



Appendix D - Pre-Departure Orientation

Location: _____

City: _____

Date: _____

Building: _____

PREPARING FOR THE INTERNATIONAL EXPERIENCE

Required Health Insurance Coverage - All students and faculty, whether program directors or instructional faculty, are required to have documentable medical insurance which covers medical treatment outside of U.S. borders at a minimum of \$100,000 per accident or sickness as well as evacuation and repatriation insurance combined minimum of \$50,000 in order to participate in study abroad

I. Program Specific Orientation

****PLEASE REGISTER ATTENDANCE ON THE SIGN-UP SHEET**

Following is a list of topics that will be covered by the program director/s and faculty. In addition some of the topics will include important points, which apply to all TSU study abroad programs. Director(s) will provide additional program specific details.

1. Please ask questions!
2. Take notes.
3. Please pay attention so that you will be as prepared as possible for a rewarding experience abroad.

All pertinent documents must be turned in to the Office of Diversity and International Affairs.

II. Logistics and Helpful Hints

A. At the airport

1. Arrive at the airport 2-3 hours in advance of the flight.
2. The Director will issue boarding passes, an I. D. card, and insurance card at the airport.
3. The plane ticket and boarding pass should be kept in a safe place.

4. If delayed en route to the airport, call the Program Director with estimated arrival time at the airport: (___ - ___ - ___)cell
5. Carry snacks; airport food is very expensive!

B. Program Itinerary, Calendar and Scheduled Activities

A program itinerary, calendar of events, and schedule of activities will be provided at the program specific orientations.

C. Money, Foreign Currency, Credit Cards, Travelers' Checks, and Money Exchange

1. Checks on American banks cannot be cashed abroad.
2. In most countries, local currency can be obtained with an ATM card or with a MasterCard or Visa debit card. It is much easier and less expensive than converting traveler's checks. Check with the bank on fees and alert them to your traveling abroad, using your card, and to make sure the bank's policies are understood. Be sure to memorize your PIN number!
3. Consider carrying a Visa or MasterCard in your name and perhaps some traveler's checks in case of emergency.
4. Consider purchasing a small amount of foreign currency at the airport or from the local bank before departure - about \$20 - to have upon arrival at the destination.
5. Hold on to some U.S. dollars - approximately \$100 - (tuck it away in a safe place) for return to the U.S. You'll be glad you did!
6. Plan a weekly spending budget ahead of time and stick to it! Plan for any weekend travel, meals not covered by the program fee, souvenirs and emergencies.
7. Budget for expenses not included in the program fee (laundry, food, personal spending, etc.)

Post 9-11 Caution

Do not pack any sharp objects in carry-on luggage. Things such as manicure scissors, clippers, pocket knives, and other metal instruments WILL be confiscated at Airport Security. In addition, no bottled drinks may be taken through security. Such objects can safely be packed in checked luggage only. Locks on checked luggage may be broken by airport security. Further travel and security information can be found at TSA's website: www.tsa.dhs.gov

D. Photos/Cameras

1. Bring two extra copies of your passport face page.
2. Most cameras are now digitized. Consider carrying additional memory cards.

E. E-mail and Mail

1. Plan to use email for all of correspondence. You may know the address where you will be staying before your departure.

2. Establish Skype, Facebook and Instagram pages for communication back to your support groups in the USA and to digitally chronicle your study abroad experience. (How internet works in your country? - ask the Program Director)

F. Phone Calls

1. Local calling can be different from what you are using in the U.S. The Program Director will let you know at the on-site orientation what local methods are used. The director will also give you tips on making international calls.
2. Your Program Director will outline the conditions under which you may make/receive calls at the program site. Be sure to tell your family and friends of those conditions. Learn the time difference between the program site and home.
3. Your Program Director can provide information on the use of cell phones in country, both yours and purchased phones.

G. Passports/Visas

1. All travel abroad requires a valid passport. (Passports must be valid for at least six months after your return date.) Currently, no visas are required in European countries for TSU & ODIA students who are U.S. citizens (those who are citizens of other countries may need a visa). Travel to Brazil, China, India, and Turkey requires a visitor's visa. Non-U.S. citizen participants may require a visa and/or additional documentation.

