

BRADLEY UNIVERSITY

International Scholar Program 🌐 In-Country Experience

This is a copy of the general ISP Country Experience Student Handbook. This handbook is distributed to all students participating in study abroad through the International Scholar Program, irrespective of the specific program/class they chose.

Student Handbook

2002-2003

International Scholar Program 🌐 In-Country Experience

FCBA International Programs Office

**Important
Bradley University
Names and Addresses**

FCBA International Programs Office

Bradley University
1501 West Bradley Avenue, 141 Jobst Hall
Peoria, IL 61625-0536

John Kolmer
FCBA Director of International Programs

Phone: (309) 677-3075
Fax: (309) 677-3386
Email: jmk@bradley.edu
Web: <http://www.bradley.edu/fcba/index.html>

Janet Davidson
FCBA Assistant Director of International Programs

Phone: (309) 677-4022
Fax: (309) 677-3386
Email: jldavids@bradley.edu
Web: <http://www.bradley.edu/fcba/index.html>

Financial Assistance Office

Bradley University
1501 West Bradley Avenue, 100 Swords Hall
Peoria, IL 61625

David Pardieck, Financial Assistance Director
Susan Ant, Assistant Director

Phone: (309) 677-3086
Toll Free: (800) 447-6460
Email: dlp@bradley.edu
Web: <http://www.bradley.edu/finaid/>

Study Abroad Office

Bradley University
325 A Global Communications
Peoria, IL 61625

Dr. Elmo Roach, Director, International Programs
Marian Phelps, Office Coordinator

Cathy Sullivan, International Programs
Phone: (309) 677-2400
Fax: (309) 677-3687
Email: mlp@bradley.edu
Web: <http://www.bradley.edu/academics/abroad>

Undergraduate Admissions

Bradley University
1501 West Bradley Avenue, Visitors Center
Peoria, IL 61625

Phone: (309) 677-1000
Fax: (309) 677-2797
Email: admissions@bradley.edu
Web: <http://www.bradley.edu/admissions>

**Other Important
Numbers and Addresses**

I B 204 and 208: Short-term study abroad programs

I B 204 and I B 208 each include a one-week international travel experience in China (204) or Mexico (208). Travel occurs over spring break in an effort not to interfere with the rest of students' semester schedule. The information contained in this document applies to the travel component of I B 204 or I B 208.

This handbook cannot cover every situation that may occur. It has been created as a policy guideline and to prepare students for their international experience.

Terms of Student Participation

Student Rights and Responsibilities

Students participating in I B 204 or I B 208 are responsible for complying with all of the terms and conditions of the Standards of Conduct (pg. 32) and University Policies (pg. 34) in the 2002-2003 Bradley University Student Handbook. A copy of this document may be found on the Internet at <http://www.bradley.edu/ccd/stuhndbk99.pdf>. All participants are responsible for observing the same policies as students attending classes on campus. Bradley University reserves the right to expel a student from any FCBA International Program if the student's conduct violates the law of a host country or does harm to the program or Bradley University. A student will maintain their rights regarding policy violations (pg. 38) as indicated in the Bradley University Student Handbook 2002-2003.

Participants will:

- Be responsible for understanding and complying with all information included in FCBA International Programs materials. This includes fee structure and program details not contained in this handbook.
- Independently acquire a passport. Your passport must be valid for the full duration of your experience. Many foreign consulates will not issue a visa if your passport is scheduled to expire within six months of your application. Please note that the passport application process generally requires six to eight weeks. For more information regarding United States passports please visit http://www.travel.state.gov/passport_services.html.
- Attend all classes and meetings prior to the in-country experience unless prearranged with the program director.
- Obey laws, police regulations and practices of the host country.
- Be responsible for their own health, safety, and behavior while participating in the program.
- Be prompt in their attendance of each program event.

