and tour agent now. Deadlines change, opportunities come up, and it is advisable to get in the loop about useful dates and resources. Delays in registering for travel may result in higher airfare or lodging. So indicate your interest **early** and begin the conversation, with both the instructor and the tour agent, about study and travel abroad.

Who can participate?

Penn State Brandywine Global Programs courses are offered in conjunction with required short-term travels, which are arranged by tour agency Celestial Voyagers. These tours are university-sponsored tours. **Only the following people** can be included in our travels:

- Students registered in a course or courses in our program
- Penn State University employees
- Spouses of Penn State University employees: contact the Global Programs Coordinator (see Appendix A) about the approval process
- Children of Penn State University employees: contact the Global Programs Coordinator about the approval process

1-credit courses: Students traveling on our University-sponsored tours **must be registered** in one of the courses in our program. 1-credit versions of several of our courses are available upon request. Contact us for more information.

Already taken a course number? Brandywine Global courses use existing course numbers in the University’s Bulletin of courses. Occasionally, a student wishes to take a Brandywine Global course but has already taken the course number. Often, the content of the Brandywine Global version of the course is significantly different than other versions. In such situations, it is sometimes possible for a student to register for the course under a different course number. Contact us for more information.

Scholarships

A number of scholarships are available for study abroad through Penn State University. Visit our program website at brandywine.psu.edu/global-programs. Penn State Brandywine students are eligible to apply for the campus Brandywine Global Programs Study Award, a primarily need-based award. Typically there are 1-3 ISA awards made per trip. We also maintain a link to the University Office of Global Programs page on financial aid and scholarships on our website.



Figure 2 - European alley

Travel and lodging arrangements

All travel and lodging arrangements for our programs must be made through Celestial Voyagers, Inc. (www.celestialvoyagers.com, tel.: 516-829-1525). Be sure to contact the tour agent at Celestial Voyagers,

Ms. Francoise Cornu, **as soon as you think you may be interested**, in order to learn about deadlines, opportunities, discounts, etc.

Room Assignments: Celestial Voyagers' advice: Please be advised that you can get a single, double, or in most destinations, a triple room. The general rule is that single rooms are slightly more expensive, and triples are a slightly better deal. When you fill out the online registration form for Celestial Voyages, you will be asked to identify a roommate. If you have made arrangements to room with someone, please supply this information, so that the travel agent can make correct room arrangements. If you decide later on a roommate, please contact Celestial Voyagers immediately. In this way, the travel agent can also identify those who might be looking for a roommate. If you do not have a preference, the travel agency will pair people up as they see fit. If there is an odd number of students traveling, you may be asked to share a triple, but ultimately the choice is yours.

ARE YOU READY TO STUDY ABROAD?

While your time abroad will be an exciting adventure and a valuable learning experience, it will also present challenges and frustrations at times. And, although nothing can completely prepare you in advance for the experience of living in a foreign country, it is important for you to take responsibility for preparing yourself as much as you can prior to departure.

Are you prepared for your international experience?

- Are you prepared to accept responsibility for your preparation to go abroad? See the sections below and Appendix D for useful resources on health, safety and security.
- Are you prepared to accept responsibility for your behavior (and to behave in a mature and respectful manner) at all times while you are abroad? Remember that you are accountable for the University's Code of Conduct while traveling abroad with Brandywine International.
- Have you thought about your personal, academic, and/or social goals for your experience abroad?
- Have you talked to your family members and significant other (if applicable) about your program?
- Have you researched your host country and city?
- Do you keep up with current events and world news by consulting reliable news sources?
- Do you know about the current political and social climate in your host country? See Appendix D for web resources.
- Do you know how to obtain and use money in your host country?
- Are you aware of personal health preparations you need to make prior to departure? Visit the Centers for Disease Control and Prevention at <http://www.cdc.gov/travel/>
- Do you know whom to contact if you have any problems in-country?
- Do you know what "culture shock" is and how to cope with it?
- Do you have an understanding of how Americans may be viewed in your host country?
- Have you thought about how you might respond to any "anti-Americanism" you may encounter while abroad?
- How much do you know about cultural differences in your host country?
- Have you learned how to say "hello," "thank you," and "excuse me" in the local language. Often, knowing a few simple words of phrases can make a big difference in developing positive interactions abroad.
- Are you aware of how alcohol is viewed (and used, if applicable) in your host culture?
- How much do you know about staying safe while abroad?
- Do you have an understanding of the functions and roles of embassies and consulates?
- Do you have a clear understanding of Penn State's academic policies related to study abroad?

TEN EASY STEPS FOR STUDY AND TRAVEL WITH

BRANDYWINE GLOBAL PROGRAMS

1. Review the list of destinations and courses offered on trips for the academic year on the campus website: <http://brandywine.psu.edu/global-programs> or contact the Global Programs Staff Assistant (see Appendix A). Syllabi can be downloaded from this website. Don't Forget To Get Your Passport! US citizens now need a passport in order to purchase an international airplane ticket. For information on obtaining a passport, see below.
2. Choose a destination and courses (or courses – up to 6 credits with approvals—see your advisor) and contact the listed faculty member for syllabus details and any academic questions. Coursework will be completed as follows: 1/3 prior to the trip, 1/3 during the trip and 1/3 after the completion of the trip. Any non-Penn State student wishing to receive credit must register and pay Penn State tuition.
3. Register for the COURSE in person in the Registrar's Office (105 Main Building). If you are not a student at Penn State Brandywine, contact the Brandywine Global Programs Registration Contact (see Appendix A) to register. NOTE: If you are a Brandywine Campus student enrolling in a trip course brings you over 18 credits for the semester or if you intend to take two courses (6 credits) on a trip, you must have your academic advisor contact the campus Director of Academic Affairs (see Appendix A) to approve the "overload." Students on other campuses seeking overload should work through their advisors and academic units for approval.
4. Register for the TRIP itself by contacting Celestial Voyagers (tel.: 516-829-1525, website: <http://www.celestialvoyagers.com/>). They can answer all questions regarding the travel itself, hotels, itineraries, flights. NOTE: Penn State requires that all travelers register for HTH insurance for the tour, and also requires that all participants give emergency contact information. Contact the International Programs Staff Assistant to arrange this (see Appendix A).
5. Send deposit and final payment to Celestial Voyagers by dates specified on the trip brochure and Celestial Voyager website. NOTE: Late penalties can apply.
6. Begin the independent work portion of the course (1/3 of the total course work should be completed before travel begins) and be in regular contact with the course instructor. If possible, attend scheduled information sessions for general questions and advice.
7. Pick up tickets and submit pre-trip work on date designated for each trip. NOTE: Late work will not receive full credit. If you are unable to pick up your tickets, you make arrangements with Celestial Voyagers prior to this date.
8. Go on the trip and complete assignments required during the trip.
9. Complete and submit all required coursework by the final due date indicated on the syllabus.
10. Travel again! Consider earning the 18 credits required for the International Studies Minor! (See http://www.bw.psu.edu/Academics/Degrees/intst_minor.htm, and contact the International Programs Coordinator for more information.)

PART II -- BEFORE YOU LEAVE HOME: PERSONAL PREPARATION AND CONSIDERATIONS

Get ready... Studying abroad will change your life in significant ways! Some changes that former participants have reported include:

- Increased self-reliance and independence
- New language skills (for students who went to non-English-speaking countries)
- New life-long friendships
- Discovery of interests that they never knew they had
- Deeper understanding of international events and of America's place in the world
- Greater understanding of different cultures and people

Emotional preparations

Traveling abroad for any period of time requires a great deal of emotional maturity, flexibility, adaptability, openness, and independence. Think about the following factors as they may impact your experience.

