

Going Global @ WPI



A handbook developed by the Interdisciplinary and Global Studies Division at Worcester Polytechnic Institute for students going to the residential project site:

Limerick, Ireland A 2009

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Section 1 – WPI and IGSD Procedures

INTRODUCTION

Congratulations! You are beginning to prepare for one of the most meaningful experiences that you will encounter while at WPI. In order to ensure that you have a successful experience, the *Going Global at WPI Handbook* has been compiled from a number of sources to provide as much practical information as possible that may be applicable to all project sites. The Handbook was prepared to inform the student who has been accepted to participate in the Global Perspective Program during the 2008/2009 academic year.

Worcester Polytechnic Institute has been practicing innovative, project-based technological education for over 30 years. WPI requires all undergraduates to complete a series of projects, including one in which they examine how science or technology interacts with societal structures and values - the Interactive Qualifying Project. Because of its commitment to a global perspective, the university offers its students opportunities to complete this unique degree requirement at locations around the world. WPI operates more than ten international project programs where students, with resident faculty advisors, live and work full time solving real-world problems for public and private agencies and organizations. WPI sends more engineering and science students overseas for experiential learning than any other U.S. college or university; during the 2008-2009 academic year, approximately 625 WPI students -- including over half of the junior class -- will travel to a global project site to complete one of these interdisciplinary projects.

A successful off-campus experience does not just occur; it requires careful consideration of things you will need to do before you leave, and while at your off-campus site. The Interdisciplinary and Global Studies Division (IGSD) has developed this document to outline these considerations.

For the mutual protection of WPI, the students, and their families, the obligation assumed by each must be carefully defined and understood. You should recognize the fact that you have entered into a contractual agreement with WPI that states the obligations and responsibilities of both the university and yourself. This Handbook was created as the document that should be read carefully and thoroughly to avoid misunderstandings.

The following text is taken from the NAFSA: Association of International Educators' website. NAFSA is the predominant professional association in the world dealing with international education, and the section of the Association that deals specifically with study abroad currently known as the Education Abroad Knowledge Community. A committee of study abroad professionals (the Interorganizational Task Force on Safety and Responsibility in Study Abroad) developed the following document and is included here for your reference. Please keep in mind that while WPI's off campus program is unique in its structure, the University is committed to uphold the standards of the profession.

Responsible Study Abroad: Good Practices for Health and Safety

Statement of Purpose

Because the health and safety of study abroad participants are primary concerns, these statements of good practice have been developed to provide guidance to institutions, participants (including faculty and staff), and parents/guardians/families. These statements are intended to be aspirational in nature. They address issues that merit attention and thoughtful consideration by everyone involved with study abroad. They are intentionally general; they are not intended to account for all the many variations in study abroad programs and actual health, safety and security cases that will inevitably occur. In dealing with any specific situation, those responsible must also rely upon their collective experience and judgment while considering their specific circumstances.

I. Responsibilities of Program Sponsors

The term "sponsors" refers to all the entities that together develop, offer, and administer study abroad programs. Sponsors include sending institutions, host institutions, program administrators, and placement organizations. To the extent reasonably possible, program sponsors should consider how these statements of good practice may apply. At the same time, it must be noted that the structure of study abroad programs varies widely. Study abroad is usually a cooperative venture that can involve multiple sponsors. Because the role of an organization in a study abroad program may vary considerably from case to case, it is not possible to specify a division of efforts that will be applicable to all cases. Each entity should apply these statements in ways consistent with its respective role.

In general, practices that relate to obtaining health, safety and security information apply to all parties consistent with their role and involvement in the study abroad program. Much of the basic information is readily available and can be conveyed to participants by distributing it and/or by referring them to, or utilizing materials from, recognized central sources. Statements of good practice that refer to the provision of information and the preparation of participants are intended for parties that advise, refer, nominate, admit, enroll, or place students. Statements of good practice that suggest operating procedures on site apply to entities that are directly involved in the operation of the overseas program.

It is understood that program sponsors that rely heavily on the collaboration of overseas institutions may exercise less direct control over specific program components. In such cases, sponsors are urged to work with their overseas partners to develop plans and procedures for implementing good practices.

The use of letters is provided for ease of reference only and does not imply priority.

Program sponsors should:

- A. Conduct periodic assessments of health and safety conditions for their programs, and develop and maintain emergency preparedness processes and a crisis response plan.
- B. Provide health and safety information for prospective participants so that they and their parents/guardians/families can make informed decisions concerning preparation, participation and behavior while on the program.
- C. Provide information concerning aspects of home campus services and conditions that cannot be replicated at overseas locations.

- D. Provide orientation to participants prior to the program and as needed on site, which includes information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures.
- E. Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program.
- F. Determining criteria for an individual's removal from an overseas program taking into account participant behavior, health, and safety factors.
- G. Require that participants be insured. Either provide health and travel accident (emergency evacuation, repatriation) insurance to participants, or provide information about how to obtain such coverage.
- H. Conduct inquiries regarding the potential health, safety and security risks of the local environment of the program, including program-sponsored accommodation, events, excursions and other activities, prior to the program. Monitor possible changes in country conditions. Provide information about changes and advise participants and their parents/guardians/families as needed.
- I. Hire vendors and contractors (e.g. travel and tour agents) that have provided reputable services in the country in which the program takes place. Advise such vendors and contractors of the program sponsor's expectations with respect to their role in the health and safety of participants.
- J. Conduct appropriate inquiry regarding available medical and professional services. Provide information about these services for participants and their parents/guardians/families, and help participants obtain the services they may need.
- K. Develop and provide health and safety training for program directors and staff, including guidelines with respect to intervention and referral that take into account the nature and location of the study abroad program.
- L. Develop codes of conduct for their programs; communicate codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that participants are in violation.
- M. In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know.
- N. In the participant screening process, consider factors such as disciplinary history that may impact on the safety of the individual or the group.
- O. Provide information for participants and their parents/guardians/families regarding when and where the sponsor's responsibility ends and the range of aspects of participants' overseas experiences that are beyond the sponsor's control.

In particular, program sponsors generally:

- A. Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.
- B. Cannot monitor or control all of the daily personal decisions, choices, and activities of participants.
- C. Cannot prevent participants from engaging in illegal, dangerous or unwise activities.

- D. Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
- E. Cannot assume responsibility for actions or for events that are not part of the program, nor for those that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.
- F. Cannot assure that home-country cultural values and norms will apply in the host country.

II. Responsibilities of Participants

In study abroad, as in other settings, participants can have a major impact on their own health and safety through the decisions they make before and during their program and by their day-to-day choices and behaviors.

Participants should:

- A. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
- B. Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).
- C. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.
- D. Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
- E. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- F. Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.
- G. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.
- H. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.
- I. Accept responsibility for their own decisions and actions.
- J. Obey host-country laws.
- K. Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.
- L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.
- M. Follow the program policies for keeping program staff informed of their whereabouts and well being.

N. Become familiar with the procedures for obtaining emergency health and legal system services in the host country.

III. Recommendations to Parents/Guardians/Families

In study abroad, as in other settings, parents, guardians, and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.

Parents/guardians/families should:

- A. Be informed about and involved in the decision of the participant to enroll in a particular program.
- B. Obtain and carefully evaluate participant program materials, as well as related health, safety and security information.
- C. Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.
- D. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
- E. Be responsive to requests from the program sponsor for information regarding the participant.
- F. Keep in touch with the participant.
- G. Be aware that the participant rather than the program may most appropriately provide some information.

NAFSA: Association of International Education
Responsible Study Abroad: Good Practice for Health and Safety
Guidelines, Revised November 8, 2002

http://www.nafsa.org/knowledge_community_network.sec/education_abroad_1/developing_and_managing/practice_resources_36/guidelines_for_health

MANDATORY PAPERWORK

The following documents must be submitted to the IGSD office by the stated deadline before you leave WPI for your off-campus project experience. If any forms are missing, you will be in jeopardy of not being allowed to participate at off-campus programs.

Paperwork deadline: All mandatory paperwork for Limerick A09 must be in the IGSD Office by **April 15, 2009 before 1:00 p.m.**

Participant Statement of Agreement

Once accepted to the Global Perspective Program at WPI, every student is required to submit to the IGSD along with his or her housing deposit a signed and dated "Participant Statement of Agreement". The text of that document is included below for your convenient referral. Of course, you may request a photocopy of your signed "Participant Statement of Agreement" at any time.

I understand that my participation in the WPI Global Perspective Program is subject to my agreement to accept and abide by the following conditions of participation:

A. Financial Responsibility

- 1) I understand that my deposit of \$400 is used to secure my place in the program and will be credited toward my housing cost.
- 2) I understand that charges for any damages to housing, WPI property on site, the property of our host institutions, or project sponsors will be charged to my WPI account. When responsibility for damages to housing cannot be assigned to an individual student, all students in the housing unit will be charged an equal share of the cost. I also realize that an official hold will be placed on my records until all payment responsibilities are satisfied.
- 3) I agree to pay all housing charges as requested. The accounting office normally bills housing costs at program sites at the time of the usual billing for Spring, Fall, and Summer terms.

B. Withdrawal, Cancellation, or Dismissal

- 1) I understand that the \$400 acceptance deposit is fully refundable up to 120 business days before the beginning of the program. Notice of withdrawal must be made in writing to the Interdisciplinary and Global Studies Division. Withdrawals after this time are subject to forfeiture of the entire deposit, plus any unrecoverable portion of the housing costs or other program expenses advanced on my behalf.
- 2) WPI makes every effort to deliver every program offered. However, many circumstances beyond our control could affect the welfare and safety of our participants. WPI, therefore, reserves the right to cancel a program in the event of changes that adversely affect our ability to deliver a quality academic program in which we can reasonably safeguard the health, safety, and well-being of all participants. In the event of cancellation by WPI, all deposits, tuition, and housing costs will be fully refunded.
- 3) Students who are dismissed from a program for any reason will receive no refund of any costs involved and are subject to charges for any unrecoverable housing costs or program expenses advanced on their behalf.

C. Behavioral Responsibilities

- 1) I understand that all policies governing acceptable behavior as printed in The Policies section of *The Campus Planner & Resource Guide* apply to me during my participation at an off-campus program site. Failure to abide by these policies, either before or during my participation in an off-campus program, can result in disciplinary action, up to and including my immediate dismissal from the program. I recognize that the authority for adjudicating alleged violations of the WPI Code of Conduct while at an off-campus program site lies with the on-site WPI representative in accordance with basic due process.
- 2) I further understand that as a WPI student at an off-campus program site, I represent my institution and my country and will behave as an ambassador for both. I understand that grounds for dismissal may also be found in behavior disruptive to the group as a whole, or offensive within the host culture: disruptive sexual behavior, or behavior deemed offensive to the host culture; or disruptive, violent, or destructive behavior in student housing.
- 3) I understand that WPI must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs while WPI students and faculty are abroad. Accordingly, WPI reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes WPI concern for the safety and well-being of students or others. The Dean of Interdisciplinary and Global Studies shall have the authority to make the final decision on dismissal from the program.

D. Academic Responsibilities

- 1) I understand that my participation in this program is subject to successful completion of all required preparation classes. I agree to attend all required orientation and re-entry meetings.
- 2) I understand that if I am placed on academic probation, I am no longer eligible to participate. The withdrawal refund policy stated above will apply.
- 3) WPI reserves the right to withdraw acceptance to students who are subsequently placed on academic warning. The withdrawal refund policy stated above will apply.

E. Medical Issues

- 1) I understand that there are certain risks inherent in travel to an off-campus program site and WPI cannot assume responsibility for all of my activities or medical needs. I understand that it is my responsibility to carry medical insurance that is valid at the off-campus site for the length of my stay.
- 2) I accept all financial responsibility for any medical treatment I receive while at the program site and understand that to obtain medical care abroad it is usually necessary to pay when the care is administered and seek reimbursement from my insurance company when I return home.

F. Legal Issues

- 1) I understand that as a non-citizen in a foreign country, I will be subject to the laws of that country. The use or possession of illegal drugs or other substances in violation of the laws of the host country or The Policies section of *The Campus Planner & Resource Guide*, before or during my participation in the program, can result in disciplinary action, up to and including my immediate dismissal from the program and legal action under the laws of the Commonwealth of Massachusetts and / or the laws of the host country.

G. Travel Issues

- 1) I understand that I am responsible for making my own travel arrangements and for arriving at the program site on the designated arrival date and remaining until the official departure date.
- 2) I understand that while WPI encourages students to travel during their free time, the university can take no responsibility for my safety during independent travel. I further understand that I must inform the faculty-in-residence of my travel plans.

H. Federal Compliance Issues

- 1) I understand there are Federal regulations regarding the export of information to foreign countries or foreign citizens, with which all of us at WPI must comply. WPI's emphasis on engineering programs makes us particularly sensitive to these regulations. If I take a laptop computer (or other type of computer digital storage device, I hereby assure WPI that I will not have any restricted information on that device as such action may be considered an export.

I have read, understand, and agree to abide by the above stated conditions of participation.