H. Textbooks

1. Your Program Director will inform you about required reading materials. Unless otherwise indicated, you will need to purchase your books in advance of the trip. You may be required to purchase textbooks or class packets at the airport so be sure to have U.S. dollars/currency if that is the case. More information will be available at the program specific orientation.

I. Packing

1. You will always be responsible for carrying your own luggage so pack accordingly.
2. Many airlines now permit only one free checked bag and weight restrictions are closely watched.
3. Consider a backpack as a carry-on, which can also be used for excursion travel.

4. Weather can vary greatly. Check with the Program Director and internet sites for average temperatures and typical weather conditions at the program site.
5. Dual wattage hair dryers are recommended (available at Wal-Mart, etc.) as are wattage converters for other grooming appliances. Remember to carry an adaptor plug too. U.S. oriented plugs will not fit in foreign outlets.
6. Other suggestions: small battery-operated radio, travel alarm, and a lock for your suitcase to help secure valuables even when not traveling.
7. Check the airline's website to read about weight limits on checked baggage, and pack accordingly. If you are over the weight limit, the airline will charge you a sizeable fee for the extra weight.

J. Independent Travel/Free Time

1. Don't walk or travel alone unless absolutely necessary. Develop a "buddy" system.
2. Always inform the Program Director and one other person of your planned departure time, destination and return time.
3. DO NOT ride in cars with someone you don't know, or go to a private home with someone you have just met. Use common sense and exercise caution!
4. If you find it necessary to travel by taxicab, be sure that the taxi is licensed and metered. It is best to call a taxi or have someone call for you rather than hailing one on the street. Women should never sit in the front seat of a taxi.
5. During periods of free time in the program, tell at least one other person where you intend to go and when you plan to return.

NOTE: If you are missing or do not return when expected, the authorities will be notified at the end of the day on which you were expected to return, and your emergency contact person in the United States will be called.

K. Pre-Program Reading

1. Inform yourself of what to expect; you'll have a head start!
2. Your Program Director will suggest readings, websites, blogs, etc.

L. Accommodations

1. Your Program Director will explain housing arrangements including hotels, dorms, home stays (if applicable), etc.

IV. Health and Safety

A. Transporting/Possession of Required Medications, Supplies, etc.

1. Carry an extra supply of prescription medication with you (even a double supply) in the original containers.
2. Have a TYPED copy of a generic prescription in case of emergency.
3. Pack extra eyeglasses/contacts/dentures and eye care prescriptions (again TYPED).
4. Carry a small first-aid kit including band-aids, antibiotic ointment, aspirin, antidiarrhea medicine, etc.
5. All medical providers abroad will require cash payments. Be sure to request a receipt – you will need to keep all paperwork and the receipt to submit a claim to the insurance provider. Your program director and/or the TSU & ODIA office can provide a claim form. You are responsible for these payments and any reimbursement.

B. Other Important Items

1. Living abroad is not just a quaint version of life in America. Do not expect the same conditions as you are accustomed to in the U.S. Be cautious! Small phrases and actions of little consequence in the U.S. can cause significant problems in another culture.
2. Make a copy of your passport and keep it in a location separate from the actual passport to assist in obtaining a duplicate passport if necessary.
3. Keep a low profile and refrain from drawing unnecessary attention to yourself. Avoid loud, boisterous behavior in public places. BLEND IN.
4. Avoid easily-identifiable American clothing (fraternity/sorority shirts/jackets, t-shirts with logos and the like). Women should refrain from wearing highly provocative clothing.
5. Avoid crowds, protest groups and potentially volatile situations.
6. Avoid divulging personal or program information to strangers.
7. Petty crime, particularly in large cities, can be prevalent. Invest in a travelers' pouch or other travelers' security items for your money, passport, rail pass and other important items. Keep your valuables close to your chest and/or out of sight. It's best to always exercise caution and common sense.

C. Disease Prevention

1. Your Program Director will provide you with information about drinking water, food cautions and other local health issues once you're on site. A general rule to follow is not to drink out of public drinking fountains but to carry bottled water with you.
2. HIV and other sexually transmitted diseases are as prevalent in other countries as in the U.S. Please behave accordingly.
3. Check with your local health department before departure to determine if there are any recommended inoculations for your program country or go on line at www.cdc.gov.

D. Traffic and Road Risks

1. Traffic injuries are the primary cause of death to travelers under the age of 35.
2. TSU & ODIA does not permit participants to operate a motorized vehicle of any kind. In addition, bicycles may not be used on public streets.
3. Be aware when you are a pedestrian that traffic patterns and flow are different in other countries.

