

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:

Costa Rica B 2008

Prof. Susan Vernon-Gerstenfeld,
Center Director, Costa Rica

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

© 2006, Interdisciplinary and Global Studies Division, WPI

Going Global at WPI

Costa Rica B 2008

Section 1 – WPI and IGSD Procedures	4
Introduction	4
Responsible Study Abroad: Good Practices for Health and Safety	5
Mandatory Paperwork.....	9
Participant Statement of Agreement	9
Travel Information Form (Appendix A)	11
Health Update and Records Release Form (Appendix B)	11
Voluntary Acknowledgment Form	13
WPI Policies and services for Students at Off-Campus Sites	14
Informal Hearing Procedure at Off-Campus Residential Program Sites	14
WPI Housing.....	15
Mail Services.....	15
Protocol for PCs for Off-Campus Project Centers (Appendix C).....	15
General Policies and Important Things to Remember	17
What can you expect to pay “out of pocket” toward your IQP while off-campus?.....	18
WPI’s Policy Regarding White Water Rafting in Costa Rica.....	18
Passports.....	19
Visas.....	20
International Student Identity Cards (ISIC)	21
How to Take Money.....	22
Section 2 - Health and Safety Information.....	23
Safety	23
Safety Tips from the US State Department.....	24
Avoiding Travel Risks	25
U.S. DEPARTMENT OF STATE	26
Costa Rica Consular Information.....	27
OSAC – Overseas Security Advisory Council (Global Security News & Reports)....	32
Safety If You Rent a Car	37
WWW Addresses	38
WPI Offices.....	39
Drugs and the Legal System	43
Embassy and Consulate Information	43
Health Information for Travelers Traveling to Costa Rica	44
Site Specific Web Addresses from CDC	44
HIV and AIDS information.....	44
Food and water and travelers’ diarrhea.....	46
Malaria	47
Preventing Insect Bites.....	48
Vaccine Recommendations.....	48
General Travel Precautions	49

Section 3 – Site Specific Information for Costa Rica.....	50
Overview and Procedures Manual	Error! Bookmark not defined.
Section 4 – Transition Issues	57
Experiences in Transition.....	57
Prescription for Culture Shock.....	57
In preparation to return home.....	58
Appendix A - WPI Off-Campus Study Travel Information Form	60
Appendix B - Off-Campus Students' Health Update and Records Release Form.....	61
Appendix C - ATC Team Form.....	62
Appendix D - Onsite Travel Form.....	63
Appendix E – Forms, Formats, and Meetings	64
Appendix F - Weekly On-Site Meetings of Advisors, Students, and Liaisons	65
Appendix G – Summary Progress Chart and Proposed Work Plan	66
Appendix H - Mandatory Paperwork Checklist	67

Section 1 – WPI and IGSD Procedures

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 2008-2009 academic year, approximately 625 WPI students -- including over half of the junior class -- will travel to a global project site to complete one of these interdisciplinary projects.

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

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

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

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

Responsible Study Abroad: Good Practices for Health and Safety

Statement of Purpose

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

I. Responsibilities of Program Sponsors

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

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

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

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

Program sponsors should:

- A. Conduct periodic assessments of health and safety conditions for their programs, and develop and maintain emergency preparedness processes and a crisis response plan.
- B. Provide health and safety information for prospective participants so that they and their parents/guardians/families can make informed decisions concerning preparation, participation and behavior while on the program.

- C. Provide information concerning aspects of home campus services and conditions that cannot be replicated at overseas locations.
- D. Provide orientation to participants prior to the program and as needed on site, which includes information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures.
- E. Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program.
- F. Determining criteria for an individual's removal from an overseas program taking into account participant behavior, health, and safety factors.
- G. Require that participants be insured. Either provide health and travel accident (emergency evacuation, repatriation) insurance to participants, or provide information about how to obtain such coverage.
- H. Conduct inquiries regarding the potential health, safety and security risks of the local environment of the program, including program-sponsored accommodation, events, excursions and other activities, prior to the program. Monitor possible changes in country conditions. Provide information about changes and advise participants and their parents/guardians/families as needed.
- I. Hire vendors and contractors (e.g. travel and tour agents) that have provided reputable services in the country in which the program takes place. Advise such vendors and contractors of the program sponsor's expectations with respect to their role in the health and safety of participants.
- J. Conduct appropriate inquiry regarding available medical and professional services. Provide information about these services for participants and their parents/guardians/families, and help participants obtain the services they may need.
- K. Develop and provide health and safety training for program directors and staff, including guidelines with respect to intervention and referral that take into account the nature and location of the study abroad program.
- L. Develop codes of conduct for their programs; communicate codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that participants are in violation.
- M. In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know.
- N. In the participant screening process, consider factors such as disciplinary history that may impact on the safety of the individual or the group.
- O. Provide information for participants and their parents/guardians/families regarding when and where the sponsor's responsibility ends and the range of aspects of participants' overseas experiences that are beyond the sponsor's control.

In particular, program sponsors generally:

- A. Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.

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

II. Responsibilities of Participants

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

Participants should:

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

- K. Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.
- L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.
- M. Follow the program policies for keeping program staff informed of their whereabouts and well being.
- N. Become familiar with the procedures for obtaining emergency health and legal system services in the host 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_maging/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 paperwork for Costa Rica B 2008 must be in the IGSD by 1:00pm ,
Friday, October 10, 2008.*

Participant Statement of Agreement

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

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

A. Financial Responsibility

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

B. Withdrawal, Cancellation, or Dismissal

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

C. Behavioral Responsibilities

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

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

D. Academic Responsibilities

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

E. Medical Issues

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

F. Legal Issues

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

G. Travel Issues

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

H. Federal Compliance Issues

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

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

Participant Signature date site term

Printed Name student number date of birth*

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

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

X

 Signature of Parent / Guardian Date

X

 Signature of Parent / Guardian Date

Travel Information Form (Appendix A)

The IGSD must have a completed Travel Form from each student on file before the student leaves for their site. The office keeps a copy of this itinerary and we send a copy with the faculty advisor. By doing this, the IGSD staff, the advisor and the local coordinator all will know when and where every student will arrive and will be alerted if a problem arises. Whenever possible, students will be met at a pre-agreed location depending on their itinerary.

Any students traveling outside the United States to a WPI project site must supply the IGSD with a photocopy of the information pages of their passport. Copies will be sent with the faculty advisor and kept on file in the IGSD. If a passport is stolen or lost while outside the U.S., having copies of this document will greatly facilitate having a new one issued while overseas. Another thing that one can do to facilitate having to process a new passport while overseas is to carry duplicates of passport photos with the passport number written on the back. However these photos must be carried securely, yet separate from your passport.

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 students' safety during independent travel. The student must inform the faculty-in-residence of any travel plans and when they 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.

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.

Students must accept all financial responsibility for any medical treatment received while at the program site and 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.

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 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

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

Informal Hearing Procedure at Off-Campus Residential Program Sites

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

- (a) Students will be informed of the complaint pending and the time, date and location of the informal hearing, in writing, at least two (2) days prior to the hearing. This notice should include a full description of the incident, names of witnesses, if any, and a reference to the section(s) of the campus code allegedly violated.
- (b) The informal hearing shall be conversational in nature and non adversarial.
- (c) Before the hearing, the student shall be given the opportunity to consult with an on-site advisor of their choice or a member of the WPI community.
- (d) During the hearing, the WPI representative shall elaborate on the nature of the complaint and present any evidence or witnesses in support of that complaint.
- (e) The accused student shall have an opportunity to respond to the complaint and present any evidence or witnesses in response to the complaint.
- (f) The WPI representative will make a determination of the student's responsibility for the complaint based on the outcome of the informal hearing.
- (g) If the student is found responsible, the WPI representative must contact the dean of students or her/his designee to review the student's past record, if any, before a sanction is determined. The WPI representative must then consult with the Dean of Students Office and the Director of global operations in Interdisciplinary and Global Studies Division to determine an appropriate sanction for the offense.
- (h) All decisions shall be final and not subject to appeal on site. The decision may be appealed to the Dean of Interdisciplinary Studies Division once the student has returned to the WPI campus. Appeals may be submitted in writing to the Dean of Interdisciplinary Studies Division within seven (7) days of the start of classes of the term following the off campus project experience. The appeal must be specific and contain a full description of the basis for the appeal. A given case may be appealed only once. Grounds for an appeal must be based on one or more of the following criteria:
 - a. Failure to follow the procedures outlined in the Campus Planner and Resource Guide;
 - b. Inappropriate gravity of the sanction in relationship to the offense;
 - c. That no reasonable person could conclude, on the basis of the evidence presented, that the accused was responsible.

