

Going Global @ WPI



A handbook developed the Interdisciplinary and Global Studies Division at Worcester Polytechnic Institute for students going on Exchange

Natalie A. Mello, Director of Global Operations
Leanne Johnson, Program Administrator
Interdisciplinary and Global Studies Division
Worcester Polytechnic Institute

Going Global @ WPI Exchange Program

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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 off-campus project programs. The Handbook was prepared to inform the student who has been accepted to participate in the Global Perspective Program during the 2005-2006 academic year.

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 exchange program site. The Interdisciplinary and Global Studies Division (IGSD) has developed this document to outline these considerations.

For the mutual protection of you the student, your family, and WPI 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 a 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 SECUSSA: Section on US Student Abroad. A committee of study abroad professionals 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 county.

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.secussa.nafsa.org/safetyabroad/goodpractices2003.html>

Mandatory Paperwork

The following forms must be on file in the IGSD office before students leave WPI for their exchange program experience. If any forms are missing, students are in jeopardy of not being allowed to participate in the exchange program.

Participant Statement of Agreement

Once accepted to the Global Perspective Program at WPI, every student is required to submit to the IGSD 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 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.
- 2) 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) 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.
- 2) 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.

Travel Information Form (Appendix A)

The IGSD must have completed Travel Forms 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 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.

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 Acknowledgment Form

All participants must sign a Voluntary Acknowledgment Form that will be 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 that 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 _____ Date _____

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.

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>.

Passports

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 than 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 U.S. with an expired passport, you are subject to a passport waiver fee 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. You can get passport photos taken at the U.S. Post Office, or other local stores such as CVS.
1. Pick up a passport application form from the U.S. Post Office or download it from: http://travel.state.gov/passport/passport_1738.html
2. Turn in all required documentation to the nearest federal post office with the appropriate fee.

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 *can not* help you obtain visas. *It is your responsibility to determine if you need a visa or not.*

You will need to give or send your passport to the official foreign embassy or consulate. You will also need to fill out a form, and you may need one or more photographs. Many visas also require a fee. The process may take several weeks for each visa, so plan accordingly and apply well in advance of your departure date. The IGSD will supply you with a letter if necessary stating that you will be at your site completing academic work however, you must supply the dates of arrival and departure, your full name, and complete information about who this letter should be addressed to.

For more information on country specific required visas and where the nearest official embassy or consulate is, go to the web page <http://www.embassy.org/>

Calling Home

Calling home from a foreign country can be a difficult and frustrating experience. Phones may not be familiar and the costs of calling overseas with local currency may be very high. For these reasons, it is highly recommended that you carry some sort of calling card.

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.

WPI Housing

If you live in a WPI residence hall, it is your responsibility to notify Residential Services of your intended absence. You must go to Residential Services to fill out the appropriate forms and turn in your keys. Before you return to campus you will need to contact Residential Services to arrange to pick up your room keys.

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.

General Policies and Important Things to Remember

- 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.
- 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.

- 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 within the host culture: disruptive sexual behavior, or behavior deemed offensive to the host culture; or disruptive, violent, or destructive behavior in student housing.
- You are bound by the policies and codes of conduct of your host institution. Please work with the Office of International Programs, to ensure that you understand the behavioral and policy obligations of the institution.

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

Section 2 – Health, Safety & Travel Security Information

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, or 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.
- 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 Exchange 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 you observe another WPI student engaging in risky behavior, we strongly encourage you to report the behavior to the staff in the Office of International Programs at your host institution, WPI exchange program advisors, and IGSD staff so that any guidance or assistance can be given before the behavior or incident escalates.**
- 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.

Information from the Centers for Disease Control

The following web address should be accessed for health information specific to where you will be traveling. The IGSD strongly recommends that you review all health recommendations and discuss these with your health care provider. The preventive measures you need to take while traveling depend on the areas you visit and the length of time you stay.

Sites	Web Address
Denmark, Germany, Sweden, Mexico Switzerland, Canada	http://wwwnc.cdc.gov/travel/ (select the appropriate destination from the drop down menu)

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. Comprehensive surveillance systems are lacking in many countries, so that the true number of cases is likely to be far greater than the numbers officially reported from some areas, particularly the non-industrialized nations. 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.

