

We encourage you to print off a copy of the Student Handbook for your parents to review and keep for reference.

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Welcome to January Term! We are pleased that you will be participating in one of Linfield's domestic or international off-campus courses. While away from campus, you can expect to have many new and interesting experiences, some of which may present challenges. To assist you, we have prepared the following handbook. Please read this information carefully, and carry the Handbook with you for reference during January Term. We encourage you to share the information in this Handbook with your parents.

Health Issues

Linfield College requires all students participating in all Linfield's study abroad programs to be enrolled in the study abroad accident & sickness insurance plan through USI with the Travel Guard endorsement. This policy is mandatory, regardless of other insurance you may have. The cost is included in the program fee.

Please be aware that the medical coverage for anyone being hurt from engaging in any kind of *extreme sports* while abroad is woefully and deplorably limited. Therefore, Linfield does not condone such activities and strongly discourages you from engaging in any form of extreme sports (broadly defined as any activity which is not part of the college's current athletic program) while you are participating in a Linfield-administered program abroad.

Please be aware that the majority of medical facilities abroad will only accept cash for expenses incurred by non-nationals. U.S. insurance companies usually pay through a reimbursement process. If you incur medical expenses abroad, be sure to ask for and keep all receipts. Also ask for a written statement from the attending physician.

If you are participating in a domestic off-campus January Term course, you need insurance coverage, just as if you were taking a course on campus. Please provide a copy of your insurance card to the IPO by no later than December 1st, prior to your Jan Term course.

If you have questions regarding domestic coverage, please contact Tara Kleinberg: 503-883-2460, Student Accounts (Melrose 030; Student Central).

1) What happens if I get sick?

Notify your professor immediately. If necessary, they will assist you in getting medical attention.

2) *What other health precautions do I need to take?*

A. PRESCRIPTIONS: If you are taking prescription drugs, you should plan to take a sufficient quantity for the duration of your stay as well as the generic names of the drugs in case a refill is needed. If you are carrying a large supply of prescription drugs, it is advisable to carry a statement from your doctor. If the drug is classified as a narcotic or stimulant, check to see if it is legal to enter the country with it.

B. SPECIAL MEDICAL NEEDS: If you have any special medical conditions of which others should be aware (diabetes, severe allergies, epilepsy, etc.), get a medical alert bracelet or dog tags so that this condition will be known in an emergency.

C. CHANGES IN YOUR HEALTH STATUS: If, between now and departure, you experience any significant or potentially significant health problem that the IPO is unaware of it is your responsibility to inform us. Failure to disclose may result in your immediate dismissal with out any refund.

D. MEDICINE CHEST: Take a few of your own favorite over-the-counter medicines with you. When faced with colds and sore throats, you'll be glad to have familiar medications along.

E. GLASSES AND CONTACT LENSES: If you wear glasses, take an extra pair with you. You should also have a copy of your prescription. If you wear contacts, it's a good idea to take a pair of glasses.

3) *Do I need to get any inoculations?*

It is your responsibility to find out if you will need any inoculations, so you should consult with your personal physician, county health department, or check the Center for Disease Control website www.cdc.gov.

4) *What if I have a medical or psychological condition for which I am receiving treatment? What if I have a physical disability?*

Please be sure to include this information on your medical information form and notify the International Programs Office immediately. It is absolutely necessary that the International Programs Office and the course professor be aware of your condition, should special arrangements need to be made, or should an emergency arise.

5) *Can I drink the water? Is the food safe?*

You should always inquire about the safety of drinking water. When unsure, opt for bottled drinks (without ice!).

It is usually advisable not to eat food prepared on the street by vendors. In areas where the water is not potable, don't even use it to brush your teeth.

6) *Is there any other important advice to offer about staying well?*

YES! Please read appendices B (Minimizing Jet Lag), C (Health Precautions for Travelers), and F (Some Useful Web Sites).

Money

7) *How do I take money with me?*

It is not a good idea to carry large amounts of cash, but do take some cash with you. In many countries ATM's are common, and this is an excellent way to get cash (often with good exchange rates) in the foreign currency.