Participation Guidelines

The following official University guidelines govern student participation in the travel component of I B 204 and I B 208:

ACADEMIC:

1. Students may not participate in either course while on academic or disciplinary probation. Students with less than a 2.5 Grade Point Average will not be approved for either I B 208 or I B 204.
2. Exceptions to requirements for participation may be granted at the discretion of the Director of FCBA International Programs, with the approval of the appropriate academic Dean and other university officials.

ADMINISTRATIVE:

3. The Office of Financial Assistance will determine student eligibility for Bradley financial assistance.
4. Tuition and all course fees must be prepaid to Bradley University prior to participation in any in-country experience.
5. A nonrefundable deposit will be included as part of the total fees and must be paid by the student upon completion of application. For full payment schedules, students must consult the FCBA International Programs Office.

6. Individual student accounts in the controller's office must be paid in full or students must receive special clearance prior to participating in any study abroad program.

Student Conduct

During their international experience, participants in FCBA international programs are not only responsible for their own personal conduct, but also how their actions reflect on FCBA, Bradley University, and the United States. Abuse of the hospitality of any host institution or community on the part of a few can result in a loss of opportunities for many. Therefore, participants must pay particular attention to acceptable norms of conduct in their respective host countries and abide by them. Under most circumstances simple honesty, courtesy, restraint, and respect for the law are a sufficient guide for proper conduct anywhere.

Standards of student conduct for FCBA International Programs students are established both in domestic and host country law, policy, and practice. They also derive from all regular and special Bradley University study abroad policies relating to student conduct, and to policies established by host institutions and businesses abroad.

Unacceptable Conduct

FCBA International Programs students are selected for their maturity and commitment to academic purpose. These qualities are inconsistent with inappropriate or unacceptable conduct, and such conduct is exceedingly rare among participants in study abroad. To be clear, however, on what constitutes unacceptable conduct, and to provide adequate legal notice to any that might choose to pursue such conduct, listed below are representative examples of unacceptable conduct. This list is not all-inclusive:

- cheating or plagiarism in connection with an academic program;
- forgery, alteration, or misuse of official documents, records, or identification, or knowingly furnishing false information;
- misrepresentation of oneself;
- obstruction or disruption, at any point during the semester, of the educational process, administrative process, or other official functions;
- physical abuse, at any point during the semester, of the person or property of any member of the Bradley or host institution staff, faculty, or student body, or the threat of such physical abuse;
- theft of, or non-accidental damage to, Bradley or host institution property, or property in the possession of, or owned by, a member of Bradley or host institution faculty, staff, or student body;
- unauthorized entry into, unauthorized use of, or misuse of Bradley or host institution websites;
- the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in Illinois statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis;
- possession, or use of, explosives, dangerous chemicals, or deadly weapons;
- engaging in lewd, indecent, obscene, or drunken and disorderly behavior;
- abusive behavior directed toward, or hazing of, program participants, or any person affiliated with the in-country experience;
- violation of any lawful directive issued by FCBA, or on-site instructors, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication, word of mouth, official web site, or by a posting on a bulletin board designated for this purpose;

- violation of rules and regulations as specified in official FCBA International Programs publications and correspondence;
- failure to attend classes to the extent normally required;
- failure to carry out a required portion of the program;
- violation of the laws of the host country or the political subdivisions thereof;
- violation of the rules and regulations of the host institutions and providers;
- violation of the terms of stay or visa restrictions imposed by the host country;
- participation abroad in any event, activity, or conspiracy of a political nature, or the making of any public statement which might tend to embarrass or inconvenience FCBA or endanger the welfare of participating students;
- conduct of an antisocial or eccentric nature which might tend to embarrass or inconvenience FCBA or Bradley University International Programs, or infringe upon the opportunities and benefits available to participating students;
- failure to discharge lawful debts abroad in a responsible and timely manner;
- conduct which represents a danger to the personal safety of the student involved or to other students, faculty, or staff members, including sexual harassment, or psychotic, violent, drunken or irrational behavior;
- flagrant disregard of local customs, mores or beliefs which might result in offending or antagonizing host country citizens or officials;
- inciting or displaying antisocial or uncooperative behavior in the student group overseas, spreading malicious rumors, or in any way violating the rights of any other participating students, faculty or staff members;
- soliciting or assisting another to do any act described above.