Travelers 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.

In many countries, needle sharing by IV drug users is a major source of HIV transmission and other infections such as hepatitis B and C. Do not use drugs intravenously or share needles for any purpose.

Safety of Blood, Blood Products, and Needles

In the United States, Australia, New Zealand, Canada, Japan, and western European countries, the risk of infection of transfusion associated HIV infection has been virtually eliminated through required testing of all donated blood for antibodies to HIV. In the United States, donations of blood and plasma must be screened for antibodies to HIV-1 and HIV-2 and HIV-1 p24 antigen.

If produced in the United States according to procedures approved by the Food and Drug Administration, immune globulin preparations (such as those used for the prevention of hepatitis A and B) and hepatitis B virus vaccine undergo processes that are known to inactivate HIV and therefore these products should be used as indicated.

In less-developed nations, there may not be a formal program for testing blood or biological products for antibody to HIV. In these countries, use of unscreened blood clotting factor concentrates or those of uncertain purity should be avoided (when medically prudent). If transfusion is necessary, the blood should be tested, if at all possible, for HIV antibodies by appropriately trained laboratory technicians using a reliable test.

Needles used to draw blood or administer injections should be sterile, preferably of the single-use disposable type, and prepackaged in a sealed container. Insulin-dependent diabetics,

hemophiliacs, and other persons who require routine or frequent injections should carry a supply of syringes, needles, and disinfectant swabs (e.g., alcohol wipes) sufficient to last their entire stay abroad.

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

<http://www.cdc.gov/travel/hiv aids.htm>

Food and water and travelers' diarrhea

Contaminated food and drink are the major sources of stomach or intestinal illness while traveling. Intestinal problems due to poor sanitation are found in far greater numbers outside the United States and other industrialized nations.

Water

In areas with poor sanitation, only the following beverages may be safe to drink: boiled water, hot beverages (such as coffee or tea) made with boiled water, canned or bottled carbonated beverages, beer, and wine. Ice may be made from unsafe water and should be avoided. It is safer to drink from an unopened can or bottle than from a container that is not known to be clean and dry. However, water on the surface of a beverage can or bottle may also be contaminated. Therefore, the area of a can or bottle that will touch the mouth should be wiped clean and dry. Where water is contaminated, travelers should not brush their teeth with tap water.

Treatment of Water

Boiling is the most reliable method to make water safe to drink. Bring water to a vigorous boil, then allow it to cool; do not add ice. At high altitudes allow water to boil vigorously for a few minutes or use chemical disinfectants. Adding a pinch of salt or pouring water from one container to another will improve the taste.

Chemical disinfection can be achieved with either iodine or chlorine, with iodine providing greater disinfection in a wider set of circumstances. For disinfection with iodine use either tincture of iodine or tetraglycine hydroperiodide tablets, such as Globaline*, Potable-Aqua*, and others.

These disinfectants can be found in sporting goods stores and pharmacies. Read and follow the manufacturer's instructions. If the water is cloudy, strain it through a clean cloth, and double the number of disinfectant tablets added. If the water is very cold, either warm it, or allow increased time for disinfectant to work.

As a last resort, if no source of safe drinking water is available, tap water that is uncomfortably hot to touch may be safer than cold tap water. However, many disease-causing organisms can survive the usual temperature reached by the hot water in overseas hotels, and boiling or proper disinfection is still advised.

Food

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

Travelers' Diarrhea

Travelers' diarrhea, the number one illness in travelers, can be caused by viruses, bacteria, or parasites, which can contaminate food or water. Infections may cause diarrhea and vomiting (E. coli, Salmonella, cholera, and parasites), fever (typhoid fever and toxoplasmosis), or liver damage (hepatitis). Make sure your food and drinking water are safe.

The typical symptoms of travelers' diarrhea (TD) are diarrhea, nausea, bloating, urgency, and malaise. TD usually lasts from 3 to 7 days. It is rarely life threatening. Areas of high risk include the developing countries of Africa, the Middle East, and Latin America. The risk of infection varies, depending on the type of eating establishment the traveler visits - from low risk in private homes, to high risk for food from street vendors. TD is slightly more common in young adults than in older people, with no difference between males and females. TD is usually acquired through ingestion of fecally contaminated food and water.

