



CONCORDIA
UNIVERSITY

*SCHOOL OF BUSINESS AND
PROFESSIONAL STUDIES*

**MASTER OF ARTS
INTERNATIONAL STUDIES**

PROGRAM HANDBOOK
2008-2009

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SECTION I: General Information

WELCOME TO THE SCHOOL OF BUSINESS AND PROFESSIONAL STUDIES GRADUATE PROGRAM Concordia University Irvine

We are pleased that you have selected Concordia University as the place to complete the course work for your Master of Arts degree in INTERNATIONAL STUDIES. The following pages will help to provide you with needed information about the program.

SCHOOL OF BUSINESS AND PROFESSIONAL STUDIES PURPOSE STATEMENT

The School of Business and Professional Studies seeks opportunities to extend the educational mission of the university by serving adult and non-traditional students. While staying within the mission of the university, the School of Business and Professional Studies serves these students using varied delivery models and structures that respond to the learning needs of these constituencies. The degree completion majors serve adults who may believe that they could never earn their degree. The program with China provides two-way exchanges of culture and education that benefit the university as well as the international learner. The school continuously seeks new ventures which will extend the university into the community; thus, new programs are in continuous development.

TARGETS AND GOALS

1. SYSTEMATIC INQUIRY

GOAL: Students will acquire and continue to use systematic skills for encountering knowledge. They will articulate a problem, structure an investigation, gather suitable resources, organize and manipulate qualitative or quantitative data, and think critically to reach appropriate conclusions.

2. CLEAR COMMUNICATION

GOAL: Students will acquire and continue to use knowledge and skills for sharing thoughts, data and feelings through writing, speaking, selected technical media and information management.

3. HEALTH AND WELL-BEING

GOAL: Students will acquire and continue to use knowledge and skills which enhance their physical, economic, psychological and spiritual well-being and environment, laying the groundwork for satisfying and responsible leisure as well as vigorous and purposeful work.

4. SOCIO-CULTURAL RESPONSIVENESS

GOAL: Students will acquire and continue to use knowledge and skills for effective, respectful and positive interaction with the variety of the world's peoples, cultures, societies and traditions.

5. AESTHETIC RESPONSIVENESS

GOAL: Students will acquire and continue to use knowledge and skills for perceiving the elements of human feeling, their synthesis, and their expression in artistic media. Students will shape their own affective response through selected media including writing, drama, music and visual arts.

6. CHRISTIAN VALUES

GOAL: Students will acquire knowledge of, and appreciation for, Christian faith, biblical and confessional principles, God's creation, God's redemption, Christian witness and humanitarian service.

7. SERVANT LEADERSHIP

GOAL: Students will acquire and continue to use knowledge and skills to perceive the needs of others, stimulate a vision for positive response and collaborate within communities to achieve the desired results.

Questions about the School of Business and Professional Studies MA Program should be directed to:

Dr. Timothy Peters, Dean of School of Business and Professional Studies
Concordia University
1530 Concordia West; Irvine, CA 92612
tim.peters@cui.edu, (949) 854-8002, ext. 1333

GENERAL UNIVERSITY INFORMATION

ACCREDITATION

Concordia University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, P.O. Box 9990, Oakland, CA 94613-0990, (510) 632-5000. Students and other interested parties may review accreditation documents by making a request to the Office of the Provost.

BOOKSTORE

The campus bookstore is open during the regular academic year Monday–Thursday from 7:30 am–6:30 pm and Friday from 7:30 am–4:00 pm. Textbooks and school/study related items may be obtained as well as stationery items, gift items, cards and casual clothing carrying the university emblem. Additional hours and/or changes in hours will be posted. Summer hours vary. Please call the bookstore at ext. 1420 for a summer schedule.

FOOD SERVICES

The university employs a professional food service to prepare food and provides an excellent dining service program for all students, employees and guests. The Eagle Rock is open Monday through Thursday until 8:00 pm during the fall and spring semesters. Summer hours may vary. The Eagle Rock serves a variety of grill items, salads, snacks and beverages. The Café (main dining hall) is open during regular meal hours during the fall and spring semesters and features a variety of “from scratch” entrees including a salad bar and made-to-order choices. Services in the Café also include a New York-style deli, full beverage bar and desserts ranging from fresh fruit to frozen yogurt. Money can be placed on one’s student I.D. card through the campus bank. Students must be sure to specify that they want “flex” dollars put on their I.D. cards in order to use them in the Café and Eagle Rock. Cash is also acceptable in both places.