Sanctions

Each participant in FCBA International Programs enters into an agreement with Bradley University that recognizes the authority of the FCBA Director of International Programs and on-site instructors as the agents of Bradley University. It shall be at the discretion of the Director and instructors to apply appropriate sanctions for the commission of the above items of unacceptable conduct, or other items of unacceptable conduct.

Reprimands

Verbal or written notice of unacceptable conduct set forth requirements for improvement of behavior and is intended to assist the student in correcting that behavior as part of the educational process where the conduct may be remedied.

Disenrollment

Disenrollment and expulsion of a student from any FCBA International Program is the final sanction available to the FCBA Director of International Programs. Disenrollment will be used as a means to remove students from the program who have committed serious infractions and whose unacceptable conduct is deemed irremediable. Students being considered for disenrollment will be provided a fair and timely opportunity to explain, justify or deny the behavior in question, or to raise matters of mitigation prior to any decision to disenroll. Disenrollment means termination of status as an enrolled student and the probable termination of legal status in the host country with the entire academic, financial and personal consequences thereof. Under most circumstances, disenrollment from an FCBA international program is not in and of itself prejudicial to a continuation of enrollment on the BU campus.

Summary Disenrollment

On those occasions where serious incidents of unacceptable conduct are combined with any form of imminent danger to the personal safety or health of the student involved, or where any threat to the safety, health or well-being of any other student participant, faculty member or staff member is involved, or where the continued operation of the FCBA International Program is placed in imminent jeopardy by the conduct of the student involved, the FCBA Director of International Programs or program instructors has the discretion to carry out an immediate disenrollment of the student involved without opportunity of appeal or mitigation.

Student Grievances

Students who believe that they have been treated unjustly, or have been victims of an error on the part of the staff or the administration of FCBA International Programs should make every effort to resolve the issue by consulting the on-site instructor, if applicable, or the Director of International Programs. Should there be no satisfactory resolution of the problem, it will be the responsibility of the Director of International Programs to advise students with grievances in a timely manner on the availability of additional channels of appeal, should they exist.

Health and Safety

Medical Consent Form

All students enrolled in FCBA International Programs are required to complete the Medical Consent Form. The information provided on the Medical Consent Form is confidential and used to make preparations and to advise on-site staff of any special health conditions. The Medical Consent Form will remain in the files of the FCBA International Programs Office and with on-site staff. The information you provide on this form will not affect your ability to participate in the program.

By signing the Medical Consent Form you authorize the FCBA International Programs Office to release medical information described on the form to health care providers and to secure medical treatment on your behalf in the event of emergency medical illness or injury. The Medical Consent Form also requires you to accept financial responsibility for the treatment.

Health Insurance

Students should contact their health insurance carrier prior to departure to confirm specific policy procedures and benefits. While abroad, participants are urged to carry insurance policy numbers and medical information. A good place to keep this information is with your passport.

Pre-departure Health Procedures & Precautions

The US Centers for Disease Control and Prevention (CDC) publish guidelines for immunizations and other health precautions for travelers on their Travel Health web page at <http://www.cdc.gov/travel/index.htm>.

Individuals taking medication are encouraged to bring enough doses to last the duration of the program. If the medication is a controlled substance, please make the appropriate notation on the Medical Consent Form to be given to the FCBA Director of International Programs.

You should understand the health conditions in your host country before you leave, and obtain information about appropriate precautionary measures. These tips may be helpful irrespective of where you travel:

- Eat and drink lightly for the first few days after arrival until your system has had a chance to adjust to changes in climate and food. Adjusting to a new diet and schedule often causes mild intestinal upsets or diarrhea. You may choose to bring along non-prescription medication such as Imodium for digestive illness. If you are very ill, contact your program director or see a doctor.
- If you have a medical condition that is not easily identified (diabetes, epilepsy, severe allergies, etc.), you should wear a medic alert bracelet. Please document your condition on the Medical Consent Form.
- Always use latex condoms if you choose to be sexually active to help diminish the potential for sexually transmitted diseases and HIV/AIDS.

