State University of New York
College of Environmental Science and Forestry
Department of Landscape Architecture

Off-Campus Program Travel Guide
Preface

Whether your Off-Campus Program study location is in some far off land or in the USA, you will arrive at your site with enormous anticipation and ambitious plans. The experience will bring special challenges and unique rewards. Off-campus study will change the way you look at yourself as well as others. As a person, as well as a professional, you will return with a broader perspective on the world in which we live.

Wherever you study, you are likely to feel a bit overwhelmed. You may call it culture shock or homesickness - whatever you label it; everyone gets it to some degree. As an Off-Campus Program Veteran once said, “The degree to which your expectations and plans have the opportunity to triumph over your culture shock is largely dependent on one thing: the quality of your preparations before your arrival on site. If you don’t plan for it, only things you would rather avoid will happen automatically (Traveler’s corollary to Murphy’s Law) … in fact, they will probably sneak up and bite you when you least expect them. This lesson applies to every aspect of preparing for your trip; from researching your study topic and preparing your budget, to making housing plans.”

This guide was compiled to help you prepare for your trip and to get you through the first few weeks of your visit. It contains a great deal of useful information. Read it carefully now, refer to it regularly as you prepare for departure, and tuck it in your luggage along with your copy of the Off Campus Program Manual.

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Section One: Getting There

A. Financial Issues

Budgeting

One of your most important tasks will be developing your budget - *Proposed Off-Campus Budget* (see the appendices at the back of this guide). You need to have a good understanding of what your expenses will be and how you will fund them. During the first several weeks on location, most students spend much more than anticipated and then worry about their finances for the rest of the semester.

When preparing the expense side of your budget, some of the questions you’ll need to answer are:

- What is the cost of a room at the local bed and breakfast, pension or hotel?
- What is the fare for a bus, tram, and subway?
- What are the admission fees for potential project sites (parks, gardens, etc.)?
- How much does film and film processing cost?
- What are the admission costs for museums or other sites?
- How much does it cost to send a letter and/or a postcard home?
- How much do gifts and souvenirs cost? How much can you afford to spend on them?
- What does a meal cost in a local restaurant?
- How much will long term housing cost?
- How much is the average ‘market basket cost’ (groceries, etc.)?
- How much will I spend for supplies and materials?

Add up your potential expenses, and include a line for ‘contingencies’. That should be at least 15% of the total amount; set that aside for emergencies.

Transportation

Students are responsible for arranging and financing transportation to their study site.

Details of your travel arrangements (see the appendices at the back of this guide – *General Off-Campus Schedule and Travel Arrangements*) must be submitted prior to departure from campus at the end of the spring semester. All changes in your travel schedule, including pre-study and post-study are to be submitted as they occur.

You will also need to budget for local transportation costs, and any side-trips you wish to take.

Housing

Just as they are when you are on campus, housing arrangements while participating in the Off-Campus Program are your responsibility.

Your OCP Faculty Advisor will make every effort to help facilitate the process, but finding long term housing may be your OCP group’s most challenging task. The average time it takes to find suitable long-term accommodations generally ranges from 1 to 2 weeks. It can be very stressful, depending on how well you have planned for the potential search.
First - be certain to budget for at LEAST 2 weeks living in a hostel, pension, or other budget hotel; as well as eating out for much of this time. This alone will make the search easier, as the financial pinch won’t be unexpected.

Be sure to buy a good local map so that you know where the place you intend to stay is and how to reach it from the airport or railway station. Know the fare for a taxi or public transportation and find out how to use it! There are lots of good guidebooks that have maps that show hostel and hotel locations (i.e. “Let’s Go Wherever” or one of the “Lonely Planet ...” guidebooks). Be sure to get one before you go and READ it!

Next, be certain to research the types of housing might be available, and decide what sort of lodging you are seeking. Finding accommodations for more than 2-3 students can be difficult in some locations, so be flexible.

Be sure to check with local real-estate offices, student assistance agencies, newspapers, and the Internet. Once on location, look in grocery stores or the post office for community bulletin boards-- that’s where some local language skills will pay a real dividend. If you don’t speak the local language, finding an apartment or other accommodation will often be difficult. Try working with your Off-Campus Program Consultant, but remember that they are NOT responsible for finding you an apartment! The consultant is there to help you when you need them most--- almost all will help to interpret a lease agreement or speak with a real-estate agent when needed, but you need to make the initial moves and have some sense of where and how to start your search.

In larger cities, there tend to be far more options and opportunities for housing. Check with local universities, colleges, and churches. Check in with the local U. S. embassy or consulate - sometimes they can be very helpful. The local youth hostel can also be a resource for finding longer term housing, so be sure to begin asking around as soon as you arrive on location. Whenever possible enlist the help of a local person, particularly someone of your own age. It may be very useful, and could result in lasting friendships.

**Apartment Leasing** - Plan to pay a security deposit, as well as the monthly rental fee. Be sure to stipulate in your lease how and when the security deposit will be returned at the end of your lease. Inventory the apartment with the landlord at the beginning of your tenancy, to establish the condition of decoration, furnishing, appliances, etc. Remember that the lease is a binding contract between you and the landlord. Students who leave the site early, for whatever reason, are still responsible for the remainder of the rent for the apartment. Apartment leasing requires students to be fully responsible for observing all rules stated in the contract and to respect the rights of other tenants in the building.

**Utilities** – Although power and water costs are frequently included in the monthly rental, you may be responsible for the paying the power bill. If telephone service is available, the costs will be your responsibility. Do **not** leave your study site without making arrangements for payment of **all** outstanding bills.

**Living in a Private Home** – Often times (particularly in small towns or rural areas), living as singles and renting a furnished room from a local family is a good option. This can provide the most flexibility as well as the least expense - so don’t rule it out!

Be considerate of the wishes of the family from whom you rent. It’s just common sense, but - respect the household’s basic rules. Let them know if you expect to miss a meal. Make every effort not to disturb anyone who’s sleeping, when you return home late at night. Adjusting to a new country involves a new set of rules and the acceptance of situations as they exist.

The key word is “flexibility” - adjust your habits to the customs of your new country and learn some of the basic rules of life abroad. Remember that just as you do at home, the light must be turned off and the door closed each time you leave a room. Daily long hot showers should not be expected. The telephone will probably be off-limits (except in an emergency), or for incoming calls.

It’s important to understand that the cost of utilities (i.e. electricity, gas, water and telephone) is prohibitively expensive and families must budget carefully.

**Hostels** – If your housing arrangements aren’t completed before you leave home, you may want to consider staying at a hostel for the first few days while you look for long-term housing. Membership in a hostelling organization like Hostelling International-American Youth Hostels (HI-AYH) can be purchased for a modest fee. HI-AYH members have access to hostels in 70 countries. Accommodations are modestly priced dormitory style (usually 6 to 10 beds in a room), so don’t expect a private room. Members also qualify for discounts at restaurants, retail shops, local attractions and car rental agencies. HI-AYH also offers access to commission-free currency exchange. For more information be sure to visit their Web site at: [http://www.hiayh.org/home.shtml](http://www.hiayh.org/home.shtml). HI-AYH is only one of many hostelling organizations around the world so be sure to do an Internet search to learn about other hostelling organizations before deciding which one to join.
When you do find housing, be sure to immediately send your address to the to the Off-Campus Program Senior Staff Assistant.

Traveler’s Checks

You may want to take at least some of the money that you will carry with you in traveler’s checks (several denominations). They are one of the safest ways to take money abroad. Buy a well-known brand of traveler’s check (i.e. American Express) that can be easily cashed throughout the world.

An exchange fee or commission may be charged each time that you exchange currency. (American Express offices abroad usually cash their own travelers’ checks at no fee.) Banks usually give a much better exchange rate than a Bureau de Change or a commercial currency exchange booth.

Credit Cards

For large purchases, cash advances or travel expenses, credit cards are very convenient and usually provide the best rate of exchange.

VISA and MasterCard may be more useful for shopping and entertainment. Although American Express is not as widely accepted in local shops and restaurants, it does provide access to the network of American Express offices located in nearly every major city. A VISA or MasterCard with an International PIN can access Automated Teller Machines. Contact your bank to be sure that your card can be used outside of the United States.

You must be an American Express member or indicated as a user on your parents’ card to use American Express services. The card allows purchases and the cashing of traveler’s checks with no commission charge, the cashing of personal checks immediately (up to $1,000 per month) and use of the AMEX Wire Service to receive funds.

The bank that issues your card can provide you with the details and procedures for its use overseas. Services that are available for each type of card can vary from country to country.

It’s important to note that credit cards are not used as frequently abroad as in the U.S., particularly at smaller and less-expensive shops and restaurants. Always have some ready cash in small denominations. Don’t forget that credit card cash advances incur interest charges.

ATM Cards

In many countries the simplest way to provide instant access to cash, is through an ATM (automatic teller machine) card. An ATM card can access cash in your account from any bank that is linked to an international ATM system such as PLUS or CIRRUS. Since not all countries are linked to these systems, smaller towns may not have the service available. If you’re traveling to a big city, you don’t need to worry about this too much. Your bank can provide you with a current list of locations and procedures. Get a little cash at the airport ATM and get the rest as your need it.

Beware of ATMs in off-the-beaten track locations (small towns in Eastern Europe, for example). They might accept your card, but not return it.
$200 or $300 is usually the daily limit on withdrawals. ATM machine exchange rates abroad are often very good. Many credit card companies and large banks allow access to cash through ATM’s. Up to date details can be obtained from your bank or credit card office.

Memorize your PIN number for the ATM and credit/debit cards you will use while abroad. Insure the security of your accounts; keep the numbers in a safe place and do NOT give them to anyone else.

Cash

Get a little of the local currency BEFORE you leave the US – say $100 or so – just in case you can’t find a bank or ATM easily, when you arrive.