HEALTH/SECURITY RELATED ISSUES

Please refer to the Concordia University Off-Campus Programs Safety Manual which you can receive from the MAIS office. In reference to China and the area of Asia, it is strongly recommended that you have vaccinations for Hepatitis A and B and Typhoid. Please check with the Centers of Disease Control and Prevention (CDC) at: <http://www.cdc.gov/travel/destinat.htm> for further information on this area of the world (mainland China, Asia).

LIBRARY AND LEARNING RESOURCES

In this age of high technology and information, the library plays an essential role in providing the resources students and faculty need to achieve academic excellence. Located next to the main parking lot, Concordia’s library services provide rich on-campus collections complemented by many public, academic and research libraries in the area. Our librarians and student assistants will be happy to acquaint you with the computer programs available for research. These include InfoTrac, ERIC, ALTA Religion Database and Unicorn (Online Catalog). Databases are accessible from any network port on campus or they are also available to registered students from off campus through a proxy server. Students must have a password to use these databases off campus. Passwords are available from the charging desk at the library. Passwords cannot be given out over the phone or through email. VCRs and monitors are provided for your convenience as well as personal computers and copy machines. Conference rooms and a teacher resource room are also available on a first come, first serve basis. Please visit <http://library.cui.edu/lib/index.htm> for the most up-to-date library hours. Students must have a current student I.D. in order to check out library materials. (Graduate students may obtain their I.D. cards during registration hours of the fall semester. At other times the I.D. cards can be obtained in the Security Office during regular hours 8:00 am–4:30 pm).

PARKING FACILITIES

The student and visitor parking lots, located on the west side of the campus close to the Library Arts Building, have adequate parking for students. Parking permits are required for on campus parking. The fee for a parking permit may be paid at the Business Office, Admin 220. Once the fee has been paid, the permit may be obtained from the Security Office on the east end of the first floor in Beta.

APPLICATION INFORMATION

(see www.cui.edu/mais for application forms)

A student must be admitted into the master's program prior to registering for any courses. To be considered for admission to the master's program, a student must:

1. Have a bachelor's degree from a regionally accredited institution or an international evaluation verifying the equivalent of a regionally accredited U.S. bachelor's degree.
2. Be a Native English speaker, or demonstrate adequate ability/knowledge to the satisfaction of the Dean.
3. Submit an application for admission to the Program Coordinator with **nonrefundable application fee of \$50.00** (see www.cui.edu/mais for form).
4. Submit a statement of intent including short and long term goals and career objectives (see www.cui.edu/mais for form).
5. Forward to the MAIS office **ONE** official transcript FROM EACH college or university attended, showing all previous undergraduate and graduate work. (*Transcripts must be received in an official SEALED envelope.*) If degree is from a non-U.S. institution, applicant must provide an official, detailed transcript evaluation from an approved international credential evaluation service that shows the equivalent of a regionally accredited U.S. degree.
6. Submit three current recommendations, on forms provided by Concordia (see www.cui.edu/mais for forms), from an acceptable reference source such as professor, employer, immediate supervisor, pastor or colleague.
 - a. Personal Reference on character
 - b. Professional Reference on work ethic
 - c. Academic Reference from current school or most recent school attended
7. Submit a complete and up-to-date resume.
8. Submit a photocopy of college/university undergraduate diploma
9. Submit a copy of your valid passport.
10. Submit 3 "passport" photos.
11. After completion of your admission file, an admission interview will be scheduled.

POST ACCEPTANCE REQUIREMENTS

The items listed below will be sent and/or requested of the student with the acceptance letter:

1. Once a student is accepted, a signed letter of commitment, along with a deposit (\$300), is required from the student.
2. A signed copy of the Risk Release and Participation Agreement is required from the student.
3. A health form is required from the student.

ON CAMPUS HOUSING

Housing is available to MAIS students during their summer course work. An application form is available from the Office of Residential Education and Services <http://www.cui.edu/studentlife/livingoncampus/> or from the MAIS office. All residential students are required to also maintain an on campus meal plan as part of their residential services on campus. Please contact the Office of Residential Education and Services for the most current fees for these services.