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

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

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

WPI Housing

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

Mail Services

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

Protocol for PCs for Off-Campus Project Centers (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 lap top 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). Barbara Riley Milanese (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) 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 floppy and/or zip 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, Netscape and communications software. The ATC does not provide or load software other than this.
2. If students load their own software it must be removed prior to returning the PC to the ATC.
3. If you significantly alter the original configuration of the laptop (e.g. install a different operating system), your group will be charged a \$50 software re-installation fee.

Picking up the PC

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

Acceptable Use Policy Regarding Computers (WPI laptops, sponsor PC's, 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.

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

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

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

Current WPI policy states that students are expected to contribute \$25 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 \$75.00 towards the completion of the IQP before asking for reimbursement of any kind. If you have a project team of 4 students, then the total contribution before being reimbursed is \$300. If you anticipate that your expenses will exceed this expectation, then you must submit a budget for your project. The on-site faculty advisor and Center Director must approve this budget prior to submission of any expenses to the IGSD. (Commuting costs are not reimbursable.)

WPI’s Policy Regarding White Water Rafting in Costa Rica

WPI has received information regarding the dangers involved in participating in white water rafting activities in Costa Rica. After assessing the risks, WPI's policy is that no participants in the Costa Rica Project Center will participate in white water rafting activities.

All participants are expected to abide by this policy.

Passports

Who needs a passport?

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

If you are not a United States citizen, contact the embassy or consulate of the country you are planning to travel to, as well as the United States 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. For travel within the European Union, see page 29.

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 United States with an expired passport, you are subject to a passport waiver fee of \$100, payable to US Immigration at the port of entry.

It is the responsibility of the student to acquire his or her passport. The IGSD does not administer this process for students.

How to get your passport

1. Go to Prime Color Photo located at 1094 Pleasant Street to have your passport photos taken. Show your WPI id to get the special rate of \$6.99 + tax (\$7.34 total) for these photos.
2. Pick up a passport application form from the U.S. Post Office, Prime Color Photo or download from: http://travel.state.gov/passport/passport_1738.html
3. Turn in all required documentation to the nearest federal post office with the appropriate fee.

For Immediate Release
April 2, 2002

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

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

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

Travel documents in the post-September 11 world have become even more important. The new passport has many features that make it one of the most secure travel documents produced anywhere in the world. Getting these more secure passports into circulation will help minimize the misuse of American passports by criminals, terrorists, and others. This new procedure will increase processing time at U.S. embassies and consulates, but the Department is committed to ensuring that American citizens receive secure documents in a timely manner. American citizens overseas are encouraged to apply early for renewal of expiring passports.

U.S. embassies and consulates will continue to issue passports that are needed for urgent travel. However, such passports will be limited in validity, and cannot be extended. Bearers will be required to exchange, at no additional cost, their limited-validity passports for a full-validity digitized passports upon completion of their urgent travel. Information on applying for a U.S. passport, passport application forms and requirements, and other travel-related information can be accessed through the Department of State's web site at: <http://travel.state.gov>.

Visas

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

U.S. citizens must have an onward or return ticket and can not stay more than 90 days.

For more information on country specific required visas and where the nearest official embassy or consulate is, go to the web page for International Tourism Contacts at <http://www.traveldiscounts.com/>

International Student Identity Cards (ISIC)

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

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

The most important reason for the ISIC requirement is the additional insurance coverage that you get. The ISIC provides a basic sickness and accident insurance policy to students while traveling outside the United States. International Student Identity Cards 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).

Students who are traveling to sites outside of the United States are required to carry with them an International Student Identity Card (ISIC). 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.

Students are required to come to the IGSD, located in the Project Center, to fill out an application form for the ISIC and turn in their 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.

How to Take Money

You should take with you or have access to a sufficient amount of living/spending money. 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 world wide, 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.

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 US. The exchange rate is always better in the host country.

Section 2 - Health and Safety Information

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.
- Safeguard your passport! Your passport is the most valuable document you will carry abroad. It is your best form of identification and confirms your citizenship, you must guard it carefully. Do not lend it to anyone or use it as collateral for a loan of any sort. You will need it when you check into hotels, embassies or consulates, or when cashing travelers checks. Some countries require that you carry it with you at all times as a means of identification. When you carry your passport, hide it securely on your person. Do not leave it in a handbag, book-bag, backpack or in an exposed pocket.
- Never keep all of your documents and money in one place or suitcase. You should make a list of all of your important numbers - your passport information as well as credit cards, travelers' checks and airline ticket numbers. Leave a copy at home, and carry a copy with you, separate from your valuables.
- **Always keep the resident faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor an itinerary in writing. All students need to be accounted for every weekend whether you are traveling or not, see Appendix D.**
- **The IGSD will notify the parents of students who fail to return from a weekend excursion at the predetermined time. If you are delayed you MUST contact your resident faculty advisor to inform them that you are safe.**
- Have sufficient funds or a credit card on hand to purchase emergency items such as train or airline tickets.
- Always be careful about traveling alone.
- **All WPI students who are participating in the Costa Rica B08 Project Program are expected to behave in a manner so as to not put themselves at risk.**
- **All students have an obligation to look out for each other and themselves. This means that if one student observes another engaging in risky behavior, that student should report the behavior to either of the faculty advisors. The faculty advisor should 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.**
- 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.

Safety Tips from the US 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

Office of the Spokesman

For Immediate Release

February 8, 2002

MEDIA NOTE

State Department Alerts Students To Risks Of Overseas Travel

Each February the Department of State distributes information to over 1,500 college and university newspapers to alert American students traveling abroad during their spring and summer breaks about conditions that may affect their safety and welfare. Students, who can be caught off-guard by differences in local practices and unfamiliar surroundings, sometimes face the risk of arrest in connection with drug and alcohol abuse and can become the victims of crime while traveling in foreign countries.

The information is provided as part of the Department's effort to inform as many Americans as possible of hazards they may encounter outside the U.S. We endeavor to achieve as wide a distribution as possible to some of our most vulnerable travelers—young people going abroad, some of them for the first time.

The State Department urges college and university newspapers to use the information in the attached "Fact Sheet" on Travel Safety Information for Students. We encourage students and to consult the Bureau of Consular Affairs' web site, <http://travel.state.gov>, for the latest travel safety information.

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>.

Costa Rica Consular Information

June 05, 2008

COUNTRY DESCRIPTION: Costa Rica is a middle-income, developing country with a strong democratic tradition. Tourist facilities are extensive and generally adequate. The capital is San Jose. English is a second language for many Costa Ricans. Read the Department of State Background Notes on Costa Rica for additional information.

ENTRY/EXIT REQUIREMENTS: For entry into Costa Rica, U.S. citizens must present valid passports that will not expire for at least thirty days after arrival, and a roundtrip/outbound ticket. Some U.S. airlines may not permit passengers to board flights to Costa Rica without such a ticket. Passports should be in good condition; Costa Rican immigration will deny entry if the passport is damaged in any way. Costa Rican authorities generally permit U.S. citizens to stay up to ninety days; to stay beyond the period granted, travelers must submit an application for an extension to the Office of Temporary Permits in the Costa Rican Department of Immigration. Tourist visas are usually not extended except under special circumstances, and extension requests are evaluated on a case-by-case basis. There is a departure tax for short-term visitors. Tourists who stay over ninety days may experience a delay at the airport when departing. Persons who overstayed previously may be denied entry to Costa Rica.

Persons traveling to Costa Rica from some countries in South America and Sub-Saharan Africa must provide evidence of a valid yellow fever vaccination prior to entry. The South American countries include Bolivia, Brazil, Colombia, Ecuador and Venezuela.

See "SPECIAL CIRCUMSTANCES" for information on requirements to carry documentation within Costa Rica and on travel by dual national minors.