Money from Home

Getting money from home may require a bit more planning than it does when you’re on campus. Personal checks may prove difficult to cash. American Express Gift Cheques (available at the travel agencies, some credit unions and some US Post Office locations, as well as directly from American Express) is one way of addressing the need.

Another option is to open an account at your off-campus location and use an international wire-transfer. You’ll need to know:

- your local (home) bank’s name and address,
- your account number,
- and your bank’s transit (routing) number.

Be sure to check with your bank BEFORE you leave, if you’re interested in using a wire-transfer. Some families have found - too late - that their local banks aren’t able to provide this service.

B. Health & Safety Information

Health and Safety Guidelines

Collaboration among students, parents/guardians, and College staff is the prime strategy for ensuring a student’s health and safety abroad. The ESF Department of Landscape Architecture observes the following guidelines regarding its Off Campus Program:

1. We monitor State Department Travel Advisories and statements regarding the health and safety conditions at our program sites.

2. We provide health and safety information so that you can make informed decisions regarding your study site, as well as your behavior while abroad.

3. Services and advice to provide for your health and safety overseas is offered, to the extent reasonably possible. The full range of home campus services and conditions are not replicated at any site abroad.

4. Orientation that includes information on how to deal with health and safety issues, potential risks, and appropriate emergency responses is provided to students prior to departure, in the Preparation for Off Campus and the Orientation for Off-Campus Experiential Studio courses.

5. Reasonable care is used when selecting any third party to provide services.

6. Applicable codes of conduct and the consequences of noncompliance are communicated to participants. When aware that students are in violation (see the appendices at the back of this handbook), we take appropriate action.
There are aspects of your overseas experience that are beyond our control. In particular, ESF cannot:

- guarantee the safety of participants or eliminate risk from the study abroad environments.
- monitor or control the daily personal decisions, choices, and activities of individual participants.
- prevent participants from engaging in illegal, dangerous or unwise, activities.
- assure that U.S. standards of due process apply, or provide, or pay for legal representation for participants.
- assume responsibility for the actions of persons not employed or otherwise engaged by SUNY ESF, for events that are beyond the control of the College and its subcontractors, or for situations which arise due to the failure of a participant to disclose pertinent information.
- assure that U. S. cultural values will apply when they differ from those of the off campus site.

**Guidelines for Participants**

Decisions that you make before and during the off-campus semester, as well as your day-to-day behavior, can have a major impact on your health and safety.

You should:

1. carefully read and consider all materials - that are either distributed or recommended - that relate to safety, health, legal, environmental, political, cultural, and religious conditions at your off campus location.
2. consider your personal health and safety needs when requesting a study site assignment.
3. provide us with accurate and complete physical and mental health information (see the appendices at the end of this handbook -- SUNY Health and Insurance Forms for Overseas Academic Programs), as well as any other personal data that will impact your safe and healthy off-campus experience.
4. assume responsibility for all the elements necessary for your personal preparation for the program, and participate fully in all segments of the required orientation.
5. obtain and maintain appropriate insurance policies (as mandated by the SUNY Board of Trustees) and abide by any conditions imposed by the carriers.
6. inform parents, guardians, and any others who may need to know, about your participation in the Off-Campus Program. Provide them with emergency contact information and keep them informed on an ongoing basis.
7. understand and comply with the terms of participation and codes of conduct of the program, and obey the laws of the country in which you will study.
8. be aware of local conditions when making daily choices and decisions. Promptly express any health or safety concerns to the DLA (Department of Landscape Architecture) faculty, staff, or other appropriate individuals.
9. behave in a manner that is respectful of the rights and well-being of others.
10. accept the consequences of your own decisions and actions.

**Insurance (Sites Abroad and Stateside)**

The State University of New York Board of Trustees mandates that all U. S. students traveling abroad, as participants in approved SUNY academic programs, have comprehensive health insurance coverage. That coverage must include major medical and medical evacuation/repatriation benefits.

SUNY offers medical/health insurance coverage that includes medical evacuation and repatriation benefits, as well as accidental death and dismemberment insurance to those students who will study abroad. If you can provide proof that you have comparable
health insurance coverage, you may waive the SUNY plan. However, since U. S. insurance carriers do not routinely include medical evacuation/repatriation riders in their policies you should plan to purchase that coverage through SUNY. The costs of either the major medical or medical evacuation/repatriation coverage – or both – will be added to your fall tuition bill.

The Department of Landscape Architecture requires that those students whose Off-Campus Program study site is in the United States also have comprehensive health insurance coverage. Since the SUNY Medical Insurance does not cover treatment in the U. S., students who will need to purchase insurance may wish to consider purchasing the group coverage offered by Syracuse University.

Students who are not U. S. citizens may have special needs and should work closely with the OCP staff.

- **It is your responsibility to make sure your health insurance policy is in effect for the entire period of your Off-Campus study and, if appropriate, that it covers claims outside the United States. Remember you will not be allowed to participate in the program unless you can demonstrate that you have adequate coverage as mandated by the SUNY Board of Trustees.**

**Limited Insurance Coverage with International Student ID Card**

The International Student ID Card, available from Syracuse University’s Division of International Programs Abroad (DIPA), provides some supplemental accident and sickness insurance coverage. This coverage is designed to be added to another policy and is **not**, by itself, sufficient. You **must** carry additional coverage.

- **International Student ID cards purchased in Europe do not provide life insurance coverage.**

**Submitting Insurance Claims for Health Care While Abroad**

Physicians, hospitals and clinics abroad rarely recognize private insurance identification cards and will not bill your insurance company. Expect that cash payment will be required at the time of treatment.

The following steps should be taken when submitting medical bills, for reimbursement, to your insurance carrier.

1. Obtain copies of all medical bills; written in English.
2. Request receipts for payment, showing the amount and date paid, of all bills.
3. Submit all bills and receipts to your insurance carrier, along with the appropriate claim form. Include a letter indicating:
   a. your name and address
   b. insurance numbers (i.e. identification, group)
   c. diagnosis or reason for treatment
   d. rate of currency exchange at the time of payment or amount paid in U. S. funds
   e. the address where payment of claim should be mailed

**Immunizations**

Travel to some parts of the world requires immunizations or other health precautions. Contact your local county health department or physician for information. You may also consult *Health Information for International Travel*; published by the U. S. Government Printing Office (Washington, DC 20402). Your local health department may also be able to provide copies.

**Dental Care**

Plan to have a dental check-up before you leave for your study site.

**Glasses and Contact Lenses**

If you wear glasses or contact lenses, take along an extra pair and bring a copy of your prescription. Contact lenses can be expensive to replace overseas. Since your favorite brand of wetting and cleaning solutions maybe unavailable or very expensive, you should also bring a supply. Check with your ophthalmologist about the possibility of using another brand of solution.
If you use an electrical disinfecting unit for soft contacts, you may want to switch to chemicals, since even with a converter the unit may not function well on electrical current in other countries. Do not pack your lenses in checked luggage! Always pack your lenses and any type of medication in your carry-on bag. If your baggage goes astray, you don’t want your lenses to be lost as well!

Medical Care

Some common problems that you might encounter should you need medical care while abroad are indicated below.

**Prescription Medications** - If you are taking a prescription medication, bring enough with you for the semester. Ask your physician to give you a generic breakdown (not just a generic name) of your prescription, so that you can refill it overseas if necessary.

*Take a letter from your doctor to present to customs officials if you are carrying medication.*

Drug control laws are very stringent in some countries. If your family wishes to mail prescription medications to you, a copy of the prescription should be enclosed so the medications will clear customs. Otherwise the package will be automatically returned to the United States. Inquiry should be made as to whether or not the shipper has any requirements regarding the shipment of medications. For example, in France, Federal Express will deliver prescription drugs only to a designated physician who must certify the prescription.

**Allergy Shots** - If you regularly receive allergy shots and must continue treatment while you’re abroad, you should contact your doctor immediately to discuss whether you should discontinue treatment or change to an alternate form of treatment. In some countries, like England, doctors do not administer allergy shots in their offices. The injections are only given in hospitals where patients are kept under medical observation for at least two hours following each treatment.

**Special Medical Needs** - We may ask you to document your medical problem for our records.

*Please let us know, before leaving the U. S., if you have any special medical problems that require a doctor’s attention.*

If you have a medical condition, which might affect what treatment is administered in an emergency, it’s a good idea to wear a medic alert bracelet (in English or French). This includes such problems as diabetes, allergies to penicillin, and epilepsy. Be sure to check with your doctor, if you are not sure whether a condition you have warrants such precautions.

**Finding a Doctor Abroad** - There is an international organization that provides information about English-speaking doctors abroad, if you contact them before you leave the United States.

IAMAT
417 Center Street
Lewiston, NY 14092
(716) 754-4883

**AIDS and the International Traveler**

(Excerpted, with thanks, from the brochure, “AIDS and International Travel”, published by the Council for International Educational Exchange.)

**General Precautions** - Here are some general precautions against AIDS you can follow regardless of where you are in the world. Either abstain from sexual activity entirely, or if you are sexually active practice “safer sex” and always use a condom. Take a supply with you as conditions, manufacturing, and storage in other countries may be questionable. In some countries condoms may not be available at all.

Do not use illicit injectable drugs. Do not use needles and syringes that may have been used previously.

**Why Special Concern for the Traveler?** - When traveling abroad, be aware that some countries may require incoming foreigners, including students, to have an HIV antibody test. This is a test for antibodies to the human immuno-deficiency virus (HIV) that
causes AIDS, and is usually required for long-term stays. If you are studying abroad, check with your institution or program to see if that country requires testing. You may need a “doctor’s certificate” showing the results of an HIV antibody test. Your local consulate will carry information as well.

