

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:

Edmonton Project Center C2010

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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 2009/2010 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 2009-2010 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 paperwork for Edmonton C10 must be in the IGSD Office by *Monday, November 23, 2009 before 3:00 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
Printed Name	student number	date of birth*	

**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

X

 Signature of Parent / Guardian Date

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 ISIC, 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.

What can you expect to pay “out of pocket” toward your IQP while off-campus?

Current WPI policy states that students are expected to contribute \$50 per person per 1/3 unit of IQP work toward any out of pocket expenses encountered. This means that each student is expected to pay \$150.00 towards the completion of the IQP before asking for reimbursement of any kind. If you have a project team of 4 students, then the total contribution before being reimbursed is \$300. If you anticipate that your expenses will exceed this expectation, then you must submit a budget for your project. The on-site faculty advisor and Center Director must approve this budget prior to submission of any expenses to the IGSD. (Commuting costs are not reimbursable.)

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 Edmonton Project Center C2010 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:
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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 Information for Travelers to Canada

- [Travel Notices in Effect](#)
- [Safety and Security Abroad](#)
- [Preparing for Your Trip to Canada](#)
- [Other Diseases Found in North America](#)
- [Staying Healthy During Your Trip](#)
- [After You Return Home](#)



Travel Notices in Effect

- [2009 H1N1 Flu: Global Situation](#) October 15, 2009
- [2009 Measles Update](#) July 17, 2009

Safety and Security Abroad

- [Registration of Traveler Emergency Contact and Itinerary Information](#) June 18, 2007
- [Transportation Security Administration](#)
- [U.S. Department of State](#)

Preparing for Your Trip to Canada

Before visiting Canada, you may need to get the following vaccinations and medications for vaccine-preventable diseases and other diseases you might be at risk for at your destination:

If your travel plans will take you to more than one country during a single trip, be sure to let your health-care provider know so that you can receive the appropriate vaccinations and information for all of your destinations. Long-term travelers, such as those who plan to work or study abroad, may also need additional vaccinations as required by their employer or school.

Be sure your routine vaccinations are up-to-date. Check the links below to see which vaccinations adults and children should get.

Routine vaccines, as they are often called, such as for influenza, chickenpox (or varicella), polio, measles/mumps/rubella (MMR), and diphtheria/pertussis/tetanus (DPT) are given at all stages of life; see the [childhood and adolescent immunization schedule](#) and [routine adult immunization schedule](#).

Routine vaccines are recommended even if you do not travel.

Vaccine-Preventable Diseases

Vaccine recommendations are based on the best available risk information. Please note that the level of risk for vaccine-preventable diseases can change at any time.

Vaccination or Disease	Recommendations or Requirements for Vaccine-Preventable Diseases
<u>Routine</u>	Recommended if you are not up-to-date with routine shots such as, measles/mumps/rubella (MMR) vaccine, diphtheria/pertussis/tetanus (DPT) vaccine, poliovirus vaccine, etc.
<u>Hepatitis B</u>	Recommended for all unvaccinated persons who might be exposed to blood or body fluids, have sexual contact with the local population, or be exposed through medical treatment, such as for an accident, even in developed countries, and for all adults requesting protection from HBV infection.

Rabies vaccination is only recommended for travelers involved in any activities that might bring them into direct contact with bats, carnivores, and other mammals. These travelers include wildlife professionals, researchers, veterinarians, or adventure travelers visiting areas where bats, carnivores, and other mammals are commonly found.

Items to Bring With You

Medicines you may need:

- **The prescription medicines you take every day.** Make sure you have enough to last during your trip. Keep them in their original prescription bottles and always in your carry-on luggage. [Be sure to follow security guidelines](#), if the medicines are liquids.

See other suggested over-the-counter medications and first aid items for a [travelers' health kit](#).

Note: Check the [Air Travel](#) section of the [Transportation Security Administration](#) website for the latest information about airport screening procedures and prohibited items.

Other Diseases Found in North America

Risk can vary between countries within this region and also within a country; the quality of in-country surveillance also varies.

The incidence of communicable diseases is such that they are unlikely to prove a hazard for international travelers greater than that found in their own country. There are, of course, health risks, but in general, the precautions required are minimal.

Certain diseases occasionally occur, such as plague, rabies in wildlife, including bats, raccoons, foxes, and other wild animals.

Cases of hantavirus pulmonary syndrome have been widely distributed in North America, with the greatest concentration in the western and southwestern United States. Infections in animals were reported in agricultural regions of the United States and Canada in 2006; infection in humans is rare.

Lyme disease is endemic in northeastern, north central (upper Midwest), and Pacific coastal areas of North America. West Nile fever was first documented in the United States (New York) in 1999 and has since spread throughout continental United States and southern Canada.

Outbreaks of diarrhea caused by enterohemorrhagic *Escherichia coli* O157:H7 have occurred in many areas and have increased in the past decade. *Campylobacter* and *Salmonella* are the most common causes of acute bacterial diarrhea.

Isolated cases of bovine spongiform encephalopathy (BSE/mad cow disease) have been reported in Canada and the United States. For more information, see <http://www.cdc.gov/ncidod/dvrd/bse/> and <http://www.usda.gov>.

Outbreaks and cases of pertussis have been increasing for more than a decade.

Health Information Resources: Canada

For health information on traveling in Canada, please see Canada's Travel Medicine Program (part of the Public Health Agency of Canada),* which includes updates on current Canadian outbreaks.

Provincial and Territorial Ministries of Health*

Health information on specific provinces.

- [Alberta](#)
- [British Columbia](#)
- [Manitoba](#)
- [New Brunswick](#)
- [Newfoundland and Labrador](#)

- [Northwest Territories](#)
- [Nova Scotia](#)
- [Ontario](#)
- [Prince Edward Island](#)
- [Quebec](#)
- [Saskatchewan](#)
- [Yukon Territory](#)

Staying Healthy During Your Trip

Prevent Insect Bites

Diseases like [West Nile virus](#) and [Lyme disease](#) are spread through mosquito and tick bites respectively. One of the best protections is to prevent such bites by:

- Using insect repellent with 30%-50% DEET. Picaridin, available in 7% and 15% concentrations, needs to be applied more frequently.
- Wearing long-sleeved shirts which should be tucked in, long pants, and hats to cover exposed skin. When you visit areas with ticks and fleas, wear boots, not sandals, and tuck pants into socks.

For detailed information about insect repellent use, see [Insect and Arthropod Protection](#).

Prevent Animal Bites and Scratches

Direct contact with animals can spread diseases like rabies or cause serious injury or illness. It is important to prevent animal bites and scratches.