The most authoritative and up-to-date information on Costa Rican entry and exit requirements may be obtained from the Consular Section of the Embassy of Costa Rica at 2114 "S" Street NW, Washington, DC 20008, telephone (202) 234-2945/46, fax (202) 265-4795, e-mail consulate@costarica-embassy.org, web site <http://www.costarica-embassy.org>, or from the Costa Rican consulates in Atlanta, Chicago, Houston, Los Angeles, Miami, New Orleans, New York, San Juan (Puerto Rico), San Francisco, and Tampa. The Costa Rican immigration agency web site is <http://www.migracion.go.cr>. It is advisable to contact the Embassy of Costa Rica in Washington or one of Costa Rica's consulates in the United States for specific information regarding customs requirements before shipping any items.

Visit the Embassy of Costa Rica web site at <http://www.costarica-embassy.org> for the most current visa information.

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

SAFETY AND SECURITY: There have been no recent acts of terrorism in Costa Rica. Visitors to Costa Rica may experience the effects of civil disturbances such as work stoppages and strikes. Although infrequent, these acts can create inconveniences for visitors. On both the Caribbean and Pacific coasts, currents are swift and dangerous, and there are few lifeguards or signs warning of dangerous beaches. Every year eight to twelve American citizens drown in Costa Rica due to riptides or sudden drop-offs while in shallow water. Extreme caution is advised.

Adventure tourism is popular in Costa Rica, and many companies offer white-water rafting, bungee jumping, jungle canopy tours, deep sea diving, and other outdoor attractions. Americans are urged to use caution in selecting adventure tourism companies. The government of Costa Rica regulates and monitors the safety of adventure tourism companies; enforcement of safety laws is overseen by the Ministry of Health. Registered tourism companies with operating permits must meet safety standards and have insurance coverage. The safety regulations enforced in Costa Rica are not the same as safety regulations enforced in the United States.

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

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

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

CRIME: Over one and a half million foreign tourists, the majority American, visit Costa Rica annually. All are potential targets for criminals, primarily thieves looking for cash, jewelry, credit cards, electronic items and passports. U.S. citizens are encouraged to exercise the same level of caution they would in major cities or tourist areas throughout the world. Local law enforcement agencies have limited capabilities and do not act according to U.S. standards. Travelers should minimize driving at night, especially outside urban areas.

Americans should avoid areas with high concentrations of bars and nightclubs, especially at night, and steer clear of deserted properties or undeveloped land. For safety reasons, the Embassy does not place its official visitors in hotels in the San Jose city center, but instead puts them at the larger hotels in the outlying suburbs. Americans should walk or exercise with a companion, bearing in mind that crowded tourist attractions and resort areas popular with foreign tourists are common venues for criminal activities. Travelers should ignore any verbal harassment, and avoid carrying passports, large amounts of cash, jewelry or expensive photographic equipment. Tourists are encouraged to carry photocopies of the passport data page and Costa Rican entry stamp on their persons, and leave the original passport in a hotel safe or other secure place. Costa Rican immigration authorities conduct routine immigration checks at locations, such as bars in downtown San Jose and beach communities, frequented by illegal immigrants. American citizens detained during one of these checks who have only a copy of the passport will be required to provide the original passport with appropriate stamps.

Travelers should purchase an adequate level of locally valid theft insurance when renting vehicles, park in secured lots whenever possible, and never leave valuables in the vehicle. The U.S. Embassy receives several reports daily of valuables, identity documents, and other items stolen from locked vehicles, primarily rental cars. Thefts from parked cars occur in downtown San Jose, at beaches, in the airport and bus station parking lots, and at national parks and other tourist attractions.

Travelers should use licensed taxis, which are red with medallions (yellow triangles containing numbers) painted on the side. Licensed taxis at the airport are painted orange. All licensed taxis should have working door handles, locks, seatbelts and meters (called "marías"); passengers are required to use seatbelts. When traveling by bus, avoid putting bags or other personal belongings in the storage bins. At all times have your belongings in your line of sight or in your possession.

Thieves usually work in groups of two to four. A common scam has one person drop change in a crowded area, such as on a bus, and when the victim tries to assist, a wallet or other item is taken. The most prevalent scam involves the surreptitious puncturing of tires of rental cars, often near restaurants, tourist attractions, airports, or close to the car rental agencies themselves. When the travelers pull over, "good Samaritans" quickly appear to change the tire - and just as quickly remove valuables from the car, sometimes brandishing weapons. Drivers with flat tires are advised to drive, if at all possible, to the nearest service station or other public area, and change the tire themselves, watching valuables at all times.

In late 2006, the government of Costa Rica established a Tourist Police force, and units were established in popular tourist areas throughout the country. The Tourist Police can assist with the reporting of a crime, which can be difficult for victims due to language barriers and the requirement that only investigative police can accept crime reports.

INFORMATION FOR VICTIMS OF CRIME: The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, contact family members or friends and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.

See our information on Victims of Crime.

MEDICAL FACILITIES AND HEALTH INFORMATION: Medical care in San Jose is adequate, but is limited in areas outside of San Jose. Most prescription and over-the-counter medications are available throughout Costa Rica. Doctors and hospitals often expect immediate cash payment for health services, and U.S. medical insurance is not always valid outside the United States. A list of local doctors and medical facilities can be found at the website of the U.S. Embassy in San Jose, at <http://sanjose.usembassy.gov>. An ambulance may be summoned by calling 911. Most ambulances provide transportation but little or no medical assistance. The best-equipped ambulances are called "unidad avanzada."

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

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

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

Costa Rica has one of the highest vehicle accident rates in the world. The fatality rate for pedestrians and those riding bicycles and motorcycles is disproportionately high. Traffic laws and speed limits are often ignored, turns across one or two lanes of traffic are common, turn signals are rarely used, passing on dangerous stretches of highway is common, and pedestrians are not given the right of way. Roads are often in poor condition, and large potholes with the potential to cause

significant damage to vehicles are common. Pedestrians, cyclists, and farm animals may use the main roads. Traffic signs, even on major highways, are inadequate and few roads are lined. Shoulders are narrow or consist of drainage ditches. All of the above, in addition to poor visibility due to heavy fog or rain, makes driving at night especially treacherous. Landslides are common in the rainy season. All types of motor vehicles are appropriate for the main highways and principal roads in the major cities. However, some roads to beaches and other rural locations are not paved, and many destinations are accessible only with high clearance, rugged suspension four-wheel drive vehicles. Travelers are advised to call ahead to their hotels to ask about the current status of access roads.

Costa Rica has a 911 system for reporting emergencies. In the event of a traffic accident, vehicles must/must be left where they are. Both the Transito (Traffic Police) and the Insurance Investigator must make accident reports before the vehicles are moved.

Please refer to our Road Safety page for more information. Visit the website of Costa Rica's national tourist office and national authority responsible for road safety at <http://www.mopt.go.cr> and www.visitecostarica.com.

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

SPECIAL CIRCUMSTANCES: Land Ownership and Shoreline Property: U.S. citizens are urged to use caution when making real estate purchases, and consult reputable legal counsel and investigate thoroughly all aspects before entering into a contract. Coastal land within fifty meters of the high tide line is open to the public and therefore closed to development, and construction on the next one hundred fifty meters inland is possible only with the approval of the local municipality.

Squatters: Organized squatter groups have invaded properties in various parts of the country. These squatter groups, often supported by politically active persons and non-governmental organizations, take advantage of legal provisions that allow people without land to gain title to unused agricultural property. Local courts may show considerable sympathy for the squatters. Victims of squatters have reported threats, harassment, and violence.

Documentation Requirements: Visitors are required to carry appropriate documentation at all times. However, due to the high incidence of passport theft, tourists are permitted and encouraged to carry photocopies of the datapage and entry stamp from the passport, leaving the passport in a hotel safe or other secure place. However, as noted under CRIME, Costa Rican immigration authorities conduct routine checks for illegal immigrants, especially in bars located in downtown San Jose and in beach communities. An American citizen detained during one of these checks and carrying only the copy of the passport will be required to produce the original passport. Tourists should consider carrying their passports when traveling overnight or a considerable distance from their hotel. Tourists who carry passports are urged to place them securely in an inside pocket.

Exit Procedures for Costa Rican Citizens: Costa Rican children may only depart the country upon presentation of an exit permit issued by immigration authorities. This policy, designed to prevent international child abduction, applies to dual national U.S./Costa Rican citizens. Parents of minors who obtained Costa Rican citizenship through a parent or through birth in Costa Rica are advised to consult with appropriate Costa Rican authorities prior to travel to Costa Rica, especially if one (or both) parent(s) is not accompanying the child.

