

# Going Global @ WPI



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

***Washington DC B 2010***  
**David DiBiasio, Center Director**  
**Washington, DC Project Center**

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

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## Section 1- WPI and IGSD procedures

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### Introduction

Worcester Polytechnic Institute has been practicing innovative, project-based technological education for over 30 years. WPI requires all undergraduates to complete a series of projects, including one in which they examine how science or technology interacts with societal structures and values - the Interactive Qualifying Project. Because of its commitment to a global perspective, the university offers its students opportunities to complete this degree unique degree requirement at locations around the world. WPI operates more than ten international project programs where students, with resident faculty advisors, live and work full time solving real-world problems for public and private agencies and organizations. WPI sends more engineering and science students overseas for experiential learning than any other US college or university; during the 2010/2011 academic years, approximately 625 WPI students -- including over half of the junior class - will travel to a global project site to complete one of these interdisciplinary projects.

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 Handbook for Washington DC B 2010 has been compiled from a number of sources to provide as much practical information as possible that may be applicable to all project sites. The Handbook was prepared to inform the student who has been accepted to participate in the Global Perspective Program at the Washington DC Project Center during B 2010

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

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

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

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## **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 inspirational 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.nafsa.org/knowledge\\_community\\_network.sec/education\\_abroad\\_1/developing\\_and\\_managing/practice\\_resources\\_36/guidelines\\_for\\_health](http://www.nafsa.org/knowledge_community_network.sec/education_abroad_1/developing_and_managing/practice_resources_36/guidelines_for_health)

## MANDATORY PAPERWORK

The following forms must be on file in the IGSD office before students leave WPI for their off-campus project experience. If any forms are missing, students are in jeopardy of not being allowed to participate at off-campus programs.

***Paperwork deadline: All mandatory paperwork for Washington, DC B09 must be in the IGSD Office by Thursday, October 7, 2010 before 3:00 p.m.***

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### Participant Statement of Agreement

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

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

**A. Financial Responsibility**

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

**B. Withdrawal, Cancellation, or Dismissal**

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

**C. Behavioral Responsibilities**

- 1) I understand that all policies governing acceptable behavior as printed in The Policies section of *The Campus Planner & Resource Guide* apply to me during my participation at an off-campus program site. Failure to abide by these policies, either before or during my participation in an off-campus program, can result in disciplinary action, up to and including my immediate dismissal from the program. I recognize that the authority for adjudicating alleged violations of the WPI Code of Conduct while at an off-campus program site lies with the on-site WPI representative in accordance with basic due process.
- 2) I further understand that as a WPI student at an off-campus program site, I represent my institution and my country and will behave as an ambassador for both. I understand that grounds for dismissal may also be found in behavior disruptive to the group as a whole, or offensive within the host culture: disruptive sexual behavior, or behavior deemed offensive to the host culture; or disruptive, violent, or destructive behavior in student housing.

- 3) I understand that WPI must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs while WPI students and faculty are abroad. Accordingly, WPI reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes WPI concern for the safety and well-being of students or others. The Dean of Interdisciplinary and Global Studies shall have the authority to make the final decision on dismissal from the program.

**D. Academic Responsibilities**

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

**E. Medical Issues**

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

**F. Legal Issues**

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

**G. Travel Issues**

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

**H. Federal Compliance Issues**

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

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

Participant Signature	date	site	term
Printed Name	student number	date of birth*	

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

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

X \_\_\_\_\_  
 Signature of Parent / Guardian Date

X \_\_\_\_\_

Signature of Parent / Guardian

Date

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## Travel Information Form (Appendix A)

The IGSD must have a completed Travel Form and itinerary from you on file before you leave for their site. The IGSD keeps a copy of the form and itinerary and we send a copy with the faculty advisor. By doing this, the IGSD staff and the advisor(s) all will know when and where every student will arrive and will be alerted if there is a problem arises. Whenever possible, you will be met at a pre-agreed location depending on your itinerary.