Your personality -- Study abroad is usually a rewarding experience, but it can also be very stressful, when you are adjusting to a new country, city, school, and housing situation. If you are concerned about how you will adjust and adapt, be sure to talk to a counselor prior to departure to get some tips for handling the inevitable adjustment process.

Your expectations of your time abroad -- Why have you decided to study abroad? What do you hope to gain personally, emotionally, and academically from your semester or year abroad? What are your expectations of your host country?

Your family -- What are your family's attitudes toward your decision to spend time in another country? Is travel important to your family? Have your parents or siblings ever traveled outside the US?

Your responsibilities

Personal responsibility is the most important thing you will take abroad with you! While this handbook provides you with pre-departure information and an orientation program, ultimately you have to handle a lot of details yourself as you prepare for (and participate in) your international experience.

You are responsible for...

- **Understanding administrative details for your program** (e.g., how to apply for a passport and— if applicable—a visa for your host country; how to budget the money you will take abroad; how to get to the airport, how to exchange your money, etc.)
- **Reading ALL orientation materials** provided to you by Penn State Brandywine International Programs, your instructor, and the faculty on the trip.
- **Behaving maturely and responsibly while you are abroad, and being a good “ambassador” both for Penn State and for the United States.** Be aware that the on-site faculty members have the authority to send home any program participant whose actions compromise the program's educational aims or whose actions damage the reputation of Penn State or of Brandywine International Programs.

Read and consider the important Safety Tips below.

Parents

Please share all of your orientation materials with your parents! They are likely to have questions about Brandywine International, and many of these questions could easily be answered by materials that we (and perhaps the tour agent) have already provided.

PACKING

Due to personal differences in packing styles, not to mention the wide variety of Penn State program locations (and climates!), it's difficult to recommend a definitive packing list. Instead, we would like to offer you some general packing tips. A sample packing list can be found at the back of this handbook in case you need some ideas on what to pack.

Common-sense tips:

- **Don't pack more than you can carry on your own!** You will only be allowed to take one checked bag and one carry-on plus a purse. Also, remember you may need to pay for your checked bag through the airline.
- Leave space in your suitcases for things you may want to buy abroad and bring home with you.
- The type of clothing you pack will obviously depend on the climate of your host country. Check out the Weather Channel's monthly average temperatures /rainfall in your host city, to get an idea of what kind of weather you should expect during your time there (<http://www.weather.com>).
- Pack mostly practical items for your time abroad—washable clothes that you can wear for many occasions, comfortable shoes, etc. Dark colors, as you know, don't show dirt as quickly as whites or light colors. Don't take much (if any) dry-clean only clothing.
- When considering what to take abroad with you, think in terms of "can't live without" rather than "just in case". Don't take anything irreplaceable (e.g., jewelry with sentimental value).
- You can buy basic personal care items (shampoo, soap, etc.) in your host country. Don't take along excessive amounts of these types of items.
- Don't pack any essentials or valuables (e.g., medicines, jewelry) in your checked luggage. Keep all these things with you in your carry-on luggage.
- Take only the credit cards you plan to use while you are abroad. Keep these (along with other valuables such as your passport and any cash you are taking) in a money belt or pouch next to your body for the duration of your trip.
- We don't recommend taking any electrical appliances since in most instances you will not need them or will have access to them where you are staying. However, if you do feel you have to take them take only the absolutely necessary electrical appliances (ex. iPod charger). They will work outside the US but only with an adapter and a converter. The adapter and converter can be bought at stores like Wal-Mart.
- Do not take your laptop computer with you unless you plan on babysitting it for the duration of your stay. You will have to worry about it getting stolen or possibly not working. There are Internet cafes in most European cities where you can pay for time on a computer.
- Label or mark your bags, inside and out, with your name and address (in case they are lost or delayed in transit).
- Tip: carry a change of clothes and underwear, deodorant, a toothbrush and toothpaste (see regulations about liquids above) in your carry-on bag. If you discover that your checked luggage is lost or delayed after you arrive on-site, you'll be glad you took this precaution.

Copies of your completed coursework

Be sure to take with you copies of all your completed pre-travel assignments. These can be valuable resources for academic work on site. And in general, be sure to keep copies of all the assignments you have completed during your program abroad, at least until you have received all your final grades. If you encounter any difficulties with grades later on (e.g., if a professor on-site claims not to have received a paper that you know you turned in), you may need to prove what you have completed and/or provide another copy. Additionally, your academic advisor may need to see the syllabi or assignments from a class you've taken to appropriately assess how to substitute the credits for that course into your degree audit.

TRAVEL DOCUMENTS

Passports

A passport is an official identity document issued by your own government. You **MUST** have a passport in order to participate in any education abroad program, and it must be valid for at least 6 months beyond the end of your program of study.

Get your passport NOW!

A US passport is now necessary in order for a US citizen to purchase an international airline ticket. So that means you must have a valid passport in hand **before** you can finalize arrangements with Celestial Voyagers (though you should still contact them as soon as you know that you are interested, so they can make reservations for you).

Passports for US citizens are available in Media, at the Delaware County Courthouse:
201 W. Front Street
Government Center 123
Media, PA 19063
<http://www.co.delaware.pa.us/ojs/passport.html>
tel.: (610) 891-4967

For expedited services there is a \$60 fee. For the very fastest service students can work directly through the Philadelphia Office of Passport Services (US Custom House, 200 Chestnut Street, Room 103, Philadelphia, PA 19106) by making an appointment through the following telephone number: (877) 487-2778.

What is the difference between a passport and a visa?

A **PASSPORT** is a document issued by your own country's government, which identifies you as a citizen of that country and gives you permission to visit other countries. A **VISA** is a special "approval" that **some** foreign governments require you to obtain as permission to enter and stay in their country; the visa often takes the form of a sticker that is placed in your passport by the issuing foreign government, although visas for some countries are now issued electronically. **Please note that visas are NOT required for study in all countries.** Consult your country-specific orientation information to see whether or not a visa is required for your host country, and if so, what the requirements are for obtaining a visa for that country.

Care of your passport

Your US passport, although issued in your name, remains the property of the US government. **Take good care of it at all times!** Sign your passport as soon as possible after you get it, and fill in the requested information on the inside front cover. Don't alter or tamper with any of the information in the passport, and don't tear out any of its pages. Always keep your passport in a safe place, and while traveling, keep it on your person (ideally, in a hidden pouch under your clothes) rather than in a piece of luggage.

Lost or stolen passports

Loss or theft of a US passport should be reported **immediately** to your instructor and on-site tour agent, and also to the following agencies or offices: the Passport Services Office at the US Department of State in Washington D.C. (24-hour phone: (202) 955-0430), the nearest US consulate or embassy in your host country, local police authorities, **and** your on-site coordinator(s). Many stolen passports end up in the hands of criminal organizations—do your part to prevent this from happening, both for your convenience and for the safety of others.

Passport replacement kit

Make copies of the picture and signature pages of your passport and keep them in a safe place, along with two extra passport photos. You may want to store these things along with a list of credit card numbers, bank account numbers, and telephone numbers for canceling lost or stolen credit cards. Having this "passport replacement

kit” will speed up the process of getting a new passport if yours is lost or stolen. Make sure to put a copy of the picture and signature page in each of your suitcases and your carry-on. As an extra precaution, be sure to leave photocopies of the picture and signature pages of your passport with one or more family members.