- Be sure you are up to date with tetanus vaccination.
- Do not touch or feed any animals, including dogs and cats. Even animals that look like healthy pets can have rabies or other diseases.
- Help children stay safe by supervising them carefully around all animals.
- If you are bitten or scratched, wash the wound well with soap and water and **go to a doctor right away.**
- After your trip, be sure to tell your doctor or state health department if you were bitten or scratched during travel.

For more information about rabies and travel, see the [Rabies chapter](#) of the [Yellow Book](#) or [CDC's Rabies homepage](#). For more information about how to protect yourself from other risks related to animals, see [Animal-Associated Hazards](#).

Be Careful about Food and Water

Diseases from food and water are the leading cause of illness in travelers. Follow these tips for safe eating and drinking:

- Avoid unpasteurized dairy products.
- Wash your hands often with soap and water, especially before eating. If soap and water are not available, use an alcohol-based hand gel (with at least 60% alcohol).

Diseases from food and water often cause vomiting and diarrhea.

Avoid Injuries

Car crashes are a leading cause of injury among travelers. Protect yourself from these injuries by:

- Not drinking and driving.
- Wearing your seat belt and using car seats or booster seats in the backseat for children.
- Following local traffic laws.
- Wearing helmets when you ride bikes, motorcycles, and motor bikes.
- Hiring a local driver, when possible.
- Avoiding night driving.

Other Health Tips

- To avoid infections such as HIV and viral hepatitis do not share needles for tattoos, body piercing, or injections.
- To reduce the risk of HIV and other sexually transmitted diseases always use latex condoms.

After You Return Home

If you are not feeling well, you should see your doctor and mention that you have recently traveled. Also tell your doctor if you were bitten or scratched by an animal while traveling.

Important Note: This document is not a complete medical guide for travelers to this region. Consult with your doctor for specific information related to your needs and your medical history; recommendations may differ for pregnant women, young children, and persons who have chronic medical conditions.

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://wwwn.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

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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 (diethylmethylnoluamide), 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.

<http://wwwn.cdc.gov/travel/destinationCanada.aspx>

Section 3 – Site Specific Information Edmonton

Paperwork Deadline

<i>All paperwork for Edmonton C10 must be in the IGSD office by Monday, November 23, 2009</i>

Dates and Travel:

You should plan to fly to the Edmonton International Airport. This airport is serviced by a number of airlines. The following dates should be used when making your travel arrangements to Edmonton:

Term B'09

Arrival	Monday, 26 October 2009
Departure	Friday, 18 December 2009

Term C'10

Arrival	Tuesday, 12 January 2010
Departure	by Monday, 8 March 2010

You will probably want to arrive a few days before and depart a few days after these dates to get settled before the term starts. You are required to submit the travel information form six weeks prior to departure. (http://www.wpi.edu/Academics/GPP/Students/Travel_Form_07-08.pdf)

Communication:

To call any Edmonton telephone number, dial exactly as you would in the United States (1-area code-number). When you arrive at Edmonton, and take a shuttle or taxi to your housing, you should inform the Stantec Project Advisor:

Klaas Rodenburg
10724 - 30 Street
Edmonton, AB T5W 1V8
<mailto:klaas.rodenburg@stantec.com>
home: (780) 474-1810
work: (780) 917-7006
cell:(780) 982 – 7983

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:

The cell phone service providers in Alberta, Canada are the same as in the United States. Before traveling to Edmonton you should check with your provider on services offered in that location. This will allow you to communicate easily with each other, and will allow you to call home inexpensively.

Health Resources in Edmonton:

Capital Health - <http://www.capitalhealth.ca/default.htm>

Primary Care Facilities (Edmonton Region)

<http://www.capitalhealth.ca/HospitalsandHealthFacilities/Hospitals/default.htm>

Royal Alexandra Hospital (Emergency plus primary care services)

Royal Alexandra Hospital
10240 Kingsway Avenue
Edmonton, AB T5H 3V9
780-735-4111

<http://www.capitalhealth.ca/HospitalsandHealthFacilities/Hospitals/RoyalAlexandraHospital/default.htm>

University Hospital (emergency plus primary care services)

<http://www.capitalhealth.ca/HospitalsandHealthFacilities/Hospitals/UniversityofAlbertaHospital/default.htm>

Mental Health Facilities (all facilities)
Edmonton Mental Health Clinic Services
9942 - 108 Street
Edmonton, Alberta,
T5K 2J5

<http://www.capitalhealth.ca/HospitalsandHealthFacilities/CommunityMentalHealthClinics/default.htm>

9902 – 108 Street (nearest location – see map)

<http://www.capitalhealth.ca/HospitalsandHealthFacilities/CommunityMentalHealthClinics/default.asp?display=services&L1=14&L2=0&L3=55>

River City Dental, Dr Garth Von Hagen Dr Kevin Zarsky Dr Darcy Burnett
Street: 11324 104 Avenue Northwest
Edmonton, ab T5K2W9-
Phone: (780) 428-2888

Housing and Transportation

Housing facilities have not been finalized at the time of this document was written. Edmonton has mass transit facilities within the city, and housing should be located near this service. The office building you will be working in is located in the city of Edmonton.

Consular Information – Canada

October 22, 2009

COUNTRY DESCRIPTION: [map](#)Canada is a highly developed, stable democracy. Tourist facilities are widely available in much of the country, but the northern and wilderness areas are less developed and facilities there can be vast distances apart. Read the Department of State [Background Notes on Canada](#) for additional information.

REGISTRATION / EMBASSY LOCATION: Americans living or traveling in Canada are encouraged to register with the U.S. Embassy or nearest U.S. Consulate through the [State Department's travel registration web site](#) in order to obtain updated information on local travel and security. Registration is important; it allows the State Department to assist U.S. citizens in an emergency.

Local embassy information is available below and at the [Department of State's list of embassies and consulates](#).

[U.S. Embassy](#)

490 Sussex Drive, K1N 1G8

Ottawa, Ontario, Canada

Telephone: (613) 238-5335

Facsimile: (613) 688-3082

The Embassy's consular district includes Ottawa, Eastern Ontario (Kingston, Lanark, Leeds, Prescott, Refrew, Russell, and Stormont); and those parts of the Quebec Regions of Outaouais and Abitibi-Temiscamingues near Ottawa.

U.S. Consulates General are located at:

[Calgary, Alberta](#)

10th Floor, 615 Macleod Trail SE

Telephone: (403) 266-8962

Emergency after-hours telephone: (403) 266-8962 then press '0'

Facsimile: (403) 264-6630

The consular district includes Alberta, Manitoba, Saskatchewan, and the Northwest Territories, excluding Nunavut.