Check with your bank and find out if your card and PIN will work in other countries. We cannot guarantee that there will be ATM machines in all countries, and it is not a good idea to rely only on ATMs. Your professor may have more information about the prevalence of ATMs in the countries in which you will be studying.

As well, inform your bank and credit card company of the dates you will be away and in which countries you will be. If there is "irregular activity" on your card, the bank or credit card company may suspend the validity of the card.

We also recommend that you **invest in a money belt** to carry your valuables safely. (Please refer to the section on Safety.)

A Visa card might also be useful for charging purchases. (Visa is generally more widely accepted than Master Card overseas). You can also get cash advances at exchange windows of many banks, but interest is charged immediately on cash advances.

Safety

Check out the following site:
<http://travel.state.gov>

8) *What safety precautions do I need to take overseas?*

A. AMERICAN "HANGOUTS":

It is best to avoid American bars, clubs, hotels, and restaurants.

B. RIOTS, STRIKES, OR OTHER DISTURBANCES:

If you see trouble in the streets, resist the temptation to satisfy your curiosity and see what is happening. Head in the other direction immediately. You can read about the disturbance online the next day! Foreigners sometimes get into trouble, not because they are the target of violence, but simply because they are in the way.

C. TROUBLE SPOTS:

9) *Do I need to inform anyone as to my whereabouts when I am separate from the group?*

Yes. Always leave a paper trail for your own protection. If you plan to be away from the group, make sure your professor knows of your whereabouts. Give information (address, phone number) as precisely as you can.

10) *Can I travel alone?*

We recommend that students do not travel alone. It is safer, and often more enjoyable, to travel with companions. Avoid travel after nightfall, and make reservations for overnight stays in advance.

11) *What are street smarts?*

Since some of you will spend time in metropolitan areas, you need to be much more aware of your behavior on the street than you might be on campus or in a small town. Some guidelines: Do not smile at strangers or make eye contact; don't walk around with conspicuous maps or travel guides; ask directions of certain "safe" persons: shopkeepers, police or other officials; don't put valuables in your backpack (easily opened when it's on your back); wear purses cross-body. The idea is to blend in (not to look helpless) and to stay alert.

12) *Are there any special precautions I should take?*

There is no doubt that adventures are to be had, but a word of caution is in order. To avoid being hassled, and to stay out of potentially dangerous situations, you should dress conservatively. Avoid being out alone at night in unfamiliar territory. Do not be overly friendly with strangers—what may be appropriate or friendly behavior at home, may bring you unwanted, even dangerous, attention in another culture. NEVER go to a stranger's home or apartment. Finally, if your intuition tells you that a situation is dangerous, you're probably right—act as if it is, and protect yourself.

Life Abroad

13) *I have heard that I might experience culture shock. What is it and what can I do about it?*

Culture shock is a feeling of anxiety or unhappiness brought on by experiencing life in a new place with people who have different values, traditions, and beliefs. It is a normal experience for people who spend more than a short period of time in a new country. Chances are that you will experience culture surprise (a good thing!) but not necessarily culture shock (often unpleasant) during a one-month stay. Nonetheless if you feel down, don't be surprised. Being abroad, like life, has its highs and lows. It's simply impossible to be on a high for an entire month (besides, you would probably collapse of exhaustion).

14) *How can I avoid offending people and being labeled an ugly American?*

Observe those around you and ask questions. Try to find a trusted person who can explain things to you. Respect patterns of polite behavior. Above all, don't complain. People who go to great trouble to do things for you will be offended to hear you griping because it's too hot or the bus is crowded. Complaining will endear you to no one.