You should understand that you are responsible for making your own travel arrangements, 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.

You and your family should also understand that while WPI encourages you to travel during your free time, the university can take no responsibility for your safety during independent travel. *You must inform your advisor of all travel plans and when you should be expected back on site.*

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

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## Health Update and Records Release Form (Appendix B)

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

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.

You and your family 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 your responsibility to carry medical insurance that is valid at the off-campus site for the length of the stay. You must accept all financial responsibility for any medical treatment received while at the program site.

**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 your responsibility to make sure that you are covered for the entire length of the program while you are off-campus.**

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## Voluntary Acknowledgment Form

All participants are required to sign a Voluntary Acknowledgment Form, which 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 which are assumed by the individuals.

### ACKNOWLEDGEMENT and RELEASE

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

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

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

---

Participant Signature

date

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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

## **WPI POLICIES AND SERVICES FOR STUDENTS AT OFF-CAMPUS SITES**

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### **Informal Hearing Procedure at Off-Campus Residential Program Sites**

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

- (a) Students will be informed of the complaint pending and the time, date and location of the informal hearing, in writing, at least two (2) days prior to the hearing. This notice should include a full description of the incident, names of witnesses, if any, and a reference to the section(s) of the campus code allegedly violated.
- (b) The informal hearing shall be conversational in nature and non-adversarial.
- (c) Before the hearing, the student shall be given the opportunity to consult with an on-site advisor of their choice or a member of the WPI community.
- (d) During the hearing, the WPI representative shall elaborate on the nature of the complaint and present any evidence or witnesses in support of that complaint.
- (e) The accused student shall have an opportunity to respond to the complaint and present any evidence or witnesses in response to the complaint.
- (f) The WPI representative will make a determination of the student's responsibility for the complaint based on the outcome of the informal hearing.
- (g) If the student is found responsible, the WPI representative must contact the dean of students or her/his designee to review the student's past record, if any, before a sanction is determined. The WPI representative must then consult with the Dean of Students Office and the director of global operations in the Interdisciplinary and Global Studies Division to determine an appropriate sanction for the offense.
- (h) All decisions shall be final and not subject to appeal on site. The decision may be appealed to the dean of Interdisciplinary Studies Division once the student has returned to the WPI campus. Appeals may be submitted in writing to the dean of the Interdisciplinary and Global Studies Division within five (5) days of the start of classes of the term following the off campus project experience. The appeal must be specific and contain a full description of the basis for the appeal. Grounds for an appeal must be based on one or more of the following criteria:
  - a. Failure to follow the procedures outlined in the Campus Planner and Resource Guide;
  - b. Inappropriate gravity of the sanction in relationship to the offense;
  - c. That no reasonable person could conclude, on the basis of the evidence presented, that the accused was responsible.

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

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

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

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## **WPI Housing**

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

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## **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 are responsible for their own mailbox and are required to sign a forwarding card at Central Mail.

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

Current WPI policy states that students are expected to contribute \$50 per person per 1/3 unit of IQP work toward any out of pocket expenses encountered. This means that each student is expected to pay \$150.00 towards the completion of the IQP before asking for reimbursement of any kind. If you have a project team of 4 students, then the total contribution before being reimbursed is \$600. If you anticipate that your expenses will exceed this expectation, then you must submit a budget for your project. The on-site faculty advisor and Center Director must approve this budget prior to submission of any expenses to the IGSD. (Commuting costs are not reimbursable.)

