Clark University
Study Abroad  Pre-Departure
Spring 2017

LE + EP = LEEP
Liberal Education & Effective Practice
Alissa Kramer  
Director, Study Abroad and Away Programs  
- Undergraduate: Social Thought & Political Economy/Germanic Languages and Literature  
- Graduate: Intercultural Relations & International Higher Education  
- Studied abroad: Tubingen, Germany

Evan Wilson  
Associate Director, Study Abroad and Away Programs  
- Undergraduate: IDSC  
- Graduate: Community Development and Planning  
- Studied abroad: CGEE Southern Africa (Namibia and South Africa)
• Introductions and Program Statistics
• Logistics: What forms did I sign?
• Academic Policies & Registration
• Finances and Budgeting
• Health and Safety
• Culture
• Break-out Sessions
  • **Breakout 1: Type of Program**
    • Internship Programs
    • Direct Enroll Programs
  • **Breakout 2: Location-based**
    • Students going to Europe
    • Students going to MA and DC
    • Everywhere else
• Next Steps
• Wrap-Up/Questions

**Agenda**

Breakout 1: Type of Program
• Internship
  • Internship process
  • Expectations vs Reality
• Direct Enroll
  • Academic differences
  • Grading & Credit Transfer

Breakout 2: Location-based
• Arrival
• Life on Site
• Keeping up your Routine
• Expectations vs. reality
• Identity abroad
• Housing
• Immigration
Total Fall: 30

- **Going to:** Boston, Czech republic, Panama, Germany, The Netherlands, Namibia/South Africa, Chile, England, Senegal, Ireland, Washington D.C., Australia, Italy, Ghana, Japan, Cambodia, Vietnam, Botswana, Jordan

- **Studying:** IDSC, Economics, GES, History, Psychology, Biology, Spanish, Philosophy, Political Science, English, Management, Studio Art, Geography, History, Environmental Science, Asian Studies,

Total Year Long: 16

- **Going to:** Spain, England, Chile, Italy

- **Studying:** Sociology, Music, History, Political Science, Economics, Management, GES, Psychology, Mathematics, Spanish, Computer Science

Total Summer: 12

- **Going to:** Spain, Australia, China, South Korea, Italy, Argentina, Mexico, France

- **Studying:** Economics, Management, Spanish, IDSC, Psychology, French, Biology, Political Science, Asian Studies, English
Withdrawal and refund policies:
Due to the special conditions for payment to provider programs, the refund policy differs from the general Clark University refund policy:

- If a student withdraws at any time after acceptance, they must submit written notification to Clark’s Office of Study Abroad.
- In the event of early withdrawal from the program, a Clark University representative will determine the amount of any possible refund. In some situations, a student may OWE Clark or the program. The final amount may not be determinable until after the program has been completed.
- Within 60 days prior to the program starting date, the student will be charged any amount Clark was required to pay to the program, or any unrecoverable program penalties resulting from the withdrawal.
- If the program has started, Clark will charge the student what was required to pay to the overseas program or the percentage of charges outlined in the University general policy, whichever is greater.
- No refunds will be made for any missed program parts.
Agreement of Participation/Conditions of Participation

Name: ____________________________  Clark ID: ____________

Program: ____________________________

I understand that my participation in the above-mentioned study abroad/away program is contingent upon the following conditions:

1) Meeting and maintaining the general requirements stated in Clark’s Guidelines for Study Abroad/Away, which include not being on probation or suspended from Clark University for the proposed period of study, for academic reasons, or for violations of the academic honor code or social code.

2) Confirmation of admission by the host program.

3) Payment of all fees to Clark when due.

4) All students on a Clark-affiliated program are required to carry valid U.S. health and emergency insurance in order to remain registered as a Clark student. Students studying overseas are required to have comprehensive international health and accident insurance – including coverage for political, medical, and disaster evacuation as well as repatriation. Students studying overseas will automatically be enrolled in Clark’s international health and accident insurance plan offered through HTH Worldwide unless my program provider is CAPA, CET, CIEE, ISA or Augsburg College, who include the insurance as part of their programs.