Travelers should also know that some countries might not have the resources to adequately screen blood or provide sterile needles. In Third World countries, special care should be taken in regard to blood transfusions and blood products, and injections. Whenever possible use a “western style” hospital for medical care.

In some locales, ascertaining the availability of HIV-screened blood and blood products may be difficult. Because of obvious uncertainties, consider these precautions:

If you are injured or ill while abroad, avoid or postpone any blood transfusion unless it is absolutely necessary. If you do need blood, try to ensure that screened blood is used. If you need a doctor’s attention overseas, ask for a “western style” hospital in order to receive proper care.

Regardless of the blood screening practices abroad, always try to reduce the risk of serious injury, which may require blood transfusions by taking everyday precautions.

Overseas Injections - Be advised that some foreign countries will reuse even disposable equipment. In some countries, if injection is required, you can buy needles and syringes and bring them to the hospital for your own use. Avoid injections unless absolutely necessary. Caution regarding instrument sterilization applies to all instruments that pierce the skin, including tattooing, acupuncture, ear piercing, and dental work.

The Center for Disease Control recommends “Diabetics or other persons who require routine or frequent injections should carry a supply of syringes and needles sufficient to last their stay abroad.”

It is not uncommon to bring needles for your own use; however, be aware that carrying needles and syringes without a prescription may be illegal in some countries. Take a note from your doctor if you do need to carry needles and syringes. Living overseas may provide greater risks to those who test positive for the HIV virus. Many overseas locations have limited medical facilities that cannot monitor the progress of such infections. Therefore, if you believe you may be infected, knowing your HIV status will help in planning your trip.

For additional information:

U. S. Department of Health and Human Services AIDS Hotline:
1-800-342-AIDS

World Health Organization Washington, D.C.:
1-202-891-3200

State Department AIDS Hotline
1-800-367-2437

U. S. Government Resources on Health & Safety

Two of the best sources of information to help you stay healthy and safe while traveling abroad are:

1. The Center for Disease Control, which has a travel information page on the World Wide Web (http://cdc.gov/travel/travel.html), offers reference information, reports on specific disease outbreaks, and geographic health recommendations. The Center’s Health Information for International Travel (The Yellow Book) contains all immunization requirements, disease risk and precautions, and prevention information for travel to other countries. It can be downloaded from the WEB or purchased from:

   Superintendent of Documents
   P. O. Box 371954
   Pittsburgh, PA 15250-7954

2. The U.S. State Department’s Bureau of Consular Affairs publishes Consular Information Sheets and Travel Warnings on the World Wide Web (http://travel.state.gov)
**Consular Information Sheets** available for every country of the world, include information on the location of the U.S. Embassy or Consulate in the country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. If an unstable condition exists in a country that is not severe enough to warrant a Travel Warning, a description of the condition(s) may be included under an optional section entitled *Areas of Instability*. In some instances they will restate, in this section, any U. S. Embassy advice given to official employees. **Consular Information Sheets** do not routinely include advice, but present information in a factual manner so that the traveler can make his or her own decisions concerning travel to a particular country.

**Travel Warnings** are issued when the State Department decides - based on all relevant information - to recommend that Americans avoid travel to a certain country. The Web site will have **Travel Warnings** as well as **Consular Information Sheets** on those countries where avoidance of travel is recommended.

The State Department web site also provides information on:

- Services/Information for Americans Abroad
- Travel Publications
- Passport Information
- General Information on Judicial Assistance
- U. S. Embassy and Consulate Web Sites World Wide

Much of this information, including consular information and travel warnings, is available from the State Department via phone or fax. To hear messages, call the State Department’s Overseas Citizens Services number; 202-647-5225. To receive fax copies of consular information sheets or travel warnings, use a fax phone to dial the State Department’s Automated Fax Service, 202-647-3000.

**Traveling Safely**

You should be aware of some basic precautions for your traveling safety and convenience. When you travel you travel remember:

1. to be informed. Read current newspapers and listen to television or radio news; know what is going on in the world.

2. to be inconspicuous. Don’t look too “American”; don’t talk noisily and draw attention to yourself. Learn a few basic language phrases for each country where you plan to travel.

3. to be aware. Use the precautions that are customary in any major city in the world today. Travel with a friend if possible. Plan your route and walk confidently. If you are being followed or feel threatened, go into a store or other public area.

Most of the world is a safer place than the United States, with much lower rates of violent crime, muggings, burglary, etc. – even in major cities. Nevertheless, use your common sense! If you wouldn’t do it in Syracuse, don’t do it Off-Campus. For example, don’t walk through a city park after dark, always lock ALL your doors at night or when you leave your hotel/apartment/house, and don’t walk home alone at 4:00 a.m.

4. at airports, you should be prepared for lengthy check-ins, since thorough security checks can take time. Carry-on luggage will be X-rayed and possibly hand-searched. Travelers themselves may be searched. If you are bringing a camera, radio, or cassette player with you, pack them in your carry-on bag. They will be examined as you go through security.

Undeveloped film will be damaged by the equipment used to screen checked baggage so pack your undeveloped film in your carry-on bag. You can request that your high speed and specialty film be hand inspected at the security checkpoint. Removing your undeveloped film from the canister and packing it in a clear plastic bag will facilitate the hand-inspection.

You can find up to date information about what items can be carried aboard aircraft at the Transportation Security Administration (TSA) web site - [http://www.tsa.gov/public/index.jsp](http://www.tsa.gov/public/index.jsp).

5. do not accept packages or gifts from people you do not know well, or carry packages for other travelers.

6. do not leave luggage unattended *at any time.*
7. do not pack valuable (passports, documents, contact lenses, medications, etc.) in checked. Keep them in your carry-on bag.

8. if you are bringing medications with you, you should have a doctor’s prescription with them for identification.

9. don’t carry your passport or money in a hip pocket, open handbag, or the outside pocket of your backpack. Pickpockets mingle widely in tourist crowds, especially in airports, travel agencies, and American Express offices (this also applies to locations within the U.S.). A money belt or neck pouch is a good idea. Keep a low profile, and don’t draw attention to yourself.

10. do photocopy the front (data) pages of your passport, driver’s license, credit card(s), student I.D. card and keep them separately. Leave copies with your family and with the Off-Campus Program Senior Staff Assistant.

11. do keep separate a list of the serial numbers of your traveler’s checks.

12. to be considerate of other travelers.

13. to expect to feel “jetlag” on arrival overseas, especially after long flights to Asia or Africa. It will take a few days for your system to adjust to the time and climate changes, so pace yourself. Get plenty of sleep before your trip, and drink lots of fluids on the flight to prevent dehydration.

14. wherever you are, be on guard for pickpockets and con-artists when traveling – particularly in airport, train stations, on public transit, and in major tourist areas (both abroad and in the US). Carry your wallet and passport in a SAFE place, where it is difficult for someone to get to (even you).

15. Don’t carry large amounts of cash, and keep a reserve credit card someplace separate from your wallet.

16. In the event that you get ripped-off, or leave your bag on a train by accident you’ll really appreciate having left a copy of your passport with your family and the Off-Campus Program Senior Staff Assistant. You’ll also need to have a list of your credit and ATM card numbers and the issuers’ phone numbers to call if you lose or have a credit or ATM card stolen. If you don’t have this information, your bad day will get much worse.

Take a record of phone numbers, with you, to call should your credit or ATM card be stolen.

17. Be on your best behavior. Americans (particularly college age students) do not have a great reputation abroad, and even small offenses may lead to significant consequences. This applies to traffic laws, drinking and carousing, general mischief, and most of all – drugs of any kind.

American jails are not nice; almost all others are worse… If you aren’t convinced, rent “Midnight Express” from the video store.

Socializing Safely

Making friends and exchanging ideas with people who have grown up in a culture different from your own can be one of the exhilarating aspects of study abroad.

Cultural differences and misperceptions about U. S. citizens, however, can make socializing abroad risky. Social practices that serve you well at home, don’t apply abroad. Some behavior that is acceptable at home may be viewed as provocative overseas. Tones of voice, gestures and ways of touching, common at the off-campus site may cause you to feel threatened by people who mean you no harm.

Socializing safely abroad for women is particularly challenging because of cultural differences. A handout on “Women Abroad” prepared by the University of Michigan’s International Center explains why.

“One of the biggest problems seems to stem from the American Woman’s cultural bias that we are capable, independent, and that it is our right to do anything that a man can do and go anywhere that a man can go. Unfortunately this is not how it is in many other countries. Even
in Western Europe (a place that we tend to think is very Americanized) attitudes vary tremendously, especially toward American women, who are thought to be 'loose’ or 'easy’. This opinion is created/reinforced by American television shows and films.

Some specific steps you can take to avoid an unpleasant encounter and reduce the risk of being a victim of crime are listed below.

1. Learn about the cultural norms (especially male/female relationship norms) for the country in which you will study. A good way to do this is to talk with other Americans who have spent time in the country or with people from that country.

2. Use discretion and common sense in your behavior and in the clothes you wear. Clothing should be comfortable, but conservative. Find out what the standard dress is and dress accordingly, especially if you are going to be in a country with strong “traditional values.” Strive to blend in and thus avoid becoming a target for harassment.

3. Don’t make eye contact with strangers on the street, as it may invite rudeness and nasty remarks. Ignore catcalls and keep moving purposefully to wherever you are headed. Be aware of others; don’t daydream. Don’t walk alone or in isolated areas, especially at night. It is always advisable to walk with friends. Women may want to ask a male student to accompany them when returning home after socializing.

4. Be aware of the unconscious messages you may give out through your posture, gestures, tone of voice, clothing and eye contact.

5. Until you feel comfortable and culturally adjusted, invite another OCP student to join you when you socialize. You can help each other figure out cultural norms and good practices for safe socializing.