The best way to prevent TD is by paying close attention to choice of food and beverage. CDC does not recommend use of antibiotics to prevent TD because they can cause additional problems themselves.

If you do become ill with travelers' diarrhea, it is usually self-limited and treatment requires only simple replacement of fluids and salts lost in diarrheal stools. This is best achieved by use of an oral rehydration solution such as World Health Organization Oral Rehydration Salts (ORS) solution. ORS packets are available at stores or pharmacies in almost all developing countries. ORS is prepared by adding one packet to boiled or treated water. Packet instructions should be checked carefully to ensure that the salts are added to the correct volume of water. ORS solution should be consumed or discarded within 12 hours if held at room temperature, or 24 hours if held refrigerated. Iced drinks and noncarbonated bottled fluids made from water of uncertain quality should be avoided. Dairy products can aggravate diarrhea in some people and should be avoided.

Most episodes of TD resolve in a few days. As with all diseases it is best to consult a physician rather than attempt self-medication, especially for pregnant women and children. Travelers should seek medical help if diarrhea is severe, bloody, or does not resolve within a few days, or if it is accompanied by fever and chills, or if the traveler is unable to keep fluid intake up and becomes dehydrated.

Tickborne Encephalitis

Tickborne encephalitis, a viral infection of the central nervous system, occurs chiefly in Central and Western Europe. Travelers are at risk who visit or work in forested areas during the summer months and who consume un-pasteurized dairy products. The vaccine for this disease is not

available in the United States at this time. To prevent tickborne encephalitis, as well as Lyme disease, travelers should take precautions to prevent tick bites.

General Travel Precautions

All travelers should take the following precautions, no matter the destination:

- Wash hands often with soap and water.
- 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.

To Avoid Getting Sick

- Don't handle animals (especially monkeys, dogs, and cats), to avoid bites and serious diseases (including rabies and plague).

What You Need To Bring with You

- Insect repellent containing DEET (diethylmethyltoluamide), in 30%–35% strength for adults. The insecticide permethrin applied to clothing is an effective deterrent to ticks.
- Over-the-counter antidiarrheal medicine to take if you have diarrhea.
- 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 become ill after your trip—even as long as a year after you return—tell your doctor where you have traveled.

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Personal Safety Overseas: Safety Tips for Overseas Travel
By Mike O'Neill, Volunteer Safety Coordinator
Office of Special Services, United States Peace Corps

Living and traveling alone in a foreign culture may present certain risks to your personal safety. Each individual can develop effective strategies to reduce these risks and have an enjoyable, productive and safe experience. Common sense is the watchword here. If you spend time in a big city, exercise the same awareness and vigilance you would in the US. It takes time to develop the understanding and skills to recognize and accurately interpret the cultural cues and nuances that attend daily interactions. Your actions and exposure to risk should be guided by an appreciation of this vulnerability. There are no firm guarantees for your safety, but there are attitudes you can develop and actions you can take to reduce the risk of being victimized. The Regional Security Officer (RSO) at the US Embassy can provide personal safety resources and support for you and your family. Immediately upon arrival make it a point to discuss your new environment and any safety concerns that you might have with the RSO. Fellow expatriates and local colleagues will also have a wealth of information and guidance for you. When it comes to personal safety in a variety of foreign environments, there are few definitive prescriptions. But experience has taught us some useful lessons.

1. Pre-Departure

As you prepare to travel, live and work overseas you can enhance your safety by informing yourself about the new environment in which you will live. The Internet and contact persons who have recently traveled to the same destination are valuable sources of useful information and lessons learned.

Here are some basic measures that may prove useful.

- Travel light. Carry clothing that is conservative and practical. Don't bring anything you would hate to lose.
- Take an extra pair of glasses. Contact lenses can be problematic in many countries.
- Ensure that insurance policies are up to date and arrange for payment of premiums.
- Authorize a Power of Attorney for a trusted individual.
- Make out a will.
- Consider getting a telephone calling card.
- Take out property insurance on necessary equipment (cameras, binoculars, laptops, etc.)
- Photocopy passport and visa, credit cards, other documents that need to be replaced quickly, if lost or stolen.
- Leave one set of copies with reliable person at home and carry extra copies in place separate from originals.
- Notify credit card company of intent to travel. Confirm credit limit.
- Bring extra passport photos.