E. Alcohol and Substance Abuse/Use

1. The use of substances that are illegal in the United States is strictly forbidden by TSU & ODIA, regardless of local laws.
2. Laws controlling alcohol and drugs in foreign countries are often extremely strict and strictly enforced. Students should become informed about the customs, laws and penalties of the destination program site before departure.
3. Some prescriptions can be considered illegal (narcotics). Check with your doctor to obtain this information.

V. Behavior

- A. Each program has specific rules of conduct and each student has signed the rules of conduct contract addressing behavior.
- B. Being a "foreigner" does not excuse anyone from conducting themselves with restraint and courtesy. You will be representing your country, your school, your state and the TSU.
- C. A more complete review of the Rules of Conduct Contract will be held. Misuse of alcohol in a TSU & ODIA program is the single most common cause of dangerous incidents, and will result in disciplinary action or possible expulsion from the program!

A NOTE ON ALCOHOL CONSUMPTION

Students who have grown up in the U.S. are not acculturated to the alcohol use patterns of other countries. Freed from the constraints of U.S. laws, students may be both inexperienced with the effects of alcohol and tempted to overindulge. Alcohol will be readily available in most foreign countries, and often the alcohol content may be higher than in the U.S. American students drinking in a foreign bar may be plied with drinks by a bartender more concerned with profits than with student safety. Laws regulating the serving of alcohol and the liability of servers may differ from those in the U.S. Environmental factors such as altitude can also alter a student's physical reaction to alcohol. An impaired student can take inappropriate risks ranging

from crossing the street inattentively to not paying proper attention to his or her personal security. He or she can be a target for criminal activity such as theft or assault, and is also more likely to commit assaults against others.

VI. Removal from the Program

- A. Behavior-related incident reports will be made in writing by the Program Director or a faculty member. The participant involved will be asked to provide a written response either acknowledging or refuting the action.
- B. Should removal be necessary, a written statement will be provided by the Program Director, in consultation with ODIA, specifically outlining the events leading up to the decision to remove a participant.
- C. Should removal be necessary, there will be no refund of any part of the program fee.
- D. Should removal be necessary, the participant will be responsible for his/her expenses to return to the United States.
- E. Voluntary withdrawal from the program after it has started results in forfeiture of all program fees and requires the student to return to the U.S. immediately.

NOTE: If a student is removed from a TSU & ODIA Program, the emergency contact will be notified only for the purpose of alerting the emergency contact when the student will arrive in the United States.

VII. Academics

- A. TSU & ODIA programs are primarily ACADEMIC in nature and are conducted in keeping with generally accepted academic standards.
- B. Attendance in all classes is mandatory! No absences are permitted without a verifiable, documented medical reason.
- C. Any unexcused class absence WILL result in a grade reduction, and multiple absences may result in expulsion from the program.
- D. The Program Director and/or faculty will provide specific information on class schedules, expectations, assignments and methods of evaluation.

VIII. Security Concerns of Americans Abroad

During an unsettled time in world history, it is imperative that Americans pay particular attention to their personal security on a daily basis, whether in the United

States or abroad. Several points in that regard have been made in this orientation outline for TSU study abroad participants. It cannot be stressed enough in light of current events that each individual student must be constantly aware of personal security while in foreign countries. Toward that end:

- Be aware of your surroundings at all times.
- Avoid locations where Americans tend to gather, such as Hard Rock Café and other similar venues.
- Avoid wearing “typically American” clothing such as logo t-shirts/sweat shirts/baseball caps.
- Avoid loud, boisterous behavior that draws attention to you and your companions. Blend in.
- Avoid large gatherings such as demonstrations, protest marches, and other potentially volatile situations.
- Do not give out your personal information to anyone you don’t know such as address where you’re staying, where classes are held, etc.

Your well-being is the first priority of TSU & ODIA, and it should be yours as well!

Helpful Websites:

<http://www.state.gov> U.S. Department of State and Travel Alerts

<http://wwnc.cdc.gov/travel/> Center for Disease Control

<http://studentsabroad.state.gov> Students Abroad (U.S. State Department)

<http://travel.state.gov> Bureau of Consular Affairs

<http://www.xe.com/ict/> Currency Exchange Website