[Halifax, Nova Scotia](#)

Upper Water Street, Suite 904, Purdy's Wharf Tower II

Telephone: (902) 429-2480

Emergency after-hours telephone: (902) 429-2485

Facsimile: (902) 423-6861

The consular district includes New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island and the French islands of Saint Pierre and Miquelon.

[Montreal, Quebec](#)

1155 St. Alexander Street

Telephone: (514) 398-9695

Emergency after-hours telephone: (514) 981-5059

Facsimile: (514) 398-0702

The consular district includes Greater Montreal and the regions of Southern Quebec Province (Laurentides, Lanaudiere, Laval, Montreal, Montregie, Estrie, and the southern parts of Centre-du-Quebec), including Joliete, Drummondville and Sherbrooke.

[Quebec City, Quebec](#)

2 rue de la Terrasse Dufferin

Telephone: (418) 692-2095

Emergency after-hours telephone: (418) 692-2096

Facsimile: (418) 692-4640.

The consular district includes Quebec City and those regions of Quebec Province to the North and East of the Montreal and Ottawa Districts (indicated above), plus the Territory of Nunavut.

Please note that due to renovations, the Consulate General in Quebec City is closed to visa applications until December 2009.

[Toronto, Ontario](#)

360 University Avenue

Telephone: (416) 595-1700

Emergency-after hours telephone: (416) 201-4100

Facsimile: (416) 595-5466

The consular district includes the province of Ontario except the six counties served by the U.S. Embassy in Ottawa.

[Vancouver, British Columbia](#)

1095 West Pender Street (please note that consular clients must enter the Consulate at 1075 West Pender Street)

Telephone: (604) 685-4311

Facsimile: (604) 685-7175

The consular district includes British Columbia and the Yukon Territory.

[Winnipeg, Manitoba](#)

201 Portage Street, Suite 860

Telephone: (204) 940-1800

Facsimile: (204) 940-1809

The consulate provides only emergency services for U.S. citizens in distress; it does not provide consular services. Manitoba-related consular matters such as visas, passports, and notariats are handled at other U.S. Consulates General, primarily Calgary.

All visa applicants are seen by appointment only. Information on visa appointments is available at www.nvars.com. For information on visa services for foreigners and consular/passport services for Americans who live in Canada please see our [web site](#). No visa or consular/passport information is available by calling the embassy or consulate switchboards.

ENTRY/EXIT REQUIREMENTS: Entry into Canada is solely determined by Canadian Border Services Agency (CBSA) officials in accordance with Canadian law. Please see the [CBSA's website](#) for details. Canadian law requires that all persons entering Canada carry both proof of citizenship and proof of identity. A valid U.S. passport, passport card or NEXUS card (see below) satisfies these requirements for U.S. citizens. If U.S. citizen travelers to Canada do not have a passport, passport card or approved alternate document such as a NEXUS card, they must show a government-issued photo ID (e.g. Driver's License) and proof of U.S. citizenship such as a U.S. birth certificate, naturalization certificate, or expired U.S. passport. Children under sixteen need only present proof of U.S. citizenship. (Please see below for important information concerning re-entry into the United States).

If you plan to travel to Canada with a minor who is not your own child or for whom you do not have full legal custody, CBSA may require you to present a notarized affidavit of consent from the minor's parents or legal guardians. Please refer to the CBSA website linked above for more details. There is no specific form for this document, but it should include dates of travel, parents' names and photo copies of their state-issued IDs.

When returning to the United States from Canada, it is very important to note that **all** U.S. citizens are required to present a valid U.S. passport to enter or re-enter the United States **via air**. For entry into the United States **via land and sea borders**, U.S. citizens must present either a U.S. passport, passport card, NEXUS card, Enhanced Drivers License or other Western Hemisphere Travel Initiative (WHTI)-compliant document. The only exception to this requirement is for U.S. citizens under the age of 16 (or under 19, if traveling with a school, religious, or other youth group)

who need only present a birth certificate (original, photocopy or certified copy), Consular Report of Birth Abroad, or naturalization certificate.

American travelers are urged to obtain WHTI-compliant documents before entering Canada well in advance of their planned travel. For the most recent information on WHTI and WHTI-compliant documents, please see the State Department's [website](#).

One of the WHTI-compliant documents for crossing the land border is the [U.S. Passport Card](#). The card may not be used to travel by air and is available only to U.S. citizens. American citizens can visit [travel.state.gov](#) or call 1-877-4USA-PPT (1-877-487-2778) for information on how to apply for their passports.

Both the U.S. and Canadian governments urge frequent travelers to join the [NEXUS trusted traveler program](#). NEXUS members receive a special travel card that allows expedited border crossings for both private and commercial travelers through both U.S. and Canadian border controls very quickly.

U.S. citizens entering Canada from a third country must have a valid U.S. passport. A visa is not required for U.S. citizens to visit Canada for up to 180 days. Anyone seeking to enter Canada for any purpose other than a visit (e.g. to work, study or immigrate) must qualify for the appropriate entry status, and should contact the Canadian Embassy or nearest consulate and consult the Canadian immigration website.

Please Note: Anyone with a criminal record (including misdemeanors or Driving While Impaired (DWI)) charges may be barred from entering Canada and must obtain a special waiver well in advance of any planned travel. To determine whether you may be inadmissible and how to overcome this finding, please refer to the [Canadian citizenship and immigration website](#).

For further information on entry requirements, travelers may contact the [Canadian Embassy](#) at 501 Pennsylvania Avenue NW, Washington D.C. 20001, tel. (202) 682-1740; or the Canadian consulates in Atlanta, Boston, Buffalo, Chicago, Dallas, Detroit, Los Angeles, Miami, Minneapolis, New York, San Juan or Seattle.

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.

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

THREATS TO SAFETY AND SECURITY: For the latest security information, U.S. citizens traveling abroad should regularly monitor the Department of State's [Bureau of Consular Affairs' website](#), which contains current the [Travel Warnings and Travel Alerts](#) as well as the [Worldwide Caution](#).

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll-free within the U.S. and Canada, or by calling a regular toll line, 1-202-501-4444, from other countries. 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 extensive tips and advice on [traveling safely abroad](#).

CRIME: Although Canada generally has a lower crime rate than the U.S., violent crimes do occur throughout the country, especially in urban areas. Visitors to large cities should be aware that parked cars are regularly targeted for opportunistic smash-and-grab thefts, and they are cautioned to avoid leaving any possessions unattended in a vehicle, even in the trunk. Due to the high incidence of such crimes, motorists in Montreal, Vancouver and some other jurisdictions can be fined for leaving their car doors unlocked or for leaving valuables in view. Auto theft in Montreal

and Vancouver, including theft of motor homes and recreational vehicles, may even occur in patrolled and apparently secure parking lots and decks. SUVs appear to be the particular targets of organized theft. While Canadian gun control laws are much stricter than those of the U.S., such laws have not prevented gun-related violence in certain areas.