FINANCIAL AID INFORMATION

Obtaining a quality education today represents not only an investment of time and energy, but a growing financial commitment as well. Concordia University participates in programs of financial aid to university students which have developed nationally, within the state of California, and within the church. For the latter, contact your congregation and the LCMS district office of the district in which you reside for information on aid that may be available to you. (For the appropriate contact person in each District, go to the LCMS website and click on "Resources" in the left hand column; then "Youth" and then scroll down to the last paragraph and click on "District Financial Aid Contact Persons." Most Districts give aid ONLY for undergraduate students going into full-time church work, but there are exceptions.) Federal student loans are also available to eligible post baccalaureate students. Financial aid is distributed according to university policies, and counselors will assist students in the completion of the appropriate forms. Forms are available in the Financial Aid Office (Admin 120).

1. TUITION AND FEES

- Application fee is a one time payment of \$50.00. The application fee is due with the application for admission to the program. Payment may be made by cash, check or credit card. Tuition rates for the 2008-2009 academic year have been set at \$505.00 per unit. Although a few courses may have special fees, generally the only further costs are for textbooks and housing at CUI in the summer, if needed.
- The 2008-2009 tuition rate applies to the 2008-2009 academic year (June 1, 2008 through May 31, 2009).
- Tuition rates are subject to annual review by the Concordia University Board of Regents and traditionally have increased annually each year. This means that MAIS courses not taken in the 2008-2009 academic term will probably have higher per unit costs associated with them as they will be taken in future academic terms. Specifically this will be the case with the MAIS 600 Research Writing course that begins in the summer of 2009, which is the start of the 2009-2010 academic term.
- Registration of your vehicle is required and parking fees are set by the university.

2. PAYMENT POLICIES AND PROCEDURES

Full payment of tuition and fees is due four weeks prior to the beginning of classes. Total payment is due if your FAFSA has not been filed. A payment of 25% is due if we have received your FAFSA, but your financial aid package has not been completed. Payment may be made by cash, credit card or check. (Please contact the Student Accounts Office for information regarding our monthly payment plan.)

3. REFUND POLICY

- **Refunds Prior to Beginning of Courses:** Enrolled students may cancel enrollment and receive a refund of all monies paid (with the exception of the application fee) prior to the first day of classes for the course(s) in which they are enrolled.
- **REFUNDS AFTER CLASSES BEGIN:** Students who withdraw from school after classes begin may apply in the Student Account Office for refunds (i.e., tuition, student service fee, room and board). Concordia University's refund policy is determined by a weekly percentage until 60 percent or greater in the semester is reached.
- **RETURN OF TITLE IV FEDERAL FINANCIAL AID POLICY** effective fall 2000 semester. This policy is in effect as a result of the Higher Education Amendments of 1998 (HEA 98). The Federal Title IV programs covered under this policy include Federal Pell Grant, Federal SEOG, Federal Stafford Loan and Federal Plus Loan. A student withdrawing from Concordia University during a semester must file an official withdrawal form with the Office of the Registrar located in Admin 200. If a student is not able to visit the office, he/she may contact a staff person in the office regarding the withdrawal date. The student's official withdrawal date will be determined by the university as:
 - 1) the date the student began the university's withdrawal process;
 - 2) the midpoint of the semester if the student withdraws without notifying the university; or
 - 3) the student's last date of attendance at an academically related activity as documented by the university.

If the student begins the withdrawal process and then later decides to continue attendance at Concordia University, the student must indicate this in writing to the Office of the Registrar and indicate that his/her intention is to complete the semester.

If a student withdraws during a semester, the portion of the federal grants and loans a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew. If the percentage earned is 60 percent or greater, the student is considered to have earned 100 percent of eligibility. This policy does not affect the student's charges. The university's withdrawal policy will be used to determine the reduction, if any, in the student's tuition, student service fee, room and board charges. If it is determined that a portion of the financial aid received on the student's behalf is unearned, the university shares with the student the responsibility of returning those funds. Any grants and loans that a student is required to return to the federal programs are considered overpayment.