- Make sure health insurance covers foreign service providers and medevac expenses.
- Visit country-specific websites for information on political, social, economic, geographic, and other characteristics of your destination country.
- Review project documents, demographic studies, economic surveys.
- Set up a hotmail account in order to communicate and/or electronically store communiqués and reports.
- Visit Dept. of State Consular Affairs website for security advisories and other travel guidance (www.travel.state.gov).
- Get an international driver's license.
- If you plan to carry prescription medicines be sure to have authorization to carry such from your physician. Some prescription medicines are considered controlled substances in other countries.
- Start learning a few common phrases in the local language.
- If possible, establish a reliable, personal contact in the country of destination. Communicate frequently (for clarification, response to concerns, guidance, etc.) with this individual prior to departure
- Leave travel itinerary and contact information with family or friends.

2. Awareness

Personal safety begins with awareness. Awareness begins with a clear understanding of one's attitudes, values, self-esteem, personal strengths and limitations. What does your attitude, dress, and body language say about your vulnerability? It continues with insight into the host culture and environment - local attitudes toward strangers, gender perceptions, values, mores and means of communicating. In order to be alert to potential dangers and risks to your well being, you need to be aware of what is going on in your immediate environment. Study. Ask. Observe. Some general themes for raising awareness follow:

- Assess your emotional and physical strengths and limitations.
- Strive to understand the local language and cultural norms.
- Familiarize yourself with your neighborhood and work environment.
- Use street smarts. Beware of pickpockets, scam artists, over-friendly strangers, loiterers, etc.
- Pay attention to local media (newspapers, radio, television, and gossip).
- Be aware of the people nearby, of dark streets, and of parked cars.
- Take a seat on a bus or train that allows you to observe fellow passengers.
- Be alert to potential trouble and choose to avoid when possible.
- Educate yourself of any pending events (elections, demonstrations, and anniversaries) that may cause civil disturbance, and avoid unnecessary risks.
- Establish a support network among your colleagues and US embassy personnel.
- Inform yourself of the availability and reliability of local support services (police, security, medical, emergency, fire).
- Confirm with the US embassy the procedures for you and your family in the event of a crisis or evacuation.
- Politely decline offers of food or drink from strangers.

3. Personal Conduct

It is important to appreciate the image you (as an American abroad) project and how this is perceived by others. MTV, CNN, and television programs that depict promiscuous, well-to-do Americans are widely watched. Local people of all stripes may look upon you and your behavior in light of this predominant image. While the RSO will surely provide you with some safety guidance, the choices you make regarding behavior, attire, travel, possessions, relationships, etc. can influence your level of risk. How you behave affects not only your personal safety, but also the safety of others with whom you are associated. It is incumbent upon each one of you to conduct yourself in a manner that is respectful and unprovocative.

- Behave professionally and in a manner befitting your status in the local society. Insist on being treated with respect.
- Dress in a manner that is inoffensive to local cultural norms.
- Establish personal boundaries and act to protect them.
- Exercise added caution on occasions when displaying conspicuous possessions (jewelry, Walkman, sunglasses, camera, etc.).
- Take a patient and calm approach to ambiguity and conflict.
- Radiate confidence while walking in public places.
- Follow your instincts. If a situation is uncomfortable, remove yourself from that situation.
- Be cool when facing confrontation; focus on de-escalation and escape.
- Respect local sensitivities to photographing/videotaping.
- Carry official identification with you at all times.
- Report any security incidents to the RSO (who will advise you of options - reporting to local authorities, prosecution, corrective measures, etc.).
- Maintain a low-key profile, especially in places where there may be hostility toward Americans.