FINANCES

Your budget

Think carefully about your budget for your time abroad. If your parents are paying for your program (either fully or in part), get them involved as well.

Your ATM card abroad

In general, the easiest way to access money while you are abroad is to use your ATM card with your PIN, just as you would do at home. Using your ATM card abroad allows you to withdraw funds from your own bank account, in the currency of your host country, at that day’s exchange rate. Most major banks (both here and abroad) are part of an international banking network (Cirrus, Plus, Magic Line, etc.). If your bank is part of such a network, you should see the network’s logo on the back of your ATM card, and you should be able to use your card at any ATM abroad where you see the same logo displayed. However, just to be safe, be sure to specifically ask at your bank whether or not you will be able to use your card in the country where you plan to study. Also, please note that many ATMs abroad have **ONLY** numbers on the keypad (not letters and numbers, as you usually find here), and the numbers may be arranged in a different order than you would find them here. **Be sure that you have actually memorized your NUMBER code and that you do not rely on a “code word” or number sequence to help you remember the PIN. Also, be sure to call your bank to let them you know you will be abroad so they will not freeze your account for suspicious activity.**

Credit cards

Visa and MasterCard are commonly used in most countries. American Express is less widely accepted, and Discover is virtually unknown outside North America. Check with your credit card company to see if you can use your card in the country where you will be traveling to and check to see if there are any restrictions on the amounts of money you may spend per purchase. The amount charged to your American credit card bill is based on the exchange rate on the day that your bank or credit card company processes the transaction. You may need to present photo ID to use a credit card in some countries. It is possible to obtain a cash advance abroad using a credit card, but credit card companies charge very high rates of interest for advances. Use this option only in emergency situations. **Make sure to tell your credit card company when and where you will be abroad so they will not freeze your account for suspicious activity.**

Foreign currency

Get to know the currency of your host country before you leave the US. Know the basic monetary units and get a rough idea of the exchange rate, so you have some idea of how much of your host currency you will get for “x” US dollars. You can familiarize yourself with foreign currencies and exchange rates at: <http://www.xe.com>. To avoid overspending while abroad, it will be important for you to understand the currency of your host country.

Currency exchange

You will find currency exchange offices—where you can exchange US dollars for local currency—at arrival points (such as airports



Figure 3 - European bank

and train stations), but they often charge high fees for exchange services. You will find the best rates at banks or at currency exchange offices outside of airports or train stations. Be sure not to use restaurants, hotels, or tourist offices to exchange money. You should also take travelers checks/cards or cash for emergency. Many Post Offices will exchange your traveler's checks for you for a minimal fee. **Under NO circumstances should you ever use the services of a stranger on the street who offers to exchange money for you—such dealings are illegal and could land you in jail.**

HEALTH-RELATED ISSUES

General health check-up

It's always best to start off on the right foot. See your doctor before you leave to make sure you are generally healthy. Discuss any chronic health concerns with your doctor, and make sure you discuss treatment/health maintenance abroad.

Over-the-counter (OTC) medications

OTC medications in some countries are very different from what you would find in the US. In fact, in some locations, you will not find **any** medications with names you recognize (e.g., aspirin, acetaminophen). When in doubt about an OTC medication, ask a local pharmacist for assistance. If necessary, he/she could recommend an equally effective local substitute for an OTC medication you normally use.

Common sense precaution: Be sure to buy all medications at pharmacies, not at "health food stores" abroad. Please make sure that you take an adequate supply with you.

Tips regarding prescription medications

- Take an adequate supply of any needed prescription medications with you in their original, labeled containers.
- If you need a medication containing habit-forming or narcotic drugs, carry a doctor's certificate attesting to this need to avoid problems with Customs agents and police abroad.
- If you require injections for a specific health condition (e.g., diabetes), please note: Carrying needles and syringes without a prescription may be illegal in some countries.
- Find out if medications you need are legal. **Not all medications that are legal in the US are legal elsewhere.** For example, Sudafed is illegal in Japan, and possession of it is a crime there.
- Make sure to take enough for your entire stay and keep them in your carry-on luggage. (See concerns about transporting liquids in carry-on baggage below).

Important Health Recommendations

The Centers for Disease Control (CDC) maintains a comprehensive website with health information for travelers, including information about recommended or required vaccines for different parts of the world. Visit <http://www.cdc.gov/travel/>.

Disabilities

Penn State encourages qualified persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Sharon Manco at (610) 892-1461 in advance of your participation or visit.

Medic Alert

If you have diabetes, are allergic to penicillin, or have any on-going physical condition that may require emergency care, make sure that you carry a Medic Alert tag, bracelet, or card **at all times** indicating the specific nature of the problem and spelling out clearly what must or must not be done should you be unable to communicate this information yourself (e.g., in case of unconsciousness). You may want to have this translated into the language of your host country.

INSURANCE

HTH Worldwide insurance plan

As a student participating in a Penn State-sponsored study abroad program, you will be covered by the Penn State Education Abroad Student Health Insurance Plan (underwritten by HTH Worldwide), which you will be required to pay for separately directly to the provider. **This is an international policy in which all program participants are enrolled, regardless of any other insurance coverage you may have through your family or through a third-party study abroad program provider. To enroll, contact the International Programs Staff Assistant (see Appendix A).** Terms and conditions of the policy can be found at <http://www.hthstudents.com> . Be sure to read your policy thoroughly so that you understand fully the coverage and filing procedures, and please share this information with your parents.

PART III – WHILE TRAVELING ABROAD

Airport Etiquette

Arrive at the airport early (at least two to three hours before you scheduled departure for international flights). Be sure to have your ticket, any paperwork, and your passport available. Be prepared to demonstrate the operation of electronic equipment such as laptops, cell phones, etc.

Be aware that you may have to wait in long lines to go through security into the airport terminals. You will be required to take off your shoes and may be required to open your luggage. Please make sure that any liquids you are carrying are less than three ounces and all of your liquid items fit into a quart size Ziploc bag, which you will be required to show during security checks.

Prohibited items: Some items, such as explosive materials, weapons, tools, sporting goods, and other dangerous objects are not allowed on international travel. For a listing of what you can and cannot carry please visit <http://www.cbp.gov/travel/international-visitors/kbyg/prohibited-and-restricted-items> and <http://travel.state.gov/content/passports/en/go/customs.html> Note that in some cases regulations differ for carry-on and checked luggage.

Liquids. Any liquids you are carrying onto the plane must be less than three ounces, and all of your liquid items must fit into a quart-sized Ziploc bag, which you will be required to show during security checks. For a complete overview see <https://www.tsa.gov/travel/security-screening/liquids-rule> . These regulations do not apply to liquids transported in checked luggage.

Registration of expensive belongings at US Customs

We do not recommend that you travel with expensive items, valued over \$2000 US. Before you go abroad, you should register any expensive foreign-made items that you are taking with you with US Customs before you go. If you don't register such items, you could technically be charged duty (entry tax) on the items when you return to the US if the Customs Inspector doesn't believe that you purchased the item in the US. You can register such items at Customs at the international airport from which you will depart to go abroad. We do not recommend travelling with a laptop computer, but generally laptops do not require Customs registration.