The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. **If the student fails to repay or make payment arrangements to repay an overpayment, the student will lose his/her eligibility to receive future federal financial aid at any institution.**

4. LOANS

As a post-baccalaureate student at Concordia University, you are eligible to apply for federally guaranteed student loans under the Federal Family Education Loan Program (FFELP). The FFELP includes the Federal Subsidized Stafford Loan or the Federal Unsubsidized Stafford Loan. A Graduate PLUS loan, for which graduate students only are eligible, is also available. You become responsible to repay on a Federal Stafford Loan six months after you graduate, drop below half-time status or withdraw from school. The six months is called a “grace period.” For the Unsubsidized Federal Stafford Loan, the borrower is responsible for interest that accrues during the in-school, grace and deferment periods. There is no grace period for the PLUS loans. Repayment begins immediately after the loan is fully disbursed.

5. FINANCIAL AID PROCESS

- Pick up financial aid paperwork from the Financial Aid Office, Admin 120.
- If you are a full-time church worker in a LCMS school, then complete the post baccalaureate church career grant form.
- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Concordia University’s code is 013885.
- Complete the post-baccalaureate financial aid application and submit it to the Financial Aid Office. If you have attended prior institutions, please list them at the bottom of the front page. Please complete all sections.
- You will receive a Student Aid Report (SAR) after you send your FAFSA to the Federal Student Aid Program. The SAR reports back all the information that you originally reported on the FAFSA. Once you receive it, please review it for accuracy and make any corrections that may be necessary.

The federal processor randomly selects one-third of all FAFSAs submitted for a process called verification. If you are selected, you will need to provide the following documents:

- Submit a signed copy of your/your spouse’s IRS 1040, 1040A or 1040EZ to the Financial Aid Office. Please be sure to include all pages you submit to the IRS, including copies of your W-2 forms. If you do not file with the IRS, you must indicate so on the verification worksheet and you may be requested to complete a budget worksheet.
- Submit a signed copy of your parents’ IRS 1040, 1040A, or 1040EZ to the Financial Aid Office (only if requested). Be sure to include all pages that they submit to the IRS, including copies of their W-2 forms. If they do not file with the IRS, they must indicate so on the verification worksheet and you may be requested to complete a budget worksheet.
- Submit a verification worksheet.

Once all of these steps have been completed and you are registered for classes, the Financial Aid Office will review your information and determine your eligibility for financial aid for the academic year in which you are enrolled. This will include reviewing the resources you have available to pay for your education and the educational costs that you will incur while attending Concordia University. Students must maintain at least half time status to be eligible to receive financial aid.

ACADEMIC INFORMATION AND POLICIES

1. ACADEMIC ADVISING

Planning for a degree program must be done in consultation with the School of Business and Professional Studies. This ensures that the candidate is aware of the current program requirements and has scheduled his/her program to be completed with these requirements.

2. MASTER OF ARTS DEGREE

Generally a student has two years to complete all requirements in the MA degree. If additional time is needed to complete the project, the student may enroll for additional semesters and pay an additional fee.

3. ADMISSION APPEAL ON GPA POLICY

Applicants who do not meet the minimum GPA requirement for the program to which the applicant is applying may appeal the denial. Candidates with a cumulative GPA below a 2.75, who meet one of the following, may petition to be considered as a candidate in the admission process:

- a) have two years or more of credible service
- b) submit documentation of Graduate Record Exam (GRE) score (score of 900 minimum combined verbal and quantitative scores).

The application review committee will consider the potential of the candidate for academic success by reviewing a variety of factors including the following:

- significant life experience since completing the BA
- second language issues
- professional experience
- undergraduate program completed.

In appealing the denial, the candidate must submit a letter of explanation for the low grades and why the candidate's grades in a new program would be acceptable. The Dean has the final decision and may sustain the denial, reverse the denial, or refer the matter to an application review committee.

4. CLASS ATTENDANCE

Due to the nature and schedule of the courses, attendance at all regularly scheduled classes is mandatory. Only under extenuating circumstances will absences be excused at the discretion of the instructor, program director and Dean of the School of Business and Professional Studies. Failure to attend classes does not constitute withdrawal. If a student misses one class session for any course, the candidate may be required to repeat the course.