6. If you find yourself in an encounter that makes you nervous, don’t worry about being the ugly American. State your views clearly, don’t be concerned about being rude, and get out of the situation.

Enjoy your time abroad, but use your head. Be alert. If you temper curiosity with good sense your trip will be one of the most exciting and educational experiences of your life.
Section Two: Preparing to Go

Travel

*Passport* - Apply for your passport immediately, and obtain a visa where necessary. The anticipated date of departure, indicated on your application, will determine when your passport is issued. Therefore, if you will need a visa be sure to use a date several weeks earlier than your planned departure. This will ensure that there will be plenty of time to send your passport and visa application to the appropriate consulate.

The passport must be valid for the entire duration of stay. There is no requirement that the passport be valid for any particular period prior to entry (for example, at least 6 months as the U.S. requires). Having said that, if you only have 3 – 4 weeks of validity on the passport, it would be better to get a new one. This will ensure that you are covered in the case of an emergency, contingency, etc.

Make two photocopies of the first two (inside) pages of your passport. Leave one copy with your family and one copy with the Off-Campus Program Senior Staff Assistant. If you should lose your passport, the information contained on those pages will help expedite its replacement.

Travel - You are responsible for your own transportation from home to your study site. This includes making all connecting arrangements between airport, bus, or train.

If you’re traveling to Europe, you may want to consider purchasing a Eurail Pass. Eurail Passes allow unlimited, rail travel in 17 countries (Austria, Belgium, Denmark, Finland, Germany, Greece, Hungary, Italy, Luxembourg, Netherlands, Norway, Portugal, Republic of Ireland, Spain, Sweden and Switzerland). The passes include bonuses such as selected international ferry crossings, and bus travel, as well as reduced fares for other services. Since the passes may not be purchased, issued to or used by residents of Europe, the Russian Federation, Turkey, Morocco, Algeria or Tunisia; they MUST be purchased in the United States BEFORE you leave. Contact your travel agent for details, or visit [http://www.eurail.com/home](http://www.eurail.com/home).

Know what you want to see or visit during the first couple of days/weeks. Find our how to reach each place, how much time and money to budget for each visit, and when each place is open to the public.

You must provide us with your travel itinerary before you leave campus, for the summer, and you must keep us informed of any changes as they occur.

On Campus Arrangements

*Early Registration* - We will be happy to assist you with early registration for the spring semester in which you return to campus. You must, however, meet with your academic advisor to review your proposed schedule, obtain all the appropriate signatures on your S.C.O.R.E. form and submit the completed form to the Off-Campus Program Senior Staff Assistant, before you leave campus at the end of the spring semester.

*OCP Report Preparation* – Discuss and decide, with your Faculty OCP Advisor, what the format of your final report will have. You need to think about how you will want to reproduce it. If you intend to reproduce it in the US, it will have to be on US sized paper – NOT the metric sizes found in Europe and elsewhere.

Remember, if you plan to use the World Wide Web or to submit the report on computer disk, you will still be required to submit a hard copy of all required documents. The documents (along with the original passenger coupon of your airline ticket) must be submitted to the Off-Campus Program Senior Staff Assistant, within ten calendar days of your return.
If you plan to use the College’s equipment to produce your final OCP report, it is imperative that you know exactly what the College’s hardware and software can support before you leave campus. Waiting until you return to find out if the format you chose can be printed may prove disastrous.

Be sure to return any books on loan from Moon or Bird Library and pay all fines (library or parking) before leaving campus in the spring. Failure to do so may result in a “hold” being placed on your registration.

Financial Aid - All students planning to receive financial aid must consult with the Office of Financial Aid as early as possible. Be sure that all required paperwork is forwarded to them, with the appropriate signatures. Do not leave this until the last minute.

Absentee Ballots - Check with your local election board about the procedure that you must follow to receive an absentee ballot. Since some election boards send ballots overseas by surface mail, you may want to have a member of your family pick up the ballot and mail it to you. Ballots for national elections are available at U.S. embassies and consulates.

Language – Dealing with the local language can be either a great opportunity or a significant barrier, depending upon your willingness to adapt and keep an open mind. Since that is a central theme for much of the Off-Campus Program, we hope that language will not be a real issue for most students. Certainly, in much of the world you do not need to become fluent in the local language. But for rural areas or other locations away from the well-traveled tourist track, some knowledge of the local language will be nearly essential to a positive OCP experience. We recommend, if possible, students take at least a semester of the appropriate language as an elective at Syracuse University prior to the Off-Campus Semester. Another option is to travel to the location several weeks early and enroll in an 'immersion' language program for 2-4 weeks. These programs are available in most major cities around the world. If these approaches are not possible, using language tapes, CD-ROMs and other commercial products can be very useful for the dedicated student.

Above all - learning a new language requires commitment and time, but a minimal or ‘survival’ level of knowledge is fairly easy to attain. Learn at least SOME of the local language! Learn some of the most critical phrases before you arrive, such as ‘Please’ and ‘Thank you’, ‘Where is …’, ‘I would like …’, ‘How much does it cost?’ etc. A good phrasebook/dictionary is very useful too. The farther from a major city you intend to be, the more critical this is – even in modern Europe! (Sorry, English is not yet the global language we would like to think it is.)

Supplies

There will probably be a wide variety of drawing media at your study site, but what should be addressed prior to your departure is what the finished product is meant to show and what its going to look like. Consider factors such as sheet sizes; realize that we are the only country in the world that uses ‘letter’ size. In Europe its A4 and in the Far East it is Japanese A4. Ask yourself – will you copy this work there or in the U.S.

It can be argued that doing your work in the media available on site adds to the sense of the Off-Campus experience and in many ways is more suitable than importing media from the U.S.A.

There will probably be a decision on your part to use both local materials and imported ones, but this decision is one that should be made in consultation with your Off-Campus Program faculty advisor. Your OCP consultant (many of whom are design professionals) will likely know the variety of media that will be available at your site.

Finally, in the case of materials realize that something are going to be less expensive here than there and vice-versa. An example is that color photocopying in Britain can be as little as 10 cents for an A4 sheet, while color markers may cost about $8.00 each. Do your homework!

To hold you over until you find a graphic arts supply store on site, you’ll want to bring:

- a photo copy or a digital copy of your Off-Campus Proposal,
- a good sketchbook,
- several pencils and pens,
- an eraser,
- a pencil sharpener,
- some small triangles,
- a circle template,
- a scale, and photocopies or digital copies of critical textbook reference pages

### Packing

Packing too much can be a real pain; literally! Porters are seldom, if ever, available abroad and you can’t count on always finding a luggage cart. You should be able to carry your own luggage – don’t load yourself down!

Luggage is occasionally lost, so don’t pack valuables in your checked bags unless security regulators require you to do so. In fact, you shouldn’t pack anything you can’t afford to lose, for either monetary or sentimental reasons. This includes your OCP Study Report, when you return home. This e-mail message demonstrates the impact of lost baggage on your course work.

#### E-mail Message

-------- Original Message --------

**Subject:** Airlines Lost My Luggage With My Work

I have a slight Dilemma, I have went home to America on the 14th of August and had two pieces of luggage and only one made it back to the United States with me. The piece of luggage that made it back with me contain a digital back up of all my work and photos up until the time, but the other piece of luggage contain my note books with all my notes on land reclamation and my day to day journal. As of today the British Airlines still have no idea where my luggage is. I can finish up the final written report with out to many added difficulties but how am I suppose to finish my journals and hand them in if they can’t find them.

Thank you for your time and thoughts

As you know it is extremely important that you back up your computer files. External backup drives are great, but they are NOT enough. Backup your digital files on CDs (more than one copy) and do NOT pack them, or your external backup drive, in the same bag as your computer. If at all possible, each form of backup should be packed in a separate piece of luggage so that you don’t lose everything if your luggage is lost, stolen, or damaged. Be sure to send electronic copies (and perhaps a set of CDs) to your OCP Faculty Advisor as well as to a family member; or work with DLA’s Network Administrator (dastorri@esf.edu) to send the materials to our server.

You may also want to ask each of member of your group to carry a set of your CDs. While one of you may lose your luggage, it is unlikely that everyone in the group would have the same experience.

Make photocopies or digital copies of each page of your journal and sketchbooks, and send them to your OCP Advisor as well as to a family member. (The postal service still works well for CDs and hard copies.)

It may seem like overkill, but you will have invested a great deal in your study and loss of you work and failure to protect your work could cause you an enormous amount of grief.
Students frequently bring more “stuff” than they will EVER really need and within days realize that its far more than they want to keep dragging around. The bottom line is that if you don’t KNOW for certain that you’ll need something leave it at home. As our Off-Campus Program Veteran said, “If it won’t fit into a backpack that you’ll feel comfortable running with (for say, about a half a mile to catch a train after you’ve overslept at a hostel) – don’t bring it.”

Typical items to pack include:

**Clothing**

- 1 good raincoat (Goretex or a similar material)
- 1 light jacket (polar fleece or similar material)
- 1 sweater (layering will keep you warm and dry almost anywhere)
- 3-4 shirts/blouses (mix long & short sleeves; depending on the climate and/or time of year)
- 1 pair of shorts
- 2 pair of long pants/slacks
- 6 pair/sets of undergarments
- 6 pair of GOOD socks (you’ll be doing a lot of walking; they may be you most important clothing)
- 2 pair of shoes (select ones that you that won’t mind walking in for 5-10 miles a day)

Most students will do a considerable amount of their laundry in the sink and dry it in the shower, so select clothes that ‘drip dry’ easily and quickly.