15) *Can you explain more about the "patterns of polite behavior" you referred to in the last question?*

The best answer was written by a returnee from the semester abroad student guide to France. It refers specifically to France, but is true for all countries. It talks about the concept of "la politesse" (politeness, courtesy): "In any type of social interaction, it is important to be polite. This is of special importance to the French—and then some. La Politesse is the ability, a state of mind of the highest importance in French culture. This entails respecting the codes of social graces, good manners, and awareness of those around you. In such a densely populated, fast-paced city as Paris, it is very important to 'keep your cool' and show respect for others (no matter how forced it seems at times!). Most often, practice of La Politesse is no more than a simple greeting: 'Bonjour monsieur/madame' upon entering a hotel, shop, or restaurant, or a brief 'pardon' as you squeeze your way through a crowded metro. It also means being able to retain social composure even in the most frustrating situations. You will be surprised how far a simple 'Bonjour (good day),' 'Au revoir (good bye),' or 'merci (thank you)' will get you."

16) *I'm not familiar with the language of the host country. Any advice?*

Try to learn at least a few basic words and phrases (Good morning, Thank you)! Also, it's more polite to ask first if you may speak to someone in English rather than simply assuming that everyone does!

Use the vocabulary you have and do the best you can. Remember that silence is often perceived as displeasure, so do try to communicate. Also, keep your sense of humor—you'll need it.

17) *How do I express appreciation to people?*

Remembering to thank people is one of the most important keys to success when abroad. If a host has prepared a good dinner, if a tour guide has taken you to a wonderful place, if a bus driver has gone out of his way to make sure you have a good day, make sure you say a word of thanks. What you say does not have to be long and profuse. For example: "Thanks very much. I enjoyed the meal," or "Thank you for the wonderful lecture/day." One common mistake students make when they are in a group is that they expect someone else to say thanks. But groups don't say thank you—individuals do. Please try to make sure you do your own part.

18) *I love to take pictures of people. Can I just shoot away?*

It's important to ask permission if you want to take pictures of people. Many people will be pleased, but some may refuse. Realize that taking pictures can be seen as an invasion of privacy, or as an insult (suggesting that the person is a curiosity) so act with care. It may not always be appropriate or allowed to use a selfie stick, please think before you act!

19) *How do I make a phone call to the U.S.?*

If direct dial is available, dial the local international access code, the U.S. country code (1), the U.S. area code, and the local number that you wish to reach. (For example, to call the International Programs Office from England, dial 001-503-883-2222). When you place international calls, remember the changes in time zones!

Check with your cell carrier about using your phone abroad.

20) *I want to bring my hair dryer abroad. Will it work?*

Electrical service varies widely around the world in terms of current, frequency, volts, and plug shape, so check your particular country or countries (U.S. voltage is 110). If you need 220 volts and you do not have a dual voltage appliance, which can be switched from 110 to 220 volts, you will need a converter. There are two types of converters, and each is designed to operate specific appliances: 1-50 watts (electric razors, ipod, etc.) and 50-1600 watts (hair dryers). You will also probably need a plug adapter to plug in your appliance. Converters and adapters can be purchased at retail outlets such as Wal-Mart. If you're only taking your hair dryer, it might be easiest to purchase a dual-voltage hair dryer. If you're taking several appliances, then a converter might be best. Also think if you could live without these "necessities" for one month.

Relationships

21) *Will I have the opportunity to make new friends in the places we visit?*

Although you will be extremely busy with lectures, excursions, and assignments, you will have some opportunities to meet new people and perhaps strike up friendships. Please remember that there may be different cultural values and rules regarding relationships in the countries you will be visiting. Proceed cautiously, realizing that you are only in the region for a short period of time. Be careful of persons wanting to make your acquaintance very quickly, as they may have an ulterior motive. Meet people in public places during the day, preferably with a friend or two of yours. **Do not** give out your contact freely, as this can lead to problems for you, the other participants in the course, and your family back home.

Laws and Regulations

22) *Can I drink alcohol while I'm on an off-campus course?*

You are expected to abide by the alcohol laws of your host country **and** by the alcohol standards of conduct of Linfield College. Disruptive or inappropriate behavior due to alcohol consumption may result in dismissal from the program and being sent home, in addition to disciplinary sanctions on the home campus.