Participant Signature	date	site	term
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Printed Name	student number	date of birth*
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**If participant is under 18 years of age, both parents and/ or legal guardian must also read and sign this form.*

I am the parent or legal guardian of the above Participant, have read the foregoing Participant Statement of Agreement Form (including such parts as may subject me to personal financial responsibility), and will be legally responsible for the obligations and acts of the Participant as described in this Participant Statement of Agreement Form, and agree, for myself and for the participant, to be bound by its terms.

X

Signature of Parent / Guardian	Date
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X

Signature of Parent / Guardian	Date
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Travel Information Form (Appendix A)

The IGSD must have completed Travel Form from each student on file before the student leaves for their site. The office keeps a copy of this itinerary and we send a copy with the faculty advisor. By doing this, the IGSD staff, the advisor and the local coordinator knows when and where every student will arrive and will alert them if a problem arises.

Any students traveling outside the United States to a WPI project site must supply the IGSD with a scanned copy of the information pages of their passport. Electronic copies will be sent with the faculty advisor and kept on file in the IGSD. If a passport is stolen or lost while outside the U.S., having copies of this document will greatly facilitate having new travel documents issued.

Students should understand that they are responsible for making their own travel arrangements and for arriving at the program site on the designated arrival date and remaining until the official departure date. If you are traveling by air, you must have confirmed reservations. Flying stand-by is not acceptable.

Students and their families should also understand that while WPI encourages students to travel during their free time, the university can take no responsibility for the student's safety during independent travel. The student must inform the faculty-in-residence of any travel plans.

Students may not take vacation days off from their project work, even if they have the permission of their project mentor. If they have an urgent family or academic or job related need to travel away from the project site on a project work day, they should consult with the faculty member in residence before making any travel plans.

Health Update and Records Release Form (Appendix B)

The IGSD must have a completed Health Update and Records Release Form on file for each student before the student leaves for her site. The IGSD keeps a copy and sends a copy with the faculty advisor in case of an emergency. The student should list any medical conditions that could affect the student while off-campus (i.e. epilepsy, diabetes, depressive episodes, etc.) Also, the student must list any changes in their health not noted on medical records on file with WPI Health Services. Medical allergies must be listed, as well as prescription medications.

The IGSD strongly recommends that every student who plans to travel outside of the United States should read closely all information put forward by the Center for Disease Control specific to the geographic area where they will be going. This information is included in this handbook.

When traveling abroad it is a good idea to take a supply of your prescription medications sufficient to last for the entire length of the trip. Prescription medicines should always be kept in the original containers with the prescription label intact to avoid problems with customs officials. It is also important to take along a copy of the prescription from your physician, clearly written, in generic terms, and with an indication of the condition being treated.

Two people need be listed as emergency contacts. These contacts should be people empowered to make a medical or legal decision on behalf of the participant (i.e., parent, guardian, living adult relative). Contact information for each must also be provided to the IGSD on this form: name, relationship, address, phone (home and work), and email.

Participants and their families should understand that there are certain risks inherent in travel to an off-campus program site and WPI cannot assume responsibility for every activity or medical need. It is the student's responsibility to carry medical insurance that is valid at the off-campus site for the

length of the stay. Students must accept all financial responsibility for any medical treatment received while at the program site. Students should understand that to obtain medical care abroad, it is usually necessary to pay when the care is administered and they will have to seek reimbursement from their insurance company when they return home.

All students traveling off-campus to participate in a WPI program are required to carry medical insurance that is valid at the program site for the entire length of the program. The IGSD must have the name of your insurance provider and your subscription number. It is the responsibility of the student to make sure that they are covered for the entire length of the program while they are off-campus.

Voluntary Acknowledgement Form

All participants are required to sign a Voluntary Acknowledgement Form that is kept on file in the IGSD. The text of the form is below for your convenient referral. We hope that by asking participants to read and sign such a form that we remind them of the nature of their participation and the responsibilities which are assumed by the individuals.

ACKNOWLEDGEMENT and RELEASE

I acknowledge that I am voluntarily participating in the _____ (the "Program"), which is being offered by Worcester Polytechnic Institute (WPI). I further acknowledge that WPI has provided me with adequate information about the Program, both verbally and through written materials, and that I have read and understand such information. I agree to comply with any immunization or medical treatment necessary to participate in this program. I also acknowledge that any laptop computer (or other form of computer or digital storage device) that I may take abroad cannot contain any restricted information as such action may be considered an export subject to Federal control and regulation.

Assumption of Risk and Release of Claims. Knowing the risks described, and in consideration of being permitted to participate in the Program, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the Program. To the maximum extent permitted by law, I release and indemnify Worcester Polytechnic Institute, and its officers, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the Program (including periods in transit to or from any site in country where the Program is being conducted).

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS.

Participant Signature

date

Printed Name

date of birth*

*If participant is under 18 years of age, both parents and/or legal guardians must also read and sign this form.

I am the parent or legal guardian of the above Participant, have read the foregoing Acknowledgement and Release Form (including such parts as may subject me to personal financial responsibility), and will be legally responsible for the obligations and acts of the Participant as described in this Acknowledgement and Release Form, and agree, for myself and for the Participant, to be bound by its terms.

X

Signature of Parent / Guardian

Date

X

Signature of Parent / Guardian

Scan of Passport

You are required to bring your passport to the IGSD office so that staff can scan a copy of the face and information pages. IGSD keeps this on file.

International Student Identity Cards (ISIC)

All WPI students completing course requirements abroad are required to get the ISIC. As you have been charged the \$24.00 cost of the card, it makes the most sense to get yours from the IGSD. If you choose to purchase a card elsewhere you will forfeit the \$24.00. In some countries, the student discount network is highly developed, and an ISIC will entitle students to reduced entrance fees at museums and theaters, special rail or bus passes, and even discounts at hotels and shops. While it cannot be guaranteed that you'll get discounts wherever you go, the ISIC is the most accepted card for international access to all student discounts that are available.

With the International Student Identity Card, you gain access to a 24-hour, toll free help line that can provide aid in the case of a medical, financial or legal emergency while abroad. You can call the ISIC Help Line from the United States at (877-370-4742). Outside of the United States, call collect 715-342-4104. The call is free, but be prepared to provide your card number to the ISIC Help Line.

The most important reason for the ISIC requirement is the additional insurance coverage that you get. The ISIC provides a basic sickness and accident insurance policy to students while traveling outside the United States. ISICs also provide students with emergency evacuation insurance, if due to injury or sickness, a legally licensed physician certifies the severity of your condition is such that you must be evacuated for medical treatment. In addition, cardholders are eligible to have expenses covered for the repatriation of remains in the unlikely event of death while abroad. (For more specific coverage information, contact American Home Assurance Company 70 Pine St. New York, New York 10270).

Again, the cost of this card is built into the expenses associated with going off-campus and does not require additional fees to be charged to the student. However, students must supply the IGSD with two photos in order to process the card. These photos can be taken at the IGSD Office.

You are required to come to the IGSD, located in the Project Center, to fill out an application form for the ISIC and turn in your photos (extra passport photos will suffice as well, but please keep in mind the need to carry two other passport photos with you when traveling). IGSD staff will process your card, which will be given to you when all mandatory paperwork mentioned previously has been completed and turned in to the IGSD. If you need the number from your ISIC to book your flight, a photocopy of your card can be provided to you at your request. For more specific information about discounts, go to www.isic.org.

ATC Laptop Form (Appendix C)

WPI will provide one laptop per team if you request it. You do not have to use a WPI laptop – you are welcome to take your own. If you do, however choose to sign out a WPI laptop, you will need to complete the form and turn it in to the IGSD with the rest of your mandatory paperwork.

WPI POLICIES AND SERVICES FOR STUDENTS AT OFF-CAMPUS SITES

Informal Hearing Procedure at Off-Campus Residential Program Sites

Students at off-campus residential program sites accused of violating the WPI code of conduct or any other WPI policy as outlined in the annual Campus Planner shall be accorded an informal on-site hearing before a WPI representative designated by the dean of Interdisciplinary and Global Studies Division. The following guidelines will be applicable.

(a) Students will be informed of the complaint pending and the time, date and location of the informal hearing, in writing, at least two (2) days prior to the hearing. This notice should include a full description of the incident, names of witnesses, if any, and a reference to the section(s) of the campus code allegedly violated.

(b) The informal hearing shall be conversational in nature and non adversarial.

(c) Before the hearing, the student shall be given the opportunity to consult with an on-site advisor of their choice or a member of the WPI community.

(d) During the hearing, the WPI representative shall elaborate on the nature of the complaint and present any evidence or witnesses in support of that complaint.

(e) The accused student shall have an opportunity to respond to the complaint and present any evidence or witnesses in response to the complaint.

(f) The WPI representative will make a determination of the student's responsibility for the complaint based on the outcome of the informal hearing.

(g) If the student is found responsible, the WPI representative must contact the dean of students or her/his designee to review the student's past record, if any, before a sanction is determined. The WPI representative must then consult with the Dean of Students Office and the Director of global operations in Interdisciplinary and Global Studies Division to determine an appropriate sanction for the offense.

(h) All decisions shall be final and not subject to appeal on site. The decision may be appealed to the Dean of Interdisciplinary Studies Division once the student has returned to the WPI campus. Appeals may be submitted in writing to the Dean of Interdisciplinary Studies Division within five (5) days of the start of classes of the term following the off campus project experience. The appeal must be specific and contain a full description of the basis for the appeal. A given case may be appealed only once. Grounds for an appeal must be based on one or more of the following criteria:

- a. Failure to follow the procedures outlined in the Campus Planner and Resource Guide;
- b. Inappropriate gravity of the sanction in relationship to the offense;
- c. That no reasonable person could conclude, on the basis of the evidence presented, that the accused was responsible.

The appeal will not be reviewed until after the start of the term following the off campus project experience when all parties involved have returned to the WPI campus.

(i) If the on-site WPI representative determines that continued presence at the project center by the student would constitute a danger to the safety of persons or property on the premises of the project center, a recommendation for interim suspension may be made to the vice president for student affairs.

Note: WPI's Academic Honesty Policy and the procedures described therein also apply to the off campus residential programs. The WPI representative must communicate with the dean of Interdisciplinary and Global Studies Division and Student Life Office before taking action.

WPI Housing

If you live in a WPI residence hall, it is your responsibility to notify Residential Services of your intended absence.

Mail Services

All students going off-campus must go to Central Mail to fill out the appropriate card to have their mailboxes closed and their mail forwarded. Failure to do so will result in mail staying in the student's mailbox for the entire term. All students must now be responsible for their own mailbox and mail by signing a forwarding card at Central Mail.

Protocol for PCs for Off-Campus Project Centers

Students who participate in the Global Perspective Program are offered the opportunity to borrow laptop personal computers from WPI. This is not an entitlement to students, but rather a privilege extended to students. It is expected that the following protocol will be followed and the proper responsibility will be assumed by the students taking advantage of this opportunity. WPI does not have an unlimited supply of laptop computers to loan to students. If student teams are unable or unwilling to comply with the dates specified by the Academic Technology Center (ATC), the ATC reserves the right to refuse to accommodate that request. One PC per project team for each site as available:

After you have turned in the completed ATC Team form to the IGSD, at least one member of your group (although we suggest the entire group so that everyone takes equal responsibility for the equipment) is required to go to the ATC and reserve a laptop BEFORE pick-up on the specified date.

Procedure

1. Each team will fill out an ATC Team Form (Appendix C). Kelly Donahue (from the IGSD) will send approved names to ATC. Every team member must meet all IGSD paperwork deadlines before names are sent to the ATC.
2. Person(s) responsible for PC will be required to register at the ATC and sign a statement accepting responsibility for the PC.
3. Person(s) responsible for PC should have the tightest travel schedule. Arrangements can be made for one person to pick up the PC and another member of the team to return the PC but, BOTH people must register when the reservation is made with the ATC.
4. It is strongly recommended that everyone in the group sign the ATC's reservation form. The ATC will hold only signing parties financially responsible for damage beyond normal wear and tear and/or any fees incurred.

Reservations

1. Make your reservation early for your PC. You must go to the ATC to make your reservation with your WPI ID card. At the time of reservation you must be specific about the dates and times of pick-up and return of the equipment and about your hardware requirements. Be as specific as possible about what you will be using the PC for: (e.g. word processing, spreadsheets, data analysis, etc.) PCs are reserved on a first-come, first-served basis. Avoid last minute changes as they may not be able to be accommodated.
2. If two people are responsible (one for pick up, one for return) BOTH must go to the ATC to register before leaving campus. If arrangements have been made for a faculty member to return the PC, then the faculty member must send confirming email to Mary Beth Harrity (mharrity@wpi.edu) before the PC will be released.

3. Modems, ethernet cards and other miscellaneous hardware are in limited supply and must be requested at the time the reservation for the PC is made.
4. Upon request, the ATC can provide external drives that can be attached to the laptop.
5. Pick-up and return deadlines will be strictly enforced. If the laptop computer is not returned to the ATC on the agreed upon date, your group will be charged a \$50 per business day late fee.