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## Protocol for PCs for Off-Campus Project Centers – Appendix C

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

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

### Procedure

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

### Reservations

1. Make your reservation early for your PC. You must go to the ATC to make your reservation with your WPI ID card. At the time of reservation you must be specific about the dates and times of pick-up and return of the equipment and about your hardware requirements. Be as specific as possible about what you will be using the PC for: (e.g. word processing, spreadsheets, data analysis, etc.) PCs are reserved on a first-come, first-serve basis. Avoid last minute changes as they may not be able to be accommodated.
2. If two people are responsible (one for pick up, one for return) BOTH must go to the ATC to register before leaving campus. If arrangements have been made for a faculty member to return the PC, then the faculty member must send confirming email to Mary Beth Harrity ([mharrity@wpi.edu](mailto:mharrity@wpi.edu)) before the PC will be released.
3. Modems, ethernet cards and other misc. hardware are in limited supply and must be requested at the time the reservation for the PC is made.
4. Upon request, the ATC can provide external drives that can be attached to the laptop.
5. Pick-up and Return deadlines will be strictly enforced. If the laptop computer is not returned to the ATC on the agreed upon date, your group will be charged a \$50 per business day late fee.

## **Software**

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

## **Picking up the PC**

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

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## **Acceptable Use Policy Regarding Computers (WPI laptops, sponsor PC's, WWW use)**

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

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## **Money Matters**

The IGSD recommends the following modes of carrying or accessing money.

### **Credit Cards**

Some credit cards can be used for cash advances. However, be sure to monitor your charges carefully, so as not to exceed your limit. 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.

### **Bank Cards**

Probably the best way to access money is through the use of a Bank Card. In many stores you can use the Bank Card as a debit card or can directly access your money through local bank machines. Although there is usually a fee associated with an out-of-network transaction (typically \$1.00-1.50), this is a small penalty to pay for ready access to your money and the safety of such transactions.

## Section 2 - Health and Safety Information

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### Safety

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.
- Never keep all of your documents and money in one place or suitcase. You should make a list of all of your important numbers - credit cards, travelers' checks and airline ticket numbers. Leave a copy at home, and carry a copy with you, separate from your valuables.
- Do not leave money or other valuables in the hotel room. Use the safety deposit boxes available at the reception desk.
- **Always keep your faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor an itinerary in writing. You must be accounted for every weekend whether you are traveling or not, (see Appendix E.)**
- **The IGSD will notify the parents of students who fail to return from a weekend excursion at the predetermined time. If you are delayed you MUST contact your resident faculty advisor to inform them that you are safe.**
- Have sufficient funds or a credit card on hand to purchase emergency items such as train or airline tickets.
- Always be careful about traveling alone.
- **All WPI students who are participating in the Washington DC Project Center B 2009 are expected to behave in a manner so as to not put themselves at risk.**
- **You have an obligation to look out for your group's members and yourself. This means that if you observe another student engaging in risky behavior, you should report the behavior to either of the faculty advisors. The faculty advisor will then address the issue with the student at risk. Repeated behavior identified as risky can result in disciplinary action up to and including immediate dismissal from the program.**
- Dress appropriately.
- Do not flash money or documents in public places.

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## **Drugs**

As articulated in the Drug and Alcohol Policy in the WPI Code of Conduct, students may not possess, use, or distribute illicit drugs or possess drug related paraphernalia. If there are any complaints or evidence of illicit drug use, your Faculty Advisor(s) and the Director of Global Operations in the IGSD will initiate and follow the steps outlined in the “Informal Hearing Procedure at Off-Campus Residential Program Sites” to fairly investigate and adjudicate the matter. Drug policy violations are taken very seriously and could result in sanctions up to and including dismissal from the program.