5) Attendance in the General Pre-departure Orientation as well as all additional program orientations required by the Clark University Study Abroad and Away Office and/or the host program.

Further, I understand that:

6) It is my responsibility to read and save for future reference all application requirements, acceptance, billing, immigration and arrival information provided by both the Study Abroad and Away Office and the host program, to respond to deadlines as indicated, and to share this information with my parents/guardians as appropriate. By not adhering to deadlines and Conditions of Participation, I realize I may jeopardize my participation in the program.

7) It is my responsibility to inform the Study Abroad and Away Office in writing should I decide for any reason and at any time not to participate.

8) Students will be liable to Clark University for all unrecoverable fees or tuition Clark has paid on the student’s behalf at the time of my withdrawal. It is the student’s responsibility to check all refund policies and deadlines for the program as well as for Clark. Students may contact the Dean of Students or the Registrar for further information on Clark policies.

9) All communication from Clark related to my program participation will be sent to my Clark University email account.

My signature below indicates that I have read and understand the above-mentioned conditions of participation, and that I plan to participate in the aforementioned program. I hereby grant approval for a copy of the Agreement of Participation, and a copy of the
• All students are subject to Clark’s Undergraduate Academic Policies.
• Students must remain enrolled full time (generally 15-18 credits)
• Coursework may not be taken Pass/Fail; Internships must be taken Pass/Fail
• Classes may not be audited abroad
• Coursework must be completed prior to the end of the program or an F may be assigned

• Clark-affiliated programs: All grades assigned to you by the host institution will be recorded on your transcript and all grades earned abroad will be factored into your GPA. Clark Study Abroad cannot edit, modify or change in any way the final grades that are issued by your host institution and indicated on your host university transcript. You cannot opt to omit courses taken abroad and/or grades earned abroad. All Clark Affiliated programs count toward Clark’s residency requirement.

• Non-Clark and summer programs will receive transfer credit if a grade of “C” or higher is awarded. This will not factor into your GPA. These programs do not count towards the residency requirement.
Verify all course equivalencies with your academic advisor; any changes abroad should be submitted to your faculty advisor for approval and submitted to study abroad.

You must be prepared to accept differences in educational and grading systems between your program and Clark. Familiarize yourself with your host institution’s teaching and grading policy before you go.

Attendance is often factored into grades. Personal travel must NOT conflict with program and academic obligations.

Calculating credits: It is the number of credits that matters, not the number of courses.

Sample Credit Equivalencies (confirm with your program and with Clark Study Abroad for individual courses)

<table>
<thead>
<tr>
<th>CLARK UNITS</th>
<th>US CREDITS</th>
<th>ECTS Credits</th>
<th>UK Credits</th>
<th>Australian</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Clark Unit</td>
<td>4 US credits</td>
<td>8-10 ECTS</td>
<td>20 UK credits</td>
<td>3-4 credits</td>
</tr>
<tr>
<td>4 Clark units</td>
<td>16 US credits</td>
<td>25-32 ECTS</td>
<td>60 British credits</td>
<td>12 credits</td>
</tr>
<tr>
<td>.25 Clark Units</td>
<td>1 US credit</td>
<td>2 ECTS</td>
<td>4 British Credits</td>
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<tr>
<td>No credit</td>
<td>.5 US credits</td>
<td>1 ECTS</td>
<td>2 British Credits</td>
<td></td>
</tr>
</tbody>
</table>
While Abroad:
• While abroad, you will continue to receive emails through the student distribution list regarding spring online registration and related matters. If you need to obtain permission to enroll for a particular course, email the instructor and request online permission.
• You will register online for your classes exactly as if you were on campus. Please keep in mind and allow for the time difference (if any). Online registration takes place according to Eastern Standard Time. Be sure that your advisor emails your registration PIN number.