**Toiletries**

- toothbrush
- toothpaste
- soap
- shampoo
- towel and washcloth
- deodorant
- razor
- shaving cream
- comb and/or brush
- Tylenol or aspirin
- Imodium or Pepto Bismol (travel size)
- small hair dryer (if you have to have one) with a 110/220v switch and a converter for the plug

**Bedding**

- light sleeping bag, if you plan to hostel (preferably one that stuffs into a tiny bag)
- small travel alarm clock (it’s worth its weight in gold)

**Tools**

- small ‘Swiss Army Knife’ with a single blade, a screwdriver/can opener, tweezers, toothpick and corkscrew (You can fix a meal, sharpen your pencil, remove a sliver, and more with one.)

**Camera**

- bring as good a camera as you’re comfortable with (size and weight are definitely factors to consider).

**Electricity**

- Since electrical systems around the world vary, you may need to have current converters for use when charging digital cameras, plugging in your laptop computer, etc. It is important to remember that severe changes in electric current can seriously damage electrical equipment.
Things that you should leave at home include:

- textbooks and references (photocopy or scan the pages you might find critical). You can also share materials among your group.
- in-line skates
- skateboards
- dress clothing
- irons (it really is OK to be wrinkled when you travel)

Luggage Limits

In addition to a small carry-on-bag (provided it fits under the seat), airlines will permit only two pieces of luggage.

You may check two pieces of luggage but it is important to confirm the allowance policy with the airline you will use.

If you plan to bring bicycles, guitars, skis or surfboards; contact the airline in advance and be prepared to substitute it for one of your pieces of luggage or pay a large excess luggage charge. (Be sure that you have insurance to cover replacement.)

Check both bags at the airport and retrieve them yourself upon arrival at your destination. Then proceed through customs. (This will be the first of many tests to see if you can carry all your luggage at once! If you took the recommended walk around the block with your packed luggage before leaving home, this will be a breeze.)

Remember – retrieve all your luggage at the airport and clear it through customs.

A good 'convertible' backpack is the best choice for luggage. These special backpacks give you the ability to zip a cover over all the shoulder and waist straps (very important when putting your bag on an airplane – it won’t be grabbed by some rouge conveyer belt system and torn to shreds or covered with grease). With the cover on, it looks just like any other piece of large soft luggage, but with the flexibility to pull out the straps and run for that train. Consider a small shoulder bag or daypack that will strap to your body, to use as your carry-on luggage.

Items Worth Mentioning

Computers - If you have a laptop computer, you should definitely consider bringing it with you. Having your own computer will facilitate the preparation of all or portions of the documentation of your study (journal/field studies, log, report, weekly letters) and allow easy access to email. Be sure to check with your insurance company to learn how to insure it against damage or theft. If you’ll be studying outside the continental United States, it is important that you ask for international coverage. Some policies do not insure equipment taken abroad.

You’ll also need to consider scanning, printing and Internet access.

Contact the manufacturer of your computer for specific instructions about using an adapter/converter to protect/deal with voltage differences. All of your equipment will need to be 220v compatible (the converters for hair dyers DON’T work).
Whenever you pass through Customs and/or airport security you will be asked to turn on your computer, so be sure that its batteries are in working order before you begin your trip AND when you return. Your inability to activate the computer will cause difficulty for the officer and for you.

**Be sure to routinely backup all work on your computer. Losing weeks and months of work because of a power surge or other uncontrollable calamity can be very painful. Backing up your work on another (external) hard drive will not be sufficient if your computer is stolen, since your external drive could easily be stolen along with your laptop. Therefore, you should ALWAYS (and frequently) backup your work on CDs or thumb drives. Store your back up media (i.e. CDs,) in separate location such as storage at ESF.**

**Electrical Appliances** - Voltage overseas is different from that in the U. S., so your appliances won’t work without a converter or an adapter (or different – size base plugs). Dual voltage appliances such as travel irons and blow dryers, as well as converter/adapter sets can be purchased at large department or specialty travel stores in the U. S. As one of our returning OCP students said when her roommate’s visiting mother’s curling iron “ got fried” by the European current, “wrinkled clothing and air dried hair is in when you travel abroad”.

It is best to bring only the appliances you really need, with you. Wind-up or battery-operated clocks are a good idea.

**Baggage Insurance** - We recommend that you purchase baggage insurance before you depart. Remember, however, not to take anything with you that really can’t be replaced. (Do not bring valuable jewelry, for example, or items of great sentimental value.)

**Coping with Jet Lag and Staying Healthy on Long Flights** - While flying to your OCP site may have you full of anticipation and excitement, long flights can be trying on your health as well as your sense of personal comfort. To make your trip more comfortable and to maintain your sense of well-being when you jet to faraway places try one or all of these tips, from experienced travel agents, indicated below.

- Gradually adjust the time you retire each night, to get in synch with the time you will likely go to sleep at your OCP site, before you depart.
- Once on board your flight, change your watch to reflect the current time at your destination.
- Increase your blood circulation and reduce muscle stiffness by walking around the cabin every hour or so.
- Drink bottled water instead of alcoholic or caffeinated beverages (coffee, tea, or soda).
- Avoid eating badly timed meals; they may disrupt your system and increase the possibility of jetlag.
- Removing your contacts on flights of four hours or more will reduce eye irritation.
- While in-flight, exercise to ease muscle stiffness stretch your arm, shoulder, neck and back muscles by:
  - placing your arms inside the armrests of your seat, push out and hold
  - place your arms outside the armrests, push in and hold
  - grab the left armrest with your right hand and twist the upper half of your body back and forth
  - grab the right armrest with your left hand and twist the upper portion of your body back and forth
- Exposure to natural light when you arrive will be help your mind and body return to feeling normal

**Shipping and Storage of Baggage**

Shipping belongings overseas and back is very expensive and risky. Furthermore, there are sometimes unusual customs regulations that limit what you can send.
Because families shipping packages of “personal effects” from home usually declare a high value on the contents for insurance purposes, a student may have to pay up to $100 in order to pick up a backpack from customs. To avoid unnecessary customs tax, the contents should be clearly labeled “USED PERSONAL EFFECTS” with “NO COMMERCIAL VALUE”, or with a declared value under $25. Do not declare food or candy.

If you plan well, you should not need to ship baggage overseas. Everything you need can be packed into a backpack and your carry-on bag. (Remember that less is best.)
Section Three: Your Off-Campus Program Semester

Culture Shock

Study abroad can be a stressful experience. There are many decisions to be made at the beginning of the semester, when you are still getting over jet lag and trying to deal with a totally new environment. Don’t under-estimate the effort it can take to adapt yourself. Once the initial excitement wears off, you may feel tired, or “blue”, or irritable, or homesick for a few days. Cultural adjustment can be an up-and-down process.

Your feelings are natural; give yourself some time to get used to your new lifestyle. You will soon find yourself becoming very comfortable with your environment.

Communications

Mail – Letters generally have a minimum delivery period of 5 to 7 days. Surface mail (for parcels) may take at least two months to reach you from the U.S., and even longer to reach the U.S. from overseas.

Cell Phones – Your current cell phone service may not operate outside of North America. Much of the rest of the world’s cell phones are only compatible with the Global System for Mobile Communication Groupe Spécial Mobile (GSM). You can buy or rent phones in the USA or while you’re abroad but be sure to do your homework before making a purchase. Some of the features you will want to consider are: a tri-band (900/1800/1900 MHz) or quad-band GSM phone, a batter charger that will operate on voltages from 100v to 240v and on frequencies that are between 50 and 60 Hz; the phone should be unlocked so it can operate with any SIM (SIM cards are small smart cards that fit inside phones based on the GSM technology. SIMs contains personalized information about the user including the network activation and even phone book entries. Users can put a SIM card in another GSM phone and use it as if it was his/her own phone.) anywhere in the world, and the phone should have Nickel Metal Hydride batteries.

Telephones – Becoming accustomed to a new telephone system can be complicated at first, but it’s really quite easy once you get used to it. (Too easy, in fact, so watch it if you’re on a tight budget.)

Telephone cards may save you quite a bit of money. For instance, AT&T offers a service that enables cardholders to dial a toll-free number in the OCP site country and be connected to an AT&T operator in the U. S. so that the charges are billed to your account. MCI will bill calls to a VISA or MasterCard account.

Telephones that accept phone cards can be found at rail and subway stations, and at the local post office. Prepaid cards good for calls from outside the U. S. are also available.

Calling home can be a very difficult subject area for many students, and one that should be considered carefully before departure. We generally recommend that students should try to minimize their dependency on frequent phone calls to parents, girlfriends/boyfriends, etc. More budgets are threatened by huge international telephone bills than almost any other factor (monthly phone bills in European countries have been known to reach the thousands of dollars!).

Also, because of the distances involved when something is needed in a hurry (Mom, I forgot my …), it may best be dealt with locally rather than trying to mobilize a Trans-Atlantic, Continental, or Pacific relief effort. There is almost nothing than can be accomplished quickly and easily with the distances involved, and often the only result is more frustration (like when the Fed-Ex package takes 3-5 days instead of overnight – not uncommon after foreign customs inspections).

Save the phone calls for REAL emergencies (i.e. health problems, lost or stolen passports or credit cards, etc.)! Consider that your parents/girlfriend/boyfriend will most likely react to anything you say (even very minor problems) with greater urgency than you might expect, and there is no sense in alarming them unless they really SHOULD be alarmed. Remember that they’re probably already worried about you!

Most students are too tired to figure out a new phone system on the day they arrive. If your parents want you to call home to say you’re okay, you may want to tell them you will call sometime during the first week. Then be sure that you do; don’t cause them any unnecessary worry.
Email - To speed up more normal mail communication (transatlantic airmail is usually 5-7 days for delivery, minimum), you can now use e-mail, and you may not need to have your own computer. You can now access the Internet through “internet cafes” (typical coffee bars with lots of computer terminals set up, charge a few dollars per hour to read and write e-mails or surf the web). Just be sure to set up a free public domain e-mail account (like http://www.hotmail.com) before you leave, and you should be able to access e-mail in most major European, Asian, Australian, and North American cities.