Software

1. All PCs will be loaded with Windows, MS Office, Explorer and communications software. The ATC does not provide or load software other than this.
2. If students load their own software it must be removed prior to returning the PC to the ATC.
3. If you significantly alter the original configuration of the laptop (e.g. install a different operating system), your group will be charged a \$50 software re-installation fee.

Picking up the PC

1. You must have your WPI ID card in order to pick up the PC assigned to you.

Acceptable Use Policy Regarding Computers (WPI laptops, sponsor PC's, internet use)

At a minimum, you must adhere to the WPI Acceptable Use Policy (<http://www.WPI.EDU/Pubs/Policies/>) whether using WPI computer resources or your housing provider or sponsor's resources. Your housing provider or sponsor may have more restrictive computer and web use policies and those must be followed. It is your responsibility to determine what your housing provider or sponsor's policy is and to comply with it. Using a housing provider or sponsor's network(s) or computer(s) for recreational use (defined as non-project related use – on or off the web) is not permitted. Violators will be subject to disciplinary actions.

General Policies and Important Things to Remember

- There can be *no overnight guests* in any accommodations acquired and provided by WPI for use by the Project Center students.
- Charges for any damages to housing, WPI property on site, the property of our host institutions, or project sponsors will be charged to your WPI account. When responsibility for damages to housing cannot be assigned to an individual student, all students in the housing unit will be charged an equal share of the cost. An official hold will be placed on all records until all payment responsibilities are satisfied.
- If you are dismissed from a program for any reason, you will not receive a refund of any costs involved and will be subject to charges for any unrecoverable housing costs or program expenses advanced on your behalf.
- All policies governing acceptable behavior as printed in The Policies section of *The Campus Planner & Resource Guide* apply to participants at an off-campus program site. The authority for adjudicating alleged violations of the WPI Code of Conduct while at an off-campus program site lies with the on-site WPI representative in accordance with basic due process.
- You must always keep the resident faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor a written itinerary.
- **The IGSD will notify your parents if you fail to return from a weekend excursion at the predetermined time. If you are delayed you MUST contact your resident faculty advisor to inform them that you are safe.**
- As a WPI student at an off-campus program site, you represent your institution and your country and will behave as an ambassador for both. Grounds for dismissal may also be found in behavior disruptive to the group as a whole, or offensive to the host culture: disruptive sexual behavior, or disruptive, violent, or destructive behavior in student housing.
- You may not take vacation days off from your project work, even if you have the permission of your project mentor. If you have an urgent family or academic or job related need to travel away from the project site on a project work day, consult with the faculty member in residence before making any travel plans.

Violations of any of these policies can result in disciplinary action up to and including immediate dismissal from the program.

TRAVEL DOCUMENTS AND COMPETENCIES

Passports

Who needs a passport?

A U.S. citizen needs a passport to depart or enter the United States and to depart and enter most foreign countries. U.S. Immigration requires you to prove your U.S. citizenship and identity when you reenter the United States.

If you are not a U.S citizen, contact the embassy or consulate of the country you are planning to travel to, as well as the U.S. Embassy in order to receive specific entry instructions. International students should consult with Mr. Tom Thomsen, Director of the International Students and Scholars Office, about these issues. His contact information is listed under the heading WPI Offices.

Beware of a passport that is about to expire. Certain countries will not permit you to enter and will not place a visa in your passport if the passport is valid for less 6 months. If your passport is expiring in less than the 6 months, you will need to get a new one. If you return to the United States with an expired passport, you are subject to a passport waiver fee of \$100, payable to U.S. Immigration at the port of entry.

It is your responsibility to acquire your passport. The IGSD does not administer this process for students.

How to get your passport

1. Go to Prime Color Photo located at 1094 Pleasant Street to have your passport photos taken. Show your WPI ID to get the special rate. You can also get passport photos taken at the U.S. Post Office, or other local stores such as CVS.
2. Pick up a passport application form from the U.S. Post Office, Prime Color Photo or download from: http://travel.state.gov/passport/passport_1738.html
3. Turn in all required documentation to the nearest federal post office with the appropriate fee.

For Immediate Release

April 2, 2002

**STATEMENT BY PHILIP T. REEKER, DEPUTY SPOKESMAN
U.S. Passports Will No Longer be Issued Abroad**

All passports, except those required for urgent travel, will be issued in the United States using the new more secure photo-digitized imaging system.

Effective April 8, 2002, American citizens residing or traveling abroad, who require issuance of a U.S. passport, will be issued the latest, state-of-the-art passport. It incorporates a digitized image with other enhanced security features. Because this technology is not available at U.S. embassies and consulates, overseas passport issuance is being transferred to the National Passport Processing Center in Portsmouth, New Hampshire.

Travel documents in the post-September 11 world have become even more important. The new passport has many features that make it one of the most secure travel documents produced anywhere in the world. Getting these more secure passports into circulation will help minimize the misuse of American passports by criminals, terrorists, and others.

This new procedure will increase processing time at U.S. embassies and consulates, but the Department is committed to ensuring that American citizens receive secure documents in a timely manner. American citizens overseas are encouraged to apply early for renewal of expiring passports.

U.S. embassies and consulates will continue to issue passports that are needed for urgent travel. However, such passports will be limited in validity, and cannot be extended. Bearers will be required to exchange, at no additional cost, their limited-validity passport for a full-validity digitized passport upon completion of their urgent travel.

Information on applying for a U.S. passport, passport application forms and requirements, and other travel-related information can be accessed through the Department of State's web site at: <http://travel.state.gov>.

Visas

A visa is an endorsement or stamp placed in your passport by a foreign government that permits you to visit that country for a specified purpose and a limited time. You should obtain all necessary visas before you leave the United States, because you will not be able to obtain visas for some countries once you have departed. Apply directly to the embassy or nearest consulate of each country you plan to visit. Passport agencies *cannot* help you obtain visas.

If you are doing your project in Thailand or Namibia, your faculty advisors and the IGSD will help you obtain your non-immigrant visas. In order to take advantage of this, you must be prepared to give the IGSD your passport, a completed visa application (available in the IGSD office) and a passport picture, by the date that your advisors determine. The IGSD will send all documentation with one cover letter to the appropriate embassy to expedite the visa process for your group. The single entry visa fee of has been built into your housing charge.

If you are not a U.S. citizen, it is your responsibility to determine what other documentation you will need to file to obtain your visa.

How to Take Money

You should take a sufficient amount of living/spending money with you. The IGSD recommends the following modes of carrying money.

Travelers Checks

Rather than carrying large amounts of cash, it is always safer to take most of your money in travelers' checks. Remember to record the serial number, denomination, and the date and location of the issuing bank or agency. Keep this information in a safe and separate place. In case your checks are lost or stolen, you can get replacements quickly with this information.

Credit Cards

Some credit cards can be used worldwide, even for cash advances. However, be sure to monitor your charges carefully, so as not to exceed your limit -- do not forget to account for the exchange rate! Leave all unnecessary cards at home. Record the numbers and expiration dates for the cards you take in a separate place. Always report the loss or theft of your credit cards immediately to the issuing companies and notify the local police.

ATM info:

Making withdrawals from an ATM is generally considered to be the easiest and least expensive way of accessing money while abroad. The biggest advantage is that regardless of the size of your withdrawal, you will receive the wholesale exchange rate which banks use. ATM networks like the Global ATM Alliance, Cirrus and PLUS are used widely around the globe, although you should be sure to verify that your network operates in the country to which you're going. The following websites provide links to ATM locator services for each network:

<http://www.mastercard.com/us/personal/en/cardholderservices/atmlocations/index.html>

<http://visa.via.infonow.net/locator/global/jsp/SearchPage.jsp>

http://www.scotiabank.com/cda/content/0,1608,CID8040_LIDen,00.html

Before you leave, you should contact your bank to let them know where you will be and for how long. Many banks view activity such as withdrawals in another country as an alert to possible fraudulent activity on your account. Telling them ahead of time, may prevent your accounts from being frozen -- a massive inconvenience when you're abroad.

Things to consider when using ATMS abroad include the following:

1. Be sure you know the numeric equivalent of your PIN if it contains letters as well as numbers. ATMs abroad may only provide numbers.
2. Some ATMs (especially in Europe) do not accept PINs longer than 4 numbers. You may wish to contact your bank to change your PIN if it is longer than four digits.

There are of course fees associated with using most ATMs, and some of these can be significantly higher than the fees you are used to paying in the U.S. You should check with your bank (be sure to ask if they assess extra fees for international ATM use), and plan for these extra expenses in your budget.

Finally, be sure to keep your ATM card and your money in a safe place. When withdrawing cash from an ATM be sure to do so in a well lighted, safe location so that you decrease your profile as a potential target for theft.

Source: www.independenttraveler.com

Foreign Currency

Before departing, it is recommended that you purchase some foreign currency to use for buses, taxis, food, phones or tips when you first arrive. You can purchase several currencies at the airport, but be advised that they only carry major currencies and that exchange windows may be closed depending upon your time of departure. You may be able to purchase foreign currency at one of your local banks. Do not change all of the money you plan to take while still in the U.S. The exchange rate is always better in the host country.

Section 2 - Health & Safety

Safety Policies

When traveling to an off-campus project site, there are a number of precautions you should follow in order to travel safely:

- Do not leave your bags or belongings unattended at any time. Security in airports and train stations are instructed to remove or destroy any unattended baggage. Do not agree to carry or look after packages or suitcases for individuals you do not know well. If someone approaches you to make such a request, tell security immediately. Make sure that no one puts anything in your luggage without your knowledge. Take all questions from airport personnel seriously and do not make jokes in response to security questions.
- Safeguard your passport! Your passport is the most valuable document you will carry abroad. It is your best form of identification and confirms your citizenship. You must guard it carefully. Do not lend it to anyone or use it as collateral for a loan of any sort. You will need it when you check into hotels, embassies or consulates, or when cashing travelers' checks. Some countries require that you carry it with you at all times as a means of identification. When you carry your passport, hide it securely on your person. Do not leave it in a handbag, book-bag, backpack or in an exposed pocket.
- Never keep all of your documents and money in one place or suitcase. You should make a list of all of your important numbers - your passport information as well as credit cards, travelers' checks and airline ticket numbers. Leave a copy at home, and carry a copy with you, separate from your valuables.
- **Always keep the resident faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor an itinerary in writing. All student need to be accounted for every weekend whether you are traveling or not, see Appendix D.**
- **The IGSD will notify the parents of students who fail to return from a weekend excursion at the predetermined time. If you are delayed you MUST contact your resident faculty advisor to inform them that you are safe.**
- Have sufficient funds or a credit card on hand to purchase emergency items such as train or airline tickets.
- Always be careful about traveling alone.
- **All WPI students who are participating in the Cape Town B 2008 Project Program are expected to behave in a manner so as to not put themselves at risk.**
- **All students have an obligation to look out for each other and themselves. This means that if one student observes another engaging in risky behavior, that student should report the behavior to either of the faculty advisors. The faculty advisor must then address the issue with the student at risk. Repeated behavior identified as risky will be cause to be sent home.**
- Be as inconspicuous in dress and demeanor as possible. If the host country nationals do not wear baseball caps and sneakers, you will stand out as a foreigner if you do.
- Do not flash money or documents in public places. Be discreet in displaying your passport.

AVOIDING TRAVEL RISKS

Prepared By:
William L. Granahan CIC,LIA,CMC, Senior Consultant
J.H. Albert International Insurance Advisors, Inc.
Two Chestnut Place
72 River Park
Needham Heights, MA 02494-2631

Planning and Preparing:

Do not display provocative luggage tags, overly patriotic displays or any other indications that you are from the United States;

Do not pack anything that could be construed as a weapon, including knives, nail files, razors or other sharp instruments;

Arrive at the airport at least three hours in advance of your flight.

Air and Ground Travel:

Dress casual and look like a traveler; do not dress like a “flamboyant” US patriot;

Spend little time in foreign airports or public transportation areas that carry a high risk of or invite terrorist attacks;

Avoid air, rail and local ground carriers from countries where terrorist groups are based or have grievances;

Avoid flights or trains with intermediate stops, especially stops in hostile countries, which would allow terrorists to board;

In the Country;

Avoid countries, areas of countries and regions, even for leisure travel on weekends, that are hostile or likely to be hostile to Americans;

Study and understand the customs and political environment of the country(s) you are visiting;

Be prudent in your choice of eating and drinking establishments;

Avoid political discussions, confrontation and arguments;

Do not reveal personal information to casual acquaintances;

Beware of overly friendly or flirtatious persons;

Always travel in groups of two or more people;

Should you find yourself present during a coup, uprising or riot, remain in a safe harbor, such as your hotel or residence, that is not apt to be a military target;

Carry the phone number and address of the American Embassy and local police – and a cell phone if possible;

Return to your apartment or living quarters at a reasonable, early hour every night.

Safety Tips from the U.S. Department of State

Crime in many parts of the world seems to be increasing.