## WPI Offices

<p><b>Interdisciplinary &amp; Global Studies Division</b>          Project Center, 2<sup>nd</sup> Floor          T 508-831-5547          F 508-831-5485</p> <ul style="list-style-type: none"> <li>• Prof. Rick Vaz, Dean              x 5344, <a href="mailto:vaz@wpi.edu">vaz@wpi.edu</a></li> <li>• Natalie A. Mello              Director of Global Operations              x 5852, <a href="mailto:nmello@wpi.edu">nmello@wpi.edu</a></li> </ul>	<p><b>Academic Technology Center</b>          Fuller Labs, 1<sup>st</sup> Floor          T 508-831-5220          F 508-831-5881</p> <p>* Mary Beth Harrity, Director          X5810, <a href="mailto:mharrity@wpi.edu">mharrity@wpi.edu</a></p>
<p><b>Academic Advising &amp; Disability Services</b>          Daniels Hall          T 508-831-5381          F 508-831-5486</p> <p>* Dale Snyder, Director          x 5281, <a href="mailto:dsnyder@wpi.edu">dsnyder@wpi.edu</a></p>	<p><b>Registrar's Office</b>          Boynton Hall, 1<sup>st</sup> Floor          T 508-831-5211          F 508-831-5931</p> <ul style="list-style-type: none"> <li>• Heather Jackson, Registrar              x 5211, <a href="mailto:hjackson@wpi.edu">hjackson@wpi.edu</a></li> <li>• Marjorie Roncone              x 5457, <a href="mailto:mroncone@wpi.edu">mroncone@wpi.edu</a></li> </ul>
<p><b>Accounting Office</b>          Boynton Hall, 2<sup>nd</sup> Floor          T 508-831-5754          F 508-831-5064</p> <p>* Constance LaBounty          Accounts Clerk          x 5203, <a href="mailto:Labounty@wpi.edu">Labounty@wpi.edu</a></p>	<p><b>Residential Services</b>          Ellsworth Residence, Institute Road          T 508-831-5175          F 508-831-5870</p> <ul style="list-style-type: none"> <li>• Naomi Carton, Director              x 5175, <a href="mailto:letendre@wpi.edu">letendre@wpi.edu</a></li> </ul>
<p><b>Central Mailing Services</b>          Campus Center, 1<sup>st</sup> Floor          T 508-831-5523          F 508-831-5753</p> <p>* Celia McLaren, Supervisor          x 5683, <a href="mailto:cmclaren@wpi.edu">cmclaren@wpi.edu</a></p>	<p><b>Student Development &amp; Counseling Center</b>          157 West Street          T 508-831-5540          F 508-831-5139          Cell #: (774)239-3424</p> <ul style="list-style-type: none"> <li>• Charlie Morse, Director              x 5540, <a href="mailto:cmorse@wpi.edu">cmorse@wpi.edu</a></li> </ul>
<p><b>Financial Aid</b>          Boynton Hall, Lower Level          T 508-831-5469          F 508-831-5039</p> <p>* Monica Blondin, Director          x 5469, <a href="mailto:mmlucey@wpi.edu">mmlucey@wpi.edu</a></p>	<p><b>Student Life Office</b>          Campus Center, Main Level          T 508-831-5520          F 508-831-5581</p> <ul style="list-style-type: none"> <li>• Philip Clay, Dean of Students              x 5507, <a href="mailto:pclay@wpi.edu">pclay@wpi.edu</a></li> </ul>
<p><b>International Students &amp; Scholars Office</b>          28 Trowbridge Road          T 508-831-6030</p>	

**Health Issues: HIV and AIDS information**

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

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

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

**Transmission and Prevention Information**

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

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

**Increased risk for contracting AIDS and HIV**

Travelers are at risk if they:

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

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

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

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

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## General Policies and Important Things to Remember

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

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

## Section 3: Site Specific Information for Washington DC Project Center

### Paperwork Deadline

*Paperwork deadline: All mandatory paperwork for Washington, DC B10 must be in the IGSD Office by Thursday, October 7, 2010 before 3:00 p.m.*

Arrive WPI housing:	Saturday, October 23, 2010
Depart WPI housing:	Friday, December 17, 2010

A wealth of experience indicates that the accompanying information provides a framework for effective achievement of the Project Center objectives.

### Site Specific Information

#### City Layout

Washington, D.C. is divided into four quadrants - Northwest, Northeast, Southwest, and Southeast - which are usually denoted by NW, NE, SW, and SE. Essentially, the street system is easy to follow. Streets that run north to south are numbered, whereas streets that run east to west are lettered alphabetically. The numbers and letters begin at the U.S. Capitol, in the center of the city, and progress outwards forming a grid. Avenues, which have been named after states, run diagonally.