The form you will need is a **Certificate of Registration form (Form 4457)**. **ALSO:** If you want to take something expensive like a laptop computer with you on your program, **be sure to take it with you as part of your hand luggage**. Do not plan to ship anything valuable like a computer to your travel destination. You can read the complete US Customs Office's publication *Know Before You Go* on-line at: www.cbp.gov (click on Know Before You Go) for complete information about what to expect at Customs upon your return.

Immigration

You will go through immigration before retrieving your luggage and just after getting off of the airplane. As long as you have all your required documentation with you, you should have no problems getting through Immigration in your host country. Keep a few points in mind:

- Fill out all forms given to you on the plane prior to getting off the plane and have your passport and the forms ready when you get to Immigration.
- Pay attention to the signs in the waiting area for Immigration—these tell you very clearly where you should stand and wait. For example, in Europe, there is usually one line for “EU (European Union) citizens” and a line for “other nationalities”. Make sure you are standing in the appropriate line.
- Answer any questions the Immigration officer asks you, honestly and to the best of your ability, and pay attention to anything that he/she asks you to do (e.g., move along, stop, wait here).
- Unfortunately, many Immigration officers are rather serious and humorless, and in some cases may try to intimidate you. **If you have never traveled internationally before, be prepared for this.**

Customs

After passing through immigration you will collect your luggage and continue to customs. Here your bags will pass through a final inspection and you may be asked to open your bags for further inspection. You will also be required to turn in your completed customs form that you received on the airplane. Remember that **fruit, vegetables, and other perishable items are not allowed outside of the US, nor are such items allowed to be imported into the US** If you take these items with you, they will be confiscated from you at customs. After customs you will be allowed to enter the airport. Remember to have patience when going through customs as there may be a lot of people trying to get through the lines.

After leaving the airport

Call your family! You may not have the opportunity or the means to call home as soon as you get off the plane in your host country. However, your family will probably be a bit nervous until they have heard from you and know that you have arrived safely. Try to get in touch with your family as soon as possible after your arrival. Before you call, however, be aware that you will probably be tired, confused, and stressed out from the trip. In this state of mind, you may inadvertently upset your family. Try not to talk for too long when you first call home! Let your family members know that you will call them again in a few days or when you return (for shorter programs).

Jet Lag – Traveling to most Penn State education abroad locations involves crossing several time zones. For example, local time in England is 5 hours ahead of the local time in Pennsylvania. If you leave from the Philadelphia International Airport at 8:00 pm for a 7-hour flight to Heathrow Airport in London, you will be arriving at 8:00 am London time—just in time to start your day—but it will still feel to you like 3:00 in the morning! This lack of synchronization between your internal body clock and the local time is known as **jet lag**. It will probably take your body a few days to adjust to jet lag, during which time you can expect to feel tired and run-down. This fatigue—in conjunction with strange surroundings, customs, and (in some cases) language—may produce a temporary sense of depression and homesickness. **Be prepared for this, at least during your first couple of days abroad: it is a perfectly normal reaction.**

Local times abroad – You can see the current local times for major cities around the world at: <http://www.timeanddate.com/worldclock/>

CULTURAL CONSIDERATIONS AND ADJUSTMENT

Discovering cultural differences

Traveling to another culture, especially if it is your first time doing so, can be both exciting and scary. The cultural differences you will encounter will go beyond the obvious differences in food, language/accent, and academic/teaching style, however. You will also find out that some of your basic assumptions and expectations about “the way things work” are challenged in your host culture, where locals may have very different ideas about things that you take for granted. If you become frustrated or annoyed while you are abroad because your expectations of how things “should” be done aren’t being met, try to remember that you are experiencing **cultural differences** and that part of the reason you are abroad is, in fact, to learn how things are done in another country!

Differences in styles of interaction

Whether you are studying in a country that is culturally similar to or different from the US, you are likely to notice some variations in the ways in which people interact on different levels. Be aware of things like:

- **Topics of conversation:** In many cultures outside of North America, it is perfectly acceptable to discuss “controversial” things like politics and religion—topics which Americans usually avoid discussing except with the closest of friends. While you are abroad, you may find that local students raise such topics with you for discussion purposes.
- **Social space:** Different cultures have different notions about social space, including how far away to stand from another person when conversing. In order to avoid making yourself or others uncomfortable, take note of how locals in your host country define social space.
- **Physical contact:** People in some cultures engage in more physical social contact (e.g., hugs or kisses when greeting someone) than people in other cultures. In some cases (for instance, in southern Europe or Latin America), you may find that local people are more “touchy-feely” than you are, and that may be uncomfortable for you at first.
- **Male/female interactions:** In some countries, men and women interact very differently than they do in the United States. Behaviors that are not significant in the US—such as smiling at a stranger, making polite conversation at a bus stop, or having more than one drink in a bar—can sometimes result in totally unexpected reactions from men abroad. **Female students who want to enjoy their education abroad program and stay safe must make an effort to learn AS EARLY AS POSSIBLE the rules about what is and is not safe to do in their host countries.** Ask female former participants who studied in your host country about male/female interactions, about how to deal with unwanted attention, and about any particular threats in the country where you are going.
- **Clothing:** Expectations of appropriate clothing can vary considerably from country to country. In some cases, people may be offended by a common American tendency to dress very casually while traveling. Note that if you wear T-shirts or baseball caps—especially those labeled with college names or sports teams—you may be immediately identified as American. It is often considered rude to wear hats indoors. Wearing flip-flops, sneakers, or shorts may bar you from visiting certain sites such as churches, cathedrals, and some museums. Wearing tight clothing may be considered more provocative in some places than in the US. In general, consider ways in which fashions and styles that are acceptable in the US may convey different meanings while traveling abroad.

What is “culture shock”?

Culture shock can be described as the feelings of disorientation and anxiety that many people experience as they encounter (and try to adapt to) the customs and expectations of a foreign culture. Within any culture, natives grow up knowing what is expected of them in social, family, and societal settings—how to greet strangers, how to hold a knife and fork at a meal, what kind of food to serve at a particular holiday, etc.

It can be difficult to adjust to life in a foreign culture because you suddenly realize that many of these types of

customs and expectations, which seem so intuitive at home, can be unexpectedly different abroad! Students studying in countries that seem culturally similar to the US (e.g., England, Australia) sometimes feel culture shock even more acutely than students studying in countries that seem very different from the US, because they do not usually anticipate the cultural differences that they ultimately discover in their host countries.

Be aware that culture shock can strike at any time (and to varying degrees) during your education abroad experience.

Signs that you may be experiencing culture shock

- You feel very homesick, not just for family and friends but for “America” and what it represents.
- You overreact to minor problems or stressors.
- You experience extreme mood swings, sometimes from anger to sadness to happiness and back again... sometimes all in the span of a single day!
- You have no interest in things you would normally find enjoyable (e.g., exercising, socializing).
- You are excessively critical of your host country and/or local people.

How to cope with culture shock

- Be open to learning new ways of doing things, trying different foods, etc.
- Learn how to be comfortable with feeling stupid sometimes, and learn how to ask for help when you need it.
- Don’t expect everything to be perfect at all times—it won’t be!
- Reach out—get to know other students on your program and in your host country, even when you really feel that you would rather just be alone and block everything out!
- Try to keep a positive attitude.

Dealing with perceptions of the US in your host country

Because the US is so visible to the rest of the world (particularly through TV and other media), you will probably find that your hosts know more about Americans than you know about your hosts! They may also have preconceived notions—some of which may not be accurate—about what Americans are like.