Health Guidelines

The primary concern for all study abroad providers is the safety and health of participants. No set of guidelines can guarantee the health and safety of each individual involved. However, these guidelines do address precautionary issues that merit attention and thoughtful judgment. The decisions participants make before and during their experience and by their day-to-day choices and behavior will have a major impact on their own health and safety.

Participants should:

- Make available to the director accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy course experience.
- Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- Be aware of local conditions and customs that may present health risks when making daily choices and decisions. Promptly express any health concerns to the program staff or other appropriate individuals.

Sexual Harassment & Sexual Assault

Regardless of the country or culture you are in, when you are not comfortable with an activity, you have the right to say so and end the activity. Unwanted sexual behavior/conduct may include, but is not limited to, inappropriate touching or fondling against the person's will. Do not allow cultural differences to dictate what is acceptable to you.

Rape and other forms of sexual assault are non-consensual sexual acts involving force, manipulation or coercion. The use of alcohol or other drugs to sedate a victim are considered criminal offenses not only in the United States but other nations as well. Each participant is encouraged to disclose all pertaining information to a member of the on-site staff if they feel they have been sexually violated.

Emergencies

In the event of a political, social, or natural emergency, the FCBA International Programs Office will be in close contact with on-site staff. On-site staff will in turn seek advice from local authorities and the U.S. Consulate or Embassy nearest the program location. During a crisis, if necessary the State Department will make efforts to locate an American overseas. In case of injury overseas, the Bureau of Consular Affairs can assist families when sending funds to injured Americans and collect any necessary health information to forward to the in-country embassy or consulate. In case of the death of a participant overseas, the Bureau of Consular Affairs provides guidance on how to make arrangements for local burial or return of the remains to the United States. The U.S. Department of State Crisis Emergency Center telephone number in Washington, D.C. is (202) 647-5225. Updated recordings on State Department travel advisories are also available at this number or online at http://travel.state.gov/travel_warnings.html.

Safety and Security

The FCBA International Programs Office cannot guarantee the safety of any participant in its programs. However, we are mindful that the risk of international terrorism exists everywhere, at home as well as abroad. At this time there is no official notification of any compelling, extraordinary or specific threat in the venues where we will conduct our programs. Our security concerns in each of these venues certainly are no greater than they would be in Saint Louis, Chicago, New York City, or Washington D.C.

Safety and security abroad are constant considerations for international programs. Our office is in routine contact about security matters with official government agencies as well as international education organizations, and we give careful attention to the advice of our national political leaders. All program decisions will be made with due precaution and prudence.

No matter how "usual" things may seem, it is essential that students continue to follow the advice given by the FCBA International Programs Office. Each participating student should exercise caution, keep us informed of any unusual incidents, and contact us at any time if they wish to talk with an advisor. The FCBA International Programs Office will notify students should any program cancellation or postponement occur.

All travel decisions are based on detailed travel advisories from The United States Department of State website <http://www.state.gov/travel/>.

Please carefully review the following points. They could turn out to be very important for your safety. We recommend each wherever and whenever a student travels.