Time Change – Don’t forget that there is a time difference between your international study site and the United States. (This also applies to sites with the United States.) Europe starts daylight savings time on the last weekend of October.

It is important to remind family members and friends of the difference, especially if they are planning to call you. For instance, based on Eastern Standard Time, from the last weekend in October through the last weekend of March:

- England is 5 hours ahead and
- Continental Europe is 6 hours ahead.

Visits from Family and Friends – Time will be your most precious possession. You’ll never seem to have enough time to do everything you want. If your parents or friends are planning to visit you, be sure to consult with your faculty advisor to help you determine the best arrival time. That way you can welcome them properly and enjoy their company, without so many competing demands on your time.

Emergencies – If there is an emergency, you should immediately contact one of our faculty or staff members. If our offices are closed, you should call a staff member at home. (Home telephone numbers are included on the business size card given to you prior to your departure from campus.)

Working Abroad – Each country has its own regulations regarding non-citizen work permits. If you plan to seek employment while at your study site, be sure to check with the country’s consulate in the U.S., well in advance of your departure, to obtain instructions on the process for obtaining a work permit as well as the appropriate application forms.
Re-Entry

Just as it takes time to make cultural adjustments when you arrive at your study site, you may find that returning to the United States can also involve adjustments. You will return with new information and perspectives, but even more with a new sense of yourself, while your friends at home have not changed.

Many students have reported that driving seems foreign to them after a semester abroad and some have found themselves mentally preparing to translate what a store clerk is about to say only to suddenly realize that the clerk is speaking English. It will take a little adjustment, but you’ll soon be “back in the swing of things”.

When you return for the spring semester, you will have many opportunities to share your photos, projects, and experiences with others. The fourth year students who are preparing for their OCP studies and others will be invited to attend your individual presentations, early in the semester. Acting as a resource for students about to go abroad is very rewarding. The February Festival of Places will allow you to share your experience with the rest of the College community, as well as family, friends, local professionals and alumni.
Appendix

A. General Off-Campus Schedule and Travel Arrangements Form
B. Proposed Off-Campus Budget Form
C. Post Off-Campus Budget Summary Form
D. SUNY Health and Insurance Forms for Overseas Academic Programs Forms
E. Student Code of Conduct
F. Important Phone Numbers and E-mail Addresses
G. Off-Campus Organization and Requirements (Refer to Off Campus Program Manual)
**A. General Off Campus Schedule and Travel Arrangements**

Name: ________________________________
(last name, first name, middle initial)

I. TRAVEL AGENCY

Name: ______________________________________________________

Address: _______________________________________________________________________________________________
_________________________________________________________________________________

Zip Code______

Telephone No. (____)_______________ ____________________________________________________________

II. TRAVEL – Syracuse (or residence) to Study Site

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<th>Date</th>
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<th>Carrier</th>
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III. PRE-STUDY TRAVEL (if applicable)

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<th>Dates of Travel</th>
<th>Destinations</th>
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<th>Lodging Plans</th>
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IV. ARRIVAL AT STUDY SITE

Date: ______________________________________________________

Housing Arrangements: ________________________________________

__________________________________________________________

__________________________________________________________

*General Off Campus Schedule and Travel Arrangements* Continued
V. OFF-CAMPUS SEMESTER

Study Initiation Date: ________________________________________________

Faculty Advisor Visit Dates: _________________________________________

Study Completion Date: _____________________________________________

VI. POST-STUDY TRAVEL (if applicable)

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VII. RETURN TRAVEL – Study Site to Syracuse (or residence)

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<th>Day</th>
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<th>Arrival Time</th>
<th>Overnight Location</th>
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</tbody>
</table>

STUDENT’S NAME (as it appears on passport) ________________________________

Date of Birth _________________________________________________________
Passport Number ______________________________________________________
Country of Citizenship ________________________________________________

STUDENT'S ADDRESSES

Permanent Address (include zip code) ___________________________________
Permanent Telephone Number ____________________________________________
Address Prior to Departure (include zip code) ____________________________
Telephone Number Prior to Departure ___________________________________
Address Upon Return (include zip code) _________________________________
Telephone Number Upon Return _________________________________________
Name: __________________________
(last name, first name, middle initial)

Accompanying Spouse’s Name (if applicable) (as it appears on passport) __________________________________________________

Date of Birth __________________________________________________
Passport Number __________________________________________________
Country of Citizenship __________________________________________________

Accompanying Children (if applicable)
Names (as appear on passports) _________________________________________________

Dates of Birth __________________________________________________
Passport Numbers __________________________________________________
Country of Citizenship __________________________________________________

Emergency Contact
Parents’ or Spouse’s Name __________________________________________________
Address (include zip code) __________________________________________________
______________________________________ Zip Code ________

Telephone Number (Day) (____)____________________________________________
Telephone Number (Evening) (____)____________________________________________
### B. Proposed Off Campus Budget

(Complete and submit prior to departure from campus at end of spring semester)

Name: ____________________________

(last name, first name, middle initial)

Location: _____________________________________

#### BUDGET

1. **Travel**
   - a. Round Trip to Location, Including Surface Connections
   - b. At Location (bus, train, car, gasoline, etc.)
   - c. Trips From Location
   - d. Pre and/or Post Off-Campus Travel
   - e. Other

2. **Off-Campus Accommodations**
   - a. Room
   - b. Board
   - c. Other

3. **Educational Expenses**
   - a. Tuition
   - b. Admission Fees (museums, gardens, historic sites, etc.)
   - c. Other

4. **Professional Expenses**
   - Graphic Materials
   - Photographic
   - Books, Maps, Other Resource Materials
   - Reproduction
   - Postage
   - Final Production
   - Other

5. **Personal Expenses**
   - Telephone
   - Recreation/Entertainment
   - Gifts
   - Emergency
   - Other

5. **Contingency Funds**

6. **Total Expenditures**
Proposed Off Campus Budget Continued

Name: ______________________
(last name, first name, middle initial)

FINANCING FOR BUDGET

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Savings</td>
<td>______</td>
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<tr>
<td>Parents, Guardians, Others</td>
<td>______</td>
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<tr>
<td>Loans</td>
<td>______</td>
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<tr>
<td>Summer Employment</td>
<td>______</td>
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<tr>
<td>Other</td>
<td>______</td>
</tr>
<tr>
<td><strong>Total Funds Available</strong></td>
<td>______</td>
</tr>
</tbody>
</table>

COMMENTS

## C. Post Off-Campus Budget Summary
(complete and submit to OCP director or designee upon return from OCP semester)

Name: _________________________  (last name, first name, middle initial)

Location: _______________________

### BUDGET

#### Travel
- a. Round Trip to Location, Including Surface Connections
- b. At Location (bus, train, car, gasoline, etc.)
- c. Trips From Location
- d. Pre and/or Post Off-Campus Travel
- e. Other

#### Off-Campus Accommodations
- a. Room
- b. Board
- c. Other

#### Educational Expenses
- a. Tuition
- b. Admission Fees (museums, gardens, historic sites, etc.)
- c. Other

#### Professional Expenses
- a. Graphic Materials
- b. Photographic
- c. Books, Maps, Other Resource Materials
- d. Reproduction
- e. Postage
- f. Final Report Production
- g. Other

#### Personal Expenses
- a. Recreation/Entertainment
- b. Gifts
- c. Emergency
- d. Other

#### Contingency Funds

**Total Expenditures**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Off-Campus Accommodations</td>
<td></td>
</tr>
<tr>
<td>Educational Expenses</td>
<td></td>
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<tr>
<td>Professional Expenses</td>
<td></td>
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<tr>
<td>Personal Expenses</td>
<td></td>
</tr>
<tr>
<td>Contingency Funds</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td></td>
</tr>
</tbody>
</table>
Post Off-Campus Budget Summary Continued

Name: _________________________
(last name, first name, middle)

FINANCING FOR BUDGET
a. Savings
b. Parents, Guardians, Other
c. Loans
d. Summer Employment
e. Other

Total Funds Available

COMMENTS OR ADVICE (use reverse side for additional space)
D. Health and Insurance Forms for Overseas Academic Programs

State University of New York Central Office of International Programs Health and Insurance Forms for Overseas Academic Programs follow this page.
STATE UNIVERSITY OF NEW YORK  STUDENT HEALTH INFORMATION
Overseas Academic Programs

Please type or print.

Name:_________________________________________________________________________________________________

Last                               First                         Middle

SUNY College of Environmental Science and Forestry

Program:_______________________________________________________________________________________________

Location Abroad Administering Campus

To the Student: Complete this form and review it with your physician during your physical examination. The information provided by you and your physician(s) will remain confidential.

1. Are you in generally good physical condition? (If no, explain) □ Yes □ No
2. Have you ever been, or are you currently being treated for any psychological or emotional problems? (If yes, have your physician or counselor attach a note of explanation) □ Yes □ No
3. Do you have any other on-going emotional or physical conditions (including eating disorders) that might require treatment abroad, or that might be exacerbated by the stress caused by changes in culture, climate, diet or exercise? (If yes, list and indicate recommended treatment) □ Yes □ No
4. Do you have any allergies, reactions to medications and/or dietary restrictions? (If yes, explain) □ Yes □ No
5. Are you currently taking any medications? (If yes, list medication name and ailment) □ Yes □ No
6. Have you had any major injuries, diseases, or ailments in the last five years? (If yes, explain) □ Yes □ No
7. (Disclosure of disabilities is optional). Do you have a disability for which you are seeking accommodations? If yes, please provide a description of desired accommodations. Please be aware that the Americans with Disabilities Act (ADA) does not apply outside the borders of the U.S. However, the Administering Campus will assist you, to the extent possible, to obtain the accommodations you may want. We may not be able to obtain the accommodations necessary to enable you to participate in all aspects of the overseas program. □ Yes □ No

8. Person to notify in case of emergency, illness or accident:

   Name: _____________________________________           Relationship to student: ______________________
   Street/Apt #: ________________________________           Daytime Telephone #: (_____)_________________
   City, State, ZIP: _____________________________           Evening Telephone #: (_____)_________________
   E-mail Address: _____________________________________           Cell Telephone #: (_____)_________________

I grant the State University of New York, its employees, agents and overseas partners permission to communicate concerning my health condition with program representatives, my family, insurance company representatives and with any physician, psychologist or counselor who treated me during the past five years or is now treating me. In situations where I am unable to give oral or written consent, I further grant permission for hospitalization and treatment recommended and carried out under the supervision of a qualified physician, including administering anesthetics and performing necessary surgery at my own expense. I further appoint the representative of SUNY in the host country for the program to act on my behalf in authorizing necessary medical, dental or surgical care, hospitalization or medical evacuation for me should this be required.