Visitors should take common sense precautions:

- Safety begins when you pack. Leave expensive jewelry behind. Dress conservatively; a flashy wardrobe or one that is too casual can mark you as a tourist. Use travelers' checks, not cash. Leave photocopies of your passport personal information page and your airline tickets with someone at home and carry an extra set with you.
- Use a money belt or a concealed money pouch for passports, cash and other valuables.
- In a car, keep doors locked, windows rolled up and valuables out of sight. A common trick is for a thief to reach through a car window and grab a watch from a persons' wrist or a purse or package from the seat while you are driving slowly or stopped in traffic.
- When you leave your car, try to find a guarded parking lot. Lock the car and keep valuables out of sight.
- When walking, avoid marginal areas of cities, dark alleys and crowds. Do not stop if you are approached on the street by strangers, including street vendors and beggars. Be aware that women and small children, as well as men, can be pickpockets or purse-snatchers. Keep your billfold in an inner front pocket, carry your purse tucked securely under your arm, and wear the shoulder-strap of your camera or bag across your chest. To guard against thieves on motorcycles, walk away from the curb, carrying your purse away from the street.
- Use official taxi stands rather than cruising taxis. Illegal taxis can be decoys for robbers.
- Whenever possible, do not travel alone. If you travel in isolated areas, go with a group or a reputable guide.
- Avoid travel at night.
- Money exchangers on the street pass off counterfeit U.S. dollars and local currency. Credit card fraud is growing.
- Do not take valuables to the mountains or on excursions.

Any U.S. citizen who is criminally assaulted should report the incident to the local police and to the nearest U.S. embassy or consulate.

The U.S. department of State has produced a website specifically for students going abroad. This site provides student specific travel tips and advice, and we strongly encourage you to visit it: www.studentsabroad.state.gov.

Drugs and the Legal System

When you are in a foreign country, you are subject to its laws. Learn about local laws and regulations, preferably before you arrive on site, and obey them. Deal only with authorized outlets when exchanging money or buying items such as airline tickets and travelers checks. Adhere strictly to the local laws because the penalties you risk are severe.

About 3,000 Americans are arrested overseas each year. Of these, approximately one-third are held on drug-related charges. Despite repeated warnings, drug arrests and convictions are still a common occurrence. Many countries have stiff penalties for drug violations and strictly enforce drug laws. You are subject to foreign, not U.S. laws while overseas, and you will find, if arrested, that:

- because you are subject to local laws abroad, there is very little that a U.S. consul can do for you if you encounter legal difficulties
- few countries provide jury trial
- most countries do not accept bail
- prisons may lack even minimal comforts: bed, toilet, wash basin
- officials may not speak English
- nutrition is often inadequate
- physical abuse, confiscation of personal property and inhumane treatment are possible

In other words, it is not worth imprisonment or extradition to break local laws. Be mature. Remember that laws are established for reasons (and you don't need to agree with those reasons), and that you are a guest, and should behave as such.

Health Issues: HIV and AIDS information

Acquired immunodeficiency syndrome (AIDS) is a severe, often life-threatening, illness caused by the human immunodeficiency virus (HIV). The incubation period for AIDS is very long and variable, ranging from a few months to many years. Some individuals infected with HIV have remained asymptomatic for more than a decade. Currently, there is no vaccine to protect against infection with HIV. Although there is no cure for AIDS, treatments for HIV infection and prophylaxis for many opportunistic diseases that characterize AIDS are available.

The universal precaution to prevent infection of either AIDS and/or HIV is to assume that everyone you meet has these diseases. While this may seem extreme, there is no way to judge from looking at someone whether or not they have been exposed to these illnesses or if, in fact, they are infected.

HIV infection and AIDS have been reported worldwide. The number of persons infected with HIV is estimated by WHO to be approaching the range of 18 million worldwide. Because HIV infection and AIDS are globally distributed, the risk to international travelers is determined less by their geographic destination than by their sexual and drug using behaviors.

Transmission and Prevention Information

The global epidemic of HIV infection and AIDS has raised several issues regarding HIV infection and international travel. The first is the need of information for international travelers regarding HIV transmission and how HIV infection can be prevented.

HIV infection is preventable. HIV is transmitted through sexual intercourse, needle or syringe sharing, by medical use of blood or blood components, and perinatally from an infected woman to her baby. HIV is not transmitted through casual contact; air, food, or water routes; contact with inanimate objects; or through mosquitoes or other arthropod vectors. The use of any public conveyance (e.g., airplane, automobile, boat, bus, train) by persons with AIDS or HIV infection does not pose a risk of infection for the crew or other passengers.

Increased risk for contracting AIDS and HIV

Travelers are at risk if they:

- have sexual intercourse (heterosexual or homosexual) with an infected person;
- use or allow the use of contaminated, unsterilized syringes or needles for any injections or other skin-piercing procedures including acupuncture, use of illicit drugs, steroid or vitamin injections, medical/dental procedures, **ear or body piercing, or tattooing**;
- use infected blood, blood components, or clotting factor concentrates. HIV infection by this route is a rare occurrence in those countries or cities where donated blood/plasma is screened for HIV antibody.

People should avoid sexual encounters with a person who is infected with HIV or whose HIV infection status is unknown. This includes avoiding sexual activity with intravenous drug users and persons with multiple sexual partners, such as male or female prostitutes. Condoms, when used consistently and correctly, prevent transmission of HIV. Persons who engage in vaginal, anal, or oral-genital intercourse with anyone who is infected with HIV or whose infection status is unknown should use a condom.

For the information made available by the Center for Disease Control, please go to the following web address

<http://www.cdc.gov/travel/yellowBookCh4-HIVAIDS.aspx>

WPI Offices

Interdisciplinary and Global Studies Division
Project Center, 2nd Floor
T 508-831-5547
F 508-831-5485

- Prof. Rick Vaz, Dean
x 5344, vaz@wpi.edu
- Natalie A. Mello
Director of Global Operations
x 5852, nmello@wpi.edu

Academic Advising & Disability Services
Daniels Hall
T 508-831-5381
F 508-831-5486

- Dale Snyder, Director
X5281, dsnyder@wpi.edu

Accounting Office
Boynton Hall, 2nd Floor
T 508-831-5754
F 508-831-5064

- Constance LaBounty
Accounting Clerk
x 5203, labounty@wpi.edu

Central Mailing Services
Campus Center, 1st Floor
T 508-831-5523
F 508-831-5753

- Celia McLaren, Supervisor
x 5683, cmclaren@wpi.edu

Financial Aid
Boynton Hall, Lower Level
T 508-831-5469
F 508-831-5039

- Monica Blondin, Director
x 5469, mmlucey@wpi.edu

International Students and Scholars Office
28 Trowbridge Road
T 508-831-6030
F 508-831-6032

- Mr. Tom Thomsen, Director
x6030, hartvig@wpi.edu

Academic Technology Center
Fuller Labs, 1st Floor
T 508-831-5220
F 508-831-5881

- Mary Beth Harrity, Director
X5223, mharrity@wpi.edu

Registrar's Office
Boynton Hall, 1st Floor
T 508-831-5211
F 508-831-5931

- Alaina Wiehn,
Registrar
x 5211, awiehn@wpi.edu
- Marjorie Roncone
x 5457, mroncone@wpi.edu

Residential Services
Ellsworth Residence, Institute Road
T 508-831-5175
F 508-831-5870

- Naomi Carton, Director
x 5175, letendre@wpi.edu

Student Development and Counseling Center
157 West Street
T 508-831-5540
F 508-831-5139

- Charles Morse, Director
x 5540, cmorse@wpi.edu

Student Life Office
Campus Center, Main Level
T 508-831-5520
F 508-831-5581

- Philip Clay, Dean of Students
X 5507, pclay@wpi.edu

Internet Addresses

The following are web addresses that you may find helpful, particularly before you leave for your site.

Health & Safety Sites

Center for Disease Control (CDC)
<http://www.cdc.gov/travel/default.aspx>

American Society of Tropical Medicine and Hygiene (ASTMH)
<http://www.astmh.org>

Council on International Educational Exchange (CIEE)
<http://www.ciee.org>

Travel Safe: AIDS and International Travel
http://www.ciee.org/health_safety/health/AIDS_intl_travel.aspx

Lonely Planet
http://www.lonelyplanet.com/travel_services/flights/single_return.cfm

The Travel Clinic
<http://www.drwisetravel.com/index.html>

Travel Health Online
<https://www.tripprep.com/scripts/main/default.asp>

U.S. State Department
<http://travel.state.gov>

Association for Safe International Road Travel (ASIRT)
<http://www.asirt.org/>

StudyAbroad.com Handbook
<http://www.studyabroad.com/handbook/safety.html>

NAFSA: Association of International Educators
<http://www.nafsa.org/>

Travel Sites

U.S. State Department
http://www.state.gov/www/background_notes/index.html

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

Links to U.S. Embassies and Consulates Worldwide
http://travel.state.gov/visa/questions_embassy.html

Services and Information for American Citizens Abroad
<http://travel.state.gov/travel/abroad.html>

Travel Warning on Drugs Abroad
http://travel.state.gov/travel/livingabroad_drugs.html

Women's Sites

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

Disability Sites

Access-Able
<http://www.access-able.com/tips/>

Air Travel Tips and Resources
<http://www.miusa.org>

Advice from the CDC: General Travel Precautions

The following web address should be accessed for health information specific to where you will be traveling: <http://wwwn.cdc.gov/travel/default.aspx>. We strongly encourage all students to review these guidelines, advice and suggestions carefully. If vaccines are recommended then you should consult with your own personal health care professional (who has knowledge of your medical history) to determine what the best course of action is for you. The IGSD cannot provide medical advice. Any opinions expressed by students, advisors, or center directors with regard to medical issues are only opinions and should not be taken as authoritative.

The preventive measures you need to take while traveling depend on the areas you visit and the length of time you stay. All travelers should take the following precautions, no matter the destination:

- Wash hands often with soap and water.
- Because motor vehicle crashes are a leading cause of injury among travelers, walk and drive defensively.
- Avoid travel at night if possible and always use seat belts.
- Always use latex condoms to reduce the risk of HIV and other sexually transmitted diseases.
- Don't eat or drink dairy products unless you know they have been pasteurized.
- Don't share needles with anyone.
- Never eat undercooked ground beef and poultry, raw eggs, and un-pasteurized dairy products. Raw shellfish is particularly dangerous to persons who have liver disease or compromised immune systems.
- Drink only bottled or boiled water, or carbonated (bubbly) drinks in cans or bottles. Avoid tap water, fountain drinks, and ice cubes. If this is not possible, make water safer by BOTH filtering through an "absolute 1-micron or less" filter AND adding iodine tablets to the filtered water. "Absolute 1-micron filters" are found in camping/outdoor supply stores.
- Eat only thoroughly cooked food or fruits and vegetables you have peeled yourself. Remember: boil it, cook it, peel it, or forget it.
- If you visit an area where there is risk for malaria, take your malaria prevention medication before, during, and after travel, as directed. (See your doctor for a prescription.)
- Protect yourself from insects by remaining in well-screened areas, using repellents (applied sparingly at 4-hour intervals), and wearing long-sleeved shirts and long pants from dusk through dawn.
- To prevent fungal and parasitic infections, keep feet clean and dry, and do not go barefoot.

To Avoid Getting Sick

- Don't eat food purchased from street vendors.
- Don't drink beverages with ice.
- Don't eat dairy products unless you know they have been pasteurized.
- Don't share needles with anyone.
- Don't handle animals (especially monkeys, dogs, and cats), to avoid bites and serious diseases (including rabies and plague).
- Don't swim in fresh water. Salt water is usually safer.

What You Need To Bring with You

- Long-sleeved shirt and long pants to wear while outside whenever possible, to prevent illnesses carried by insects (e.g., malaria, dengue, filariasis, and Japanese encephalitis).

- Insect repellent containing DEET (diethylmethylnolamide), in 30%–35% strength for adults and 6%–10% for children.
- Over-the-counter antidiarrheal medicine to take if you have diarrhea.
- Iodine tablets and water filters to purify water if bottled water is not available. See Do's above for more detailed information about water filters.
- Sunblock, sunglasses, hat.
- Prescription medications: make sure you have enough to last during your trip, as well as a copy of the prescription(s).

After You Return Home

- If you have visited an area where there is risk for malaria, continue taking your malaria medication weekly for 4 weeks after you leave the area.
- If you become ill after travel—even as long as a year after your trip—tell your doctor the areas you have visited.

Section 3 – Site Specific Information for Limerick

Dates and Travel

You should plan to fly to Shannon Airport (not Dublin) unless you will be traveling before the program starts. Aer Lingus offers direct flights to Shannon from Boston, New York, and other major cities. The following dates should be used when making your travel arrangements to Limerick:

Arrival	Saturday, 8 August 2009 (any time)
Departure	Saturday, 17 October 2009 (no later than 12.00 noon)

You are free to arrive in the area earlier than this and stay later, but you may be responsible for your own accommodations. Note that Europe uses 24-hour time and a date notation of D/M/Y. So, for example, you might be departing Boston at 20.00 on 7/8/09 to arrive at Shannon Airport at 06.30 on 8/8/09. It is your responsibility to inform Prof. Vaz & Prof. Wyglinski of the details of your arrival to the Limerick/Shannon area no later than July 1, 2009. Arrival instructions will be sent by e-mail to each student in July 2009.