In many countries around the world, counterfeit and pirated goods are widely available. Transactions involving such products may be illegal under local law. In addition, bringing them back to the United States may result in forfeitures and/or fines.

VICTIMS OF CRIME: If you are the victim of a crime abroad, you should contact the local police and the nearest U.S. embassy or consulate (see above or see the [Department of State's list of embassies and consulates](#)). This includes the loss or theft of a U.S. passport. The embassy/consulate staff can, for example, help you find appropriate medical care, contact family members or friends and explain how funds may 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. Each of Canada's provinces has a Crime Victim Compensation Board from which American victims of crime in Canada may seek redress.

As in the U.S., emergency assistance can be reached by dialing "911."

Please see our [information on victims of crime](#), including possible victim compensation programs in the United States.

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 Canada's laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in Canada 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.

Canadian law prohibits the unlawful importation or trafficking of controlled substances and narcotics. A number of travelers, including Americans, have been arrested for attempting to smuggle khat, a narcotic from East Africa, into Canada. Smugglers risk substantial fines, a permanent bar from Canada, and imprisonment.

SPECIAL CIRCUMSTANCES: IMPORTATION OF FIREARMS

Firearms are much more strictly controlled in Canada than in the United States. Violation of firearms restrictions may result in prosecution and imprisonment. As of January 1, 2001, visitors bringing any firearms into Canada, or planning to borrow and use firearms while in Canada, must declare the firearms in writing using a Non-Resident Firearm Declaration form. Visitors planning to borrow a firearm in Canada must obtain in advance a Temporary Firearms Borrowing License. These forms must be signed before a Canadian Border Services Agency (CBSA) officer at the border, and no photocopies are available at the border. Full details and downloadable forms are available at the [Canadian Firearms Centre web site](#), under the heading "Visitors to Canada." Canadian law requires that officials confiscate firearms and weapons from persons crossing the border who deny having the items in their possession. Confiscated firearms and weapons are never returned. Possession of an undeclared firearm may result in arrest and imprisonment.

Canada has three classes of firearms: non-restricted, restricted, and prohibited. Non-restricted firearms include most ordinary hunting rifles and shotguns. These may be brought temporarily into Canada for sporting or hunting use during hunting season, use in competitions, in-transit movement through Canada, or personal protection against wildlife in remote areas of Canada. Anyone wishing to bring hunting rifles into Canada must be at least 18 years old, must properly store the firearm for transport, and must follow the declaration requirements described above. Restricted firearms are primarily handguns; however, pepper spray, mace, and some knives also

are included in this category. A restricted firearm may be brought into Canada, but an Authorization to Transport permit must be obtained in advance from a Provincial or Territorial Chief Firearms Officer. Prohibited firearms include fully automatic, converted automatics, and assault-type weapons. Prohibited firearms are not allowed into Canada.

SPECIAL CIRCUMSTANCES: PORNOGRAPHY AND CONTROLLED SUBSTANCES

Canada has strict laws concerning child pornography, and in recent years there has been an increase in random checks of electronic media of travelers entering Canada. Computers are subject to search without a warrant at the border, and illegal content can result in the seizure of the computer as well as detention, arrest and prosecution of the bearer.

Please see our [Customs Information](#).

MEDICAL FACILITIES AND HEALTH INFORMATION: The level of public health and sanitation in Canada is high. Canada's medical care is of a high standard but is government-controlled and rationed. Quick and easy access to ongoing medical care is difficult for temporary visitors who are not members of each province's government-run health care plans. Many physicians will not take new patients. Access to a specialist is by only by referral and may take months to obtain. Emergency room waits can be very long. Some health care professionals in the province of Quebec may speak only French. No Canadian health care provider accepts U.S. domestic health insurance, and Medicare coverage does not extend outside the United States. Visitors who seek any medical attention in Canada should be prepared to pay in cash in full at the time the service is rendered. Traveler's medical insurance is highly recommended even for brief visits.

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 (CDC) hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the [CDC website](#). For information about outbreaks of infectious diseases abroad, consult the infectious diseases section of the [World Health Organization \(WHO\) website](#). The WHO website also contains additional health information for travelers, including [detailed country-specific health information](#).

MEDICAL INSURANCE: The Department of State strongly urges U.S. citizens to consult their medical insurance company prior to traveling abroad to determine whether the policy applies overseas and whether it covers emergency expenses such as a medical evacuation. For more information, please see our [medical insurance overseas page](#).

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 information below concerning Canada is provided for general reference only, and may not be totally accurate in a particular location or circumstance. As in the United States, all emergency assistance in Canada can be reached by dialing 911.

Transport Canada is the Canadian federal government agency responsible for road safety, although each province or territory has the authority to establish its own traffic and safety laws and issue driving licenses. For detailed information on road conditions throughout Canada, as well as links to provincial government web sites, please see the [Transport Canada web site](#) or the [Canadian Automobile Association web site](#). The CAA honors American Automobile Association membership. Some automobile warranties of vehicles purchased in the U.S. may be invalid in Canada; please check the warranty of your vehicle.

Driving in Canada is similar to driving in many parts of the United States. Distances and speeds, however, are posted in kilometers per hour, and some signs, particularly in Quebec, may only be in French. U.S. driver's licenses are valid in Canada. Proof of auto insurance is required. U.S. auto insurance is accepted as long as an individual is a tourist in Canada. U.S. insurance firms will issue a Canadian insurance card, which should be obtained and carried prior to driving into Canada. For specific information concerning Canadian driving permits, mandatory insurance and entry regulations, please contact the [Canadian National Tourist Organization](#).

Unless otherwise posted, the maximum speed limit in Canada is 50km/hr in cities and 80km/hr on highways. On rural highways, the posted speed limit may be 100km/hr (approximately 60 miles/hr). Seat belt use is mandatory for all passengers, and child car seats must be used by children under 40 pounds. Some provinces require drivers to keep their vehicles' headlights on during the day, and some have banned driving while using a hand-held cell phone. Motorcycles cannot share a lane, and safety helmets for motorcycle riders and passengers are mandatory. Many highways do not have merge lanes for entering traffic. Tailgating and rapid lane-changes without signaling are common. Emergency vehicles frequently enter the oncoming traffic lane to avoid congestion. Drivers should be aware that running a red light is a serious concern throughout Canada, and motorists are advised to pause before proceeding when a light turns green.