Please realize that while alcohol may be more available in your host country than it is here—and the drinking age may be lower—people tend to drink in moderation. For example, if wine is served with a meal, most people will only drink one glass. Alcohol is seen as a pleasant part of socializing, not as a way to get drunk. For your own wellbeing, and to avoid offending your hosts, monitor your own alcohol consumption carefully.

23) *I hear that many countries have liberal policies on drugs. True?*

If you are caught buying, selling, carrying or using drugs (even very small quantities for personal use), you may be subject to severe penalties. If you are arrested on drug charges, there is little that anyone can do to help you. The U.S. Consulate officer can not demand your release or get you out of jail, represent you at trial or give legal counsel, or pay legal fees. While abroad on the January Term program, you are subject to Linfield College policies on drug use. Students found using or possessing illegal drugs in any form are subject to immediate expulsion.

Back at Home

24) *What can I do to keep up my new or international interests when I return home?*

There are a lot of ways to keep up your new or international interests right here at Linfield. Take courses on international topics or topics related to your course. Consider a language minor or major, a major in International Business, a major in International Relations, or a minor in Asian, European, or Latin American Studies. Begin or continue with a foreign language study and attend language tables. Read international news online. Room with an international student. Join the International Club, Chinese Club, French Club, Hawaiian Club, or Japanese Club. Check the *Linfield Review*, Student News/Events, and the Campus Events Calendar on Linfield's web site for announcements about specialty dinners, films, informal talks/presentations and other special events. Make international students feel welcome at Linfield.

GOOD LUCK TO ALL OF YOU AND BON VOYAGE!

Appendix A

What to Pack

Think Light! You'll be gone for less than a month. Remember that you will be walking with your baggage, and you are responsible for your own belongings. A backpack and/or a suitcase with wheels are usually good investments. It's a good idea to do a dry run once you have everything packed; if you can't make it across the living room with all your baggage, then you can't make it abroad and back!

Your professor will probably have specific packing guidelines they want you to follow. For instance, you might be asked to bring only what you can pack in one backpack if you will be traveling from site to site frequently. Your professors will also provide you with advice about what kinds of clothing to bring based upon climate, culture, and course activities.

Above all, check www.tsa.gov a few days before you travel for current regulations regarding what is and is not allowed on the plane. Find out from your professor which airline(s) you will be using and check their website for checked and carry-on luggage weight and size restrictions.

Note that it will be the individual students' responsibility to pay for any luggage fees imposed by the airlines.

In terms of clothes, people in many other countries tend to be less concerned with variety than are Americans. It is perfectly acceptable to wear the same thing many times, so think of taking one, rather than five, of each thing. At the same time, people in most of your destinations tend to dress more formally than Americans, so you may want to your sweats at home.

Travelers, be warned: Some countries throughout the world have strict customs regarding dress. Shorts are often frowned upon, and excessive informality can be taken as an insult.

The best articles of clothing are lightweight, washable, and preferably no-iron. Dark colors are great. Pack garments that can be layered and interchanged (mix and match). Layering is especially important if you are traveling to a damp, rainy, or cold climate.

Make yourself a list before you begin packing. The following suggestions may be useful, but are only suggestions. You know yourself better than anyone else. Note that this is a generic list applicable to any traveler and thus you will need to make some adjustments for your particular course.

Clothing

- Comfortable walking shoes or boots: flip-flops for the shower, tennis/running shoes, and dress shoes
- Neat jeans, pants, skirts, shirts, and sweaters for everyday
- One nice outfit if you will be attending concerts, operas, parties
- Winter coat or jacket, hat, scarf, gloves, if recommended
- Rainwear and folding umbrella, if recommended
- Socks, underwear
- Sleepwear, slippers
- Other, as recommended; i.e., swimsuits, ski pants, etc.