On the positive side, Americans are often seen as:

- Friendly
- Outgoing
- Hard-working
- Ambitious
- Progressive (in terms of technology)

On the negative side, Americans may sometimes be regarded as:

- Arrogant (especially about the “superiority” of the US in relation to the rest of the world)
- Ignorant, both about the US (especially US foreign policy) and about world issues
- Loud/obnoxious, especially in public places
- Disrespectful of authority
- Wasteful of money and resources (water, electricity, etc.)
- Racist
- Sexually promiscuous (especially American women)

Handling “anti-American” criticism

It’s always uncomfortable to hear your country being criticized, but particularly so if you have never been abroad before and never encountered anti-Americanism. The truth is, you are unlikely to experience much (if any) **personal** anti-Americanism—most “anti-American” comments are motivated by dislike of the US government or resentment about US foreign policy, and do not usually reflect a dislike of Americans as individuals. However, it’s still very important for you to know something about US politics, foreign policy,

environmental policy and geography before you go abroad, so that you are able to participate in intelligent, informed discussions about these kinds of topics. You need to know what you're talking about (or at least be able to present an informed opinion), especially if you are asked a confrontational or accusatory question—for example, if a student in your host country asks: “Why do Americans think its okay to carry handguns?” or “Why are Americans so wasteful of natural resources?”

Adjustment tips for special populations

Racial and ethnic minorities: Some past participants of minority backgrounds have reported feeling exhilarated to be free of American ideas about race while in their host countries. Others reported that they encountered both familiar and new types of prejudice and had to learn new coping strategies. But despite the challenges, very few minority students have concluded that any racial or ethnic problems they experienced outweighed the positive aspects of their time abroad.

Gay/lesbian/bisexual/transgender issues: If you are gay, lesbian, bisexual, or transgendered, you should do some special research on your destination. Be aware of the legal status of those of different sexual orientations in other countries, as well as the general attitudes of the population in the country where you plan to study. Other countries may be more, or less, tolerant than the US. Whatever the general rule, there will of course be pockets of exception. The LGBTA organization on campus and guidebooks such as *Lonely Planet* may also be useful resources.

Staying connected to the US

You cannot use most American cell phones abroad. Be aware that, in most countries outside the United States and Canada, people must pay for ALL their phone calls, including local calls. Lonely Planet offers a low-cost global phone card with a variety of benefits to travelers—read more (or signup) at <http://www.lonelyplanet.com>. **Zaptel** is another internet company that provides phone cards on-line <https://www.zaptel.com>. Finally, you may want to try **Skype** (<http://www.skype.com>).

E-mail to family and friends while abroad. While staying connected with family and friends back home is important, it is also critical to strike a healthy balance between the time you spend communicating by e-mail with folks at home and the time you spend exploring your host culture. Remember you are there to experience another culture not constantly be in contact with friends and family members back home.

Computers and usage. Be aware you may have to pay to connect your laptop to the Internet in most countries if you take a laptop with you. The cost for this connection could be extremely expensive. A better option is to go to an Internet café, which most cities offer. They have relatively cheap rates for checking e-mail, Facebook, or talking to friends and family.

SAFETY

Common sense. This should be an obvious point, but please use common sense at all times while you are abroad! You probably already know what “using common sense” means: **Avoid intoxication**-this will go a long way toward helping you avoid all other problems (i.e. muggings).

- Never ride with a drunk driver.
- Don't get yourself in trouble with the law.
- Absolutely avoid illegal drugs.
- Avoid isolated places late at night.
- Stay away from high-crime neighborhoods (and be sure you know which neighborhoods to avoid in your host city).
- Make sure you know where to go in your host city if you need medical attention, and seek treatment promptly if you become ill.

- **Beware of pickpockets and muggers.** In some settings, pickpocketing is considerably more common than in Pennsylvania. Pickpockets often have an accomplice who will:
 - Jostle you,
 - Ask you directions or the time,
 - Point to something spilled on your clothing,
 - Or distract you by creating a disturbance.
- A child or even a woman carrying a baby can be a pickpocket. Beware of groups of vagrant children who create a disturbance while picking your pocket.
- Wear the shoulder strap of your bag across your chest and walk with the bag away from the curb to avoid drive-by purse-snatchers.
- Try to seem purposeful when you move about. Even if you are lost, act as if you know where you are going. When possible ask directions only from police officers or other authorities.
- Be especially cautious in, or avoid areas, where you are likely to be a target.
 - These include crowded subways, train stations, elevators, tourist attractions, market places, festivals, and alleyways.
- Don't use short cuts, narrow alleys, or poorly-lit streets. Try not to travel alone at night. Use the buddy system.
- Avoid public demonstrations and other civil disturbances.
- Keep a low profile and avoid loud confrontations. Do not discuss travel plans or other personal matters with strangers.
- Be polite when taking pictures. Always ask permission of government officials or police officers before taking their picture.
- Avoid scam artists. Beware of strangers who approach you, offering bargains or to be your guide.
- Carry your bags/purses in front of you on subways/metros/trains/buses.
 - If possible, lock you bags or purses when in crowded places.
- Make sure to carry your wallet in your front pocket rather than your back to help prevent theft.
- Do not carry large sums of money in your pockets.
- Make sure to carry your money, passport, and other documents in a money belt or neck pouch under your clothes at all times.
- Know how to use a pay telephone and have the proper change or token in hand.
- Learn a few phrases in the local language so you can signal for help. Keep a list of the emergency telephone numbers with you (i.e. police, fire, hotel, and the nearest US Embassy or Consulate). If you are confronted, don't fight back. Give up your valuables, such as money or your passport. These items can be replaced, but you cannot. Safety Information obtained from the US Department of State at www.state.gov

In case of an Emergency please contact the faculty member(s) and tour agent leading your group. If you are unable to contact them immediately a good plan is to leave a message for them at the hotel.

An Emergency would consist of an injury, serious illness, assault or death of a student or faculty member on the trip, a natural/manmade disaster in the city you are in, incarceration of a student or faculty member, or anything else that may threaten the safety of you or the group.

Special safety tips for women

- Try to sit near other women on public transportation.
- Be aware of your surroundings at all times, and trust your instincts if for any reason you feel unsafe.
- Always try to walk confidently and give the impression that you know where you are going and what you are doing.
- Don't go down dark streets or abandoned alleys by yourself, especially at night. If you must go out by yourself at night, let someone know where you are going and when you plan to be back, and dress conservatively.
- If you find yourself in an area where you don't see any other women, leave the area as soon as

- possible. If local women are not hanging around in a particular place, then that place probably is not safe for women.
- If necessary, don't be afraid to ask local women for help or advice in dealing with potentially unsafe situations.

Sexual harassment

Penn State's policy AD41 defines sexual harassment as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is a condition for employment, promotion, grades or academic status;
2. submission to or rejection of such conduct is used as the basis for employment or academic or other decisions affecting an individual;
3. such conduct has the purpose or effect of interfering unreasonably with the individual's work or academic performance or creates an offensive, hostile, or intimidating working or learning environment. <http://guru.psu.edu/policies/ad85.html#A>

Sexual harassment is unacceptable to many Americans. However, you should be aware that the definition of what constitutes sexual harassment in your host country may be quite different from your own (or Penn State's) definition. Many other cultures are permissive of behavior that would be considered harassment here in the US. If at any time during your program you feel sexually harassed by anyone in the University-sponsored tour, you should let your instructor and tour agent know about the harassment as soon as possible so that appropriate actions can be taken on-site.