5. COURSES: ADD—DROP—CHANGES

Summer Courses

It is the student's responsibility to initiate changes in all course registrations. These course changes are made only by means of the official form available in the Office of the Registrar. All forms must be signed by the student and require the approval of the instructor involved and the Office of the Registrar. Due to the nature of the courses, a course may only be added during the first day of the course. A course may be dropped during the first two days of the semester without receiving a "W" on the academic record. Courses dropped after the second through the 5th day of the course will be recorded on your academic record as a withdrawal "W." There is a \$5.00 add/drop fee assessed at the time of changes. Courses dropped after day five will receive a grade of withdrawal-fail "WF" and an administrative fee of \$15.00 will be assessed. Please pay close attention to the add/drop dates; they will be strictly enforced. You must formally withdraw from a course or it will be recorded as a failed course with a grade of "F." Non-attendance does not constitute a withdrawal. If a course is not dropped using the above procedures, the instructor will assign an A/B/C/D/F grade. A student will not receive a full refund for any courses dropped after the first day of classes for the semester in which they are enrolled. See "Refund Policy." Failure to follow the official procedures outlined above will result in credit not being granted for a course not officially added or the assigning of the grade of "F" for courses not officially dropped.

Online Courses

A course may be **added** during the first two weeks of the semester without instructor approval. After the second week of the semester, a course may be added, but requires instructor approval. Each school has the prerogative to limit the add period to the first week of the semester with instructor approval.

A course may be **dropped** during the first two weeks of a semester without being recorded on the permanent record, with the approval of the academic counselor and the instructor.

A student who does not attend (log in and participate) during the first week of their on line class may be dropped at the prerogative of the instructor.

A course may be dropped from week 3-11, with a grade of “W”, with the approval of the academic counselor and instructor.

A course may be dropped from week 12 through the last day of classes, with a grade of “WF”, with the approval of the academic counselor and the instructor. An administrative fee will be assessed at the time of withdrawal. A course may not be dropped during finals week. Non-attendance does not constitute withdrawal from a course and will result in a grade of “F”.

Failure to follow the official procedures outlined above will result in credit not being granted for courses not officially added or the assigning of the grade of “F” for courses not officially dropped. Non-attendance does not constitute withdrawal from class.

Application forms and additional information may be obtained in the Registrar’s Office.

6. GENERAL APPEALS POLICY FOR GRADES/ACADEMIC DISPUTES

For all issues other than admission, the following summarizes procedures for appeals. Students with grievances must address those grievances with the person or office directly involved. If the student does not feel the issue is satisfactorily resolved he/she may file a formal written appeal with the Dean of the School of Business and Professional Studies. The appeal should contain a rationale as to why the decision in question should be reconsidered. The Dean will render a decision within seven days or call for an appeal committee composed of two international studies faculty and one graduate student. Any current graduate student may appeal a Dean’s decision and request a formal appeal hearing.

7. INACTIVE STATUS

Any student who has not enrolled in courses for two consecutive semesters will be considered an “inactive student.” Inactive students shall be removed from the Adult Studies Program if no progress is made toward a degree for two consecutive calendar years. An inactive student wishing to return to his/her program must re-apply for admission. Re-admission is not guaranteed. Students returning from inactive status may be required to take additional course work or repeat course work if the content of the new course(s) are deemed critical to the student’s completion of the degree.

8. MAINTAINING GOOD STANDING IN THE MA PROGRAM

A student must maintain a 3.0 to remain in good standing in the MA program. If a student drops below a 3.0, the student has one semester on probation. By the end of that semester the student must have brought the GPA back to the acceptable 3.0 cumulative or the student will be dismissed from the program.

9. PROBATIONARY STATUS

A student is classified as on probation if he/she has been fully admitted to a degree program and does not maintain the appropriate 3.0 GPA or receives a D or F in a course. Other reasons a student may be classified as probationary may include issues related to moral or ethical character and/or other conditions or combination of conditions that cause substantive reason to question the student’s fitness for the program. A student must resolve any issues leading to the probationary status by the last day of the semester following the semester in which the condition resulting in probationary status arose. If this is not possible, i.e. the course needing to be repeated is not offered, the program director may determine an appropriate time line. If the probationary status is not remedied the student will be dropped from the program.

10. ACADEMIC DISMISSAL

The first step in academic dismissal is placing a student on probationary status. Students who do not remedy academic difficulties and return to “good standing” within one semester will be dismissed from their program.