Disaster Preparedness: Costa Rica is located in an earthquake and volcanic zone. Serious flooding occurs annually on the Caribbean side near the port city of Limon, but flooding occurs in other parts of Costa Rica as well, depending on the time of year and rainfall. General information

about natural disaster preparedness is available via the Internet from the U.S. Federal Emergency Management Agency (FEMA) at <http://www.fema.gov/>.

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

CHILDREN'S ISSUES: For information see our Office of Children's Issues web pages on intercountry adoption and international parental child abduction.

REGISTRATION / EMBASSY LOCATION: Americans living or traveling in Costa Rica are encouraged to register with the nearest U.S. Embassy or Consulate through the State Department's travel registration web site so that they can obtain updated information on travel and security within Costa Rica. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency. The U.S. Embassy is located in Pavas, San Jose, and may be reached at (506) 2519-2000; the extension for the Consular Section is 2453. The Embassy is open Monday through Friday, and is closed on Costa Rican and U.S. holidays. Those seeking information are strongly encouraged to utilize the embassy web site <http://sanjose.usembassy.gov/>, and can email consularsanjose@state.gov with any questions/concerns. For emergencies arising outside normal business hours, U.S. citizens may call (506) 2220-3127 and ask for the duty officer.

This replaces the Country Specific Information for Costa Rica dated August 15, 2007, to update sections on Registration/Embassy Location and Special Circumstances.

OSAC – Overseas Security Advisory Council (Global Security News & Reports)

Costa Rica 2008 Crime & Safety Report

Crime & Safety

Americas - Costa Rica

8 Apr 2008

Overall Crime and Safety

All travelers and American citizens residing in Costa Rica should consult the Department of State's website, <http://travel.state.gov> for current information about the security situation in Costa Rica. The Department of State currently considers the crime rate in Costa Rica to be high. The Embassy routinely deals with U.S. citizens who are victims of criminal activities. Criminals frequently prey on tourists through street scams, automated teller machine thefts, robbery of their effects while transiting from the airport to their lodging, and increasingly, credit card theft, to include number skimming. Rental vehicles are targets for thieves. The Embassy in San Jose receives more reports of passport theft than any other U.S. Embassy in the world. The majority of cases involve the theft of bags from rental vehicles.

There are numerous crimes associated with rental vehicles. The most common is to puncture a tire on the victim's rental car, and follow the car until the driver pulls to the side of the road. At this point the criminals, posing as "good Samaritans" approach the vehicle to replace the tire and in the process steal the personal effects of the tourist. Tourists who rent vehicles have been victims of carjacking, thefts, and assault. All criminals should be considered armed with firearms or knives. The criminals, if challenged or threatened, will quickly use their weapons. Credit card fraud or 'numbers skimming' is common. 'Numbers skimming' is the theft of the information contained in the magnetic strip on the backside of the credit card. The theft of the information occurs when a criminal swipes the card through a machine that stores all the information. With this information the criminal can charge items to the unsuspecting victim's credit card. Only when the monthly invoice arrives does the victim realize that they have been swindled. Travelers should carefully monitor their credit cards, and frequently check their credit card accounts. Travelers should avoid using debit cards for point-of-sale purchases.

In 2006, Costa Rica experienced a rash of travelers (approximately two dozen reported incidents over a three-month period) being targeted for robbery at gunpoint while driving from Juan Santa Maria Airport after 10:30 PM. During these robberies, a vehicle full of armed men would approach a moving car and force the vehicle to pull over and the travelers would then be robbed. In most cases, the victims were not injured during the robbery. Police were able to target the ring and these types of robberies have ceased. However, travelers should be aware of this past trend and when arriving in Costa Rica are encouraged to arrive during daylight hours when more traffic is on the road and a potential armed assault of a passenger vehicle is much less likely to occur. If travelers encounter an unidentified vehicle on the road that attempts to stop them, they should consider not stopping and driving to the nearest public area for assistance. Long term visitors to Costa Rica must be alert for ever increasing auto theft rings, and escalating incidents of carjacking. Also, 2007 saw an increase in the number of smash-and-grab thefts from vehicles stuck in traffic. The robbers would break vehicle windows to steal purses, laptops or other valuables. Residential break-ins are common. All residences should be appropriately secured by grills, fence or wall, and protected by an alarm system.

Political Violence

Costa Rica is a stable, well-developed democracy which abolished its military nearly 50 years ago. Indigenous terrorist organizations are non-existent. There is no known organization targeting U.S. citizens or U.S. affiliated interests in Costa Rica. However, US citizens should always exercise caution and regularly consult the U.S. Department of State's website for the latest information about

the security situation in any country. Labor strikes and protests are fairly common in Costa Rica. While normally peaceful, all protests and demonstrations should be avoided.

Post Specific Concerns

Costa Rica lies within an active earthquake zone, and periodically experiences significant tremors. The last earthquake to cause significant damage to Costa Rica's infrastructure occurred in 1993, but an earthquake measured at the 6.2 level on the Richter scale occurred in late 2004. In December 2005, another earthquake measured 5.1 on the Richter scale. Long-term visitors to Costa Rica may want to check with the Federal Emergency Management Agency's website for guidance on earthquake preparedness. Visitors can also contact the Costa Rican National Emergency office, known as the Commission Nacional de Prevencion de Riegos y Atencion de Emergencias (C.N.E), via email at Comirunicaciones@cne.go.cr or via phone at 506-210-2828 for information on earthquakes or other natural hazard information. Costa Rica is also a micro-climate, and travelers to Costa Rica should check the projected rainfall amounts for the area they intend to visit. Flooding may occur around the port city of Limon or other lower elevation areas of Costa Rica at any time, regardless of time of year of year and projected rainfall amount in a particular region. Daily hazards in Costa Rica are poor road conditions and varied driving skills. Highway fatalities (from vehicle or pedestrian accidents) are one of the leading causes of death in the country. Roads are often overcrowded, narrow and poorly-marked; drivers should be on the lookout for large potholes, road washouts and mud slides during the rainy season (May-November). Drivers must be cautious when coming to bridges, which may be narrow and one-way, even if the road approach is two-way.

Roads are generally in worse condition outside of San Jose. Driving at night is especially treacherous outside of San Jose and not recommended. The main roads are also used by pedestrians, cyclists, and farm animals, all of which compound the driving difficulty. Even the most experienced drivers are challenged by the disregard for traffic laws and driving safety. Speed limits and red lights are often ignored. Government traffic statistics cite speed, aggressive driving (especially when passing) and alcohol as major contributors to road fatalities. It is very common for vehicles to cross multiple lanes of traffic without regard to other drivers. Pedestrians are not given the right of way, and extreme caution should be used whenever walking on the streets. Motorcycles are prevalent on the road and weave through traffic during any type of traffic situation.

Police Response

Costa Rica does employ a 911 emergency assistance system. However, response time varies widely. Crime discovered after the fact must be reported in person at the nearest organization of Judicial Investigation (OIJ) office. OIJ is also responsible for investigating major crimes. Victims should be prepared to wait a couple of hours to complete the necessary reports. As of December 2006, Costa Rica deployed the first group of Tourist Police, focused on tourist crime and assistance to the nearly 2 million visitors to Costa Rica each year. The deployments of these officers, who wear a white uniform shirt with "Tourist Police" clearly printed on the back, is currently around 120 officers, with more planned deployments in the future. Some of the initial Tourist police areas of deployment are: San Jose, Jaco, Monteverde, Arenal, Los Chiles (border with Nicaragua), and Quepos, the location of Manuel Antonio National Park.

Police emergency - 911

Ambulance - 911 or 128

Fire - 911 or 118

OIJ - 911 or 22-1365 or 221-5337

Tourist Police - Due to the newness of the organization, no public number is available.

Vehicle Accidents

Costa Rica has a high rate of vehicle accidents. In the event of a traffic accident, the vehicles must not be moved. This commonly results in excessive traffic back-ups. The traffic police (Transito) and the insurance investigator (INS) must complete accident reports. Both of these officials will come, eventually, to the accident scene upon notification.