Driving while impaired (DWI) is a criminal offense in Canada. Penalties are heavy, and any prior conviction (no matter how old or how minor the infraction) is grounds for exclusion from Canada. Americans with a DWI record must seek a [waiver of exclusion from Canadian authorities](#) before traveling to Canada, which requires several weeks or months to process. It is illegal to take automobile radar detectors into Quebec, Ontario, Manitoba, the Yukon or the Northwest Territories, regardless of whether they are used or not. Police there may confiscate radar detectors, operational or not, and impose substantial fines.

Winter travel can be dangerous due to heavy snowfalls and hazardous icy conditions. Some roads and bridges are subject to periodic winter closures. Snow tires are required in some provinces. The [Canadian Automobile Association](#) has tips for winter driving in Canada. Travelers should also be cautious of deer, elk and moose while driving at night in rural areas.

Highway 401, from Detroit to Montreal, is one of the busiest highways in North America. It has been the scene of numerous, deadly traffic accidents due to sudden, severe and unpredictable weather changes, high rates of speed, and heavy truck traffic. There have been numerous incidents involving road racing and dangerous truck driving. Drivers tend to be aggressive, often exceeding speed limits and passing on both sides, and police enforcement is spotty. In addition, approaches to border crossings into the United States may experience unexpected traffic backups. Drivers should be alert, as lane restrictions at border approaches exist for drivers in NEXUS and FAST expedited inspection programs.

Please refer to our [Road Safety](#) page for more information. Visit the [web site of Canada's national authority responsible for road safety](#).

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the government of Canada's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of Canada's air carrier operations. Further information may be found on the [FAA's safety assessment page](#).

Background Notes: Canada

November 2008



PROFILE

OFFICIAL NAME:

[Canada](#)

Geography

Area: 9.9 million sq. km. (3.8 million sq. mi.); second-largest country in the world.

Cities: *Capital*--Ottawa (pop. 1.1 million). *Other major cities*--Toronto (5.1 million), Montreal (3.6 million), Vancouver (2.1 million), Calgary (1.1 million), Edmonton (1.0 million), Quebec City (0.7 million), Winnipeg (0.7 million), Hamilton (0.7 million).

Terrain: Mostly plains with mountains in the west and lowlands in the southeast.

Climate: Temperate to arctic.

People

Nationality: *Noun and adjective*--Canadian(s).

Population (2008 est.): 33.1 million.

Ethnic groups: British/Irish 28%, French 23%, other European 15%, Asian/Arab/African 6%, indigenous Amerindian 2%, mixed background 26%.

Religions: Roman Catholic 43.6%, Protestant 29.2%, other Christian 4.3%, Muslim 2.0%, Jewish 1.1%, Buddhist 1.0%, Hindu 1.0% other 1.3%, none 16.5%.

Languages: English (official) 57.8%, French (official) 22.1%, other 20.1% (including Chinese and aboriginal languages).

Education: *Literacy*--99% of population aged 15 and over has at least a ninth-grade education.

Health: *Infant mortality rate*--5.4/1,000. *Life expectancy*--77.7 yrs. male, 82.5 yrs. female.

Work force (2008, 18.2 million): *Goods-producing sector*--25%, of which: manufacturing 15%; construction 6%; agriculture 2%; natural resources 2%; utilities 1%. *Service-producing sector*--75%, of which: trade 16%; health care and social assistance 11%; educational services 7%, accommodation and food services 7%; professional, scientific, and technical services 7%; finance 6%; public administration 5%; transportation and warehousing 5%; information, culture, and recreation 5%; other services 4%.

Government

Type: Federation, parliamentary democracy, and constitutional monarchy.

Confederation: July 1, 1867.

Constitution: The British North America Act of 1867 patriated to Canada on April 17, 1982, the Charter of Rights and Freedoms, and unwritten custom. The British North America Act and the Charter of Rights and Freedoms are collectively referred to as the Constitution Act.

Branches: *Executive*--Queen Elizabeth II (head of state represented by a governor general), prime minister (head of government), cabinet. *Legislative*--bicameral Parliament (308-member House of Commons; 105-seat Senate). *Judicial*--Supreme Court.

Federal-level political parties: Liberal Party, Conservative Party of Canada, Bloc Quebecois (BQ), New Democratic Party (NDP).

Subdivisions: 10 provinces, 3 territories.

Economy

GDP (2007): \$1.266 trillion.

Real GDP growth rate (2007): 2.7%.

Per capita GDP (2007): \$38,435.

Natural resources: Petroleum and natural gas, hydroelectric power, metals and minerals, fish, forests, wildlife, abundant fresh water.

Agriculture: *Products*--wheat, livestock and meat, feed grains, oil seeds, dairy products, tobacco, fruits, vegetables.

Industry: *Types*--motor vehicles and parts, machinery and equipment, aircraft and components, other diversified manufacturing, fish and forest products, processed and unprocessed minerals.

Trade: *U.S. merchandise exports to Canada (2007)*--\$248.9 billion: motor vehicles and spare parts, industrial and electrical machinery, plastics, computers, chemicals, petroleum products and natural gas, and agricultural products. In 2007, 65% of Canada's imports came from the United States. *U.S. merchandise imports from Canada (2007)*--\$313.1 billion: motor vehicles and spare parts, crude petroleum and natural gas, forest products, agricultural products, metals, industrial machinery, and aircraft. In 2007, 76% of Canada's exports went to the U.S.

U.S.-CANADA RELATIONS

The relationship between the United States and Canada is the closest and most extensive in the world. It is reflected in the staggering volume of bilateral trade--the equivalent of \$1.5 billion a day in goods--as well as in people-to-people contact. About 300,000 people cross the shared border every day.

A 2004 law is phasing in new rules for travel between Canada and the United States. Since January 2007 U.S. citizens traveling by air to and from Canada have needed a valid passport to enter or re-enter the United States. Beginning January 31, 2008, U.S. and Canadian citizens aged 19 and older traveling into the U.S. from Canada by land or sea (including ferries) have had to present documents denoting citizenship and identity. This change primarily affects American and Canadian citizens who have previously been permitted entry into the U.S. by oral declaration alone, and marks the transition toward standard and consistent documents for all travelers entering the U.S. Acceptable documentation includes a valid passport or government-issued photo identification such as a driver's license and proof of citizenship such as a birth certificate. Children aged 18 and under need only to present a birth certificate. A list of acceptable documents is found at <http://canada.usembassy.gov>. Travelers who do not present acceptable documents may be delayed as U.S. Customs and Border Protection officers at the port of entry attempt to verify identity and citizenship. Beginning in June 2009, all travelers, including U.S. citizens, will have to present a passport or other secure document that denotes identity and citizenship when entering the U.S. from Canada.