Penn State students who perpetrate sexual harassment while abroad may be subject to disciplinary action.

HEALTH

Staying healthy

The **Centers for Disease Control** (CDC) makes recommendations about vaccinations and health safety for destinations worldwide. Visit <http://www.cdc.gov/travel/>. YOU are responsible for taking appropriate precautions.

Medical care

Should you become ill while on your education abroad program, **contact your instructor and tour agent as soon as possible**. They will work to direct you to local health services. Please let your instructor and the tour agent know if you have any medical concerns they need to be aware of.

If you are particularly prone to flu, get a flu shot before you go abroad—the shots are generally cheaper in the US than they are in other countries. Also, be conscious of how your lifestyle abroad impacts your health. If you consistently eat unhealthy foods, drink to excess, and don't get enough sleep while abroad, you may be more likely to get sick than someone who leads a more balanced lifestyle.

Drinking the water

As a general rule, tap water is safe in Europe. But do not drink tap water in non-Western countries. It is usually advisable for participants to drink bottled water and to make sure when they are served drinks in restaurants they ask for no ice. It is also advisable to refrain from eating food cooked by street vendors since you do not know how long the food has been sitting out or how it was prepared.

HIV/AIDS

AIDS is a worldwide health hazard. You have probably learned—here at home—what types of behaviors to avoid and what kinds of precautions to take in order to avoid infection. While you are abroad, the usual recommendations about acting responsibly still apply:

- If you choose to be sexually active, be as safe as possible—use latex protection each and every time you engage in sexual activity.
- Be discerning about sexual partners. **Note that this is easiest to do if you are making decisions while you are sober.**
- If you are going to bars or discos, go with (and stay with!) a group of other students you already know.
- Don't share needles, for any reason. Also, be cautious about getting tattoos abroad.

Personal safety

Your safety is very important to us! Our staff and the tour agent will keep you updated on situations, as we hear about them that may affect your safety while you are abroad. Some students assume a kind of carefree “vacation” mentality when they go abroad. This is a **dangerous attitude** to take and can easily get you into trouble. It is important to not let your guard down just because you are doing something new and different. This is especially important for women.

Riots

Police in other countries often use much greater force than American police—including teargas and beatings—to stop riot situations and to restore the public order. If you see a riot developing at any time while you are abroad, leave the area immediately. **Do NOT get involved.** You may risk serious injury and/or prosecution.

Vehicle-related safety

The most frequent cause of injury on study abroad programs is vehicular and pedestrian accidents.

Exercise extra caution when encountering traffic or crossing streets, as driving customs and rules vary from country to country. We recommend that you do not drive at any time while you are abroad. Traffic laws in other countries can vary significantly from what you are used to, and ignorance of local traffic regulations in your host country could lead to accidents and/or fines. It is usually best to use public transportation while you are abroad. However, be sure to check with your tour agent or instructor about the safety of different kinds of public transportation in your host city—are there some bus routes that are safe during the day but not at night? Are some taxi companies recommended over other less trustworthy ones?

SECURITY

Terrorism

Students on education abroad programs are unlikely to be **specifically** targeted by terrorists. However, due to on-going anti-American sentiments expressed by some radical groups throughout the world, the State Department recommends that Americans “remain vigilant with regard to their personal security” (<http://www.state.gov>, see Appendix D). While you are abroad, take the following precautions:

- Read any current alerts and advice prepared for US citizens traveling in your host country. You are responsible for following the State Department's advice at www.state.gov. This is always a good idea but particularly important if you plan to travel to countries where anti-American sentiments are strong.
- Always be aware of your surroundings.
- Don't go to prominently “American” locations (i.e., US-themed clubs or bars, or other locations where a lot of Americans are known to congregate). Try to blend in with the locals as much as possible.
- Don't wear clothing or accessories that easily identify you as an American (e.g., US flag designs on shirts or hats, collegiate/fraternity/sorority sweatshirts or hats).

- Avoid being overly loud in public places—your accent will easily identify you as an American.

What embassies or consulates can and cannot do for travelers

The nearest American embassy or consulate to your host city (or to wherever you are staying, if you are on holiday) **can** provide assistance to you if:

- You lose your passport, or if it is stolen.
- You become seriously ill and need to have your family contacted.
- You need assistance following civil unrest or natural disaster while abroad.

If necessary, the embassy or consulate can also provide you with a list of local attorneys and physicians.

However, please note that embassies or consulates cannot:

- provide the services of a travel agency
- give or lend money
- cash personal checks
- arrange free medical services or legal advice
- provide bail money or get you out of jail
- act as a courier or interpreter on your behalf
- help you to search for missing luggage
- settle disputes with local authorities

Remember that embassies' primary occupation is to help fulfill the diplomatic mission of the United States government; they do not work to support American travelers.

THE LAW

While you are in another country, **you are subject to the laws of that country**. Legal protection taken for granted in the United States is left behind when you leave its shores. When you travel internationally, **you leave the Bill of Rights behind**. In many countries, the concept of bail, the idea of equal justice under the law, and the principle of “innocent until proven guilty” do not exist. In other words, **it is very important that you don't get yourself in trouble**. Neither Penn State nor the US government will come to your rescue if you do something illegal and end up in prison. Use common sense at all times to avoid legal problems.

ALCOHOL AND DRUGS

Alcohol use abroad

Some students who are under 21 years of age view their education abroad experience as a great opportunity to drink “legally” for the first time and, often, to drink excessively. Since neither your parents nor your instructors can control your behavior from a distance (and indeed this may be part of the attraction of study abroad for some of you!), you will have to make—and take responsibility for—your own decisions about whether or not to drink in your host country, and how much to drink if you choose to do so. When you are confronted with such choices at your program site, consider the following questions:

How much do you see local students drinking? In many locations you will find that students do not “binge drink” the way American students often do, either because alcohol is too expensive for that kind of overindulgence or because moderate drinking is something that they have done for many years in their own families (i.e., drinking wine with dinner, going to pubs with their parents) and therefore they do not think of alcohol as something “exotic” or forbidden.

What are the potential consequences of overindulgence for your health and safety? Excessive drinking—abroad just as in the United States—can lead to physical injuries related to falls or other accidents sustained while intoxicated, fights, arrests, unwise sexual activity, date rape, unintended pregnancy, STDs, and long-term alcohol addiction, as well as loss of respect from friends, classmates, and local people. Think about the potential impact of excessive drinking on your own health, welfare, and personal happiness (both during your time abroad and beyond).

A GENERAL RECOMMENDATION ON THE SUBJECT OF ALCOHOL: If you are of legal drinking age in your host country and you choose to drink while you are there, avoid “overdoing it”. Remember that excessive alcohol consumption will cloud your judgment and may make it difficult for you to react appropriately if you get into an unsafe situation.

Note that **public intoxication may lead to legal problems including arrest** in the host country. YOU are responsible for your conduct while intoxicated, and if arrested, you are subject to the legal and judicial processes of the host country.

Also, keep in mind that you are ALWAYS responsible (and will be held accountable) for your behavior, whether you are intoxicated or not. See the important CONDUCT issues regarding alcohol use below.

Drug Use

Avoid ANY involvement with drugs while you are abroad—the potential consequences, which are detailed on the State Department’s drug warning website <http://travel.state.gov/content/passports/en/go/drugs.html> are simply not worth it! Be sure not to be in possession of illegal drugs at any time while abroad, and don’t let a stranger get you into trouble, either— NEVER agree to hold a stranger’s bags, even for a moment.