4. At Home

The RSO at each post conducts an annual security assessment that is used to determine the Critical Threat Level (CTL) of that post. The CTL designation will determine the minimum safety standards for US government facilities (including offices and American staff residences). These standards provide a benchmark against which you can determine your own needs. Here are some security measures you might want to consider:

- Ensure the sound secure structure of the house itself.
- Strictly control access to and distribution of keys.
- Install lighting, bars, alarm systems, walls as necessary.
- Establish access procedures for strangers and visitors.
- Hire trained guards, night patrols.
- Set-up a safe room in your house.
- Establish rapport with neighbors.

- Seek guidance from local colleagues or expatriates who have insight into local housing arrangements.
- Ensure adequate communications (telephones, radio) with local colleagues and US Embassy.
- Install back-up generator and/or solar panels.
- Set aside emergency supplies (food, water, medicine, fuel, etc.).
- Avoid sleeping with the windows open.

5. While Traveling

In many of the countries where you will work extreme caution should be exercised while traveling. You may encounter dangerous road conditions; untrained or unlicensed drivers; drivers operating under the influence of alcohol; vehicles that are poorly maintained and therefore hazardous (no headlights or tail lights, faulty brakes, smooth tires etc.); police check points or roadblocks; bandits and other criminals. Some recommendations for travel follow:

- Plan your trips carefully. Always know where you are going.
- Avoid night travel.
- Travel with others when possible.
- Avoid hitchhiking.
- Do not take shortcuts through remote or unlighted areas.
- Have someone meet you at your destination point.
- Use a common vehicle model. If you rent, remove any markings that identify vehicle as a rental.
- Carry a cell phone, first aid kit, maps, and official documents in your vehicle.
- Keep the vehicle windows rolled up and the doors locked. Use the seat belts.
- Be alert to scam artists and carjackers while stopped in traffic.
- Understand the local "rules" for response should you be involved in a traffic accident. In many cases, stopping for an accident can put your life at risk.
- Before you leave, let someone know your plans.
- Only take official, licensed taxis. Note the license plate number of taxi and write it down.
- Avoid getting into a taxi already occupied by others. If necessary pay extra for a single fare. Negotiate price before getting in taxi.
- Use reputable hotels, apartments, or other housing: your safety is worth any added cost.
- Avoid ground floor rooms at the hotel. Second through fifth floors are desirable.
- Meet visitors in the lobby.
- Familiarize yourself with hotel emergency exits and fire extinguishers.
- Count the doors between your room and nearest emergency exit (in case of fire or blackout).
- Keep hotel door locked (with dead bolt or chain) at all times.
- If you are out of your room, leave television/radio on. Place "do not disturb" sign outside door.

6. If You Become a Victim

Despite all of your efforts to reduce risks and to avoid threats, you may still become the victim of a crime or critical event. Following are some broad guidelines:

- Remain calm and alert.
- If an assailant demands property, give it up.
- You can create a timely diversion by tossing your wallet, watch, etc. to the ground in the opposite direction you choose to flee.
- Against overwhelming odds (weapons, multiple assailants) try reasoning, cajoling, begging, and any psychological ploy.
- Carefully note details of the environment around you (license plate number, distinguishing features, accents, clothing, etc.).
- If you feel your life is endangered and you decide to physically resist, commit to the decision with every fiber of your being. Turn fear into fury.
- Report any incident to the RSO.
- Seek support for post-traumatic stress (even if you exhibit no symptoms).

7. High Jacking/Kidnapping

As an American/Western you may be targeted for kidnapping. Those who perpetrate these crimes are either promoting a political agenda and/or seeking to gain a financial or political dividend. Travelers are highly advised to be aware whether there is a history or risk (known threats, targeting) of kidnappings in places where they intend to travel and to take necessary precautions. Because hostage situations vary greatly, the following considerations should be applied based on one's best judgment at the time:

- The US government policy not to negotiate with kidnapers is firm.
- The greatest risk of physical harm exists at the point of capture and during a rescue attempt or upon release.
- Remain calm and alert; exert control on emotions and behavior.
- Be passively cooperative, but maintain your dignity.
- Assume an inconspicuous posture; avoid direct eye contact with captors.
- Avoid resistance, belligerence or threatening movements.
- Make reasonable, low-key requests for personal comforts (bathroom breaks, a blanket, exercise, books to read, etc.)
- If questioned, keep answers short. Volunteer nothing.
- As a captive situation draws out, try to establish some rapport with your captors.
- Avoid discussing contentious issues (politics, religion, ethnicity, etc.)
- Establish a daily regimen to maintain yourself physically and mentally.
- Eat what your captors provide. Consume little food and drink. Avoid alcohol.
- Keep a positive, hopeful attitude.
- Attempt to escape only after weighing the risks and when you are certain to succeed.