12. REPETITION OF MA COURSES

A master’s degree course may be repeated only one time in order to improve the GPA necessary for continued enrollment in the program. Courses must be repeated at Concordia. No more than two courses may be repeated. When a course is repeated, the higher grade takes precedence and is averaged into the GPA. The lower grade is still indicated on the transcript but is not averaged into the GPA. (For instance, if a student earned an “F” the first time he/she took a course, but earned a “B” upon retaking the course, his/her transcript would indicate both times the student took the course along with the respective grades. The “B” grade would be averaged into the GPA, because it is the higher of the two. The “F” grade would no longer be averaged into the GPA; however, the transcript would still indicate that the student received an “F” the first time he/she took the course).

13. SPECIAL LEARNING NEEDS OF STUDENTS

Concordia University, in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, is committed to providing reasonable accommodations for qualified students with disabilities so that they can participate in the university’s educational programs and activities. It is the student’s responsibility to make his/her needs known in a timely manner by providing the university with proper

verification and documentation of the disability. Guidelines for proper verification can be obtained from the Learning Center director. As procedures for documentation and accommodation review take time, the student is encouraged to request accommodations prior to the beginning of each course. After the second day of a course Concordia University can not guarantee that services will be facilitated. Requests for reasonable accommodations are facilitated through the Learning Center.

14. TRANSCRIPTS

A transcript order is defined as a request for a transcript to each separate destination/address; each separate destination/address constitutes a separate order. Students may obtain an official transcript of their academic record by filing a request at the Office of the Registrar. A fee is charged for transcripts and must be paid in advance. Ten working days should be allowed for processing and mailing of the transcript. Transcripts will not be released until all fees have been paid. Transcripts from other schools become the property of the university and will not be released or copied. Concordia University students transitioning from BA status to graduate status will not need to order transcripts from other institutions attended.

15. TRANSFERRING IN COURSES

A maximum of six (6) units may be transferred into the Master of Arts in International Studies Program. These courses must be approved by the Dean of the School of Business and Professional Studies and must closely match course descriptions in Concordia's program. All requests must be in writing along with appropriate course descriptions, syllabi and transcripts. Please note that Concordia University cannot guarantee that courses can be transferred to other institutions.

16. GRADING SYSTEM

The grade point average (GPA) at Concordia University is computed on a four point scale and determined on the basis of the scale below. Specific grading requirements for each course will vary greatly, and the letter grades cannot be defined here other than in a general manner. Only grades of C or better may be applied for fulfillment of master's requirement.

The following grade points are applied by the Office of the Registrar to the grade point average for each final grade given by the professor.

A	4.0 grade points
A-	3.7 grade points
B+	3.3 grade points
B	3.0 grade points
B-	2.7 grade points
C+	2.3 grade points
C	2.0 grade points
C-	1.7 grade points

AUD	Audit	Assigned for classes attended for no credit and for the purpose of gaining information without the requirements of tests and papers.
I	Incomplete	Assigned when a student, with the consent of the instructor, postpones the submission of certain work because of extenuating circumstances. Incompletes must be removed within seven weeks from the beginning of the next semester, excluding summer sessions, unless an extension is granted by the instructor with an approval from the Dean. Incompletes incurred during summer sessions must be removed within seven weeks from the beginning of the fall semester with the same stipulation. Failure to remove an incomplete will result in the automatic change to the alternate grade given at the same time as the incomplete.
IP	In Progress	Assigned when an educational experience (e.g. thesis and practicum) is designed to extend beyond a single grading period. An "IP" grade must be accompanied by the terminal date at which the regular grade is due. When the grade is not assigned and submitted to the registrar within the specified time after the terminal date, the grade of "I" will be assigned in accordance with the policy on the grade of "Incomplete." Thereafter, the course is governed by the rule of "I."
CR	Credit	Assigned when credits are earned by examination rather than by attendance.
W	Withdrawal	Assigned when a student officially withdraws from a class after census date and through the eighth week.
WF	Withdraw F	Assigned when a student officially withdraws from a class after day two through the last day of instruction.

It is the student's responsibility to bring any error in grades to the attention of the instructor within one semester following the issued grade. Grade changes are made only because of computation or recording errors and must be corrected no later than the last day of classes of the next full semester. Submission of extra work after a semester is completed will be permitted only when a grade of "Incomplete" was assigned.

GRADUATION

All masters of arts students are encouraged to celebrate the completion of their program by participating in the annual graduation ceremony held each May. However, students need to plan ahead for this event. All students must have completed their program by graduation. This means that all courses must be complete.