Communication

To call any Limerick telephone number listed in this section from the US, first dial the US international access code 011, plus the entire number shown. To call from another country, follow the same procedure, using the international access code for that country. To call from within Ireland, omit the country code 353 and add a 0 before the area code 61.

Local Coordinator

Charlotte Tuohy

Charlotte.Tuohy@ul.ie

Home phone: +353 (0)61 308 159

Mobile: +353 (0)86 1200 510

Consistent with WPI's Residence Hall policy there are no pets allowed in project center housing. Violation of this policy can result in your termination from a residential project center.

Calling Home

IGSD recommends that you purchase a cell phone in Ireland. This will allow you to communicate easily with each other, and will allow you to call home inexpensively by purchasing prepaid calling cards.

Health Resources in Limerick

Please refer to the map on page 35 for the location of these resources.

For emergency medical attention and mental health needs:

Limerick Regional Hospital (see map)

Dooradoyle

Limerick

Telephone: +353 (0)61 301 111

For dental needs:

Dr Aidan Higgins
1 Verona Villas
O'Connell Avenue
Limerick
Phone: +353 (0)61 315 335; Mobile +353 087 796 5106

For non-emergency medical care:

Dr David Hannon
1 Greaney Close
Raheen
Limerick
Telephone +353 (0)61 203090

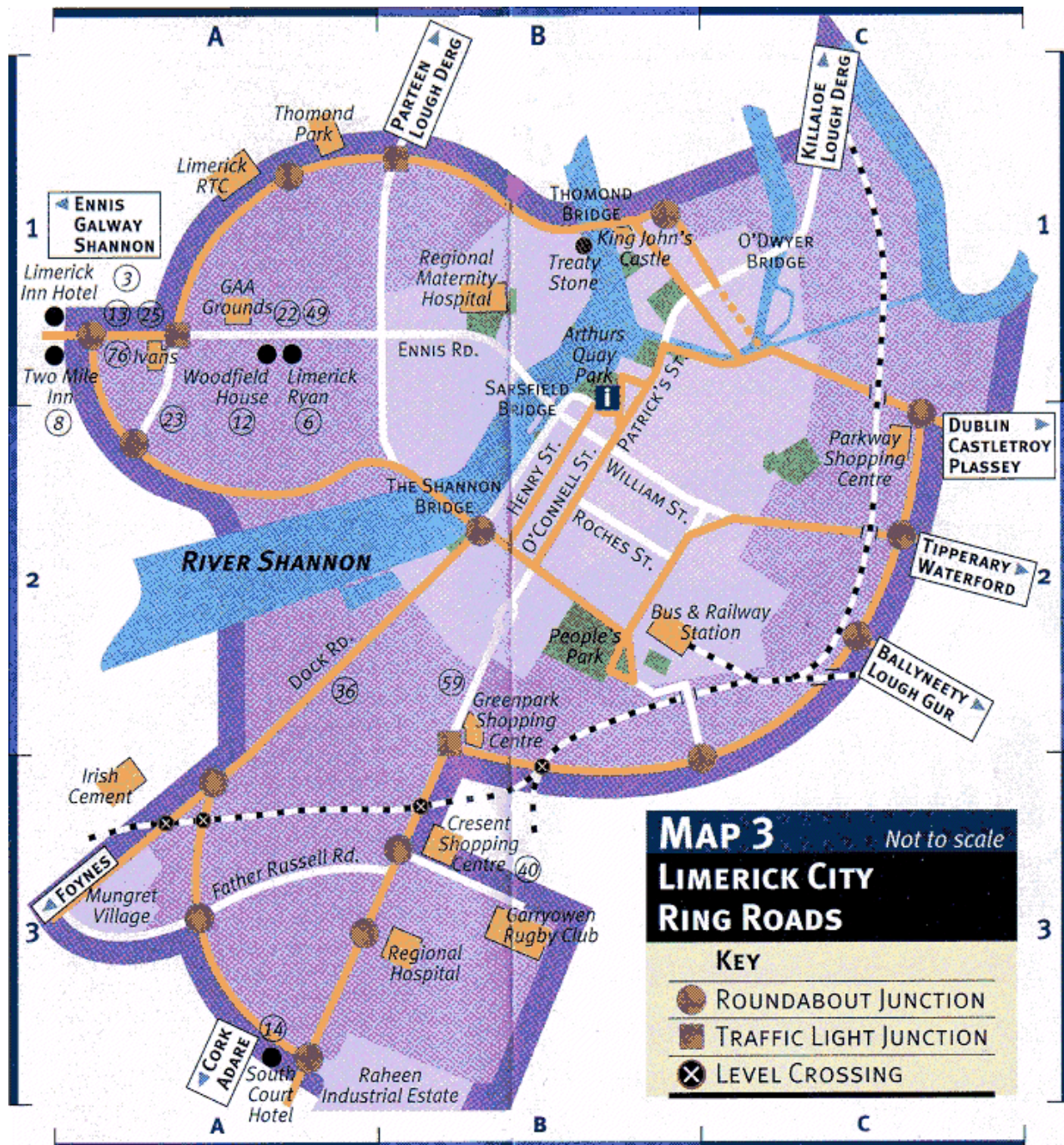
Second office:

Dr David Hannon
Over Ferguson's Chemist Shop
20 O'Connell Street
Limerick
Telephone: +353 (0)61 312499

Housing and Transportation

Students will be housed in apartments or houses located either near their project workplaces or in downtown Limerick. Typically, students work with Analog Devices in the Raheen Industrial Estate (near the Regional Hospital; see map) or at the University of Limerick (about 1 km east of Parkway Shopping Centre; see map). Detailed information about the projects and housing will be available by July 2008. Housing locations will be near supermarkets, shops, public transport, and other conveniences.

There is a reasonably reliable and inexpensive public bus system serving Limerick City and beyond. Bus passes facilitate travel around Limerick.



Map of Limerick City, courtesy of <http://www.ul.ie>

Consular Information – Ireland

December 02, 2008

COUNTRY DESCRIPTION: [map](#) : Ireland is a highly developed democracy with a modern economy. Tourist facilities are widely available. Read the Department of State [Background Notes](#) on Ireland for additional information.

ENTRY/EXIT REQUIREMENTS: A passport is necessary, but a visa is not required for tourist or business stays of up to three months. Visit the Embassy of Ireland web site (www.irelandemb.org/) for the most current visa information, or contact the Embassy at 2234 Massachusetts Avenue, NW, Washington, DC 20008, tel: 1-202-462-3939, or the nearest Irish consulate in Boston, Chicago, New York or San Francisco.

Information about [dual nationality](#) or the prevention of [international child abduction](#) can be found on our web site. For further information about customs regulations, please read our [Customs Information](#) sheet.

SAFETY AND SECURITY: Ireland remains largely free of terrorist incidents. While the 1998 ceasefire in Northern Ireland is holding, there have been incidents of violence in Northern Ireland associated with paramilitary organizations. These have the potential for some spillover into Ireland. Travelers to Northern Ireland should consult the Country Specific Information sheet for the United Kingdom and Gibraltar.

Several Americans have reported incidents of verbal abuse, apparently in reaction to U.S. policy on the war on terrorism. As elsewhere in Europe, there have been public protests, which for the most part were small, peaceful and well policed. Americans are advised, nonetheless, to avoid public demonstrations in general and to monitor local media when protests occur.

For the latest security information, Americans traveling abroad should regularly monitor the Department of State, Bureau of Consular Affairs' web site at <http://travel.state.gov>, where the current [Travel Warnings and Travel Alerts](#), as well as the [Worldwide Caution](#), can be found.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll free in the United States and Canada, or for callers outside the United States and Canada, a regular toll line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect themselves in an overseas environment, see the Department of State's [A Safe Trip Abroad](#).

CRIME: Ireland has a low rate of violent crime. There have been a limited number of incidents in which foreigners and tourists have been victims of assault, including instances of violence toward those who appear to be members of racial minority groups. In addition, there have been several reported assaults in Dublin by small, unorganized gangs roaming the streets in the early morning hours after the pubs close. There is a high incidence of petty crime – mostly theft, burglary and purse snatching – in major tourist areas. Thieves target rental cars and tourists, particularly in the vicinity of tourist attractions, and some purse and bag snatching incidents in these areas have turned violent, especially in Dublin. Travelers should take extra caution to safeguard passports and wallets from pickpockets and bag snatchers.

Crimes involving credit and debit cards and automated teller machines (ATMs) are also a concern. Travelers should protect their PIN numbers at all times and avoid using ATM machines that appear to have been tampered with. There has been an increase in Ireland of the use of “skimmers” on ATM machines, especially in tourist areas. Skimmers are usually small electronic

devices that are attached to the outside of an ATM machine in order to “skim” the ATM or credit card data for later criminal use. Most ATMs in Ireland now have electronic warnings about their use and advise customers to look closely at the ATM before using it.

INFORMATION FOR VICTIMS OF CRIME: The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime in Ireland, in addition to reporting to local police (Gardai), please contact the U.S. Embassy in Dublin for assistance. The Embassy staff can, for example, assist you in finding appropriate medical care, contacting family members or friends, and learning how funds can be transferred. Although the investigation and prosecution of the crime are solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed. The Irish Tourist Assistance Service (ITAS) is a free nationwide service offering support and assistance to tourists who are victimized while visiting Ireland. If you are a tourist victim of crime, report the incident to the nearest Garda Station (police station), which will contact ITAS. All tourist victims of crime are referred to ITAS by the Gardai. To learn about possible compensation in the United States if you are a victim of a violent crime while overseas, see our information on [Victims of Crime](#)

The local equivalent to the “911” emergency line in Ireland is 999 or 122.

MEDICAL FACILITIES AND HEALTH INFORMATION: Modern medical facilities and highly skilled medical practitioners are available in Ireland. Because of high demand, however, access to medical specialists can be difficult and admissions to hospitals for certain non-life-threatening medical conditions may require spending significant periods of time on waiting lists. Those traveling to or intending to reside in Ireland who may require medical treatment while in the country should consult with their personal physicians prior to traveling. Over-the-counter medication is widely available. Irish pharmacists may not be able to dispense medication prescribed by your U.S. physician and may direct you to obtain a prescription from an Irish doctor before providing you with your required medication. A list of Irish general practitioners in each area of Ireland may be obtained from the web site of the Irish College of General Practitioners at http://www.icgp.ie/go/find_a_gp. Emergency services usually respond quickly.

The U.S. Department of State is unaware of any HIV/AIDS entry restrictions for visitors to or foreign residents of Ireland.

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention’s hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC’s web site at <http://wwwn.cdc.gov/travel/default.aspx>. For information about outbreaks of infectious diseases abroad, consult the World Health Organization’s (WHO’s) web site at <http://www.who.int/en>. Further health information for travelers is available at <http://www.who.int/ith/en>.

FOOT AND MOUTH DISEASE: The Irish Department of Agriculture and Food advises all incoming passengers to Ireland that the current foot and mouth situation in Great Britain represents a high risk of the spread of disease to Ireland. If you are traveling from Great Britain to Ireland and have visited a farm with cattle, sheep, goats or pigs on your travels, you must report to the Irish Department of Agriculture and Food office at the port of entry. Fresh meat or unpasteurized milk products purchased in Great Britain may not be brought into Ireland. If you are carrying any of these products, they must be disposed of in the bins provided at the port of entry. For further information, please visit the Irish Department of Agriculture, Fisheries and Food at www.agriculture.gov.ie.

MEDICAL INSURANCE: The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. Please see our information on [medical insurance overseas](#).

TRAFFIC SAFETY AND ROAD CONDITIONS: While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States. The following information concerning Ireland is provided for general reference only and may not be totally accurate in a particular location or circumstance.

As driving is on the left side of the road in Ireland, motorists without experience in left-drive countries should be especially cautious. Tourists driving on the wrong side of the road are the cause of several serious accidents each year. Turning on red is not legal in Ireland. The vast majority of rental cars are manual transmission; it can be difficult to find automatic transmission rental cars. Road conditions are generally good, but once travelers are off main highways, country roads quickly become narrow, uneven and winding. Roads are more dangerous during the summer and on holiday weekends due to an increase in traffic. As in the United States, police periodically set up road blocks to check for drunk drivers. Penalties for driving under the influence can be severe. More information on driving in Ireland can be found on the U.S. Embassy in Dublin's web site at <http://dublin.usembassy.gov/service/other-citizen-services/other-citizen-services/driving.html>.

For specific information concerning Irish driving permits, vehicle inspection, road tax and mandatory insurance, please visit the official tourism guide for Ireland at <http://www.tourismireland.com>.

Taxis are reasonably priced but availability varies with time of day and where you are in the country. Bus service in the cities is generally adequate, although many buses are overcrowded and frequently late. Intercity bus and train services are reasonably good.

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the Government of Ireland's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of Ireland's air carrier operations. For more information, travelers may visit the FAA's web site at http://www.faa.gov/safety/programs_initiatives/oversight/iasa.