Transito police - 222-9330 or 222-9245
INS (insurance) - 800-800-8000

Medical Emergencies

Medical care in San Jose is adequate. Areas outside of San Jose have more limited medical services and road conditions increase driving times to hospitals for routine or critical medical care. Doctors and hospitals often expect immediate cash or credit card payment for medical services. Local Cruz Roja (Red Cross) ambulances, usually the first responders to accidents, are minimally-equipped to handle emergencies. U.S medical insurance is not always valid in Costa Rica. Supplemental medical insurance with specific overseas coverage, including a provision for medical evacuation, has been useful in many emergencies.

Hospital Contact information in Costa Rica

In San Jose:

CIM Hospital - 208-1000 (this hospital is the primary hospital for U.S. Embassy personnel)
Hospital Mexico - 242-6700
Clinica Biblica Hospital - 522-1000 ext. 9
Hospital Calderon Guardia - 257-7922
National Children's Hospital - 222-0122
CIMA and Clinica Biblica are private facilities, and will require payment up-front for non-emergency care.

In Puntarenas:

Hospital Monsenor sanabria: 630-8000

In Limon:

Tony Facio Hospital: 758-2222

In Guanacaste:

Emillo Baltodano Hospital - 666-0011
Red Cross Ambulance - 233-7033
Air Ambulance: Costa Rica Medical Response
Monteverde - (506)645-7778
San Jose - (506) 286-1818
Papgayo - (506) 670-0047
Peninsula Osa - (506) 305-2121
Web page - <http://www.costaricaemergencias.com>
For SCUBA Diving/Decompression medical consultation: Dr. Schmidt (506) 350-0418, works at CIMA Hospital Emergency Room.

How to Avoid Becoming a Victim

Be aware of your surroundings; ask your guide or hotel for crime information. Even though you are in a foreign environment, trust your instincts. When planning your travel, remember that Costa Rica receives about 12 hours of sunlight a day, year round (5am-5pm).

Street crime: Leave expensive jewelry at home or put it in the hotel safety deposit box. Take only the amount of money you need with you and do not carry it all in one pocket. Do not change money on the street as money changers cheat clients and pass counterfeit currency. Do not flash a lot of money when making purchases. Pay particular attention to your belongings when transiting airports and bus stations. Teams of thieves are known to work these locations; one will distract an individual while the other will steal anything left unattended. Have recorded and safely stored the account numbers of your credit cards, and the contact numbers for each card, in case they are stolen.

Although relatively safe during the daylight hours, downtown San Jose becomes more dangerous at night. Walking around downtown San Jose is not recommended at night and travelers who must go downtown should use taxis to travel to and from the city.

Laptop computers have become an increasingly attractive target for thieves in Costa Rica. Pedestrians should not carry a laptop computer while walking anywhere in Costa Rica. Most electronic items are more expensive in Costa Rica than the U.S, with laptop computers, personal data assistants, or digital cameras attractive targets for theft in any location in Costa Rica.

Car Theft

Travelers should purchase an adequate level of locally valid car theft insurance. It is rumored that thieves have master keys to many of the popular models of rental cars, so do not leave anything visible in the car. Never leave luggage in a parked vehicle. Park in paid lots whenever possible; if unavailable, park in a well-traveled area and in a lighted place at night. Always lock vehicle doors and use the anti-theft device and alarm system if the car is so equipped. To minimize the risk of smash-and-grab robberies from vehicles, keep valuable items hidden and if possible, within reach. Valuables left in plain view on the passenger or back seats are easy targets. Visitors using local taxicabs should be made aware of “unofficial” cabs. The “unofficial” cabs do not have a company logo or identifying roof mount and generally do not have a meter, which is called a “Maria” in Costa Rica. Visitors should not use non-metered vehicles, as there have been reports of extreme overcharges to customers.

When traveling by bus, avoid putting bags or other personal belongings in the storage bins. Thieves will take property from the bins when the bus makes its periodic stops. A good rule to follow is always having your belongings in your line of sight or in your possession at all times.

Passport Theft

GOCR's immigration service conducts random inspections throughout the country. Travelers should be prepared to present their passports upon entry into Costa Rica. Due to a recent change in Costa Rican Immigration regulations, photocopies of passports, with the biographical and entry stamp page can be carried while in Costa Rica. Tourists are encouraged to leave passports in hotel safes or other secure locations while enjoying Costa Rica. You will be required to present the original passport and valid license when renting a car and/or driving.

Your U.S. passport is the single most important document that you will bring with you. While the vast majority of passport theft involves the taking of a bag, or purse, criminals looking to illegally enter the United States may target U.S. passports for theft. Post received 1401 reports of stolen U.S. passports during calendar year 2007. Passports have been reported stolen from inside the airport, as well as other locations throughout Costa Rica, but principally from rental cars. The Consular Section can issue an emergency passport to accommodate urgent travel. Lost or stolen passports can only be replaced during the Embassy's regular business hours (8am - 4:30pm), Monday - Friday.

Hotel Security

The quality of hotel security varies greatly in Costa Rica. When making reservations for hotel stays, travelers to Costa Rica should question hotel personnel for specific security information regarding the accommodations and be wary of hotels without access and compound control procedures, room safes, or hotels lacking a 24 hour front desk presence.

Embassy Contact Information

American Embassy: 519-2000, after hours: 220-3127. The U.S. Embassy maintains a website at <http://sanjose.usembassy.gov>, and the Consular Section can be reached by email at consularsanjose@state.gov. In the event of an emergency involving an American citizen, the Consular Section can be reached at 519-2188 during working hours. Street address for the U.S. Embassy in San Jose: U.S. Embassy in Pavas. The Regional Security Officer may be reached at 506-519- 2313 during regular business hours. Note: U.S. style street addresses do not exist. An address will start with a common landmark and then give the meters and direction. Since the US Embassy in the Pavas neighborhood is a landmark, any taxi should be able to take you there.

OSAC Country Council

Post has an established OSAC Country council in Costa Rica.

This is a U.S. Government inter-agency Web site managed by the Bureau of Diplomatic Security, U.S. Department of State

The Overseas Security Advisory Council (OSAC) provides links to non-government websites as a public service only. The U.S. government, including OSAC, neither endorses nor guarantees in any way the external organizations, services, advice, or products included in these website links. For more information, please read our full disclaimer.

Overseas Security Advisory Council • Bureau of Diplomatic Security
U.S. Department of State • Washington, D.C. 20522-2008
Telephone: 571-345-2223 • Facsimile: 571-345-2238
Contact OSAC Webmaster
San José, Costa Rica: 2006 Crime and Safety Report

Safety If You Rent a Car

As WPI students working on an academic project while in Costa Rica, 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 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.

CUSTOMS REGULATIONS: Costa Rica's customs authorities encourage the use of an ATA (Admission Temporaire/Temporary Admission) Carnet for the temporary admission of professional equipment, commercial samples, and/or goods for exhibitions and fair purposes. ATA Carnet Headquarters, located at the U.S. Council for International Business, 1212 Avenue of the Americas, New York, N.Y. 10036, issues and guarantees the ATA Carnet in the United States. For additional information call 212-354-4480, send an e-mail to atacarnet@uscib.org, or visit www.uscib.org for details.

CRIMINAL PENALTIES: U.S. citizens are subject to the laws of the country in which they are traveling. Sometimes these laws can differ significantly from those in the United States and may not afford the protections available to individuals under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. In Nancy, France penalties for possession, use, and dealing in illegal drugs are strict, and convicted offenders can expect jail sentences and heavy fines.