Graduation Clearance:
• If at this time you have 20 or more earned units, be sure to fill out a Graduation Clearance Form. Failure to complete this form on time may negatively impact your ability to register for courses.
• If you are receiving credit toward your major/minor/concentration for a particular course, that information should be noted by your faculty advisor on your graduation clearance form.
• Once we receive your transcript from abroad, the Registrar’s Office will be notified and your grades will be posted.

• Study Abroad will notify Registrar’s Office when a class fulfills a PLS credit if approved.

• Your final overseas grades may take significant time to arrive and may not appear on your Clark transcript until the subsequent semester.

• Full year students applying for BA/MA program should note deadlines and obtain forms before going abroad.

• Students on full-year programs must report official grades or courses in progress in between each semester for registration periods.

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Academic Policies: Upon Return

TRANSCRIPTS

<table>
<thead>
<tr>
<th>Term</th>
<th>GPA</th>
<th>GRADE HOURS</th>
<th>MSH</th>
<th>CTP</th>
<th>MIP</th>
</tr>
</thead>
<tbody>
<tr>
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<td>3.00</td>
<td>3.00</td>
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<tr>
<td>Cumulative Total</td>
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<td>97.00</td>
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Fall 2006

<table>
<thead>
<tr>
<th>Course</th>
<th>GPA</th>
<th>GRADE HOURS</th>
<th>MSH</th>
<th>CTP</th>
<th>MIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 492</td>
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<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>9.00</td>
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<tr>
<td>EDUC 402</td>
<td>A</td>
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<td>3.00</td>
<td>3.00</td>
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<tr>
<td>PHYSED 305</td>
<td>S</td>
<td>1.00</td>
<td>0.00</td>
<td>1.00</td>
<td>0.00</td>
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<tr>
<td>PHYSED 354</td>
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<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>12.00</td>
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<tr>
<td>PHYSED 373</td>
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<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>12.00</td>
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</table>

Fall 2006

<table>
<thead>
<tr>
<th>Course</th>
<th>GPA</th>
<th>GRADE HOURS</th>
<th>MSH</th>
<th>CTP</th>
<th>MIP</th>
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</thead>
<tbody>
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</table>

Winter 2007

<table>
<thead>
<tr>
<th>Course</th>
<th>GPA</th>
<th>GRADE HOURS</th>
<th>MSH</th>
<th>CTP</th>
<th>MIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDC 307</td>
<td>$</td>
<td>1.00</td>
<td>0.00</td>
<td>1.00</td>
<td>0.00</td>
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</table>

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Liberal Education & Effective Practice
1. Students pay tuition to Clark (loans, and financial aid are applied- excluding work study)

2. Students pay most other program fees (housing, food) to the program (Except CAPA London)

3. The Clark tuition fee, as well as the $1000 University administrative fee must be paid to Clark University according to the schedule set by the Accounting Office:
   - For Fall Semester: Approximately July 25
   - For Spring Semester: Approximately December 15

4. Summer students pay all costs directly to program

Keep in Mind Additional Costs:
- Housing
- Any meals not provided
- Travel costs: airfare and visa expenses
- Insurance costs (approx. $50/month)
- Additional personal expenses

Billing & Budgeting
It is recommended to have access to multiple types of funds:

ATM: You should continue to have access to your US bank account while abroad
   • Make sure you tell your bank that you’ll be traveling- where and when
   • Check with your bank about potential fees
   • Make sure you have a “chip” card
   • Make sure you have a four-digit pin

Credit Cards: MasterCard and Visa more commonly accepted
   • Make sure you tell your bank that you’ll be traveling- where and when

Cash: In some regions, you may end up using more cash than do in the US

Check exchange rates at:
   • Xe.com
   • Oanda.com
• Students enrolled in a CIEE, CAPA, CET, or Augsburg program will be enrolled in their programs overseas medical insurance