A particular address will give you a clue to its location. You will want to know the street name and number and the quadrant. The White House, located at 1600 Pennsylvania Avenue, NW, for instance, is at the corner of 16<sup>th</sup> Street and Pennsylvania Avenue, NW.

#### Hotel

You will be staying at the Residence Inn, Thomas Circle: 1199 Vermont Ave., N.W. Washington, DC 20005. It is located only 2 ½ blocks away from the Orange Line McPherson Square metro stop and 4 blocks from the Red Line Farragut North metro stop. The telephone number is (202) 898-1100. More details can be found at:  
<<http://marriott.com/hotels/travel/wasdc-residence-inn-washington-dc-vermont-avenue>

**At the request of hotel management and WPI policy: please do not contact the hotel. Prior to arriving in DC all hotel issues should be directed to the Center Director, Prof. DiBiasio. After arrival in DC hotel issues should be directed to your faculty advisors.**

Keep the room assignments you received. It is a good idea to go through your apartment when you arrive and make a list of any existing damage. This inventory can save you money when you leave. You should present your list to your advisor, who will give it to the hotel manager; and you should keep a copy for yourself. Check your room bill occasionally to avoid incorrect charges.

Your faculty advisor is designated to deal with the hotel on matters having to do with changes in the conference room schedule or any other matters affecting the group.

## **Telephones**

An important word about telephones: students are responsible for their hotel phone bills. Pay your phone bill on a weekly basis, but avoid using the telephone in your room if possible. Charges for local and long-distance calls made from your room are high because they carry hefty surcharges per call.

## **Room Facilities**

All rooms are equipped with a kitchen with microwave and stove. Assume that your suite will not have a regular oven. Some cooking equipment and utensils you will need are already provided. Usually basic dishes, eating utensils and glassware, fry pan, 2 saucepans, a toaster and a small coffee maker are in the kitchen. You may ask for other dishes and utensils if you need them, but the supplies are limited. You may want to purchase sponges and, perhaps, a vegetable peeler, a paring knife, and a large knife for cutting meat. Check with your roommates. Perhaps you will want to bring some of these items from home. Bring any special cooking apparatus you anticipate you will need, such as a colander for draining spaghetti, knife sharpener, and other favorite kitchen tools.

The bathrooms are restocked daily with fresh towels, soap, and toilet paper. The beds are also made up daily and your kitchen cleaned by the hotel staff. You are responsible for emptying the dishwasher. Be considerate, however, and keep your rooms reasonably neat. **The hotel can and will refuse to clean a room in which clothes are strewn all around, or a kitchen that has been trashed.**

Free high-speed internet is provided by the Residence Inn in each suite.

## **Laundry**

There are laundry facilities located in the hotel.

## **Athletic Facilities**

The hotel has a small exercise room containing treadmills, some weights, and stationary bikes. If you like Nautilus or fitness clubs, there are many such clubs where short-term memberships may be purchased.

## **ATM Machine, Food Shopping, and Pharmacy**

Nearby supermarkets are small and relatively expensive. You may want to go occasionally by Metro or by bus, to a place where there is a large Safeway or Giant Food store. Rosslyn, Crystal City underground shopping mall, and Connecticut Ave., NW have such supermarkets. Additionally, there is a very large, excellent Giant on Wisconsin Ave., just above Georgetown. The online PeaPod grocery delivery service is used by many students and other hotel guests.

ATM's are available throughout downtown DC. There is a 24 hour CVS adjacent to the hotel.

## **Transportation**

The METRO subway system is excellent. Be sure to pick up a "system map" of the Metro as early as possible. To ride the Metro, you must have a Metro fare card. These cards are purchased from machines in each station in denominations of your choice. Consider buying a SmartTrip card for convenience and significant savings.