WWW Addresses

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

Health & Safety Sites

Center for Disease Control (CDC)

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

American Society of Tropical Medicine and Hygiene (ASTMH)

<http://www.astmh.org>

Council on International Educational Exchange (CIEE)

<http://www.ciee.org>

Travel Safe: AIDS and International Travel

http://www.ciee.org/health_safety/health/AIDS_intl_travel.aspx

Lonely Planet

http://www.lonelyplanet.com/travel_services/flights/singapore_return.cfm

The Travel Clinic

<http://www.drwisetravel.com/index.html>

Travel Health Online

<http://www.tripprep.com/scripts/main/default.asp>

U.S. State Department

<http://travel.state.gov>

Association for Safe International Road Travel (ASIRT)

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

StudyAbroad.com Handbook

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

NAFSA: Association of International Educators

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

Travel Sites

U.S. State Department

http://www.state.gov/www/background_notes/index.html

Travel Warnings and Consular Information Sheets

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

Links to U.S. Embassies and Consulates Worldwide

http://travel.state.gov/visa/questions_embassy.html

Services and Information for American Citizens Abroad

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

Travel Warning on Drugs Abroad

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

Women's Sites

Journeywoman

<http://www.journeywoman.com>

Disability Sites

Access-Able

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

Air Travel Tips and Resources

<http://www.miusa.org>

WPI Offices

Interdisciplinary and Global Studies Division

Project Center, 2nd Floor

T 508-831-5547

F 508-831-5485

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

Academic Advising

Daniels Hall

T 508-831-5381

F 508-831-5486

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

Accounting Office

Boynton Hall, 2nd Floor

T 508-831-5754

F 508-831-5064

- Janet Whittier
Accounts Receivable Manager
x 5741, whittier@wpi.edu

Central Mailing Services

Campus Center, 1st Floor

T 508-831-5523

F 508-831-5753

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

Financial Aid

Boynton Hall, Lower Level

T 508-831-5469

F 508-831-5039

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

International Students and Scholars Office

28 Trowbridge Road

T 508-831-6030

F 508-831-6032

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

Academic Technology Center

Fuller Labs, 1st Floor

T 508-831-5220

F 508-831-5881

- Mary Beth Harrity, Director
X5810, mharrity@wpi.edu

Registrar's Office

Boynton Hall, 1st Floor

T 508-831-5211

F 508-831-5931

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

Residential Services

Ellsworth Residence, Institute Road

T 508-831-5175

F 508-831-5870

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

Student Development and

Counseling Center

157 West Street

T 508-831-5540

F 508-831-5139

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

Student Life Office

Campus Center, Main Level

T 508-831-5520

F 508-831-5581

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

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 3000 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 and Consulate Information

San José
American Embassy

Calle 120 Avenida 0,
Pavas, San Jose
Costa Rica

Local Address
920-1200 San Jose, Costa Rica

Tel: (506) 2519-2000
After hours/Emergencies: (506) 2519-2280 or (506) 2519-2279
Embassy Fax: (506) 2519-2305
Consular Fax: (506) 2220-2455

Health Information for Travelers Traveling to Costa Rica

The preventive measures you need to take while traveling in Costa Rica depend on the areas you visit and the length of time you stay. For most areas of this region, you should observe health precautions similar to those that would apply while traveling in the United States.

Site Specific Web Addresses from CDC

The following web addresses 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.

Site	Web Address
Costa Rica, Belize, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama	wwwn.cdc.gov/travel/regionCentralAmerica.aspx

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

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.

Malaria

Malaria Risk by Country

Costa Rica: Rural areas, including tourist areas, except no risk in central highlands, i.e. Cartago and San José Provinces

Transmission and Symptoms

Malaria is a serious disease transmitted to humans by the bite of an infected female Anopheles mosquito. Symptoms may include fever and flu-like illness, including chills, headache, muscle aches, and fatigue. Malaria may cause anemia and jaundice. *P. falciparum* infections, if not promptly treated, may cause kidney failure, coma, and death. Malaria can often be prevented by using antimalarial drugs and by using protection measures to prevent mosquito bites. However, in spite of all protective measures, travelers may still develop malaria.

Travelers who become ill with a fever or flu-like illness while traveling in a malaria risk area and up to one year after returning home should seek prompt medical attention and should tell their physician their travel history.

Prevention

Chloroquine (Aralen®) is the recommended drug for travel to risk areas in: Costa Rica
Chloroquine dosages: Chloroquine is a prescription drug sold in the United States under the brand name Aralen®. The adult dosage is 500 mg (salt) taken once a week. This drug should be taken 1 week before entering a malarious area, once a week while there, and once a week for 4 weeks after leaving the malarious area.

Chloroquine side effects: Nausea, headache, dizziness, blurred vision, and itching have rarely been reported. Chloroquine may worsen the symptoms of psoriasis.

Preventing Insect Bites

In addition to using drugs to prevent malaria, travelers should protect themselves from mosquito bites by wearing clothing that covers most of the body, using bed nets, and applying insect repellent to exposed skin, particularly between dusk and dawn. The most effective repellents contain the active ingredient DEET (N,N-diethyl meta-toluamide).

When using DEET, follow these precautions:

- Always use according to label directions.
- Use repellent only when outdoors and wash skin after coming indoors.
- Do not breathe or swallow repellent or get it in the eyes.
- Avoid using repellent on children's hands; it might come into contact with their eyes or mouths.
- Do not put repellent on wounds or broken skin.
- Adults should use DEET at a concentration of 30% to 35%.

In addition, use a flying insect spray in living and sleeping areas to kill mosquitoes. Travelers not sleeping in well-screened or air-conditioned housing should use mosquito netting, i.e. bed nets. For greater protection, clothing and bed nets can be soaked in or sprayed with permethrin. Permethrin will repel insects for several months. Portable mosquito bed nets, repellents containing DEET, and permethrin can be purchased in hardware, camping, and military surplus stores.

Filariasis, leishmaniasis, onchocerciasis, and American trypanosomiasis (Chagas' disease) are diseases carried by insects that also occur in this region, but the risk to travelers is low. Protecting yourself against insect bites will help to prevent these diseases.

Vaccine Recommendations

See your doctor at least 4–6 weeks before your trip to allow time for immunizations to take effect.

- Hepatitis A or immune globulin (IG)
- Hepatitis B, if you might be exposed to blood (for example, health-care workers), have sexual contact with the local population, stay longer than 6 months, or be exposed through medical treatment.
- Rabies, if you might be exposed to wild or domestic animals through your work or recreation.
- Typhoid, particularly if you are visiting developing countries in this region.
- As needed, booster doses for tetanus-diphtheria and measles.

General Travel Precautions

All travelers to Central America should take the following precautions:

- Wash hands often with soap and water.
- Because motor vehicle crashes are a leading cause of injury among travelers, walk and drive defensively.
- Avoid travel at night if possible and always use seat belts.
- Always use latex condoms to reduce the risk of HIV and other sexually transmitted diseases.
- Drink only bottled or boiled water, or carbonated (bubbly) drinks in cans or bottles. Avoid tap water, fountain drinks, and ice cubes. If this is not possible, make water safer by BOTH filtering through an "absolute 1-micron or less" filter AND adding iodine tablets to the filtered water. "Absolute 1-micron filters" are found in camping/outdoor supply stores.
- Eat only thoroughly cooked food or fruits and vegetables you have peeled yourself. Remember: boil it, cook it, peel it, or forget it.
- If you will be visiting an area where there is risk for malaria, take your malaria prevention medication before, during, and after travel, as directed. (See your doctor for a prescription.)
- Protect yourself from insects by remaining in well-screened areas, using repellents (applied sparingly at 4-hour intervals) and permethrin-impregnated mosquito nets, and wearing long-sleeved shirts and long pants from dusk through dawn.

To Avoid Getting Sick

- Don't eat food purchased from street vendors. Do not drink beverages with ice.
- Don't handle animals (especially monkeys, dogs, and cats), to avoid bites and serious diseases (including rabies and plague).
- 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.
- Always use latex condoms to reduce the risk of HIV and other sexually transmitted diseases.
- To prevent fungal and parasitic infections, keep feet clean and dry, and do not go barefoot.
- Don't eat or drink dairy products unless you know they have been pasteurized.
- Don't share needles with anyone.

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).
- Long-sleeved shirt and long pants to wear while outside whenever possible, to prevent illnesses carried by insects (e.g., malaria, dengue, and leishmaniasis).
- Iodine tablets and water filters to purify water if bottled water is not available.
- Sunblock, sunglasses, hat.

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.

Section 3 – Site Specific Information for Costa Rica

Overview and Procedures Manual

Years of experience in Costa Rica indicate have resulted in this PROCEDURES MANUAL, which provides a framework for your work there.

This document is divided into three major sections:

Section one contains general information on hotel and transportation services, working with your liaison, and things to keep in mind throughout the project.

Section Two reviews the schedule of due dates for the individual sections of the final report and lists a schedule of meetings. This section also incorporates detailed procedures for all regularly scheduled meetings with advisors and liaisons.

Section Three contains specifications for the Summary Progress Chart and Proposed Work Plans that students fill out weekly. This section also contains the guidelines for the final report, specifying the format and content requirements for the final document.

In addition, Appendix A of this document contains a sample of the Summary Progress Chart and Weekly Proposed Work Plan and other forms that will be used.