****Check www.tsa.gov a few days before departure to see what is and is not allowed on the plane.****

Documents and Books

- Passport
- USI insurance information
- Prescriptions for medications, glasses, contacts, etc.
- ATM card, credit card
- Linfield ID card
- January Term Student Handbook
- Diary or journal, notebook, pens, book to read
- Guidebooks, maps (check out online links prior to program)

Miscellaneous

- Contact lenses/ glasses -- solutions, prescriptions
- Sunglasses, sunscreen
- Medicine, prescriptions, vitamins (anti-diarrheal medicine, antibiotics, and insect repellent with 30-35% DEET for certain locations)
- Purse/wallet (consider money belt worn around neck or waist)
- Watch, travel alarm clock (unless you plan on using your cell)
- Electronic device chargers (cell phone, laptop)
- Small flashlight
- Notebook with addresses, passport number, emergency phone numbers, other important information
- Water bottle
- Basic toiletries (don't overload on toiletries!)
- Pocketknife with can opener, corkscrew, etc. (ONLY IN CHECKED LUGGAGE!)
- Fork/knife/spoon (ONLY IN CHECKED LUGGAGE!)
- Sewing kit (ONLY IN CHECKED LUGGAGE!)
- Towel, washcloth (if recommended for youth hostels)
- Small gifts if recommended by your professor

Finally

- Guard your valuables during travel. A little extra caution is useful.
- Don't take anything you couldn't bear to lose (bracelet from grandmother).
- NEVER pack essential documents, medicine (anything you could not do without) in your checked luggage. Put them in your carry-on and keep them with you at all times.
- Don't put valuables in a backpack that's on your back, since pockets can easily be opened (in a crowded train, for example) without your knowledge.
- Always make -- and keep in a safe place - copies of important documents (passport and visa, rail passes, credit cards, prescriptions).
- Mark all luggage, inside and out, with your name and address. On the outside, use covered tags.

Appendix B

Minimizing Jet Lag

- Get plenty of sleep before the flight.
- Wear loose, comfortable clothing.
- Avoid heavy meals before departure and eat lightly and regularly during and after the flight.
- Change your watch to the new time when your flight departs.
- Avoid caffeine, alcohol, and tobacco before and during the flight.
- Drink plenty of water and juice to avoid dehydration.
- Relax by regularly stretching, standing, and breathing deeply.
- If possible, sleep during the flight.
- Walk and/or exercise after arrival.
- Try to get on a normal sleeping schedule immediately. If you arrive at your destination during the day, try to stay awake until your normal bedtime.

Appendix C

Health Precautions

The Center for Disease Control (CDC: www.cdc.gov) recommends:

All travelers should take the following precautions, no matter the destination:

- Wash hands often with soap and water.
- Always use latex condoms to reduce the risk of HIV and other sexually transmitted diseases.
- Don't eat or drink dairy products unless you know they have been pasteurized.
- Don't share needles.
- Eat only thoroughly cooked food, or fruits & vegetables. Remember: **boil it, cook it, peel it, or forget it.**
- Never eat undercooked ground beef and poultry, raw eggs, and unpasteurized dairy products. Raw shellfish is particularly dangerous to persons who have a compromised immune systems.

Travelers visiting underdeveloped areas should take the following precautions:

To Stay Healthy, Do:

- Drink only bottled or boiled water, or carbonated drinks (bubbly drinks in cans or bottles).
- If you visit an area where there is risk for malaria, protect yourself from insects by remaining in well-screened areas, using repellents and wearing long-sleeved shirts and long pants from dusk through dawn. Protect yourself with an insect repellent containing DEET (diethylmethyltoluamide), in 30%-35% strength for adults (usually available in sporting goods stores). Also check with your personal physician or county health department for other ways to protect yourself from malaria.
- To prevent fungal and parasitic infections, keep feet clean and dry, and do not go barefoot.

To Avoid Getting Sick:

- Don't eat food purchased from street vendors.
- Don't drink beverages with ice.
- Don't handle animals (especially monkeys, dogs, and cats) to avoid bites and serious diseases like rabies.
- Don't swim in fresh water (except for well-chlorinated swimming pools) in certain areas to avoid infection with schistosomiasis. Salt water is usually safer.