In fields ranging from law enforcement to environmental protection to free trade, the two countries work closely on multiple levels from federal to local. In addition to their close bilateral ties, Canada and the U.S. cooperate in multilateral fora. Canada--a charter signatory to the United Nations and the North Atlantic Treaty Organization (NATO) and a member of the G8--takes an active role in the United Nations, including peacekeeping operations, and participates in the Organization for Security and Cooperation in Europe (OSCE). Canada joined the Organization of American States (OAS) in 1990 and hosted the OAS General Assembly in Windsor in June 2000, and the third Summit of the Americas in Quebec City in April 2001. Canada seeks to expand its ties to Pacific Rim economies through membership in the Asia-Pacific Economic Cooperation forum (APEC), and will host the Winter Olympic Games in Vancouver-Whistler, British Columbia in 2010.

Canada views good relations with the U.S. as crucial to a wide range of interests, and often looks to the U.S. as a common cause partner promoting democracy, transparency, and good governance around the world. Nonetheless, it sometimes pursues policies at odds with our own. Canada decided in 2003 not to contribute troops to the U.S.-led military coalition in Iraq (although it later contributed financially to Iraq's reconstruction and provided electoral advice). Other recent examples are: Canada's leadership in the creation of the UN-created International Criminal Court (ICC) for war crimes; its decision in early 2005 not to participate directly in the U.S. missile defense program; and its strong support for the Ottawa Convention to ban anti-personnel mines. The U.S., while the world's leading supporter of demining initiatives, declined to sign the treaty

due to unmet concerns regarding the protection of its forces and allies, particularly those serving on the Korean Peninsula, as well as the lack of exemptions for mixed munitions.

U.S. defense arrangements with Canada are more extensive than with any other country. The Permanent Joint Board on Defense, established in 1940, provides policy-level consultation on bilateral defense matters and the U.S. and Canada share NATO mutual security commitments. In addition, U.S. and Canadian military forces have cooperated since 1958 on continental air defense within the framework of the North American Aerospace Defense Command (NORAD). The military response to the terrorist attacks of September 11, 2001 both tested and strengthened military cooperation between the U.S. and Canada. The new NORAD Agreement that entered into force on May 12, 2006 added a maritime domain awareness component and is of "indefinite duration," albeit subject to periodic review. Since 2002, Canada has participated in diplomatic, foreign assistance, and joint military actions in Afghanistan. Approximately 2,500 Canadian Forces personnel are deployed at any given time in southern Afghanistan under a battle group based at Kandahar and as members of the Canadian-led Provincial Reconstruction Team (PRT) at Camp Nathan Smith in Kandahar. The Canadian Parliament has approved the extension of this mission in Kandahar until 2011. Canada has also contributed to stabilization efforts in Haiti, initially with troops and later with civilian police and electoral assistance, and humanitarian and developmental aid.

The U.S. and Canada also work closely to resolve trans-boundary environmental issues, an area of increasing importance in the bilateral relationship. A principal instrument of this cooperation is the International Joint Commission (IJC), established as part of the Boundary Waters Treaty of 1909 to resolve differences and promote international cooperation on boundary waters. The Great Lakes Water Quality Agreement of 1978 (as amended in 1987) is another historic example of joint cooperation in controlling trans-boundary water pollution. The two governments also consult regularly on trans-boundary air pollution. Under the Air Quality Agreement of 1991, both countries have made substantial progress in coordinating and implementing their acid rain control programs and signed an annex on ground level ozone in 2000. In late 2007, Canada and the U.S. began discussions aimed at negotiating a new annex to the Air Quality Agreement which will increase cooperation in combating cross-border air pollution in the form of particulate matter.

Canada ratified the Kyoto Accord in 2002, despite concern among business groups and others that compliance would place Canada's economy at a lasting competitive disadvantage vis-a-vis the U.S. However, Prime Minister Stephen Harper's government announced in 2006 that Canada would not be able to meet its original Kyoto Protocol commitments. In April 2007, the Canadian Government announced a new regulatory framework for air emissions that, when implemented, should lead to significant decreases in emissions of greenhouse gases and air pollutants as early as 2010. Canada participates in the U.S.-led International Carbon Sequestration Leadership Forum, which researches effective ways to capture and store carbon dioxide. Canada is also a founding member of the International Partnership for the Hydrogen Economy and the Global Earth Observation System of Systems, both of which are designed to address climate change and are supported by the U.S. In early 2005, Canada joined the U.S.-led Methane to Markets initiative, which focuses on transferring technology to developing countries for the capture and use of methane from pipelines, landfills, and other sources. In October 2007 Canada gained membership in the Asia Pacific Partnership on Clean Development and Climate, which joins it with the U.S., Japan, Australia, South Korea, China, and India in a broad effort to accelerate the development and deployment of clean energy technologies in major industrial sectors.

While bilateral law enforcement cooperation and coordination were excellent prior to the September 11, 2001 terrorist attacks in the United States, they have since become even closer through such mechanisms as the Cross Border Crime Forum. Canada, like the U.S., has strengthened its laws and realigned resources to fight terrorism. U.S.-Canada security cooperation to create a safe and secure border is exemplary. Canadian and U.S. federal and local law enforcement personnel fight cross-border crime through cooperation on joint Integrated Border Enforcement Teams (IBETs). Companies on both sides of the border have joined

governments in highly successful partnerships and made massive investments to secure their own facilities and internal supply chains. Over 70% of Canada-U.S. trade is transported by truck. Some commercial drivers crossing the border have volunteered to undergo background security checks under the bilateral Free and Secure Trade (FAST) program and many companies participate in the Customs-Trade Partnership Against Terrorism (C-TPAT). These initiatives have helped secure trade while speeding border processing.

Canada is a significant source of marijuana and synthetic drugs (methamphetamines, ecstasy) reaching the U.S., as well as precursor chemicals and over-the-counter drugs used to produce illicit synthetic drugs. Implementation and strengthening of regulations in Canada and increased U.S.-Canadian law enforcement cooperation have had a substantial impact in reducing trafficking in precursor chemicals and synthetic drugs, but cannabis cultivation, because of its profitability and relatively low risk of penalty, remains a thriving industry. Canada increased maximum penalties for methamphetamine offenses in August 2005 and implemented new controls over various precursors in November 2005. Canada is active in international efforts to combat terrorist financing and money laundering.

Canada is a large foreign aid donor and targets its annual assistance of C\$4.4 billion toward priority sectors such as good governance; health (including HIV/AIDS); basic education; private-sector development; and environmental sustainability. Canada is a major aid donor to Iraq, Haiti, and Afghanistan.