Mike O'Neill is the Volunteer Safety Coordinator in the Office of Special Services of the United States Peace Corps.

Safety Tips from the U.S. State Department

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.

Avoiding Travel Risks

Prepared By:

William L. Granahan CIC,LIA,CMC, Senior Consultant

J.H. Albert International Insurance Advisors, Inc.

Two Chestnut Place

72 River Park

Needham Heights, MA 02494-2631

Planning and Preparing:

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

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

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

Air and Ground Travel:

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

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

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

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

In the Country:

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

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

Be prudent in your choice of eating and drinking establishments;

Avoid political discussions, confrontation and arguments;

Do not reveal personal information to casual acquaintances;

Beware of overly friendly or flirtatious persons;

Always travel in groups of two or more people;

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

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

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

U.S. DEPARTMENT OF STATE

Bureau of Consular Affairs
February 8, 2002

FACT SHEET

Travel Safety Information for Students

As the time approaches for spring or summer breaks, many college students are getting ready for that much anticipated trip abroad. Most will have a safe and enjoyable adventure, but for some, the trip will become a nightmare. A number of ruined vacations are caused by one or more of the following: drugs, alcohol and disorderly behavior.

Each year, more than 2,500 American citizens are arrested abroad—about half on narcotics charges, including possession of very small amounts of illegal substances. A drug that may be legal in one country may not be legal in a neighboring nation. Some young people are victimized because they may be unaware of the laws, customs, or standards of the country they are visiting.

Besides drugs, alcohol can also get U.S. citizens in trouble abroad. Students have been arrested for being intoxicated in public areas, for underage drinking, and for drunk driving. Some young Americans go abroad assuming that local authorities will overlook such conduct. Many believe that they are immune from prosecution in foreign countries because they are American citizens. The truth is that Americans are expected to obey all of the laws of the countries they visit, and those who break these laws sometimes face severe penalties, including prison sentences.

Disorderly or reckless behavior is also to be avoided. In many countries, conduct that would not result in an arrest here in the U.S. constitutes a violation of local law. It is crucial that young Americans be aware of this risk as they are enjoying their time abroad.

Being arrested is not the only thing that can happen on a foreign vacation. Young Americans have suffered injury or even death from automobile accidents, drowning, and falls, in addition to other mishaps. While these accidents are sometimes chance occurrences, many are caused by alcohol or drug abuse. Sadly, other Americans have been raped or robbed because they have found themselves in unfamiliar locales or are incapable of exercising prudent judgment while under the influence of drugs or alcohol.

Remember: Reckless behavior while in another country can do more than ruin your vacation; it can land you in a foreign jail or worse! To have a safe trip, avoid risky behavior and become familiar with the basic laws and customs of the country you plan to visit before you travel. To obtain more information about traveling abroad, check the Department of State's web site at <http://travel.state.gov>.

Safety If You Rent a Car

As WPI students on exchange, you are strongly discouraged from renting a car during your time in the program. Known risks include road safety, familiarity with road conditions, condition of the vehicles available for rent and the possibility of identifying yourself as a tourist. *If you choose to rent a car, you do so at your own risk.*

When you rent a car, don't go for the exotic; choose a type commonly available locally. Where possible, ask that markings that identify it as a rental car be removed. Make certain it is in good repair. If available, choose a car with universal door locks and power windows, features that give the driver better control of access to the car. An air conditioner, when available, is also a safety feature, allowing you to drive with windows closed. Thieves can and do snatch purses through open windows of moving cars.

- Keep car doors locked at all times. Wear seat belts.
- As much as possible, avoid driving at night.
- Don't leave valuables in the car. If you must carry things with you, keep them out of sight locked in the trunk.
- Don't park your car on the street overnight. If the hotel or municipality does not have a parking garage or other secure area, select a well-lit area.
- Never pick up hitchhikers.
- Don't get out of the car if there are suspicious looking individuals nearby. Drive away.