To Bring with You:

- Long-sleeved shirt and long pants to wear while outside whenever possible, to prevent illnesses carried by insects.
- Insect repellent containing DEET (see above).
- Sunscreen, sunglasses, hat.
- Prescription medications you normally take: make sure you have enough to last during your program, as well as a copy of the prescription(s).

After You Return Home:

If you become ill with symptoms difficult to recognize -- even as long as a year after your program -- tell your doctor the areas you have visited.

For More Information:

Ask your doctor or check the CDC web sites for more information about how to protect yourself against diseases that occur in the areas of the world where you will be visiting. The CDC web site is located at <http://www.cdc.gov>.

Appendix D

Suggested First Aid Kit

*A day or two before the flight check www.tsa.gov for the most up-to-date regulations regarding packing and other flight related issues.

- ACE bandages, Band-Aids
- adhesive tape
- latex condoms
- aspirin, acetaminophen, or ibuprofen (for fever, muscle aches, or pain relief)
- antidiarrheal medication (e.g., Immodium)
- antiseptic cream/ antibacterial ointment (e.g., Neosporin)
- antihistamine Benedryl / decongestant (for common cold symptoms)
- motion sickness remedy (e.g., Dramamine)
- hydrocortisone cream (for poison ivy, allergic reactions)
- antacid (Tums, Rolaids)
- PeptoBismol
- cold tablets
- laxative
- cough syrup
- sunscreen
- insect repellent (containing DEET 30%-35%)
- aloe vera
- alcohol wipes/hand sanitizer
- moleskin/molefoam
- cold packs
- thermometer
- Q-tips
- eye cup and saline eye drops
- gauze pads
- arm sling/bandana
- cotton balls
- dental floss
- flashlight/matches
- first aid book
- gloves
- safety pins
- scissors **(not in carry on)**
- tweezers **(not in carry on)**
- pocket knife **(not in carry on)**
- syringes **(not in carry on)**
- glasses repair kit **(not in carry on)**

Appendix E

Some Useful Web Sites

- **U.S. State Department:** home page: www.state.gov
- **U.S. State Department:** <http://www.state.gov/travel/> for the following information: Countries and Regions, International Issues, Services for Citizens Abroad, Travel Emergencies and Warnings, plus much more. Also check out <http://travel.state.gov/content/passports/english/go.html>
- **Center for Disease Control and Prevention (CDC):** home page www.cdc.gov. This is a comprehensive web site that contains up-to-date information on health issues in the USA and around the world.
- **U.S. Department of Health and Human Services Center for Disease Control and Prevention (CDC):** Travelers' Health www.cdc.gov/travel. This section of the CDC web site contains information on health issues and inoculations needed for different countries around the world.
- Hot Spots <https://uhcglobal.com/assistance-risk/medical-and-security-intelligence/> Sign up for daily security alerts.

Appendix F

Think that lost or stolen passports and credit cards are not possible? Well guess what...it happens all the time, even to Linfield students!

Keep your passport, credit cards and other valuables on you at all times or store them in the hotel/hostel safe.

Always make sure the IPO, your parents, and you, have a copy of your passport separate from your passport! If your passport gets lost or stolen, it may help in expediting the replacement process.

Do not take either valuable or sentimental items with you like jewelry, expensive watches or your grandmother's wedding band! If an item means a lot to you, you can live without it for a month.

Invest in a money belt. It is much safer to carry your cash, credit cards and passport close to your body away from pick pockets.

Backpacks are easy targets. In a crowded street all the thief has to do is slice the bottom of the pack with a knife and then deftly take all your stuff. Use inside pockets with zipper in your jacket to carry extra items.

Always be aware of your surroundings. Often thieves will use distractions to steal your things.

Always take copies of your prescriptions with you. If your medication gets stolen or lost, it is much easier to have a prescription on hand when trying to get the medication replaced. Also make sure to know the generic (non-brand name) of your medications.

When you first arrive at your destination, ask the locals which places are safe and which places you should stay away from. It is also wise to travel in pairs.