SPECIAL CIRCUMSTANCES: Most Irish banks will not accept U.S. \$100 bills. ATMs are widely available, but some, particularly in rural areas, may not accept cards from U.S. banks. Credit cards are widely accepted throughout Ireland. A number of travelers have been told by their airline that their passport must remain valid for six months after their entry into Ireland. The Government of Ireland has advised that this is a recommendation of the airline industry and is not an Irish legal requirement. Travelers must be in possession of a valid passport to travel. Please see [Customs Information](#).

CRIMINAL PENALTIES: While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating Ireland's laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use or trafficking in illegal drugs in Ireland are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. Please see our information on [Criminal Penalties](#).

REGISTRATION / EMBASSY LOCATION: Americans living or traveling in Ireland are encouraged to register with the nearest U.S. Embassy or Consulate through the [State Department's travel registration web site](#) so that they can obtain updated information on travel and security within Ireland. Americans without Internet access may register directly with the Embassy in Dublin. By registering, American citizens make it easier for the Embassy to contact them in case of emergency. The U.S. Embassy is located at 42 Elgin Road, Ballsbridge, Dublin 4. The Embassy can be reached via phone at 353-1-668-8777, after hours number 353-1-668-9612, fax 353-1-668-8056, and online at <http://dublin.usembassy.gov>.

* * *

This replaces the Country Specific Information for Ireland dated May 12, 2008, and updates sections on Information for [Victims of Crime](#), Medical Facilities and Health Information, and Special Circumstances.

Background Notes: Ireland



OFFICIAL NAME:

[Ireland](#)

Geography

Area: 70,282 sq. km. (27,136 sq. mi.); slightly larger than West Virginia.

Terrain: Arable 10%, meadows and pastures 77%, rough grazing in use 11%, inland water 2%.

Climate: Temperate maritime.

People

Nationality: Noun--Irishman, Irishwoman. Adjective--Irish.

Population (April 2007): 4,339,000.

Cities: Capital--Dublin (pop. 506,211). Other cities--Cork (119,418), Galway (72,414), Limerick (52,539), Waterford (45,748).

Population breakdown: 0-14 years (21%), 15-24 years (15%), 25-34 years (17%), 35-44 years (14%), 45-54 years (12%), 55-64 years (10%), 65 years and over (11%).

Population growth rate (2008 est.): 1.133%.

Ethnic groups: Irish, with English minority.

Religions: Roman Catholic 86.8%; Church of Ireland 3%; Presbyterian 0.5%; Methodist 0.25%; Muslim 1%; Jewish 0.1%; other 8.35%.

Languages: English, Irish (Gaelic).

Education: Compulsory up to age 16. Enrollment rates--first (primary) level 471,519; second (high school and vocational) level 333,718; third (university and college) level 138,362. Literacy--99%.

Health: Infant mortality rate--5.14/1,000. *Life expectancy at birth*--male 75.44 yrs., female 80.88 yrs.

Work force: *Services*--67%, *industry*--27%, *agriculture*--6%.

Government

Type: Parliamentary republic.

Independence: December 6, 1921.

Constitution: December 29, 1937.

Branches: *Executive*--president, chief of state; Prime Minister (Taoiseach--pronounced "TEE-shuck"), head of government. *Legislative*--bicameral national Parliament (Oireachtas--pronounced "o-ROCK-tas"): House of Representatives (Dail--pronounced "DOIL") and Senate (Seanad--pronounced "SHAN-ad"). *Judicial*--Supreme Court.

Administrative subdivisions: 26 counties, 34 local authorities.

Major political parties: Fianna Fail, Fine Gael, Labour, Progressive Democrats, Green Party, Sinn Fein.

Suffrage: Universal over 18.

Economy

Nominal GDP (2007): \$186.2 billion.

Real GDP growth (2007): 5.3%.

Nominal GDP per capita (2007): \$43,100.

Natural resources: Zinc, lead, natural gas, barite, copper, gypsum, limestone, dolomite, peat.

Agriculture (5% of GDP): Products--cattle, meat, and dairy products; potatoes; barley; hay; silage; wheat.

Industry (46% of GDP): *Types*--food processing, beverages, engineering, computer equipment,

textiles and clothing, chemicals, pharmaceuticals, construction.

Trade (2007): *Exports*--\$115.6 billion (excluding services): machinery, transport equipment, chemicals, food, live animals, manufactured materials, beverages. *Imports*--\$84.2 billion (excluding services): grains, petroleum products, machinery, transport equipment, chemicals, textile yarns. *Major suppliers*--Great Britain and Northern Ireland 31%, U.S. 11%, Germany 8%, China 7%, Japan 4%, France 3%, rest of the world (including other EU member states) 36%.

PEOPLE AND HISTORY

The Irish people are mainly of Celtic origin, with the country's only significant sized minority having descended from the Anglo-Normans. English is the common language, but Irish (Gaelic) is also an official language and is taught in schools.

Anglo-Irish writers such as Swift, Sheridan, Goldsmith, Burke, Wilde, Joyce, Yeats, Shaw, and Beckett have made a major contribution to world literature over the past 300 years.

The earliest inhabitants--people of a mid-Stone Age culture--arrived about 6000 BC. About 4,000 years later, tribes from southern Europe arrived and established a high Neolithic culture, leaving behind gold ornaments and huge stone monuments. The Bronze Age people, who arrived during the next 1,000 years, produced elaborate gold and bronze ornaments and weapons.

The Iron Age arrived abruptly in the fourth century BC with the invasion of the Celts, a tall, energetic people who had spread across Europe and Great Britain in the preceding centuries. The Celts, or Gaels, and their more numerous predecessors divided into five kingdoms in which, despite constant strife, a rich culture flourished.

The coming of Christianity from across the Irish Sea brought major changes and civilizing influences. Tradition maintains that St. Patrick arrived on the island in AD 432 and, in the years that followed, worked to convert the Irish to Christianity.

The pagan druid tradition collapsed before the spread of the new faith, and Irish scholars excelled in the study of Latin learning and Christian theology in the monasteries that flourished. Missionaries went forth from Ireland to England and the continent, spreading news of the flowering of learning, and scholars from other nations came to Irish monasteries. The excellence and isolation of these monasteries helped preserve Latin and Greek learning during the Dark Ages. The arts of manuscript illumination, metalworking, and sculpture flourished and produced such treasures as the Book of Kells, ornate jewelry, and the many carved stone crosses that dot the island.

Two hundred years of Viking invasion and settlement was later followed by a Norman conquest in the 12th century. The Norman conquest resulted in the assimilation of the Norman settlers into Irish society. The early 17th century saw the arrival of Scottish and English Protestants, sent as colonists to the north of Ireland and the Pale around Dublin.

In 1800 the Irish Parliament passed the Act of Union with Great Britain, and Ireland was an official part of the United Kingdom until 1921. Religious freedom, outlawed in the 18th century, was restored in 1829, but this victory for the Irish Catholic majority was overshadowed by a severe economic depression and the great famine from 1846-48 when the potato crop failed. Millions died, and the millions that emigrated spawned the first mass wave of Irish emigration to the United States. A decade later, in 1858, the Irish Republican Brotherhood (IRB--also known as the Fenians) was founded as a secret society dedicated to armed rebellion against the British. An aboveground political counterpart, the Home Rule Movement, was created in 1874, advocating constitutional change for independence.

Galvanized by the leadership of Charles Stewart Parnell, the party was able to force British

governments after 1885 to introduce several home rule bills. The turn of the century witnessed a surge of interest in Irish nationalism, including the founding of Sinn Fein ("Ourselves Alone") as an open political movement.

Nationalism was and is a potent populist force in Irish politics. A home rule bill passed in 1914, but its implementation was suspended until war in Europe ended. Believing the mantra: "England's problem is Ireland's opportunity," and tapping into a mood of Gaelic revivalism, Padraic Pearse and James Connolly led the unsuccessful Easter Rising of 1916. Pearse and the other 1916 leaders declared an independent Irish republic, but a lack of popular support doomed the rebellion, which lasted a week and destroyed large portions of Dublin. The decision by the British military government to execute the leaders of the rebellion, coupled with the British Government's threat of conscripting the Irish to fight in the Great War, alienated public opinion and produced massive support for Sinn Fein in the 1918 general election. Under the leadership of Eamon de Valera, the elected Sinn Fein deputies constituted themselves as the first Dail. Tensions only increased: British attempts to smash Sinn Fein ignited the Anglo-Irish War of 1919-1921.

The end of the war brought the Anglo-Irish treaty of 1921, which established the Irish Free State of 26 counties within the British Commonwealth and recognized the partition of the island into Ireland and Northern Ireland, though supposedly as a temporary measure. The six predominantly Protestant counties of northeast Ulster--Northern Ireland--remained a part of the United Kingdom with limited self-government. A significant Irish minority repudiated the treaty settlement because of the continuance of subordinate ties to the British monarch and the partition of the island. This opposition led to further hostilities--a civil war (1922-23), which was won by the pro-treaty forces.

In 1932, Eamon de Valera, the political leader of the forces initially opposed to the treaty, became Prime Minister, and a new Irish constitution was enacted in 1937. The last British military bases were soon withdrawn, and the ports were returned to Irish control. Ireland was neutral in World War II. The government formally declared Ireland a republic in 1948; however, it does not normally use the term "Republic of Ireland," which tacitly acknowledges the partition, but refers to the country simply as "Ireland."

GOVERNMENT AND POLITICAL CONDITIONS

Ireland is a sovereign, independent, democratic state with a parliamentary system of government. The president, who serves as head of state in a largely ceremonial role, is elected for a 7-year term and can be re-elected only once. The current president is Mary McAleese, who is serving her second term after having succeeded President Mary Robinson--the first instance worldwide where one woman has followed another as an elected head of state. In carrying out certain constitutional powers and functions, the president is aided by the Council of State, an advisory body. On the Taoiseach's (prime minister's) advice, the president also dissolves the Oireachtas (Parliament).

The prime minister (Taoiseach, pronounced "TEE-shuck") is elected by the Dail (lower house of Parliament) as the leader of the political party, or coalition of parties, which wins the most seats in the national elections, held approximately every 5 years (unless called earlier). Executive power is vested in a cabinet whose ministers are nominated by the Taoiseach and approved by the Dail.

The bicameral Oireachtas (Parliament) consists of the Seanad Eireann (Senate) and the Dail Eireann (House of Representatives). The Seanad is composed of 60 members--11 nominated by the prime minister, 6 elected by the national universities, and 43 elected from panels of candidates established on a vocational basis. The Seanad has the power to delay legislative proposals and is allowed 90 days to consider and amend bills sent to it by the Dail, which wields greater power in Parliament. The Dail has 166 members popularly elected to a maximum term of 5 years under a complex system of proportional representation. A member of the Dail is known as a Teachta Dala, or TD.

Judges are appointed by the president on nomination by the government and can be removed from office only for misbehavior or incapacity and then only by resolution of both houses of Parliament. The ultimate court of appeal is the Supreme Court, consisting of the chief justice and five other justices. The Supreme Court also can decide upon the constitutionality of legislative acts if the president asks for an opinion.

Local government is by elected county councils and--in the cities of Dublin, Cork, Limerick, and Waterford--by county borough corporations. County councils/corporations in turn select city mayors. In practice, however, authority remains with the central government.

Irish politics remain dominated by the two political parties that grew out of Ireland's bitter 1922-23 civil war. Fianna Fail was formed by those who opposed the 1921 treaty that partitioned the island. Although treaty opponents lost the civil war, Fianna Fail soon became Ireland's largest political party. Fine Gael, representative of the pro-treaty forces, remains the country's second-largest party. The Progressive Democrats, Labour, Sinn Fein, and the Greens are the other significant parties.

The May 2007 national elections brought the Fianna Fail party and its leader Bertie Ahern back to power in a coalition government for an unprecedented third five-year term. Coalition members joining Fianna Fail were the Green Party and the Progressive Democrats. Ahern appointed Finance Minister Brian Cowen Deputy Prime Minister (Tánaiste, pronounced "TAW-nish-tuh").

On April 3, 2008 Ahern announced his intention to resign as leader of Fianna Fail and Taoiseach on May 6. Cowen was elected leader of Fianna Fail on April 5, and assumed office on May 6. He was elected Taoiseach on May 7. Cowen appointed Mary Coughlan, Minister for Enterprise, Trade and Employment as Tánaiste. The Foreign Minister is Micheal Martin.

Local and European elections took place in June 2004 and saw gains for opposition parties. The election also featured a referendum on citizenship. Until that time, Ireland had granted citizenship on the basis of birth on Irish soil. Concerns about security and social welfare abuse prompted the government to seek to bring citizenship laws in line with the more restrictive policies prevalent in the rest of Europe, and the 2004 referendum measure passed by a wide majority. Now, persons with non-Irish parents can acquire Irish citizenship at birth only if at least one parent has been resident in Ireland for three years preceding the birth.

In a referendum held on June 12, 2008 Irish voters rejected the European Union (EU) Lisbon Treaty by 53.7% to 46.3%. The margin of the "no" vote was surprisingly high given that most of the political parties, trade unions, employers' organizations, and farmers' associations endorsed it. However, no single factor emerged as decisive in the referendum's defeat. The Irish Government faces multiple hurdles as it seeks to manage the economic crisis and mend fences with the EU. The first test came with the June 5, 2009 European Parliament and local elections. The second will likely occur later in fall 2009 when Ireland plans to hold a second Lisbon Treaty referendum.