Do not take a car to Washington. Overnight parking at the hotel costs more than \$22 each night. You will not find on-street parking. You will find a car to be a very expensive burden and not an advantage.

### **Medical Services**

Your medical insurance should allow you treatment at any of the local hospitals and medical centers. The one with which we have had the most experience is George Washington University Hospital the phone number is 202.715.4000. It is a teaching hospital with a good reputation. The hospital is located at: 900 23rd St. NW. **It is essential that you bring your insurance ID card with you to Washington and that you have it with you if you seek medical assistance.**

Mental Health care facilities are available at the GWU Hospital.

Dental Facilities:

Bruce Hoffman DDS  
1331 Pennsylvania Ave NW  
(near Ronald Reagan Bldg)  
202-347-0100

Andrew Balshaw  
1712 I Street NW  
202-659-1227

Ronald Buro DDS  
1145 19th Street NW  
(202)223-3232

## **Banking**

The most straightforward way to handle your money is to use ATM machines or purchase travelers checks before you arrive in Washington. Remember to allow for food, laundry, Metro cards, entertainment, and miscellaneous expenses. Most students' find that the amount they budgeted is not enough. We suggest that you consider having a credit card with you for emergencies.

## **Code of Conduct**

**WPI's Code and the Code of Ethics of Professional Engineers bind your personal conduct. You are also ethically obligated by the Code of Conduct of the organization at which you are working and by the codes published in the WPI Student Conduct Policies booklet.** Please be especially careful to safeguard information that is not intended for others.

Your behavior outside of the agency should not be a matter of concern here, but we feel it is necessary to make a few comments. You are representatives of WPI twenty-four hours a day in Washington. Future groups of Washington Project Center students depend upon you to safeguard the reputation of the school at the hotel and at the agencies. **We expect that your conduct in relationship to your student colleagues will be above reproach and that you will think through the implications of practical jokes, sexual innuendoes or harassment, and other behaviors that have any possibility of being inappropriate or upsetting to your colleagues. Furthermore, physical materials associated with your projects may be used only for purposes directly related to the projects; they may not be used for any other purpose. Faculty has the authority to take disciplinary action they deem necessary for the safety of individuals or for the well being of the project center.**

**You are expected to be at your agency for at least the full working day on each day unless otherwise directed by your advisors.** Additionally, you will have to prepare for the weekly meetings that you and your liaison have with your faculty advisors at your agency, and you must get your draft chapters in on time. The full impact of this statement will not be felt until the second week.

## **Dress Code**

Washington is a city of professionals and proper dress is required at all times at the agencies. Formal professional dress should be worn on the first day and for final presentations. After the first day, follow the custom of your agency.

Formal professional dress for men is a collared shirt and tie, dress pants, jacket and dress shoes. It does not include baseball hats, shorts, tee shirts, sneakers, sandals, jeans, or skate pants. Formal professional dress for women includes a dress with jacket, or skirt or dress pants with jacket and blouse. Appropriate shoes are dress pumps or flats. It does not include baseball hats, mini-skirts or mini-dresses, tank tops, halter-tops, spaghetti strap tops or dresses, shorts, or jeans.

When you arrive in late October, you will begin to need winter clothes.

## **Meetings**

Please note that all Center meetings and weekly faculty meetings at agencies are mandatory. If another meeting comes up, that conflicts with these, make sure that you have prior approval of your faculty to attend.

Also, keep in mind that the time of your organization liaisons is valuable. The amount that they spend with all of you is directly related to the quality of your efforts. However, you are entitled to some regular contact with your liaisons that are your lifelines to your projects. Occasionally, a group will feel some pressure from the agency to go beyond the bounds of what can reasonably be accomplished in seven weeks. If such is the case with your team, enlist the help of your advisors early to negotiate with the agency a way to contain the project.