Patterns of Crime Against Motorists

In many places frequented by tourists, including areas of southern Europe, victimization of motorists has been refined to an art. Where it is a problem, U.S. embassies are aware of it and consular officers try to work with local authorities to warn the public about the dangers. In some locations, these efforts at public awareness have paid off, reducing the frequency of incidents. You may also wish to ask your rental car agency for advice on avoiding robbery while visiting tourist destinations.

Carjackers and thieves operate at gas stations, parking lots, in city traffic and along the highway. Be suspicious of anyone who hails you or tries to get your attention when you are in or near your car.

Criminals use ingenious ploys. They may masquerade as good Samaritans, offering help for tires that they claim are flat or that they have made flat. Or they may flag down a motorist, ask for assistance, and then steal the rescuer's luggage or car. Usually they work in groups, one person carrying on the pretense while the others rob you.

Other criminals get your attention with abuse, either trying to drive you off the road, or causing an "accident" by rear-ending you or creating a "fender bender."

In some urban areas, thieves don't waste time on ploys, they simply smash car windows at traffic lights, grab your valuables or your car and get away. In cities around the world, "defensive driving" has come to mean more than avoiding auto accidents; it means keeping an eye out for potentially criminal pedestrians, cyclists and scooter riders.

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 US 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.

Embassy & Consulate Information at Exchange Program Locations

<p><u>Canada</u> Embassy of the United States of America U.S. Consulate Office – Ontario 490 Sussex Drive Ottawa, Ontario, K1N 1G8 Canada Telephone: (613) 238-5335</p>	
<p><u>Germany</u> U.S. Consulate General Munich Königinstraße 5 80539 Munich Federal Republic of Germany Telephone: (089) 2888-0 Fax: (089) 280-9998</p>	<p>U.S. Consulate General Frankfurt Gießener Str. 30 60435 Frankfurt am Main Federal Republic of Germany Telephone: (069) 7535-0 Fax: (069) 7535-2277</p>
<p><u>Mexico</u> United States Consulate General Monterrey Ave. Constitucion 411 Pte. Monterrey Nuevo León. México 64000 Telephone: (01 81) 8345-2120</p>	<p>Embassy of the United States of America Embajada de Estados Unidos Paseo de la Reforma 305 Col. Cauhtémoc 06500 Mexico, D.F. Telephone: (011) 52 5080 2000 Fax: (011) 52 55 5511 9980</p>
<p><u>Switzerland</u> Embassy of the United States Bern Jubilaumsstrasse 93 CH-3005 Bern, Switzerland Tel: 031 357 70 11 Fax: 031 357 73 44</p>	<p>Consular Agency Genevarue Versonnex 7 CH-1207 Geneva, Switzerland Mailing Address: c/o U.S. Mission 11, rte. de Pregny 1292 Chambésy/GE Tel: 022 840 51 60 Fax: 022 840 51 62</p>
<p>U.S. Consulate Office - Zurich Dufourstrasse 101 3rd floor, Zurich, Switzerland Mailing Address: Dufourstrasse 101 CH-8008 Zurich, Switzerland</p>	<p>Direction: Take the Number 4 Tram in the direction of Tiefenbrunnen to the stop Feldeggstrasse". Tel: 043 499 29 60 Fax: 043 499 29 61</p>
<p><u>Sweden</u> Embassy of the United States of America Dag Hammarskjölds Väg 31, SE-115 89 Stockholm, Sweden Tel: (+46) 8 783 5300</p>	

Health & Safety Websites

Center for Disease Control (CDC)

<http://www.cdc.gov/travel/>

American Society of Tropical Medicine and Hygiene (ASTMH)

<http://www.astmh.org/clinics/clinindex.html>

Council on International Educational Exchange (CIEE)

<http://www.ciee.org>

Travel Safe: AIDS and International Travel

<http://www.ciee.org/travelsafe.cfm>

Lonely Planet

<http://www.lonelyplanet.com/health/>

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/medical.html>

Association for Safe International Road Travel (ASIRT)