• Students enrolled in CFSI and AU are NOT required to obtain international health insurance

• ALL students must maintain enrollment for their domestic-based, Clark insurance

• Health insurance letter may also be necessary for visa

**HTH Policy Information**
- Students will receive policy info through email; hard copies will also be available in the Study Abroad office
- Students should download the HTH app to find local information about doctors, prescriptions and claims:
BEFORE you go:

• Visit your doctor about any health concerns or for a physical, if overdue
  • Some Visas require this step
• Talk to your therapist/counselor and make a plan, if applicable
• Remember: You may not be able to access your US-based therapist while abroad!
• Make a plan to access medication abroad:
  • Bring a copy of all prescriptions
  • Check with host country for any restrictions
  • If allowable, obtain a supply for the full semester
  • Do NOT plan to ship medicine abroad

• If you receive academic accommodations at Clark, you must obtain a letter from Adam Kosokowski at akosokowski@clarku.edu in Student Accessibility Services to bring with you.

• Learn about local health system and any cultural differences.
• Contact program staff with any concerns!
• Situational awareness
• Do NOT drive (#1 cause of death abroad)
• Drink responsibly
• Pay attention to the news! (before and during program)
• Be reachable by phone; keep your phone charged with minutes
• Do not bring valuables or sentimental items
• Avoid carrying large amounts of cash
• Monitor your wallet closely
• Limit your smartphone usage
• Keep only necessities with you when you go out at night!
Sexual Assault Prevention

Clark University is committed to fostering a safe learning environment for all members of the University community.

- Be aware of cultural stereotypes surrounding dating and gender
- Practice safe sex and report ANY sexual assault to staff abroad and/or at Clark
- Travel with others and do not leave others behind
- Do not leave your drink unattended

Health & Safety

Students should report any violations to on-site staff first. Additionally, utilize Clark resources:

- International health insurance company
- Office of Study Abroad and Away programs
- Center for Personal Growth
- CAVE
- Accessibility Services & Accommodations Abroad
- Title IX Coordinator: Lynn Levy
1. Research your host country prior to departure
2. Keep an open mind
3. Search out new experiences and friends
4. Do not judge the people of a country by one person or one experience
5. Keep a sense of humor
6. Listen and observe rather than merely see or hear
7. Reflect daily to process your experiences
8. Use your host university’s support system
9. Stay in touch with home
10. Remember you have traveled far to learn about and experience a new culture, and to represent your country and school; most people only DREAM about having this experience.

There is no "best way" to deal with culture shock; it always depends on the individual.
How does study abroad fit into your career? Update your resume skills:
- Intercultural awareness and global understanding
- Language skills
- Independence and resilience
- Problem solving
- Develop career interests (even if you discovered what you DO NOT like!)

Visit the Study Abroad Website
Talk to your LEEP Center advisor
Be a Study Abroad Ambassador
  - Grad assistant
  - Info sessions/class visits
Blogging/Facebook/Instagram #clarkstudyabroad

Check out the Study Abroad Website for more ways to get involved!
Next Steps

- As necessary, check in with:
  - Financial Assistance
  - Disability Services
  - Student Accounts
  - Mail room: box policy
  - International students: ISSO!

- Talk to your Parents, Faculty Adviser and LEEP Center Advisor
- Research your program destination, connect with Study Abroad Ambassadors and other returned students
- Submit any confirmation forms
- Apply for your visa
- Submit flight form

- Expect to Receive:
  - Arrival information
  - Getting Ready to Go Email
  - HTH Email
  - Billing information
Drop-In Office Hours:
Alumni and Student Engagement Center (ASEC)

OR MAKE AN APPOINTMENT
508-793-7363
studyabroad@clarku.edu

Website: www.clarku.edu/studyabroad
Facebook: https://www.facebook.com/LEEPCenter/
Now Go Explore!!!