Prime Minister Harper, who entered office stating he intended to bring a new, more positive tone to bilateral relations while still defending Canadian interests, held his first meeting with President Bush at the March 30-31, 2006 Security and Prosperity Partnership of North America (SPP) meeting in Cancun, Mexico and his most recent at the APEC summit in Lima, Peru on November 22, 2008. Prime Minister Harper and President Bush have held North America leaders' meetings with Mexican President Calderon in Cancun, Mexico in March 2006, Montebello, Quebec, in August 2007, and in New Orleans in April 2008.

Trade and Investment

The U.S. and Canada enjoy an economic partnership unique in the world. The two nations share the world's largest and most comprehensive trading relationship, which supports millions of jobs in each country. In 2007, total trade between the two countries exceeded \$560 billion. The two-way trade that crosses the Ambassador Bridge between Detroit, Michigan and Windsor, Ontario equals all U.S. exports to Japan. Canada's importance to the U.S. is not just a border-state phenomenon: Canada is the leading export market for 36 of the 50 U.S. States, and ranked in the top three for another 10 States. In fact, Canada is a larger market for U.S. goods than all 27 countries of the European Community combined, whose population is more than 15 times that of Canada. The comprehensive U.S.-Canada Free Trade Agreement (FTA), which went into effect in 1989, was superseded by the North American Free Trade Agreement among the United States, Canada and Mexico (NAFTA) in 1994. NAFTA, which embraces more than 450 million people of the three North American countries, expanded upon FTA commitments to move toward reducing trade barriers and establishing agreed upon trade rules. It has also resolved long-standing bilateral irritants and liberalized rules in several areas, including agriculture, services, energy, financial services, investment, and government procurement. Since the implementation of NAFTA in 1994, total two-way merchandise trade between the U.S. and Canada has grown by 265%, creating many new challenges for the bilateral relationship. The Security and Prosperity Partnership of North America, launched by the three NAFTA countries in March 2005, represents an effort to address these challenges and others on a continental basis.

Canada is an urban services-dependent economy with a large manufacturing base. Since Canada is the largest export market for most states, the U.S.-Canada border is extremely important to the well-being and livelihood of millions of Americans.

The U.S. is Canada's leading agricultural market, taking 55% of its agro-food exports in 2007. However, U.S. imports of Canadian livestock products, particularly ruminants, fell drastically after the discovery of bovine spongiform encephalopathy (BSE, mad cow disease) in early 2003.

Shipments of most Canadian beef to the U.S. were resumed in late 2003, and trade in live cattle under 30 months resumed in July 2005. All remaining U.S. restrictions affecting bilateral beef trade were lifted in November 2007. Canada is the largest U.S. agricultural market, primarily importing fresh fruits and vegetables and livestock products.

The U.S. and Canada enjoy the largest energy trade relationship in the world. Canada is the single largest foreign supplier of energy to the U.S.--providing 17% of U.S. oil imports and 18% of U.S. natural gas demand. Recognition of the commercial viability of Canada's oil sands in Alberta has raised Canada's proven petroleum reserves to 179 billion barrels, making it the world's second-largest holder of reserves after Saudi Arabia. Canada is planning Arctic pipelines and liquefied natural gas terminals to provide more natural gas to the North American market. Canada and the U.S. operate an integrated electricity grid which meets jointly developed reliability standards and provide almost all of each other's electricity imports. Canada is a major supplier of electricity (mostly clean and renewable hydroelectric power) to New England, New York, the Upper Midwest, the Pacific Northwest, and California. Canadian uranium helps fuel U.S. nuclear power plants.

While 98% of U.S.-Canada trade flows smoothly, there are occasional trade disputes affecting the remaining 2%. Usually these issues are managed amicably through bilateral consultative forums or referral to World Trade Organization (WTO) or NAFTA dispute resolution procedures. For example, in response to WTO challenges by the U.S., the two governments negotiated an agreement on magazines providing increased access for the U.S. publishing industry to the Canadian market, and Canada amended its patent laws to extend patent protection to 20 years. Canada has challenged U.S. trade remedy law in NAFTA and WTO dispute settlement mechanisms. Some of these cases involved actions taken by the U.S. Government on softwood lumber imports from Canada. However, the two countries implemented a comprehensive settlement on softwood lumber in late 2006 and these cases were dropped. The U.S. is pressing Canada to strengthen its intellectual property laws and enforcement. The U.S. and Canada resolved a WTO dispute over dairy products in 2003. The U.S. and Canada also have resolved several major issues involving fisheries. By common agreement, the two countries submitted a Gulf of Maine boundary dispute to the International Court of Justice in 1981; both accepted the Court's October 12, 1984 ruling that delineated much of the boundary between the two countries' Exclusive Economic Zones (EEZs).

The U.S. and Canada signed a Pacific Salmon Agreement in June 1999 that settled differences over implementation of the 1985 Pacific Salmon Treaty. In 2001, the two countries reached agreement on Yukon River salmon, implementing a new abundance-based resource management regime and effectively realizing coordinated management over all West Coast salmon fisheries. The U.S. and Canada recently reached agreement on sharing another trans-boundary marine resource, Pacific hake. The two countries also have a treaty on the joint management of albacore tuna in the Pacific, and closely cooperate on a range of bilateral fisheries issues and international high seas governance initiatives.

U.S. immigration and customs inspectors provide preclearance services at eight airports in Canada, allowing air travelers direct connections in the U.S. During the 12 months ending in June 2007, nearly 21.9 million passengers flew between the U.S. and Canada on scheduled flights. Toronto's Pearson International Airport is the third-largest international passenger gateway to the U.S. after London (Heathrow) and Tokyo (Narita) airports. A bilateral Open Skies agreement signed in March 2007 removed all economic restrictions on civil aviation services between Canada and the U.S. The two countries also share in operating the St. Lawrence Seaway, connecting the Great Lakes to the Atlantic Ocean.

Canada and the U.S. have one of the world's largest investment relationships. The U.S. is Canada's largest foreign investor. Statistics Canada reports that at the end of 2007, the stock of U.S. foreign direct investment in Canada was \$289 billion, or about 59% of total foreign direct investment in Canada. U.S. investment is primarily in Canada's mining and smelting industries, petroleum, chemicals, the manufacture of machinery and transportation equipment, and finance.

Canada is the fifth largest foreign investor in the U.S. At the end of 2006, the U.S. Commerce Department estimates that Canadian investment in the United States was \$159 billion at historical cost basis. Canadian investment in the U.S. is concentrated in finance and insurance, manufacturing, banking, information and retail trade and other services.