## **Grading Policy**

Faculty advisors will explain the grading policy to you, but you should expect that your liaison's expectations are sometimes different from your advisors. Therefore, even if you satisfy your sponsor, faculty may still have other expectations regarding the academic aspects of the experience.

## **Required Books and Other Materials**

Bring your A-Term books, articles collected during proposal preparation, and other appropriate project-related references. A writing manual will be very useful.

## **Sightseeing**

There are numerous guidebooks available in bookstores that tell you all about sightseeing in Washington.

Outside of Washington, there are also many things to do and see:

- The Shenandoah Valley (specifically Skyline Drive National Park) has well-marked, excellent trails for hiking. Skyline Drive is 1½ hours from Washington (entrance is in Front Royal, Virginia). Trail maps can be obtained at the Visitors Center in the Park.
- Williamsburg, a fully restored colonial town, is only a couple of hours away, south of Washington, toward Richmond. Monticello, Thomas Jefferson's fabulous estate, is also nearby in Charlottesville, VA.

- Annapolis is on the Maryland side near the Chesapeake Bay. The Chesapeake is very interesting and a beautiful area.
- Near Washington are numerous Civil War battlegrounds. Manassas is less than an hour away on the Virginia side. It's worth a trip.
- Harper's Ferry, where John Brown made his stand, is a terrific day trip. The tour guides weave fabulous tale; some of their stories are even true. Mount Vernon, George Washington's estate, is nearby. You can go by car or tour bus, but there is also a four-hour round-trip boat trip that leaves Washington and goes down the Potomac to Mount Vernon.

## Weekly Schedule of Activities

<b>Week 1</b>	
Saturday 10/23	Required arrival date. Hotel available for check-in after 2 p.m.
Sunday 10/24	Orientation meeting with the faculty advisors: the advisors will post the place and time after they have checked into the hotel, or you may receive a memo. The purpose of the meeting is for the advisors and you to exchange information that will make the first week a smooth one. Your advisors will present some valuable pointers about the resources in Washington and how to get access to them. The advisors will also go over the schedule for the week, including the time for evening meetings, and explain their expectations for the practice presentations.
Monday 10/25	Each student project group will meet with its liaison at the agency promptly at 9:00 a.m. or earlier. The projects officially start at that time. Take detailed notes. Identify information resources, including how to gain access to the agency library, for example. Ask for a regular weekly meeting time with the liaison. Team, advisors, and liaison meetings may be held this week at the agency. Generally, this meeting is an informal meeting designed to make sure everyone agrees on the direction and content of the project.  Evening meetings with students and faculty: faculty will announce the time. Often, there are minor problems to discuss or questions to ask.

Below is a typical term schedule. Your advisors may want to modify this

Item	Week 1	Week 2	Week 3	Week 4	Week 5*	Week 6	Week 7	Week 8
Updated Introduction	Due Thursday at 6 pm							
1 <sup>st</sup> draft Revised Methodology		Monday at 6 pm						
Revised Background			Monday by 6 PM					
2 <sup>nd</sup> draft Methodology			Monday at 6 pm					
Outline of Results and Analysis				Monday at 6 pm				
Results & Analysis, 1st. draft					Monday at 6 pm			
Results & Analysis, 2nd. draft						Monday at 6 pm		
Conclusions & Recommendations 1st. draft						Monday at 6 pm		
Executive Summary, 1 <sup>st</sup>						Monday		

draft						at 6 pm		
Full Final Report, 1 <sup>st</sup> draft							Monday at 6 pm	
Final report, CDs & CD-ROM: advisors will supply format details								Thursday by 9 AM
* Week 5 is the Thanksgiving vacation week. Expect to work at your agency through Tuesday. Check with advisors and liaisons about official departure dates. All departure dates must be confirmed with your advisors.								

**For general report writing:**

- You should be writing all the time, regardless of due dates.
- References lists should be continually updated as background material is added and methodologies are finalized.
- Table of Contents, List of Figures, List of Tables, and section/page numbering should be continually updated.