GRADUATION POLICIES

Each student must register for graduation by the SEPTEMBER before the May graduation. An application for graduation through the Office of the Registrar must be completed even if you do not plan to participate in the ceremonies.

Graduation applications are due in the Office of the Registrar according to the following schedule:

May graduation—applications due September 25
December graduation—applications are due April 25
Summer graduation—applications are due April 25

Concordia University holds commencement only in May. Students who complete graduation requirements during the previous year are invited to participate in the May commencement.

SECTION II: Program Overview

RATIONALE

In order to equip students with the skills necessary to teach English in China, candidates will complete 14 units at Concordia University Irvine before leaving for China. It is expected that the student will complete the rest of their MA program while teaching in Chinese schools/English Language training centers, thus providing a rich context for learning about international content while living within the culture.

With a population of 1.3 billion, China is becoming a world leader in business and education. Experience in China will prepare individuals with new opportunities and resources. The Master of Arts in International Studies will provide candidates with the opportunity

- To gain first-hand experience in the culture of China.
- To explore the social and economic opportunities emerging in China.
- To meet with Chinese educators and business people.
- To learn basic Chinese language.
- To explore areas of interest as they relate to China and its unique culture, history, political system, economic system, educational systems, social structure, and business opportunities.
- To develop relationships with Chinese leaders.
- To teach English to Chinese students.
- To earn a master's degree in international studies while receiving in-depth training, study, and practical experience in China.

THE PLAN

The Master of Arts in International Studies Program will provide candidates with intensive study and experiences in a diverse cultural setting. During this international experience, candidates will teach English as a second language. Candidates will receive housing and a monthly stipend for teaching in the Chinese schools/English Language training centers. (See attached job/internship description.)

English Language Teacher Sample Job Description for Teaching Internship Position in China

Position: English teacher in local Chinese schools and/or training centers

Responsibility: Teaching English, improving the language skill of the students, participating in school activities

Requirements:

- 1) Native English speaker proficiency
- 2) Minimum Bachelor's Degree
- 3) Interest in teaching profession
- 4) Flexibility to a diverse culture and environment
- 5) Acceptable personalities: easy-going, responsible, creative, open minded and hard-working person

Provided:

- 1) Monthly stipend provided for internship dependent upon qualifications and placement
- 2) Reimbursement to you, from your employer, of your round-trip economy class air ticket between America and China
- 3) Housing/Stipend provided by employer
- 4) Legal working visa in China provided by employer
- 5) Chinese language lessons available

PROGRAM REQUIREMENTS:

Course #	Course Title	Units
<i>Summer semester #1 (14 units)</i>		
MAIS 501	Chinese Culture & Society	4
MAIS 502	International/Comparative Research Methods	4
MAIS 503	Basic Chinese Language	2
MAIS 520 (Educ)	Foundations of Chinese Education	4
-or-		
MAIS 530 (Bus)	Foundations of Chinese Business	4
<i>Fall semester r#1 (8 units)</i>		
MAIS 592	Teaching Practicum I	2
MAIS 503	Ethnographic Research	3
MAIS 525 (Educ)	Environmental and Instructional Design	3
-or-		
MAIS 531 (Bus)	Global Economics & Enterprise	3
<i>Spring semester (8 units)</i>		
MAIS 593	Teaching Practicum II	2
MAIS 504	Data Analysis	3
MAIS 527 (Educ)	Literacy and Language Acquisition	3
-or-		
MAIS 533 (Bus)	International Management & Leadership	3
<i>Summer #2/Fall semester #2 (4 units)</i>		
MAIS 600	Research Writing	4

Total program units 34

FALL/SPRING OPTIONAL COURSES

MAIS 511, Beginning Chinese Language (3)
 MAIS 512, Intermediate Chinese Language (3)
 MAIS 513, Advanced Chinese Language (3)
 [depending on where student is placed according to exam]

Cost per unit = \$ 505.00*

Total program units = 34

Total program tuition costs = \$17,170.00

*current rate of tuition - tuition rates increase each academic term

MAIS Summer 2008 Course Program Dates

*MAIS (cohort 4) beginning classes
(schedule subject to changes, this schedule was current as of May 13, 2008)*

Summer Phase IA

June 16 – July 18 (Mon, Wed, Fri)