If you are caught in possession of illegal drugs (even if they’re not yours!) you are subject to prosecution. You may be surprised to learn that countries with lax drug laws (such as the Netherlands) are often bordered by countries with extremely harsh drug laws. Even if the general population in some countries (like Morocco or Jamaica) exhibits a relaxed attitude toward drugs, their police do not. Bail is not granted for drug cases in most countries. Pre-trial detention, often in solitary confinement, can last for months. Many countries do not provide a jury trial, and in many cases, you need not even be present at your trial. The average jail sentence in drug cases worldwide is about seven years. In at least six countries (Iran, Algeria, Malaysia, Singapore, Afghanistan, and Turkey) the death penalty can be imposed for conviction on even minor drug charges. Other countries routinely sentence drug offenders to decades in prison.

PLEASE: AVOID ALL THE POTENTIAL CONSEQUENCES BY AVOIDING DRUGS WHILE ABROAD.

CONDUCT

University Code of Conduct

As Pennsylvania State University students, you are responsible for abiding by the University’s Code of Conduct whenever you are participating in a university function, whether in the United States or abroad. This Code of Conduct applies to your behavior abroad as part of a University-sponsored tour. The Code can be found online at <http://brandywine.psu.edu/student-policies>

Conduct violations

Violations of the Code of Conduct while involved in a Penn State Brandywine International program will be reported to the campus Director of Student Affairs and may be referred to the Office of Judicial Affairs. There are procedures and penalties for violations, including grade reduction, academic suspension, financial penalties, and even expulsion from the University. **Under certain conditions a student may be sent home**

early, at his or her expense. For more information contact the Brandywine Director of Student Affairs (see Appendix A).

Conduct at host hotels and on buses

Students are reminded that lodging on our tours is arranged at hotels, which serve not only students. Our tour agent has worked hard to build relations with hotel networks around the world for the purpose of arranging affordable tours for Penn State students. It is therefore very important that you treat the hotel room and context with respect. **Avoid making excessive noise, especially in the evenings and nights. Do not destroy or damage hotel property,** or you will be held personally liable by the tour agent. In addition, Judicial Affairs penalties may apply.

It is important also to treat buses with care and respect, for the same reasons, and with the same penalties.

Alcohol and drugs

Please see the warnings above regarding the health and legal risks of drug and alcohol abuse. In addition, such **abuses are violations of the University Code of Conduct** and can result in serious penalties at the discretion of the instructor or through Judicial Affairs.

Parental notification

According to the Penn State Office of Judicial Affairs, the University can report student discipline information to the parent(s) or legal guardian(s) of students under the age of 21. You can read more about this policy at: <http://brandywine.psu.edu/student-policies> —this includes violations of foreign law regarding alcohol or controlled substances, or general discipline problems abroad.

Photograph etiquette

You will probably want to take pictures of the places (and in some cases, people) that you encounter during your travels. Be tactful and discreet in how you approach photographing strangers; it is always wise to ask permission before taking someone's picture.

PART IV – COMING HOME

Preparing for your return

- Keep your sales slips for any major purchases you make while abroad.
- Pack items you plan to declare at Customs into a separate bag, in case you are asked to show the items to a Customs officer.
- US residents are usually permitted to bring back \$400 worth of foreign goods duty-free. “Foreign goods” effectively means anything you bought while abroad for the purpose of bringing back with you (e.g. gifts). The 3 sweaters and 2 pairs of pants that you bought in your host country do not have to be declared.
- You may be charged a duty on additional foreign goods that you are carrying with you. Be aware that some items may be prohibited in the US (e.g., illegal substances such as Rohypnol).
- You will need to declare all major foreign purchases at US Customs. Declaration forms will be distributed during your flight back into the US.
- Should you need assistance on matters relating to US Customs while abroad, Customs representatives are available in American embassies.

Re-adjusting to life in the US

Just as you will go through a period of adjustment at the beginning of your international experience, you may also have a period of readjustment when you return home. Immediately after your return, you can expect to go through an initial stage of euphoria and excitement—most people are happy to be back on their native turf. But as you try to settle into your former routine, you may recognize that your international experience has changed your perceptions and assumptions, your ways of doing things, even what it means to “be yourself”. This intellectual and personal growth means that you can expect a period of disorientation as you adjust to the “new” environment at home. This is a perfectly normal reaction.

Your next trip?

Many Penn State students travel internationally for the first time on one of our programs. However, almost no one says that it will be their last trip abroad. In many cases, a Penn State education abroad experience is the beginning of a lifetime of travel! Brandywine International organizes 3-5 trips per year, and if you study enough with us you may be eligible for our International Studies Minor (see www.bw.psu.edu/Academics/Degrees/intst_minor.htm). Consider travelling and studying with us again!

APPENDIX A: USEFUL CONTACTS

NOTE: When calling from abroad to the US you will need to use the US country code, which is 001.

PENN STATE BRANDYWINE GLOBAL PROGRAMS:

Programs Coordinator:

- **Dr. Paul D. Greene.** Email: pdg4@psu.edu . Tel.: (610) 892-1474.

Global Programs Staff Assistant:

- **Ms. Lisa Yanonis.** Email: lay10@psu.edu. Tel.: (610) 892-1413. 212 Suite of Main Building, Brandywine Campus.

Global Programs Registration Contact:

- **Ms. Nyia Carter.** Email: nlc5@psu.edu. Tel.: (610) 892-1402. 105 Suite of Main Building, Brandywine Campus.

Brandywine Director of Student Affairs (DSA):

- **Ms. Ronika Money,** Director of Student Affairs, Penn State Brandywine. Email: rmm29@psu.edu. Tel. (610) 892-1289.

Brandywine Director of Academic Affairs (DAA):

- **Dr. Cynthia Lightfoot,** Director of Academic Affairs, Penn State Brandywine. Email: cgl3@psu.edu. Tel.: (610) 892-1411.

Brandywine Disabilities Officer:

- **Ms. Sharon Manco,** Brandywine Campus Disability Officer. Email: sam26@psu.edu. Tel.: (610) 892-1461.

CELESTIAL VOYAGERS TOUR AGENCY:

- **Celestial Voyagers, Inc.** www.celestialvoyagers.com Tel.: 516-829-1525. Fax: (718) 729-0306. Address: 27-28 Thomson Avenue, SW11, Long Island City, NY 11101.
- **Françoise Cornu,** CEO, Celestial Voyagers. Email: francoise@celestialvoyagers.com. Tel.: (516) 829-1525.

STUDENT TRAVEL INSURANCE:

- **HTH Worldwide Insurance.** Tel.: (888) 243-2358, (610) 254.8769. Email: studentinfo@hthworldwide.com. Website: www.hthstudents.com. Address: One Radnor Corporate Center, Suite 100, Radnor, PA 19087 USA.

APPENDIX B: UNIVERSITY POLICIES

Code of Conduct

Visit <http://brandywine.psu.edu/student-policies> . Violations of the Code of Conduct while involved in a Penn State Brandywine International program will be reported to the campus Director of Student Affairs and may be referred to the Office of Judicial Affairs. There are procedures and penalties for violations. For more information contact the Brandywine Director of Student Affairs (see Appendix A).

Academic integrity

All students are expected to act with civility and personal integrity; respect other students' dignity, rights and property; and help create and maintain an environment in which all can succeed through the fruits of their own efforts. An environment of academic integrity is requisite to respect for self and others and a civil community.

Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty include cheating or copying, plagiarizing, submitting another persons' work as one's own, using Internet sources without citation, fabricating field data or citations, "ghosting" (taking or having another student take an exam), stealing examinations, tampering with the academic work of another student, facilitating other students' acts of academic dishonesty, etc.

Academic dishonesty violates the fundamental ethical principles of the University community and compromises the worth of work completed by others. A student should avoid academic dishonesty when preparing work for any class. If charged with academic dishonesty, students will receive written or oral notice of the charge by the instructor. Students who contest the charge should first seek resolution through discussion with the faculty member or the campus Director of Academic Affairs. If the matter is not resolved, the student may request a hearing with the University College Committee on Academic Integrity at the campus.

Sanctions for breaches of academic integrity may range (depending on the severity of the offense) from F for the assignment to F for the course. In severe cases of academic dishonesty, including, but not limited to, stealing exams or "ghosting" an exam, students may receive a grade of XF, a formal University disciplinary sanction that indicates on the student's transcript that failure in the course was due to a serious act of academic dishonesty. The University's statement on Academic Integrity from which the above statement was drawn is available at: <http://brandywine.psu.edu/academic-integrity-resources>

APPENDIX C: PACKING CHECKLIST AND TIPS

Packing is one of the biggest dilemmas when going abroad. The usual weight limit is 50 lbs. per checked bag and 40 lbs. per carry-on bag. Keep in mind that you may have to carry or haul your bags long distances.

Electricity

Electrical voltage varies by country. In addition, different countries use different shaped electrical plugs. If you plan to bring electrical appliances abroad that need to be plugged into a wall socket, be aware that these items:

1. may require an adapter in order to plug into the wall socket
2. may not work at all without proper adapters
3. could even be destroyed if improper adapters are used

Stores such as Radio Shack can explain electricity concerns by country and sell adapters. More information, organized by country, is available at http://en.wikipedia.org/wiki/Mains_power_around_the_world.

Documents and other necessities

- Passport (and photocopies of each in each of your pieces of luggage)
- Visa (if applicable)
- Airline Ticket
- This Handbook
- Credit Cards, ATM Cards (and photocopies of each in each of your pieces of luggage)
- A list of emergency phone numbers
- Money (a small amount of cash; we recommend using ATMs abroad)
- Student ID card

Suggested Clothing

- At least 1 pair of walking shoes (break them in before you go to avoid blisters)
- 1 pair of casual or dressy shoes
- 7-10 pairs of socks (depending on length of trip)
- 7-10 pair of underwear (depending on length of trip)
- 1-2 pair of shorts
- 1-2 skirts/trousers
- 4-6 t-shirts (depending on length of trip)
- 1 sweater/sweatshirt
- 1 poncho/rain jacket
- 1 light jacket
- 1 hat/visor
- 1 semi-nice outfit
- 1 set of pajamas

Suggested Medicine and Toiletries

- Deodorant
- Prescription medicine (keep them in their original bottles and carry in your carry-on)
- Vitamins (carry a supply in your carry-on)
- Toothbrush and toothpaste
- Soap and shampoo (use travel size bottles)
- Comb and/or brush
- Sunscreen, moisturizers, cosmetics
- First Aid kit (include plenty of band-aids)
- Aspirin/Tylenol
- Tissues
- Feminine Hygiene products (if applicable)
- Condoms (you may not be able to find these in the country you are visiting)
- Anti-diarrhea medicine (a must for traveler's diarrhea)
- Contact lenses/glasses and solution (if applicable)
- Razors (make sure to put these in your checked luggage)

Miscellaneous

- Camera
- Watch
- Travel alarm clock (see Electricity above)
- Sunglasses
- Money belt or neck pouch
- Flashlight
- Battery-operated alarm clock
- Umbrella
- Luggage locks and tags
- Sewing kit
- Batteries
- Adapter and voltage converter
- Bilingual dictionary (if applicable)
- Travel book
- Backpack
- CD/MP3 Player

Important notes

- Pack light and leave room for souvenirs and other items you buy while abroad.
- It is a good idea to bring clothes that will dry quickly so you won't have to sit for long periods in wet clothes.
- We do not recommend traveling with expensive items such as laptop computers. There are Internet cafes in most major cities worldwide.

Additional tips

- Roll your clothes to conserve space.
- Keep one change of clothes (including underwear) in your carry-on.
- Bring lightweight, easy care items of clothing.
- Do not take anything that you would be afraid would get damaged or stolen.

APPENDIX D: USEFUL WEB RESOURCES

Healthy, safety and security

- Health risks and concerns: Centers for Disease Control: www.cdc.gov
- US Department of State International Travel Advisories and Consular Information Sheets (monitors threats such as crime, political tension, terrorism, etc.): <http://travel.state.gov/>
- Penn State University Office of Global Program World Watch Utility (monitors threats and risks such as crime, political tension, terrorism, and also includes useful information about travel destinations): <https://global.psu.edu/worldwatch> (Penn State Access login required).
- US Passport Service: http://travel.state.gov/passport/passport_1738.html
- Embassy locator: <http://www.tripresource.com/embassy.htm>
- Embassy registration site: <https://travelregistration.state.gov/ibrs/>
- “A Safe Trip Abroad” (State Dept. Travel Info): <http://travel.state.gov/content/travel/en.html>
- HTH Worldwide Insurance: www.hthstudents.com
- State Department’s drug warning website: <http://travel.state.gov/content/passports/en/go/drugs.html>

University Code of Conduct (applies on trips)

- <http://brandywine.psu.edu/student-policies>

Air travel

- Air travel regulations concerning liquids: <http://traveltips.usatoday.com/airline-rules-liquids-1592.html>
- Items prohibited on air travel: <http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm>
- US Customs and Border Protection: <http://www.cbp.gov/>

Useful resources

- How to make international calls: <http://www.howtocallabroad.com/>, www.countrycallingcodes.com
- Electrical voltage in foreign countries: http://en.wikipedia.org/wiki/Mains_power_around_the_world
- The Weather Channel online (weather info worldwide) : <http://www.weather.com>
- The World Clock (local times worldwide): <http://www.timeanddate.com/worldclock/>
- International Newspapers on the web: <http://www.onlinenewspapers.com/>
- CNN online: <http://www.cnn.com>
- The Universal Currency Converter (money conversion) : <http://www.xe.com/ucc/>
- MasterCard ATM location worldwide: <http://www.mastercard.com/atmlocator/index.jsp>
- Visa ATM locator: <http://www.visa.com/atmlocator/index.jsp#%28page:home%29>

Travel and tourism information

- Lonely Planet (Travel Guides): <http://www.lonelyplanet.com>
- Fodor’s (Travel Guides): <http://www.fodors.com>
- Let’s Go (Travel Guides) : <http://www.letsgo.com>
- Travel On-line (Travel Guides): <http://www.travel.com>
- Tourism Offices Worldwide Directory: <http://www.towd.com/>
- Student Universe: <http://www.studentuniverse.com>
- Travelite (Tips on Packing Light): <http://www.travelite.org>

International and Global Programs

- Penn State Brandywine Global Programs: <http://brandywine.psu.edu/global-programs> . Includes information on scholarships.
- International Studies Minor: <http://brandywine.psu.edu/international-studies>
- Penn State University Office of Global Programs: <https://global.psu.edu/>
- Stay connected to us through Facebook! www.facebook.com