1. Inform parents and any others who may need to know of your participation in the in-country experience and provide them with emergency contact information.
2. Understand and comply with program policies, terms of participation, codes of conduct, and emergency procedures of the program, and obey host-country laws.
3. Be aware of local conditions and customs that may present safety risks when making daily choices and decisions. Promptly express any safety concerns to the program staff or other appropriate individuals.
4. Don't stand out and don't go out at night alone. Traveling as an identifiably American group of students might imply more elements of risk than of protection. Do not stand out as a group or as an individual. Try to blend in with your surroundings. It never makes sense to go out at night alone.
5. While it is not recommended, if you are compelled to travel individually while enrolled in an FCBA international program, leave a note with an instructor about where you will go, where you can be reached and when you will be back.
6. Report suspicious events immediately. Contact the in-country Program Director immediately if you observe suspicious persons within the premises, classrooms, student "hang-outs," etc., or anything that indicates a threat to you.
7. In case of immediate threat of terrorist action or other significant danger you should remember that the safest place you can usually be is inside and not out on the street. Stay away from street demonstrations.
8. Be cautious when you meet new people. Don't be careless in providing information about fellow students or program events. Do not carelessly give out your address or phone number.
9. Do not loiter near ticket offices or counters in train stations or airports. Move to lounges beyond passport control and security inspection.
10. Don't carry, look after, or store any package, parcel or suitcase for anyone. Be certain that no person puts any item in your luggage without your carefully inspecting it.
11. Remain alert in all public places. Get away from any package or bag which appears to be unattended and mention it to facility management or police. Do not leave your own bags or purse unattended at any time.
12. While traveling internationally, do not engage in public displays of American patriotism. Avoid the display of American logos on your belongings and clothing. Minimize your time spent in high visibility areas frequented by Americans.
13. You may hear negative or disturbing remarks about the United States or Americans as a group. Do not respond to these remarks. Get away from the people making them. Don't answer direct questions about your nationality. Do not engage in conversation with persons who aggressively question you regarding political views.
14. Keep in touch with your family and friends at home. Even if you feel safe, it's reassuring for your loved ones to hear that you are well.
15. Deal with reality. Remember that being vigilant does not mean being intimidated.

Liability Insurance

Liability insurance will cover program participants for any damage to property and lost or stolen items while traveling abroad. Participants should consider purchasing this type of insurance prior to departure. Some homeowner's insurance or rental insurance may provide this type of coverage.

Financial Arrangements

Payments

Interested participants may pay the required deposit or payments by cash, check, or credit card at the Cashier's window in Swords Hall. Please inform the cashier that you are paying for the travel component of I B 208 or I B 204. Deliver a copy of the receipt provided you to the FCBA International Programs Office without delay.

Spring 2003 payment specifics: I B 208—Business in Mexican Culture

Both confirmation deposits and fee payments must be received on a prompt, timely basis. Failure to comply with deposit and payment deadlines could result in a student's disenrollment from I B 208.

Refund Policy

The FCBA International Programs Office guarantees space in selected courses for the participant upon receipt of the confirmation deposit. From that point forward, the Office incurs certain non-recoverable costs. Thus, any student who cancels at any time after the confirmation deposit has been received will be assessed a portion of the program fee, based on non-recoverable costs.

Students dismissed from a program are responsible for the full program fee and no refunds will be available under any circumstances.

A "Hold" will be placed on the participant's record if a check is returned for insufficient funds or if a stop payment is issued on a check. The "Hold" will remain in effect until all assessed program fees and any handling charges are paid in full. This policy is subject to any applicable refund policies of non-Bradley University host institutions.

Cancellation and Program Fee Reimbursement Policy

Student Cancellation/Drop Course Procedure

Students enrolled in I B 208 or I B 204 who choose to drop the course may do so via the phone registration system no later than the first week of class. This is to ensure that travel pricing remains valid for those individuals wishing to participate.

Each student must participate in the travel component of I B 208 or I B 204. Participants who elect not to travel must withdraw from the course. To drop the course after the first week of class you must do so in writing. Include your reasons for cancellation from the program, sign, and date your letter. Written notification should be sent to: FCBA International Programs Office, Attn: (Course Name), 1501 West Bradley Avenue, Peoria, IL 61625-0536. Participants are responsible for all program fees until the FCBA International Programs Office receives written notification.

Refunds are subject to the FCBA International Programs Office Refund Policy.

University Cancellation and Reimbursement Policy

If a FCBA International Program in-country experience is cancelled due to unforeseen circumstances (i.e. posting of U.S. Travel Advisory warning against travel, natural disaster, civil unrest, etc.), all efforts will be made to retrieve any funds already expended. All funds that are retrieved will be divided equally among and returned to the participating students.