I certify that all responses made on this form are true and accurate, and that I will notify the Administering Campus hereafter of any relevant changes in my health that occur prior to the start of the program.

_________________________                     __________________________
Student's Signature                     Date

_________________________                     __________________________
Parent/Guardian’s Signature (required if student is under 18 years of age)                     Date
TO THE STUDENT: Please authorize by your signature below the release of any medical information that may be relevant in the opinion of your physician to your participation in a study abroad program.

Name: __________________________________________________________________________________________________

Last                        First                        Middle

Program: __________________________________________________________________________________________________

Location Abroad                      Length of Overseas Program       Dates of Participation

____________________________________________________________________________________________________________

Student’s Signature         Date

___________________________________________________________________________________________________

Parent/Guardian’s Signature (required if student is under 18 years of age)       Date

TO THE EXAMINING PHYSICIAN: The above named student has been accepted to participate in a State University of New York Overseas Academic Program. S/he will live and study for a summer, semester or year in the country/countries noted above. This report should be based upon an examination made within six months of the expected overseas program participation.

1. Please indicate your relationship with the student. (Note: Parent-physician reports are not acceptable.)
   □ Family Physician   □ College/University Physician   □ Other describe): _____________

2. Review with the student the Student Health Information form s/he completed. Please describe below any additional information that would help to further explain and/or clarify the student’s self-reported health information.

3. Based upon your physical examination of this student, please explain your findings and recommendations.

   Physical Findings:

   Recommendations:

4. Is there any existing health condition that may require treatment during the period of study abroad? If so, what is the condition and what treatment may be required?

5. To your knowledge are there any predisposing medical, physical, or emotional factors which under stress of adjusting to another culture may require treatment while the student is abroad? If so, please specify.

6. Review and update routine vaccinations as you deem necessary.

Physician’s Name (please print): __________________________ Address: __________________________

Signature: __________________________ Date: __________________________
**SUNY ESF**  
**DLA Off Campus Program**  
**Supplemental Emergency Contact Information**

*Please type or print.*

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<tr>
<th>Name:</th>
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<tr>
<td>Program:</td>
<td><strong>SUNY College of Environmental Science and Forestry</strong></td>
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<tr>
<td>Location Abroad</td>
<td>Administering Campus</td>
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Alternative person(s) to be notified, should the individual indicated on my Student Health Information Form is not available. It is important to provide the names/addresses/phone numbers for two contacts to ensure that the appropriate individuals are notified in the event of an emergency while abroad.

<table>
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<tr>
<th>Name:</th>
<th>Relationship to student:</th>
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<tr>
<td>Street/Apt #:</td>
<td>Daytime Telephone #: (_____)</td>
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<tr>
<td>City, State, ZIP:</td>
<td>Evening Telephone #: (_____)</td>
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</table>
| E-mail Address: | Telephone #: (_____)

OR

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<tr>
<th>Name:</th>
<th>Relationship to student:</th>
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</thead>
<tbody>
<tr>
<td>Street/Apt #:</td>
<td>Daytime Telephone #: (_____)</td>
</tr>
</tbody>
</table>
| City, State, ZIP: | Evening Telephone #: (_____)
| E-mail Address: | Cell Telephone #: (_____)|
Please type or print.

Name: __________________________________________________________________________________________________

Last                      First                          Middle

SUNY College of Environmental Science and Forestry

Program: __________________________________________________________________________________________________

Location Abroad                          Administering Campus

Date of Birth: ____________________ Sex: __________ Citizenship: __________________________________________________________________________________________________

Mo/Day/Yr

Date of Departure: _____________________  Date of Return: _____________________

Mo/Day/Yr              Mo/Day/Yr

Health and accident insurance is required of all State University of New York study abroad program participants. We strongly advise a policy that is designed especially for students studying abroad. Such a policy should minimally include basic medical and accidental death and dismemberment coverage. Medical evacuation and repatriation coverage is also required. The coverage must be in effect for the entire period away from home. Those who do not have such coverage must purchase the insurance provided by SUNY. Complete descriptions of the SUNY International Student and Scholar Health Insurance Plan and the MEDEX Medical Evacuation and Repatriation Rider are enclosed.

Please select one of the following options:

A. ______ I wish to waive the SUNY International Student and Scholar Health Insurance Plan because I have comparable insurance coverage including medical evacuation and repatriation. I understand that if I do not provide proof of medical evacuation and repatriation and/or if my medical insurance is found not to meet SUNY requirements, I will be required to purchase the appropriate SUNY coverage.

   The insurance is provided through policy number ________________ issued by the ___________________ Insurance Company. This is the phone number of the company _____________, in case there are questions.

   ______ I have attached documentation from the company that I will be adequately covered while abroad and that payment of claims can be made.

   ______ I have attached a copy of the front and back of the insurance card, showing the name of the covered student.

   ______ I have attached proof of medical evacuation and repatriation coverage.

B. ______ I wish to waive the SUNY International Student and Scholar Health Insurance Plan because I have comparable insurance coverage. I will purchase the MEDEX Medical Evacuation and Repatriation Rider from SUNY. I understand that if my medical insurance is found not to meet SUNY requirements, I will be required to purchase the appropriate SUNY coverage.

   The insurance is provided through policy number ________________ issued by the ___________________ Insurance Company. This is the phone number of the company _____________, in case there are questions.

   ______ I have attached documentation from the company that I will be adequately covered while abroad and that payment of claims can be made.

   ______ I have attached a copy of the front and back of the insurance card, showing the name of the covered student.

C. ______ I wish to purchase the SUNY International Student and Scholar Health Insurance Plan (which includes the MEDEX Medical Evacuation and Repatriation Rider).

__________________________________________________________________________________________________________

Student's Signature         Date

___________________________________________________________________________________________________________

Parent/Guardian’s Signature (required if student is under 18 years of age)   Date
Travel, living and study outside the United States involve risks that are beyond the control of SUNY College of Environmental Science and Forestry. The social, cultural, political, religious, governmental, health care, legal (both civil and criminal) and other systems, as well as the geophysical characteristics of other countries may be different in subtle and/or significant ways from those of the United States. For example, behavior that may be illegal, socially or culturally unacceptable or offensive in the United States may not be illegal and may be normal or acceptable in certain other countries, and behavior that is considered normal or acceptable in the United States may be illegal, socially or culturally unacceptable or offensive elsewhere. In some countries political unrest and/or upheaval may be expected. Police, fire and other governmental systems may be inadequate in certain countries. The quality and availability of health care may be very different from what is typically available in the United States. And different parts of the world are susceptible to different geophysical forces, including hurricanes, earthquakes, floods, tidal waves, tornadoes, volcanic eruptions and other natural disasters. [Adapted from Syracuse University’s Conditions of Participation form]

To inform yourself further of what to expect at your destination abroad, you should review the Consular Information Form and Travel Warnings at the U.S. Department of State’s Consular Affairs homepage on the Internet.
STATE UNIVERSITY OF NEW YORK
Overseas Academic Programs

AGREEMENT AND RELEASE
FOR STUDY ABROAD

Please type or print.

Name:________________________________________________________________________________________________

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Program:____________________________________________________________________________________________________________________________________________________

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<th>Location Abroad</th>
<th>Term Abroad</th>
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To the Student: As with all academic programs, certain conditions must be adhered to in order to preserve program integrity. As a necessary precaution to protect the State of New York, the State University of New York and SUNY College of Environmental Science and Forestry, these conditions are listed below. We ask that you read carefully and indicate with your signature that you understand them and will comply. If you are a participant under the age of 18, your parent or guardian’s signature is also required.

1. Participant pledges to conduct himself/herself in a manner that will reflect favorably on himself/herself, his/her home campus, SUNY College of Environmental Science and Forestry, the State University of New York, and the United States of America.

2. Participation in the above program is entirely voluntary, and will require transportation to and habitation in another country, and may involve risks relating to or arising out of program activities.

3. Participant understands that there are risks inherent in travel, living and study in another country, and acknowledges that s/he has been apprised of such risks (to the extent that such risks are known to SUNY), and agrees to assume all risks and responsibility for his/her health, safety, and property while participating in this program.

4. Participant releases the State University of New York, College of Environmental Science and Forestry and the State of New York, their officers, trustees, employees, and agents from any and all liability, damage or claim of any nature arising out of, or in any related to participation in this program, the transportation, or in any independent activities undertaken as an adjunct thereto.

5. Participant agrees to be responsible for any damage or liability incurred as a result of any illness or accident Participant may suffer, including the costs of any medical care not covered by insurance, or any injury or damage to any person or property of others which Participant may cause, or for any financial liability or obligation which Participant may personally incur, while participating in the program.

6. Participant understands that SUNY College of Environmental Science and Forestry reserves the right to make cancellations, changes or substitutions in cases of emergency or changed conditions, or in the interest of any program-sponsored group with which the Participant may be traveling or collaborating.