Northern Ireland

Consolidating the peace process in Northern Ireland and encouraging the full implementation of the 1998 Good Friday Agreement (GFA) and the 2006 St. Andrews Agreement remain U.S. priorities in Ireland.

The conflict in Northern Ireland stems from a history of British rule, historical animosity between Catholics and Protestants, and the various armed and political attempts to unite Northern Ireland with the rest of the island. "Nationalist" and "Republican" groups seek a united Ireland, while "Unionists" and "Loyalists" want Northern Ireland to remain part of the United Kingdom. After decades of violence by both Republican and Loyalist paramilitaries, most notably the Irish Republican Army (IRA), the British and Irish governments negotiated an IRA ceasefire in 1994,

which was followed by the landmark U.S.-brokered Good Friday Agreement (GFA) in 1998.

The GFA established a power-sharing legislative assembly to serve as the autonomous local government of Northern Ireland. The 108-member Northern Ireland Assembly is led by a first minister and deputy first minister, one from each of the two communities, and a 10-minister executive. The GFA also provided for changes in both the British and Irish constitutions. Ireland ceded territorial claim to Northern Ireland, and the U.K. agreed that Northern Ireland could become part of Ireland if a majority (North and South) so voted in the future. Finally, the GFA provided the blueprint for "normalization," to include the eventual removal of British forces, devolution of police and justice functions, and guarantees of human rights and equal opportunity for all individuals. The agreement was approved in a 1998 referendum by 71% of Northern Ireland voters and 95% of Irish voters.

The major political parties in Northern Ireland are the Democratic Unionist Party (DUP), Sinn Fein, the Ulster Unionist Party (UUP), and the Social Democratic and Labor Party (SDLP). The UUP and SDLP are centrist Unionist and Nationalist parties, respectively, while Sinn Fein is strongly Republican and the DUP is strongly Unionist. From the time the Assembly was created in 1998 until 2003, the UUP and SDLP were the governing parties.

In October 2002, the British Government suspended (for the fourth time) the Assembly, following a breakdown in trust between Unionists and Republicans. The British and Irish Governments began discussions with the parties to try to resolve longstanding unresolved differences between the communities, and to secure a commitment from Sinn Fein that Republicans would divest themselves of all paramilitary activities and capabilities. Efforts to restore the political process in time to stage new elections to the Assembly in May 2003 broke down when the two governments concluded they did not have sufficient assurances from the Republicans. However, the governments proceeded to publish a joint declaration, mapping out the timetable to full implementation of the GFA. The governments also created an International Monitoring Commission to serve as a forum to hear complaints of alleged breaches of GFA commitments by the political parties and/or by British authorities. The four-member commission includes a representative from the United States.

Beginning in 2005, there were significant steps to reinvigorate the peace process. In July 2005, the IRA unilaterally announced that it would end its "armed struggle" and rely upon solely peaceful and democratic means to achieve its political objectives. The Independent International Commission on Decommissioning (IICD) confirmed in September 2005 that the IRA had effectively put its weapons "beyond use." A series of reports by the International Monitoring Commission also noted significant progress by the IRA in its move away from criminality. Following upon this momentum, the British and Irish Governments in April 2006 launched a new negotiation process that envisioned the restoration of the Assembly and the selection of the First Minister and Deputy First Minister by year's end.

This process led to a summit at St. Andrews, Scotland, in October 2006, brokered by Irish Prime Minister (Taoiseach) Bertie Ahern and British Prime Minister Tony Blair, which achieved agreement between Sinn Fein and the DUP on the process for restoring power to the Northern Ireland Assembly. Elections for the Assembly took place on March 7, 2007, which led to the restoration of the Northern Ireland Assembly on May 8, 2007. DUP leader Ian Paisley was elected First Minister, while Sinn Fein leader Martin McGuinness became Deputy First Minister. Two breakthroughs enabled this historic agreement to proceed: Sinn Fein's decision at an extraordinary Ard Fheis ("AR-desh," party conference) on January 28 to endorse policing and justice; and the DUP's decision to contest the March 7 election, signaling that the party would agree to share power with Sinn Fein in a restored Assembly. Both the British and Irish Governments offered significant new financial packages for the new Assembly.

In June 2008, Ian Paisley stepped down and was succeeded as First Minister by Peter Robinson. In November 2008, the DUP and Sinn Fein reached agreement on a roadmap to devolve authority for policing and justice from the British Government to the Northern Ireland Assembly, overcoming a significant hurdle remaining in the implementation of the Northern Ireland peace process. The political rapprochement in Northern Ireland stood firm in the face of the murders of two British soldiers and a policeman by republican dissidents in March 2009.

The Special Envoy for the Northern Ireland Peace Process is currently vacant. The Special Envoy, when appointed and confirmed, will coordinate with the U.S. Missions in London, Belfast, and Dublin to reinforce the views of the British and Irish Governments that the restored Northern Ireland Assembly must govern effectively in order to achieve economic growth and community reconciliation in Northern Ireland.

The United States also continues to provide funding (\$13.5 million in 2007) for projects administered under the International Fund for Ireland (IFI), created in 1986 to generate economic opportunity and cross-community engagement in the border areas, both North and South. Since the IFI's establishment, the U.S. Government has contributed over \$482 million, roughly half of total IFI funding.

Principal Government Officials

President--Mary McAleese

Taoiseach (Prime Minister)--Brian Cowen

Tánaiste (Deputy Prime Minister) and Minister for Enterprise, Trade, and Employment--Mary Coughlan

Foreign Minister--Micheal Martin

Ambassador to the United States--Michael Collins

The Irish [Embassy](#) in the United States is at 2234 Massachusetts Ave. NW, Washington, DC 20008 (tel. 202-462-3939). Irish Consulates are located in New York, Chicago, Boston, and San Francisco.

ECONOMY

Until 2008 Ireland boasted one of the most vibrant, open economies in the world. The "Celtic Tiger" period of the mid- to late 1990s saw several years of double-digit GDP growth, driven by a progressive industrial policy that boosted large-scale foreign direct investment and exports. GDP growth dipped during the immediate post-September 11, 2001 global economic slowdown, but averaged roughly 5% yearly between 2004 and 2007, the best performance for this period among the original EU 15 member states. During that period, the Irish economy generated roughly 90,000 new jobs annually and attracted over 200,000 foreign workers, mostly from the new EU member states, in an unprecedented immigration influx. The construction sector accounted for approximately one-quarter of these jobs. However, the Irish economy began to experience a slowdown in 2008. The Irish property market collapsed, putting pressure on the Irish banks, which had a significant portion of their loan books in real estate. This, in turn, caused a collapse in the government's finances because of a large dip in the amount of revenue raised from value-added tax and tax on property transactions. As of March 2009, the government was looking for ways to cut expenditures over the next five years in order to drive the budget deficit down to 3% of GDP by 2013. As of March 2009, the government was predicting a 4% fall in GDP, deflation at 3.5%, and double-digit unemployment. The government also committed to a \$9.5 billion recapitalization of Ireland's two biggest banks and has nationalized the third-largest bank.

Economic and trade ties are an important facet of overall U.S.-Irish relations. In 2007, U.S. exports to Ireland were valued at \$9 billion, while Irish exports to the U.S. totaled \$30.4 billion, according to the Bureau of Economic Analysis. The range of U.S. exports includes electrical components and equipment, computers and peripherals, drugs and pharmaceuticals, and

livestock feed. Irish exports to the United States represent approximately 20% of all Irish exports, and have roughly the same value as Irish exports to the U.K. (inclusive of Northern Ireland). Exports to the United States include alcoholic beverages, chemicals and related products, electronic data processing equipment, electrical machinery, textiles and clothing, and glassware. Irish investment in the United States steadily increased during the economic boom times. Ireland is the 10th-largest source of foreign direct investment in the U.S., with Irish food processing firms, in particular, expanding their presence.

U.S. investment has been particularly important to the growth and modernization of Irish industry over the past 25 years, providing new technology, export capabilities, and employment opportunities. As of year-end 2008, the stock of U.S. foreign direct investment in Ireland stood at \$875 billion, more than the U.S. total for China, India, Russia, and Brazil--the so-called BRIC countries--combined. Currently, there are approximately 620 U.S. subsidiaries in Ireland, employing roughly 100,000 people and spanning activities from manufacturing of high-tech electronics, computer products, medical supplies, and pharmaceuticals to retailing, banking, finance, and other services. In more recent years, Ireland has also become an important research and development (R&D) center for U.S. firms in Europe.

Many U.S. businesses find Ireland an attractive location to manufacture for the EU market, since it is inside the EU customs area and uses the euro. U.S. firms year after year account for over half of Ireland's total exports. Other reasons for Ireland's attractiveness include: a 12.5% corporate tax rate for domestic and foreign firms; the quality and flexibility of the English-speaking work force; cooperative labor relations; political stability; pro-business government policies; a transparent judicial system; strong intellectual property protection; and the pulling power of existing companies operating successfully (a "clustering" effect). Factors that negatively affect Ireland's ability to attract investment include: increasing labor and energy costs (especially when compared to low-cost countries in Eastern Europe and Asia), skilled labor shortages, inadequate infrastructure (such as in the transportation and Internet/broadband sectors), and price levels that are ranked among the highest in Europe.

FOREIGN RELATIONS

Ireland is a member of numerous international organizations, including the United Nations, the Organization for Security and Cooperation in Europe, and the European Union. Ireland has been an important contributor to numerous international peacekeeping missions, such as in Lebanon (UNIFIL), Liberia (UNIMIL), the Balkans (KFOR and EUFOR), and Chad (EUFOR). Ireland's overseas development assistance focuses on Sub-Saharan Africa and stands at 5% of GDP.

U.S.-IRISH RELATIONS

U.S. relations with Ireland have long been based on common ancestral ties and shared values. Besides regular dialogue on political and economic issues, the U.S. and Irish Governments have official exchanges in areas such as medical research and education.

With Ireland's membership in the European Union, the discussion of EU trade and economic policies, as well as other aspects of EU policy, is also a key element in the U.S.-Irish relationship. In recent years, Ireland has attempted to act as a diplomatic bridge between the United States and European Union. During its 2004 EU presidency, Ireland worked to strengthen U.S.-EU ties that had been strained by the Iraq war, and the current EU Ambassador to the United States is former Irish Prime Minister John Bruton.

Emigration, long a vital element in the U.S.-Irish relationship, declined significantly with Ireland's economic boom in the 1990s. For the first time in its modern history, during the first seven years of the decade, Ireland experienced high levels of inward migration, a phenomenon with political, economic, and social consequences. The recent economic downturn has exacerbated problems for immigrant groups as unemployed Irish and some politicians are publicly questioning the social

benefits and work opportunities available to non-nationals. Those employed in the building and construction trades have been particularly affected and emigration is once again becoming a viable option. Irish citizens do continue the common practice of taking temporary residence overseas for work or study, mainly in the U.S., U.K., and elsewhere in Europe, before returning to establish careers in Ireland. The U.S. J-1 visa program, for example, remains a popular means for Irish youths to work temporarily in the United States. A recently expanded J-1 program provides further opportunities for recent graduates to spend up to one year in the United States.

Principal U.S. Officials

Ambassador--vacant

Deputy Chief of Mission--Robert Faucher

Management Section Chief--Jeff Smith

Senior Commercial Officer--Stephen Anderson

Consular Section Chief--Jennifer Duval

Defense Attaché--Lt. Col. Shawn Purvis

Political/Economic Section Chief--Ted Pierce

Regional Security Officer--Mike Rohlf

U.S. Customs and Border Protection Port Director--Juan Soltero

Public Affairs Officer--Sheila Paskman

The [U.S. Embassy](#) in Ireland is located at 42 Elgin Road, Ballsbridge, Dublin 4 (tel. 668-7122; fax 668-9946).

TRAVEL AND BUSINESS INFORMATION

The U.S. Department of State's Consular Information Program advises Americans traveling and residing abroad through Country Specific Information, Travel Alerts, and Travel Warnings.

Country Specific Information exists for all countries and includes information on entry and exit requirements, currency regulations, health conditions, safety and security, crime, political disturbances, and the addresses of the U.S. embassies and consulates abroad. **Travel Alerts** are issued to disseminate information quickly about terrorist threats and other relatively short-term conditions overseas that pose significant risks to the security of American travelers. **Travel Warnings** are issued when the State Department recommends that Americans avoid travel to a certain country because the situation is dangerous or unstable.

For the latest security information, Americans living and traveling abroad should regularly monitor the Department's Bureau of Consular Affairs Internet web site at <http://www.travel.state.gov>, where the current [Worldwide Caution](#), [Travel Alerts](#), and [Travel Warnings](#) can be found. [Consular Affairs Publications](#), which contain information on obtaining passports and planning a safe trip abroad, are also available at <http://www.travel.state.gov>. For additional information on international travel, see <http://www.usa.gov/Citizen/Topics/Travel/International.shtml>.