Logistics

Customs & Immigration

Upon arrival to and departure from your host country you will be required to pass through immigration and customs. Immigration will check your passport and visa (if required) and customs may inspect your checked luggage and carry-on to ensure compliance with local laws. You will also pass through customs and immigration upon return to the United States.

Money

The program fee includes the principal expenses of your international travel experience. However, many meals are not included with the program fee, nor are your personal expenses. Personal spending habits vary greatly. As a result, only you can predict how much money you will need during your in-country experience.

To be certain that you may access your bank via ATM transactions while overseas, contact your bank to discuss specific procedures and possible fees. Traveler's checks (American Express traveler's checks are many times accepted without question) offer enhanced security while carrying money abroad.

Keep in mind that not all ATM cards are universally accepted. As a result, you may want to bring both traveler's checks and credit cards. Always carry enough cash on you to cover an emergency (\$50-\$100). Be sure to record numbers on the traveler's checks and credit cards as well as the telephone numbers to call in the event they are lost or stolen. Keep these numbers in a safe place and separate from the actual traveler's checks and credit cards. It is also advised to leave these important numbers with someone you trust at home.

Be careful with your money, especially in public areas. Keep purses and wallets out of plain view. It is recommended to carry your wallet in your front pocket and purses should be carried in front of your hip or tucked under your arm.

Communication

The most convenient and least costly way to call the United States is via U.S. long distance carriers such as AT&T, MCI, Sprint, or others. This service allows you to have a direct number to a U.S. operator, who will then connect your call and bill your calling card. To obtain a card, contact your long distance provider well before departure.

International Student Identity Card (ISIC)

International Student Identity Cards (ISIC) are recognized worldwide as proof of student, teacher, and youth status. The insurance benefits of this card include:

- \$50,000 Emergency Evacuation
- \$15,000 Repatriation of Remains
- \$5,000 Accidental Death & Dismemberment
- \$3,000 Accident Medical Expense
- \$1,000 (Excluding Air) Accidental Death & Dismemberment
- \$250 Passport replacement
- \$100 per day Sickness & Hospital
- \$50 Baggage Delay

Each student is required to fill out the ISIC application provided in this handbook by no later than Thursday, January 30, 2003. The cost of the identification card has been included in the program fee.

What to bring for your in-country experience

Pack sensibly; you will be carrying your own luggage while traveling. There may be long stretches in airports or bus terminals. Take only as much as you can carry easily by yourself. One carry-on, plus one personal item (briefcase, purse, etc.) will be allowed on the plane. Note that backpacks are not considered a personal item. Participants will not be allowed to bring more than one checked bag. More than one bag will be difficult to carry and will consume valuable space on buses the group will be using.

Spring 2003 dress code specifics: I B 208—Business in Mexican Culture

A large part of the in-country experience will be spent visiting local businesses. The dress code for company visits will be cotton slacks or skirt with a belt, collared shirt (long sleeve preferred), and steel toed shoes. Steel-toed shoes may be purchased at discount chains (Wal-Mart) for approximately \$24.00. Many manufactures of steel-toed shoes market towards men, ladies should begin sizing the shoes two sizes smaller than their normal shoe size. Ear plugs and protective goggles will be provided to program participants at no charge.

Participants may wear jeans when not visiting local businesses. However, the denim must be free of holes and must not be frayed in any location. Shorts are not permitted. A jacket, sunglasses, sunscreen, and good walking shoes are highly recommended.

Athletic footwear (i.e. hiking-type boots) for men and women is only permitted at designated times. Contact the FCBA International Programs Office to learn when athletic footwear is permitted.

Here are some examples of appropriate women’s footwear for occasions other than company visits or during times when athletic footwear is inappropriate.



Here are some examples of appropriate men’s footwear for occasions other than company visits or during times when athletic footwear is inappropriate.



During the course, additional information will be provided regarding local dress customs.

We hope this information will help clarify your expectations and the expectations of the on-site instructor for a safe and fulfilling experience. Please refer to your course instructor or the FCBA Director of International Programs for more detailed information.