<http://www.asirt.org/>

NAFSA: Association of International Educators

<http://www.nafsa.org/splash.cfm>

StudyAbroad.com Handbook

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

Travel Sites

U.S. Customs Office

<http://www.customs.ustreas.gov/travel/trtext.htm>

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

Important Telephone Numbers

http://travel.state.gov/phone_faq.html

Tips for Students

<http://travel.state.gov/studentinfo.html>

Links to U.S. Embassies and Consulates Worldwide

<http://travel.state.gov/links.html>

Services and Information for American Citizens Abroad

<http://travel.state.gov/acs.html>

Travel Warning on Drugs Abroad

http://travel.state.gov/drug_warning.html

Women's Sites

Journeywoman

<http://www.journeywoman.com>

Lonely Planet

http://www.lonelyplanet.com/health/womens_health.htm

Disability Sites

Access-Able

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

Air Travel Tips and Resources

<http://www.miusa.org>

WPI Offices

Interdisciplinary and Global Studies Division

Project Center, 2nd Floor

T 508-831-5547

F 508-831-5485

- Richard Vax, Dean
x 5344, vaz@wpi.edu
- Natalie A. Mello, Director of Global Operations
x 5852, nmello@wpi.edu

Academic Advising

Daniels Hall

T 508-831-5381

F 508-831-5486

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

Accounting Office

Boynton Hall, 2nd Floor

T 508-831-5203

F 508-831-5064

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

- Pennie Turgeon, Director
x5810, pennie@wpi.edu

Registrar's Office

Boynton Hall, 1st Floor

T 508-831-5211

F 508-831-5931

- 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

Section 3 – Transition Issues

Experiences in New Culture

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, which 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 colleagues in your agency, 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, which can prove difficult - often because they are unanticipated. Reentry 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 reentry 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.

The following list of issues and suggestions was generated by interviewing students who have been through the experience of off-campus study. 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 reentry 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 school work, 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.

Section 4 – Appendices (Forms)

All forms can be completed on-line at www.wpi.edu/+global

- Click on Resources for Current Student;
- Click on Information and Forms for Students Completing Projects Off-Campus

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 – Acknowledgment & Release Form

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	Date
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Appendix D – Car Responsibilities Form

CAR RESPONSIBILITIES AT A PROJECT SITE

If you choose to bring your own car or to rent a car, you assume all risks involved in the use of the car. The following paragraphs provide some general advice about car usage.

If you use your own car:

1. Make sure you have *valid insurance coverage*.
2. Make sure you carry your insurance papers with you in your car.
3. Make sure you have a recent registration in your car and that it will not expire while you are at the project site.
4. If your car is registered in a state that requires a safety and/or emissions inspection, make sure it is up to date and will not expire while you are at the project site.

If you rent a car:

1. ***The rental agreement is a contract between you and the rental company. Make sure that you read and understand the entire rental agreement. In particular, the rental agreement determines your liability in case of an accident or damage to your car, and any restrictions on the use of the car.***
2. Make sure that you understand the insurance options being offered by the rental company, and that you select insurance coverage appropriate to your situation. If your or your parents' automobile liability insurance covers you when you are driving a rental car, you may not need to purchase liability insurance from the car rental company. Check with your insurance agent Your credit card may cover you for damage to the rental car. Check with your credit card issuer. If you are planning to rent a car for a long period, you should make sure that your own insurance or your credit card will cover a long-term rental.
3. If you are involved in an accident or if your rental car is damaged, inform the car rental company right away.

If you use a car:

1. Do not drink and drive! If you are cited for drunk driving or any other infraction involving drinking and driving, you will be on your own! WPI assumes no responsibility for your operation of your own vehicle or any vehicle you are traveling in while participating in the Program.
2. If you have an accident or are cited for any reason, tell your advisor(s) immediately!
3. Safety is the most important issue while using your car or being a passenger in a car while participating in the Program!
4. Bring an extra car key and either keep it in a safe place in your apartment or give it to someone you trust and will be available should you lose your key or lock yourself out of your car.

I acknowledge that I have received, read and understand the above text describing "car responsibilities" while participating in the WPI Project Program.

Name _____ site _____ term _____

Signed _____ date _____