The Department of State encourages all U.S. citizens traveling or residing abroad to register via the [State Department's travel registration](#) website or at the nearest U.S. embassy or consulate abroad. Registration will make your presence and whereabouts known in case it is necessary to contact you in an emergency and will enable you to receive up-to-date information on security conditions.

Emergency information concerning Americans traveling abroad may be obtained by calling 1-888-407-4747 toll free in the U.S. and Canada or the regular toll line 1-202-501-4444 for callers outside the U.S. and Canada.

The [National Passport Information Center](#) (NPIC) is the U.S. Department of State's single, centralized public contact center for U.S. passport information. Telephone: 1-877-4-USA-PPT (1-877-487-2778); TDD/TTY: 1-888-874-7793. Passport information is available 24 hours, 7 days a week. You may speak with a representative Monday-Friday, 8 a.m. to 10 p.m., Eastern Time, excluding federal holidays.

Travelers can check the latest health information with the U.S. Centers for Disease Control and Prevention in Atlanta, Georgia. A hotline at 800-CDC-INFO (800-232-4636) and a web site at <http://wwwn.cdc.gov/travel/default.aspx> give the most recent health advisories, immunization recommendations or requirements, and advice on food and drinking water safety for regions and countries. The CDC publication "Health Information for International Travel" can be found at <http://wwwn.cdc.gov/travel/contentYellowBook.aspx>.

Further Electronic Information

Department of State Web Site. Available on the Internet at <http://www.state.gov>, the Department of State web site provides timely, global access to official U.S. foreign policy information, including [Background Notes](#) and [daily press briefings](#) along with the directory of [key officers](#) of Foreign Service posts and more. The Overseas Security Advisory Council (OSAC) provides security information and regional news that impact U.S. companies working abroad through its website <http://www.osac.gov>

Section 4 – Transition Issues

Experiences in Transition

adapted from an article by Janet Bennett, Intercultural Communication Institute, Portland OR

Culture Surprise

Culture surprise are the reactions which occur shortly after arrival in a different culture when we see things that are different than we are used to. It usually occurs within the first few days after arrival as we become aware of superficial differences: modes of dress, signs in a different language, nonverbal behaviors.

Culture Stress

Culture stress manifests itself in the fatigue that occurs when we practice new behaviors in a different culture. This occurs as we respond to the behavior of the new culture and try to fit in by doing our own shopping, understanding comments made about us in the local language, learning to navigate public transportation and other attempts to adjust to the new culture.

Culture Shock

Culture shock is a state of loss and disorientation precipitated by a change in our environment that requires adjustment. It results from confronting values different from our own and from the loss of a familiar network and environment. It is a normal healthy reaction to the stress of living in a different culture. Everyone who has spent time living in another culture experiences some form of culture shock.

Symptoms of Culture Shock

Symptoms can be both physical and psychological, and can include: headaches, stomach aches, dizziness, rashes, nausea, irritability, insomnia or excessive sleepiness, depression, loneliness, withdrawal paranoia, anger, aggression, hatred, fear, crying, complaining, self-doubt, boredom, helplessness, confusion, and feelings of inadequacy. This list is not exhaustive.

Prescription for Culture Shock

adapted from an article by Bruce LaBrack, Summer Institute for Intercultural Communication

1. Understand the symptoms and recognize the signs of culture stress.
2. Realize that some degree of discomfort and stress is natural in a cross-cultural experience.
3. Recognize that your reactions are largely emotional and not easily subject to rational management.
4. Gather information *before* you go so at least the differences will be anticipated. Knowledge is power.
5. Look for the logical reasons behind host culture patterns. Discover why things are done the way they are.
6. Relax your grip on your normal culture and try to cheerfully adapt to new rules and roles.
7. Don't give in to the temptation to disparage what you do not like or understand. It probably won't change.
8. Identify a support network among peers, team members, other students and faculty advisor. Use this network, but do not rely on it exclusively.
9. Understand that this is a passing phase of what will be, in retrospect, a time of great learning and personal growth.
10. Give yourself quiet time, some private space, and don't be too hard on yourself.

In preparation to return home

“In a sense, it is the coming back, the return, which gives meaning to the going forth. We really don't know where we've been until we come back to where we were - only where we were may not be as it was because of who we've become, which, after all is why we left.” - Bernard, *Northern Exposure*

Reentry Challenges and Suggestions

adapted from articles by Dr. Bruce LaBrack, School of International Studies, University of the Pacific

There are lots of reasons to look forward to going home, but there are also a number of psychological, social and cultural aspects that prove difficult - often because they are unanticipated. Re-entry into your home culture can be both as challenging and frustrating as living overseas, mostly because our attitude toward going home is that it should be a simple matter of getting resettled, resuming earlier routines, and reestablishing your relationships. Research has shown that re-entry has its own set of special social and psychological adjustments which can be facilitated by being aware of the process and following some advice from those who have already returned.

Interviewing students who have been through the experience of off-campus study generated the following list of issues and suggestions. Their advice is to take the process seriously by being realistic and thinking about it and your possible reactions.

Prepare for the adjustment process and allow enough time

The more you think about what is to come, and know how returning home is both similar to and different from going away, the easier the transition will be. Anticipating is useful. The process of re-entry will take time, just like adjusting to the new culture did. Give yourself time to relax and reflect on what is going on around you, how you are reacting to it, and what you might like to change.

Overcoming boredom

After all the newness and stimulation of your time away, a return to family, friends, and old routines (however nice and comforting) can seem very dull. It is natural to miss the excitement and challenges which characterize project work off-campus, but it is up to you to find ways to overcome such negative reactions - remember a bored person is also boring.

“No one wants to hear”

One thing you can count on upon your return: no one will be as interested in hearing about your adventures as you will be in sharing those experiences. This is not a rejection of you or your achievements, but simply the fact that once others have heard the highlights, any further interest on their part is probably unlikely because they have no frame of reference for your experiences. Be realistic in your expectations of how fascinating your journey is going to be for everyone else. Be brief.

Cultivate sensitivity and interest

Showing an interest in what others have been doing while you have been gone is the surest way to reestablish your rapport. Much frustration can be avoided if you become as good a listener as a talker.

You can't explain

Even when given a chance to explain all the things you saw, felt and experienced while off-campus, it is likely to be at least a bit frustrating to relay them coherently. It is very difficult to convey this kind of experience to people who do not have similar frames of reference, no matter how sympathetic they are as listeners. You can tell people about your trip, but you may fail to make them understand exactly how or why you felt a particular way. It's okay.

Reverse homesickness

Just as you probably missed home for a time after leaving campus, it is just as natural to experience some “reverse” homesickness for the people, places and things that you grew accustomed to while away from WPI. Feelings of loss are an integral part of returning from an off-campus sojourn and must be anticipated and accepted as a natural result of study away.

Beware of comparisons

Making comparisons between cultures is natural, particularly after residence abroad; however, the tendency to be an “instant expert” is to be avoided at all costs.

Relationships have changed

It is inevitable that when you return you will notice that some relationships with friends and family will have changed. Just as you have altered some of your ideas and attitudes while away, the people at home are likely to have experienced some changes as well. These changes may be positive or negative, and may seem even trivial to you, but expecting no change is unrealistic. The best preparation is flexibility, openness, minimal preconceptions, and tempered optimism.

Feelings of alienation

Sometimes the reality of being back home is not as natural or enjoyable as the place you had imagined. When real daily life is more demanding than you remembered, it is natural to feel some alienation, see faults you never noticed before, or even become quite critical of everyone and everything for a time. Mental comparisons are fine, but keep them to yourself until you regain both your cultural balance and a balanced perspective.

Remain flexible

Keeping as many options open as possible is an essential aspect of a successful return home. Attempting to re-socialize totally into old patterns and networks can be difficult, but remaining isolated and aloof is counterproductive.

Loss/compartmentalization of experience

Being home, along with the pressures of schoolwork, family and friends, often combine to make returnees worried that somehow that will “lose” the experience; somehow becoming compartmentalized like souvenirs only occasionally taken out and looked at. You do not have to let that happen. Maintain your contacts. Talk to people who have experiences similar to yours. Practice your skills. Remember your hard work and the fun you had while off-campus. There are lots of people on campus who have gone through their own re-entry and have had experiences similar to yours. Seek out other returned students from other sites, and look into becoming involved with the Global Ambassadors.

APPENDIX A - WPI OFF-CAMPUS STUDY TRAVEL INFORMATION FORM

WPI Off-Campus Study Travel Information Form

You must attach a copy of your travel itinerary provided by your travel agent or airline, in addition to completing this form. No handwritten itineraries will be accepted.

All students intending to complete a project at a WPI project site are asked to provide the IGSD with information about their travel arrangements. This will notify the faculty advisor, on-site coordinator and IGSD staff of your expected arrival date and time and alert them if a problem arises. *For some sites* this information is needed in order to arrange to have students met at the airport.

You must bring your passport into the IGSD to be scanned, unless you are participating in a project program within the U.S.

Name:	Site:	Term:
Arrival Date on site:	Arriving from (city):	
Mode of travel (air, train, bus, car):		
If traveling by air:		
Airline:	Flight Number:	Airport Destination:
Departure time:	Arrival time:	
Scheduled return date:		
Airline:	Flight Number:	Airport Destination:
Departure time:	Arrival time:	
If you plan to travel independently either before or after the program, please tell us your tentative plans:		

London Project Center Only
Bus Transportation: _____ **Yes** _____ **No**

(PLEASE MAKE SURE YOU CHECK ONE OF THESE OPTIONS FOR TRANSPORTATION FROM HEATHROW AIRPORT TO IES)

APPENDIX B - OFF-CAMPUS STUDENTS' HEALTH UPDATE AND RECORDS RELEASE FORM

Name _____ Project Site _____ Term _____

All students traveling off-campus to participate in a WPI program are required to carry medical insurance that is valid at the program site for the entire length of the program. Please verify this with your insurance company and list the name of your carrier and your policy number.

Carrier _____ Policy Number: _____

Do you have any medical conditions that could affect you while off-campus of which you would like to make the IGSD aware? (i.e. epilepsy, diabetes, depressive episodes, etc.) Also, please list any changes in your health not noted on your medical records on file with WPI Health Services.

Are you allergic to any medications? If so, please list them.

List any prescription medicines you are currently taking.

When traveling off-campus it is a good idea to take a supply of your prescription medications sufficient to last for the length of the trip. Prescription medicines should always be kept in the original containers with the prescription label to avoid problems with customs. It is also important to take along a copy of the prescription from your physician, clearly written, in generic terms, and with an indication of the condition being treated.

In the event of an emergency, please contact:

1. Name _____ Relationship to Student _____

Address _____

email _____

Cell Phone #: _____

Home Telephone: _____ Work Telephone: _____

2. Name _____ Relationship to Student _____

Address _____

email _____

Cell Phone #: _____

Home Telephone: _____ Work Telephone: _____

I hereby authorize WPI health services to release my medical records to the Interdisciplinary and Global Studies Division in the event of a medical emergency while studying off-campus. *I hereby acknowledge that it is my responsibility to contact my health insurance provider to determine that I am covered while at an off-campus project site.*

Signature _____ Date _____

APPENDIX C - ATC TEAM FORM
(One Per Team)

After you have turned in this completed form to the IGSD, at least one member of your group (although we suggest the entire group come so that the entire group takes equal responsibility for the equipment) is required to go to the ATC and reserve a laptop BEFORE pick-up on the specified date.

Project Site: _____

Pickup person: _____

Return person: _____

names of
team members: _____

If you can not pick up and return this PC within the specified dates, then you will need to make alternative arrangements: the ATC can *not* accommodate you.

Dates:

Pick up on or after: 8/05/2009

Return on or before: 10/20/2009

Pick-up Person

Return Person

Student Name: _____

Student Name: _____

Student Address: _____

Student Address: _____

Phone #: _____

Phone #: _____

Student ID#: _____

Student ID#: _____

Student Email: _____

Student Email: _____

APPENDIX D - ONSITE TRAVEL FORM

Name	Cell phone number
Destination	
Date & time of departure	Date & time of return

Mode of Transportation – Roundtrip

Train Bus Air Car

Departing from the Site Information			
Time of Departure			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from (name of airport, station, terminal)			
<i>* Connection Information if applicable:</i>			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from	time	Arriving to	time
Number of flight/train/bus		Airline/train/bus carrier	
Departing from	time	Arriving to	time

Returning to the Site Information			
Returning from:			
Time of Departure			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from (name of airport, station, terminal)			
<i>* Connection Information if applicable:</i>			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from	time	Arriving to	time
Number of flight/train/bus		Airline/train/bus carrier	
Departing from	time	Arriving to	time

Lodging (please call advisor with any changes to your reservations)			
Name of hotel	Name of hotel		
Address	Address		
City and country	City and country		
Phone number	Phone number		

List other students who are traveling with you on this exact itinerary:

Check this box if you are staying on site in WPI provided housing for the entire weekend.

Student Signature	Date
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Every student or group of students must turn this form into an advisor before 12:00 noon every Friday – in other words, every student must be accounted for,