Your project is a dynamic experience and hence the report is a dynamic document that evolves with your progress. Staying on top of the writing will not only help your thinking but will save you time and frustration during the last week of the term.

## **Guidelines for Final Report**

A good starting place is the “Resources for Students” link found on the IGSD website:  
[www.wpi.edu/Academics/Depts/index.html](http://www.wpi.edu/Academics/Depts/index.html)

Specific guidelines for final report format and content will be provided by your advisors, with input from your agency.

1. At the weekly organization meeting with the faculty advisor, each team will submit a:
  - a. Proposed Work Plan identifying major tasks to be done in the next week by the group.
  - b. Summary Progress Chart briefly indicating the team’s overall fulfillment of its progress on the project.

### **Copies of the Report to be submitted**

1. ONE COPY of the report including appendices and final presentation file on CD-Rom for Center Director files (D. diBiasio, GH 127).
2. ONE e-project file submitted to the Registrar’s Office that will be sent to Gordon Library. Check the Gordon Library website for the details of the electronic submission process.
3. ONE COPY for each faculty advisor. Check with advisors for exact form (electronic or paper).
4. ONE COPY for sponsoring agency liaison. Check with liaison for exact form (electronic or paper).

ONE COPY for each member of the project team.

## Section 4 – Transition

“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*

While you are not entering a “foreign” culture to do your project in Washington, DC there are aspects of working in a highly charged, professional culture that may result in the same symptoms as culture shock. For this reason we have included the information below.

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### Experiences in Transition

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

#### **Culture Surprise**

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

#### **Culture Stress**

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

#### **Culture Shock**

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

#### **Symptoms of Culture Shock**

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

## **Prescription for Culture Shock**

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

1. Understand the symptoms and recognize the signs of culture stress.
2. Realize that some degree of discomfort and stress is natural in a cross-cultural experience.
3. Recognize that your reactions are largely emotional and not easily subject to rational management.
4. Gather information *before* you go so at least the differences will be anticipated. Knowledge is power.
5. Look for the logical reasons behind host culture patterns. Discover why things are done the way they are.
6. Relax your grip on your normal culture and try to cheerfully adapt to new rules and roles.
7. Don't give in to the temptation to disparage what you do not like or understand. It probably won't change.
8. Identify a support network among 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.

## Appendix A - Travel Information Form

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

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

\*\*\*\*\*

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

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

***London Project Center Only***

***Bus Transportation:***      \_\_\_\_\_ **Yes**                      \_\_\_\_\_ **No**

***(Please make sure you check one of these options for transportation from Heathrow Airport to IES)***

## Appendix B - Off-Campus Students' Health Update and Records Release Form

Name \_\_\_\_\_ Project Site \_\_\_\_\_ Term \_\_\_\_\_

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

Carrier \_\_\_\_\_ Policy Number: \_\_\_\_\_

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

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

List any prescription medicines you are currently taking.

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

In the event of an emergency, please contact:

1. Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Address \_\_\_\_\_

email \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Address \_\_\_\_\_

email \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix C - ATC Team Form

(one per team)

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

Project Site: \_\_\_\_\_

Pickup person: \_\_\_\_\_

Return person: \_\_\_\_\_

names of  
team members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Dates: Pick up on or after: **10/20/2010**

Return on or before: **12/20/2010**

### Pick-up Person

### Return Person

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Address: \_\_\_\_\_  
\_\_\_\_\_

Student Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Student ID#: \_\_\_\_\_

WPI Email: \_\_\_\_\_ WPI Email: \_\_\_\_\_

## Appendix E – Onsite Travel Form

## On Site Travel Form

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

### Mode of Transportation – Roundtrip

Train                     
  Bus                     
  Air                     
  Car                     

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

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

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

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

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## Appendix F – 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.*

<i>Name</i>	<i>site</i>	<i>term</i>
<hr/>		
<i>Signed</i>	<i>date</i>	
<hr/>		