Principal U.S. Embassy Officials

Ambassador--David H. Wilkins
Deputy Chief of Mission--Terry A. Breese
Minister-Counselor for Political Affairs--Scott Bellard
Minister-Counselor for Economic Affairs--Eric Benjaminson
Minister-Counselor for Public Affairs--Linda C. Cheatham
Minister-Counselor for Commercial Affairs--Stephan Wasylko
Minister-Counselor for Consular Affairs--David Hopper
Minister-Counselor for Agricultural Affairs--Robin Tilsworth
Counselor for Environment, Science, Technology, and Health--Earl Steele
Defense Attache--Col. Joseph P. Breen
Consul General Vancouver--Phillip Chicola
Consul General Calgary--Tom Huffaker
Consul General Toronto--John Nay
Consul General Montreal--Lee McClenny
Consul General Quebec--David Fetter
Consul General Halifax--Harold Foster
Consul Winnipeg--Mary Speer

The [U.S. Embassy](#) in Canada is located at 490 Sussex Drive, Ottawa, Ontario. The mailing address is P.O. Box 866, Station B, Ottawa, Ontario, K1P 5T1 (tel. 613-238-5335).

GOVERNMENT

Canada is a constitutional monarchy with a federal system, a parliamentary government, and strong democratic traditions. The 1982 Charter of Rights and Freedoms guarantees basic rights in many areas. Queen Elizabeth II, as Queen of Canada, serves as a symbol of the nation's unity. She appoints a governor general, who serves as her representative in Canada, on the advice of the Prime Minister of Canada, usually for a 5-year term. The prime minister is the leader of the political party in power and is the head of the cabinet. The governing party remains in office as long as it retains majority support in the House of Commons on major issues.

Canada's Parliament consists of an elected House of Commons and an appointed Senate. Legislative power rests with the 308-member Commons. Legislation to provide for federal elections to be held on fixed dates, every four calendar years, was passed in the spring of 2006. The next fixed election date is scheduled for 2012, but the prime minister may ask the governor general to dissolve Parliament and call new elections at any time should the governing party lose the support of the House of Commons. Vacancies in the 105-member Senate, whose members serve until the age of 75, are filled by the governor general on the advice of the prime minister. Recent constitutional initiatives have sought unsuccessfully to strengthen the Senate by making it elective and assigning it a greater regional representational role. In an effort to bring about incremental Senate reform without a constitutional amendment, the government plans to re-introduce bills to place term limits upon Senators and to create a process of public consultation in the appointment of Senators. However, the bills face substantial opposition, both from within Parliament and from certain provinces, which question the constitutionality of the proposed legislation, putting the success of the legislation in doubt.

Criminal law, based largely on British law, is uniform throughout the nation and is under federal jurisdiction. Civil law is also based on the common law of England, except in Quebec, which has retained its own civil code patterned after that of France. Justice is administered by federal, provincial, and municipal courts.

Each province is governed by a premier and a single, elected legislative chamber. A lieutenant-governor appointed by the governor general represents the Crown in each province.

Principal Government Officials

Head of State--Queen Elizabeth II

Governor General--Michaëlle Jean

Prime Minister--Stephen Harper

Minister of Foreign Affairs--Lawrence Cannon

Ambassador to the United States--Michael Wilson

Ambassador to the United Nations--John McNee

Canada maintains an [embassy](#) in the United States at 501 Pennsylvania Avenue, NW, Washington, DC 20001 (tel. 202-682-1740).

POLITICAL CONDITIONS

On February 6, 2006, Stephen Harper was sworn in as Canada's twenty-second Prime Minister, succeeding Liberal Party leader Paul Martin. An admitted "policy specialist," Harper rose from the ranks of conservative political party staffers. Prior to becoming Prime Minister, he sat as a Member of Parliament, including as Leader of the Opposition since 2002 when he became head of the western-based Canadian Alliance. He was elected the first leader of the Conservative Party of Canada when it was created in 2003 through the merger of Canadian Alliance and Peter MacKay's Progressive Conservative Party. The January 23, 2006 election victory by the Conservative Party ended 12 years of Liberal Party rule that, in the end, was tainted by corruption and ethics concerns, despite the economic progress Canada achieved while the Liberals were in power. In a subsequent federal election on October 14, 2008, the Conservatives won 38% of the vote and formed a second minority government with 143 seats in the House of Commons. The Liberals won 26% of the vote and 77 seats in the House of Commons. As the party with the second-largest number of seats, the Liberals form the "official opposition."

The Conservatives made unexpected gains in Quebec by winning ten seats in the January 2006 election, but failed to increase their number of seats in the province in the 2008 election. The separatist Bloc Quebecois (BQ) has a majority (49) of Quebec's 75 seats (the BQ offers candidates only in Quebec). The left-leaning New Democratic Party (NDP) now has 37 seats, and two independents also sit in Parliament.

Policy priorities of the Conservatives under Prime Minister Harper have remained fairly consistent since 2006: improving accountability and ethics in government; lower taxes; fighting crime and urban violence; reinvesting in defense; bolstering Canada's Arctic sovereignty; promoting national unity; and raising the profile of Canada's role abroad, through its combat mission in Afghanistan, contributions to stabilization in Haiti, and renewed partnership with the Americas.

In Canada's political system, a key challenge for any federal government is balancing the conflicting interests of Canada's 10 provinces and 3 territories. Recognizing the advantages of a coordinated approach in dealing with the federal government, the provinces and territories created a Council of the Federation in 2003, with their leaders (Canada's first ministers) meeting regularly in that forum to develop common positions. Prime Minister Harper met with the provincial premiers and territorial leaders formally on January 11, 2008 and on November 10, 2008.

Quebec, which represents 23% of the national population (and has a similar proportion of seats in the House of Commons), seeks to preserve its distinctive francophone nature, and is perceived by the less-populous western provinces as wielding undue influence on the Federal Government. At least until January 2006's election of Albertan Stephen Harper as Prime Minister, the western provinces had sometimes expressed concern that Ottawa did not fully attend to their interests. Ontario, believes that it pays out significantly more to the Federal Government than it gets back in revenues, while the Atlantic Provinces seek to assert greater control over fishing and mineral rights off their shores. The Federal Government ceded some power in a few areas of provincial jurisdiction, while seeking to strengthen the federal role in many other areas such as inter-provincial trade and the regulation of securities.

National Unity

Popular support for sovereignty appears to be on the wane in Quebec, although pride in that

province's unique cultural and linguistic identity remains very strong. Most Quebec voters seem to appreciate the economic benefits of remaining in the Canadian confederation and aim to advance their separate francophone identity within the confederation. In the March 2007 provincial election, the ruling provincial Liberals garnered only 33% of the vote, and Premier Jean Charest heads a minority government. Action Democratique du Quebec (ADQ), led by Mario Dumont, finished second, while the pro-sovereignty Parti Quebecois (PQ) finished a close third.

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:** **January 17, 2010**
 Return on or before: **March 11, 2010**

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 _____

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,