All procedures outlined in the Section regarding Weekly Project Schedule and Project Procedures are mandatory, unless the student, faculty, and organization liaison agree to an alternative mode of operation, which then may supersede those outlined in this memorandum

The format guidelines for the FINAL REPORT have been developed with the student in mind. The guidelines are meant to allow the production of a report that meets all appropriate publication standards while eliminating wasteful use of time (a precious commodity in a seven-week term).

Arrive WPI housing:	Monday, October 20, 2008
Depart WPI housing:	Saturday, December 13, 2008

Advisor Cell Phone Number: 011-506-812-5232

Site Specific Information

I. City Lay-out

San José is nestled in the central valley of Costa Rica. Since it is elevated somewhat from both the Pacific and Atlantic coasts, it is ideally located to provide a comfortable and pleasant climate. The city boasts a very efficient inexpensive public transportation system and a plethora of relatively inexpensive taxis. Getting around is easy.

II. Mail and Contact Telephone Number

The apartment building in which you will live is located in one of the nicest residential areas in metropolitan San Jose; it is a very short walk to the Avenida Central, the main road where you will find buses and taxis to help you get around.

If you have mail sent the address is as follows:

Your name
c/o Hacienda Bogata
Aptdo. 8-5910-1000
San José, Costa Rica

It takes at least seven days for mail to arrive in San José. Sometimes, it takes as long as three weeks.

Mail will also reach you if sent to you at Aparthotel Tairona
75 Metros Oeste de Taco Bell
Barrio Dent
San Pedro, Costa Rica

Telephone number at the switchboard (from the US) is 011-506-234-0146

This second address is very reliable.

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

Calling Home

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.

NO MAIL WILL BE FORWARDED TO YOU AFTER YOU LEAVE SAN JOSÉ

What To Do When You Arrive

The hotel can pick you up. We will send them the arrival times, and if you wish the pickup service, you must let us know. If you do not select the pickup service, when you arrive at the airport, tell the taxi driver to take you to the following address:

Aparthotel Tairona
75 Metros Oeste de Taco Bell en Barrio Dent (San Pedro)

It will cost you about \$15, even if there are several of you. The charge is to the location, and you pay at a booth just as you exit the airport. You can pay in American dollars. The airport taxis are regulated.

The building is a white building that has many small windows in the front. The name "Tairona" is visible on the building. Addresses in Costa Rica are given in relationship to a well-known location. For our building, Taco Bell in Barrio Dent, San Pedro is the landmark.

In Costa Rica, outgoing mail is taken to the post office. There are very few post boxes on the streets and pick-up may not be reliable. Do not have anything of value sent to you unless it is done through a courier service. It won't arrive.

III. Once at Your Housing

When you arrive, check the inventory list for what your room contains. No one can vacate the room at the end without going over the list with the housing agent and advisors, so you want to make sure that you know what the inventory is.

Everyone in the room will be held accountable for all items including knives, forks, spoons, etc., and what is missing will be billed to you on your next tuition bill. Make a list of all damaged equipment and furniture in your room and give it to your advisor. This is important so that we can insure that you will not be assessed damages for those that already exist. The rooms will be examined for damages once you have vacated them. If something breaks while you are there, tell the housing agent immediately. You will not be charged for ordinary wear.

Several years ago, some students "borrowed" blankets and towels to take to the beach. The hotel lends such things to the students for field trips **BUT** you have to sign them out. Students are charged for those losses under the current system.

The apartments are well maintained and comfortable. You will have a two-burner hot plate, a microwave and a medium-size refrigerator. The apartments are arranged around a central interior, covered courtyard. In addition, there is a guard at the front door who ensures that only residents come in the building and who will take telephone messages for you. The fax number is 253-6429. Remember from the U.S., you must dial 011-506 first.

You will have to buy a few small things for your apartment, because the equipment is very basic.

Because you are in the tropics, cockroaches and other bugs can be a problem. Therefore, **YOU MUST WASH YOUR DISHES AND TAKE OUT THE GARBAGE AFTER COOKING EACH MEAL. THIS IS MANDATORY AND NOT NEGOTIABLE. ALSO, THE FLOORS IN YOUR BEDROOMS AND THE BATHROOM COUNTERS MUST BE COMPLETELY CLEAR EVERY MORNING BEFORE YOU LEAVE IN ORDER THAT THE HOUSEKEEPER CAN DO WHAT SHE NEEDS TO DO.**

Bring at least one substantial suitcase lock to Costa Rica. Your computer is pretty safe in your rooms. However, when you leave it in your room unattended, lock it into a suitcase. Do not leave money around or in drawers or on shelves. Please keep it locked into a suitcase, also. While theft is not a problem in the hotel, there is no point in risking your belongings.

The housekeeper will sweep as necessary and will clean the bathroom sink and floor each day and leave each of you a clean towel each day except Sunday. All of the towels look alike, so make sure you keep yours apart from the others. You may leave the dirty ones in ONE pile in the bathroom each morning before you leave so that they can be replaced. Sheets are provided and are routinely changed. **MAKE YOUR OWN BED.**

No guests are allowed overnight in our housing. Any breaches of this rule will result in all occupants of the apartment being held equally responsible and liable for disciplinary action. If you are romantically involved with any other student at the center, please be considerate of your roommates. Please, don't embarrass yourself or others.

IV. Faculty Accommodations

The faculty will be living at the same place as you. Since noise carries from your apartments very easily to the central courtyard and then to everyone else's apartment, you should keep the noise under control. Others not associated with WPI will also be staying in the building.

V. Telephones

The telephone in your apartment is set up so that you can make calls. You will need an international calling card for any long distance calls you make from other phones. Check with your long distance carrier. We are told that ATT has an excellent one. Calls from Costa Rica are very expensive. You might want to investigate the call-back services, too. ICE has a good \$10 calling card that once, upon a time, you can buy at the ICE building on Av2 near the Teatro Nacional. That card is not sold on the street, and you may have to ask at an ICE office where the current location for that purchase is. SKYPE also is a possibility.

We have wireless access to the internet everywhere in the hotel.

VI. Equipment and Laundry

Each bedroom is equipped with sheets, pillows, and blankets. Also, towels are supplied, so all you will need to bring is your clothing and beach towels. If you use a hair dryer, you will need to bring that too. Costa Rica runs on the same electric current as we do, so no converters or different plugs are necessary.

Please note that there are laundry facilities. You can use them after 5:00 in the afternoon when the housekeeping staff leaves for the day.

VII. Transportation

As mentioned above, San José has many buses and taxis. Transportation all over the country is very inexpensive, so you can go from one end of the country to the other for only a few dollars. Travel around San Jose by bus will cost you only few cents.

VIII. Medical Services

<p><i>Hospital: Clinica Biblica San José, Costa Rica Calle Central y Calle Primera, Avenida 14 San José, Costa Rica Dr. Juan Bautista Perez Valverde, Director Dr. Jorge R. Cortes, Assistant Director Direct Phone No. (506)221-3922 Central Phone No. (506)257-5252 Emergency Phone No. (506)257-0466 Fax No. (506)221-0645</i></p>

Check with your stateside medical insurance company to see if it will cover you in Costa Rica and to find out how you would make a claim. Be sure to tell your carrier the dates of your stay in Costa Rica. In addition, you will have access to the emergency coverage through your international ID card, but make sure you understand the terms of that coverage and how it would work in regards to your primary medical insurance.

There is excellent medical care available at several private hospitals. We have used Clínica Bíblica many times in the past, which is where most of our Costa Rican friends go, too. **You must pay on the spot for service, but you can use a credit card.** Care is cheaper there than here. In many cases, the doctors have been to medical school or have completed residencies in the states or in Spain or other European countries. Our Costa Rican friends can refer us to their own private doctors, if necessary. **Usually, you can claim payments after the fact from your insurance company, so make sure you BRING A CREDIT CARD FOR EMERGENCIES.** We have seen a broken foot; an advisor got an eye infection, one person had to see a dentist for a gum infection, and several students had flu and secondary infections afterwards that required antibiotics. *You can't assume you won't get sick. Do not assume that advisors can front the money for you.*

If you want to be reimbursed, **make sure that the papers you take away from the hospital or from the doctor have a diagnosis written on them.**

Consider getting a flu shot when you arrive. It will be winter there and many of us have gotten the flu in past years. However, those of us who got the shot did not. *Advisors will be able to provide you with the information necessary to get the shot.* It is done by a doctor in a local pharmacy and costs less than \$20.