7. Participant understands and agrees that all students are subject to regulations outlined in materials provided by SUNY College of Environmental Science and Forestry, regulations of the host institution, and laws of the host country. In the event of violation of any of the foregoing, or any other behavior which is detrimental to the Participant, other students or the program, the director of the program shall have the right to dismiss the Participant from the program. The Participant further agrees that, if expelled from the program, s/he is responsible for all expenses of the program, including return to the point of origin, and that no refund of fees will be given.

8. Participant also acknowledges and understands that, should s/he develop legal problems with any foreign nationals or government of the host country, Participant will attend to the matter personally, with his/her own personal funds. SUNY College of Environmental Science and Forestry is not responsible for providing any assistance under such circumstances.

9. Participant agrees that s/he will be responsible for all medical and related expenses incurred while participating in the program. Participant is responsible for securing accident and medical insurance that meets SUNY standards.

10. Participant agrees to report to the SUNY College of Environmental Science and Forestry Office of International Education at least 60 days prior to the start of the program any physical or mental condition that may require special medical attention or accommodation while participating in the program.

Other Conditions of Participation

Participant: Participant agrees to participate fully in all portions of the program and further agrees that any deviation from the program design must be requested in advance and in writing by Participant and must be approved by the SUNY College of Environmental Science and Forestry Office of International Education or the program director.
**Payment Deadline(s):** Participant and his/her parent/guardian are aware of the nature and the cost of the program and will guarantee that all financial obligations will be met by the deadline(s) specified on the bill statement. Financial aid recipients will submit all documentation required by their home campus’s Financial Aid Office and will either remit any balance owing by the payment deadline(s) or arrange for a deferment through the **SUNY College of Environmental Science and Forestry** Office of International Education prior to the payment deadline.

**Submission of Required Forms:** Participant agrees to submit all required forms by the deadline.

**Travel and Accommodation:** Participant acknowledges and agrees to accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes or other unforeseen causes.

Participant acknowledges and understands that the **SUNY College of Environmental Science and Forestry** assumes no liability whatsoever for any loss, damage, destruction, theft or the like to the student’s luggage or personal belongings, and certifies that Participant has retained adequate insurance or has sufficient funds to replace such belongings.

Participant acknowledges and understands that in the event that s/he becomes detached from the trip group, fails to meet a departure bus, airplane or train, or becomes sick or injured, Participant will bear all responsibility to seek out, contact and connect with the trip group at its next available destination; and that Participant shall bear all costs involved in contacting and reaching the trip group at its next available destination.

Participant is solely responsible for securing any necessary immunizations prior to departure.

All services and accommodations are subject to the laws of the country in which they are provided.

**SUNY College of Environmental Science and Forestry** in no way represents or acts as an agent for transportation carriers, hotels, and other suppliers of services connected with this program.

**Refunds for Program Withdrawal:** Refunds for voluntary withdrawal from the program are subject to the official withdrawal policies of **SUNY College of Environmental Science and Forestry**. Participant acknowledges that any refund of program fees will be based on monies that may be recoverable at the time of withdrawal. If Participant has not paid his/her program fees in full, s/he will be liable for any outstanding balance still owed once liability for program fees has been adjusted.

I have carefully read this form before signing it.

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<thead>
<tr>
<th>Student’s Signature</th>
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<table>
<thead>
<tr>
<th>Parent/Guardian’s Signature (required if student is under 18 years of age)</th>
<th>Date</th>
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</table>

**NOTARY ACKNOWLEDGEMENT:**

County: **Onondaga**

City: **Syracuse**

______________________________
Signature

37
The College of Environmental Science and Forestry considers the following behavior, or attempts thereof, by any student or student organization, whether acting alone or with any other persons, to violate the Code of Student Conduct.

1. Academic dishonesty, including, but not limited to plagiarism and cheating, and other forms of academic misconduct, for example, misuse of software, data equipment, or networks, or any act that hinders the academic process.

2. Physical harm or threat of physical harm to any person or persons - including but not limited to - assault, sexual abuse or other forms of personal abuse.

3. Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as “fighting words”, and likely to cause an immediate breach of peace.

4. Conduct which threatens the mental health, physical health or safety of any person or persons including hazing, drug or alcohol abuse, and other forms of destructive behavior.

5. Intentional disruption or obstruction of lawful activities of the College or its members including their exercise of the right to assemble and to peaceful protest.

6. Theft of or damage to personal or institutional property or services and illegal possession or use of the same.

7. Forgery, alteration, fabrication or misuse of identification cards, records grades, diplomas, College documents, or misrepresentation of any other kind to a College office or official.

8. Unauthorized entry, use, or misrepresentation of any other kind to a College office or official.

9. Disorderly conduct including, but not limited to, public intoxication; lewd, indecent or obscene behavior; libel; slander; and illegal gambling.

10. Illegal purchase, use, possession or distribution of alcohol, drugs or controlled substances. ESF complies with the policies and sanctions of the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226).

11. Failure to comply with the directives of College officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.

12. Unauthorized possession or use of firearms, explosive devices, fireworks, dangerous or illegal weapons or hazardous materials.

13. Interference with or misuse of fire alarms, blue safety lights, elevators or other safety and security equipment or programs.

14. Violation of any federal, state, or local law, which has a negative impact on the well being of the College of Environmental Science and Forestry or its individual members.

15. Violation of College policies, rules or regulations that are published in the student handbook, or other official College publications or agreements.

Culpability is not diminished for acts in violation of this Code that are committed in ignorance of the Code or under the influence of alcohol, illegal drugs or improper use of controlled substances.
F. Important Phone Numbers and E-mail Addresses

Matthew Potteiger, OCP Director
Business: 315-470-6554  E-mail: mpotteig@mailbox.syr.edu
Cell: 315-427-9208
Residence: 315-662-3362
Fax: 315-470-6540

Richard S. Hawks, DLA Chair
Business: 315-470-6544  E-mail: rshawks@esf.edu
Cell: 315-491-3612
Residence: 315-405-4032
Fax: 315-470-6540

Caroline Bailey, Sr. Staff Assistant
Business: 315-470-6543  E-mail: cbbailey@esf.edu
Cell: 315-657-5983
Residence: 315-453-0146
Fax: 315-470-6540

__________, OCP Faculty Advisor
Business: 315-
Residence: 315-
Fax: 315-470-6540

Heather Rice, Senior Counselor, Counseling Services
Business: 315-470-6660  E-mail: hlrice@esf.edu
Fax: 315-470-6933

Scott Becksted, University Police Director
Business: 315-470-6660 (emergencies)  E-mail: smbeckst@mail.esf.edu
315-470-6667 (non-emergencies)
Fax: 315-470-6962

__________, OCP On-site Consultant
Business: 315-
Residence:
Fax:
G. Off-Campus Organization and Requirements

The Off-Campus Program is the “capstone” experience for students enrolled in ESF’s Bachelor of Landscape Architecture degree program, and one of the most unique educational opportunities within the State University of New York. Each student in the Bachelor of Landscape Architecture Program is required to participate. Since 1970, over 1500 students have studied in over 45 different countries and around the United States.

The Off-Campus Program is centered on the idea of an “experiential studio.” It is quite different, however, from most studio or laboratory based programs which also teach through example and participation. Students in the Off-Campus Program identify a particular design related study topic, and then develop plans to leave the traditional university setting and travel to locations which are uniquely suited to the topic. Students have the opportunity to see and experience exemplary works of landscape architecture in the best locations in the world. At the same time, students learn from experiencing unfamiliar places, cultures and languages, and gain an insight into the natural and cultural environment which is unattainable in the classroom. Finally, students learn lessons about themselves and American culture which are equally valuable as landscape architects and as citizens in a larger society.

Studies may take several forms – they may be relatively independent, focusing on a particular student’s interests and aspirations (Self-Described Study); they may be directed by a faculty member’s interests or research (Faculty-Described Study); or they may be more applied and directed by a local group or organization on site, similar to an internship arrangement (Work-Study). Each group is coordinated and advised by a participating faculty member, and assisted by an on-site consultant who is most often a local ESF alumnus, landscape architect, or university professor. The program takes places over a four semester sequence as follows:

**Fall semester 4th year:**

**LSA 424: Preparation for Off Campus Design Thesis Studio (1 credit hour)**

Students are guided through a series of assignments as the initial orientation and exploration of suitable landscape architecture or environmental topics for study during the Off Campus semester. Students determine their study topic, form off-campus groups and are assigned an Off Campus faculty advisor (a Department of Landscape Architecture faculty member).

**Spring semester 4th year:**

**LSA 425: Orientation for Off Campus Design Thesis Studio (3 credit hours)**

Students undertake a detailed literature review, identify and refine research/study methods and prepare a detailed study proposal, including logistical details, for LSA 460 (Off Campus Thesis Project).

**Fall semester 5th year:**

**LSA 458: Faculty Advisor Visit, Weekly Reports and Field Studies (4 credit hours)**

Students conduct field studies through on-site observations, sketching and analysis exercises. Semester progress is communicated through weekly reports to their Off Campus faculty advisor and presented during the advisor’s visit, the fifth week of the Off Campus semester.

**LSA 459: Design Journal and Project Notebook (4 credit hours)**

Students document their field observations and travel experiences through daily graphic and narrative entries in a design journal and sketchbook. Thesis project studies and research are documented through daily entries in a project notebook.
LSA 460: Thesis Project (7 credit hours)

Students complete a detailed, self-described thesis project as delineated in the proposal they prepared with their Off Campus faculty advisor in LSA 425.

Spring semester 5th year:

LSA 461: Off Campus Final Presentation Seminar (1 credit hour)

Seminar time is devoted to individual presentations and critique. Content focuses on individual projects undertaken as components of the Off Campus Program.
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