IX. Banking

The most straightforward way to handle your money is by purchasing travelers checks before you arrive in Costa Rica. If you or your parents are AAA members, you can get the travelers checks without charge. Remember to account for weekend travel, laundry, entertainment, and miscellaneous. Most students' find that the amount they budgeted is not enough--account for miscalculation because you cannot cash a US check. Some ATM machines are available in Costa Rica, but they don't always work for us. Your parents can wire money to you through a bank for emergencies. You can change your checks at almost any bank. Our nearby mall has two places that will cash travelers checks, even on Sunday, and there are several ATM machines (though they are fickle). Banks are used for a variety of services in Costa Rica. Make sure that you carry a photocopy of the front pages of your passport with you at all times. It's the law in Costa Rica that you must carry identification at all times. When you cash a traveler's check or change US dollars to colones, you will need your passport.

X. Communication

Communication between faculty and students at the Costa Rica Project Center is very easy since you will be living just feet away from each other. **Bring "post its" for leaving messages on each other's doors.**

XI. Dress Code

It is always warm in Costa Rica. The temperature ranges from the mid-70's to the low-80's in San Jose. Bring summer clothes only and a light sweater or two for the evenings, which can get quite cool. Obviously you will need bathing suits for the beach. **Bring #15 sun block** for both beach and city; the tropical sun is dangerous. This is no joke. You will have a great tan after a few short days even if you wear sun block every day. **No one wears shorts in the city. If you do, you will be marked as an American tourist.** Please observe cultural rules and wear shorts only while traveling to and from the weekend excursions and while away from cities.

You will need hiking boots or sturdy sneakers for rain forests. The latter should have heavy-duty soles with big tread for helping you to keep from slipping if you walk through the inevitable mud. You should also bring jeans and at least one heavy sweater and a windbreaker for visiting volcanoes, the tops of which can be at a very high altitude. You'll need to layer clothes. There, it can be cold. A backpack and water bottle will be very useful for weekend travel. If you plan to do serious hiking, read guide books to know what other equipment you may need.

Professional dress is required at all times at the agencies, but the definition varies from agency to agency. At some of the places, men will wear jackets and ties, although the custom will vary from organization to organization. Follow the custom of your agency. Check with your liaison. If you do not need a jacket at work, you won't need one for other purposes. But men should bring dress shirts and ties, and plan to dress up for the final presentation.

The expectation for women is that they will wear dress pants and dressy blouses to work if they are not wearing skirts. Women in Costa Rica dress more formally than women do here for work, so **khakis, work shirts, and tank tops, are not appropriate.** When you are representing your organization at interviews or at other organizations, you are expected to dress professionally. It is inappropriate for cleavage and midriffs to be exposed in the workplace.

As said on the previous page, no one, neither males nor females will wear shorts in town, either for work or for leisure. That's considered tacky and will clearly mark you as a tourist. The only time shorts are appropriate is when you are on the bus headed for the beach or in our housing, or on-site collecting data if you have cleared wearing shorts with your sponsor.

XII. Meetings

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

Please keep in mind that the time of your organization liaisons is valuable. However, you are entitled to some regular contact with your liaisons. Therefore, if you find that arranging meetings with your liaison is difficult, your faculty should intervene quickly in order to discuss the need for the meetings. If you don't tell the faculty there is a need, they won't know.

Occasionally, a group will feel some pressure from the agency to go beyond the bounds of what reasonably can be accomplished in seven weeks. If such is the case with your team, enlist the help of your advisor early to negotiate with the agency a way to contain the project.

XIII. Required Books and Other Materials

Bring your D-Term ID2050 books and writing cribs. Also bring a statistics manual if you are analyzing statistical data.

1. Dictionaries for both English and Spanish
2. Writing guide from ID2050.

XIV. Sightseeing

Costa Rica is rich in Hispanic heritage. There are numerous guidebooks commercially available to help you plan leisure time. Plan to get out of San José on most weekends, but don't forget that San José has some excellent museums like the Museo Nacional, Museo de los Niños (Children and Science Museum), the Museum de Oro (Gold Museum), the bug museum at the University of Costa Rica, or the various art museums. It even has a zoo. You can fill a weekend easily.

XV. Curfew

Sunday through Thursday every student is expected to be in the housing by 1:00am. Weekend nights, the expectation is that you will return to the housing by 3:00am. If you are delayed and will not meet that time, then you **MUST** call the front desk to tell them when you are to be expected and to provide them with a number where you can be reached in an emergency. Failure to comply with these requirements may result in judicial action on site or back at WPI.

XVI. Getting to Your Agency

Remember that you are responsible for getting directions to your agencies. **Your faculty are NOT responsible for that.** To avoid a problem, get those directions before you leave for Costa Rica.

Section 4 – Transition Issues

Experiences in Transition

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

Culture Surprise

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

Culture Stress

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

Culture Shock

Culture shock is a state of loss and disorientation precipitated by a change in our environment 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.

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.

Appendix A - WPI Off-Campus Study Travel Information Form

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)

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.

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

Name	Project Site	Term
<p>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 <u>list the name of your carrier and your policy number.</u></p>		
Carrier	Policy Number:	
<p>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.</p>		
<p>Are you allergic to any medications? If so, please list them.</p>		
<p>List any prescription medicines you are currently taking.</p>		
<p>When traveling abroad 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.</p>		
<p>In the event of an emergency, please contact:</p>		
1. Name	Relationship to Student	
Address	email	
Home Telephone:	Work Telephone:	
Cell Phone Number:		
2. Name	Relationship to Student	
Address	email	
Home Telephone:	Work Telephone:	
Cell Phone Number:		
<p>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>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.</i></p>		
Signature	Date	
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:

Return on or before:

Pick-up Person

Student Name: _____

Student Address: _____

Local Phone #: _____

Student ID#: _____

WPI Email: _____

Return Person

Student Name: _____

Student Address: _____

Local Phone #: _____

Student ID#: _____

WPI Email: _____

Appendix D - Onsite Travel Form

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

Mode of Transportation – Roundtrip

Train Bus Air Car

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

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

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

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 E – Forms, Formats, and Meetings

Complete These Index Cards Monday Night - first week

Card # 1.

Student's name	
Social Security No.	Major
Room No.	Room Tel. No.
Parent or next of kin	
Addresses	
Telephone Nos.	

Card # 2

Students' Name	
Name of Agency	Your Tel. # at Agency
Your Room # at Agency	Liaison's Name
Agency Room # for Meetings	

Appendix F - Weekly On-Site Meetings of Advisors, Students, and Liaisons

It is students' responsibility to arrange this meeting and to invite people directly involved in the project.

Suggested Guidelines for Conducting the Meeting

1. Presentation of accomplishments to date. (Five-minute oral presentation by one member of the group backed by other's comments when appropriate.)
2. Presentation of procedures to be used to collect data and of techniques to be used to analyze data. Approximately 15-minute oral presentation with visual aids and handouts.
3. Discussion of data sources (three minutes).
4. Faculty-student interchange on adequacy and appropriateness of procedures and data.
5. Faculty may wish to waive the formal structure of the meetings and conduct the meetings informally. **If so, it is, nevertheless, important for students to prepare handouts or overheads that will provide necessary information for the discussions.**

Appendix G – Summary Progress Chart and Proposed Work Plan

Project Name: _____

Date: _____

Students: _____

Tasks Accomplished this Week

By Whom

- 1.
- 2.
- 3.
4. etc.

Be complete in your descriptions. Give detail. Use as many pages as necessary.

Tasks to Be Accomplished in The Next Seven Days

- 1.
- 2.
- 3.
4. etc.

Filling Out the Summary Progress Chart

The use of this form can be suspended and subsequently reinstated after the second week at the discretion of the faculty advisors.

Under “tasks,” number all tasks worked on. Indicate which student worked on the task.

Appendix H - Mandatory Paperwork Checklist

*All paperwork for Costa Rica B08 must be in the IGSD by **Friday, October 10th (before 1:00 PM)**.*

- Acknowledgement and Release Form
- Travel Form
- Health Form
- ATC Laptop Form
- Scanned Passport
- 2 Photo Pictures for your ISIC Application, (photo's can be taken at the IGSD Office)