MAIS 501 course – Chinese Culture & Society

June 16 – July 18 (Mon, Wed, Fri)

MAIS 502 course – International/Comparative Research Methods

June 17 – July 17 (Tues & Thurs)

MAIS 510 course – Basic Chinese Language

Summer Phase IB

July 21 – August 1 (Mon, Wed, Fri)

MAIS 520 course – Foundations of Chinese Education

OR

MAIS 530 course – Foundations of Chinese Education

August 1-31 No classes, prepare to go to China
Departure dates will vary during the month of August
Depending upon placement

On campus housing is available from June 14 – August 1

Above schedule is tentative and subject to change – please check with the MAIS office regarding the most up to date class and program scheduling.

PROGRAM OUTLINE

PURPOSE

This unique Master of Arts degree allows participants to combine an academic study of Chinese culture with the practical experience of living and working in China. In order to equip students with the skills necessary for this unique experience, students will first complete 14 units Concordia University Irvine, California campus during the summer prior to their placement in China. As an integral part of the students' MA program, they will intern/teach in a Chinese school/English Language Training center. This experience is at the heart of the student being provided with a rich context for learning about the local Chinese culture while actively living within the culture.

PARTICIPATING ORGANIZATIONS

MAIS students are placed in contracting organizations (local schools, after school training centers, businesses, etc.) throughout China. These contracting organizations have been pre-selected and screened by Concordia University's Dean of Asia Programs, who is an American citizen working and living in Shanghai, China. During the previous years of the program, contracting organizations have been locating MAIS students in Shanghai, Hangzhou, Beijing and Shenzhen. We anticipate additional locations being added to this list in the future. MAIS students are individually required to sign employment contracts directly with their contracting organizations and as such, they are under the jurisdiction of the local employment rules in order for their working visas to be issued and valid.

The contracting organizations that have partnered with Concordia University to date are

Jin Cai High School, Shanghai
SMIC, Shanghai
English First, Shanghai
ACES, Shenzhen
Bear American, Shanghai
Bear American, Hangzhou
Fushan Foreign Language Primary School, Pudong/Shanghai (www.psfhl.pudong-edu.sh.cn)
Scholastic Asia, Shanghai (www.scholastic.com.cn)
Shane English School, Shanghai (www.shane.com.cn)
Shenzhen Foreign Language Schools, Shenzhen (www.sfls.net.cn)
Shenzhen Luoling Foreign Language Experimental School
Xiangshan Middle School, Pudong/Shanghai
Telfort Business Institute, Shanghai Institute of Technology, Shanghai
Delter-Telfort Business Institute, Beijing
Round Table Academy/ Happy Marian Kindergarten, Shanghai
Donghai Primary School, Shenzhen
Futian Yi Tian Middle School, Shenzhen
Futian Cai Tian Primary School, Shenzhen
Futian Foreign Language School, Shenzhen
Futian Fu Quiang Primary School, Shenzhen
Futian Jing Lian Primary School, Shenzhen
Futian Li Yuan Primary School, Shenzhen
Futian Shen Nan Middle School, Shenzhen
Futian Xin Lian Primary School, Shenzhen
Luohu Bin He Primary School, Shenzhen
Luohu Wen Jin Middle School, Shenzhen
Luohu Bei Dou Primary School, Shenzhen
Luohu Cui Bei Primary School, Shenzhen
Luohu Dong Hu Middle School, Shenzhen
Luohu Luo Fang Middle School, Shenzhen
Shenzhen Nanshan Zhongjia Xinghai Kindergarten, Shenzhen
Qijing Teachers College, Yunnan Province, Qijing

PLACEMENT IN CONTRACTING ORGANIZATIONS

The contracting organization in which each student is placed is determined by Concordia University under the direction of both the director of china programs and the director of overseas education, along with the needs and desires of each contracting organization and the MAIS student. All MAIS students will be given the opportunity to express their placement preferences (location, grade levels, etc.), once formally accepted into the MAIS program. Concordia University will exert its best efforts to match student's preference requests with contracting organizations needs. All MAIS prospective students should be aware that there is no guarantee that their preferences can be matched and should not apply to the program if their preferences are not completely flexible in nature. In addition, the local culture within China is preferential to Anglo, native speakers of English. This unique cultural phenomenon is a reality that has both direct and indirect bearings on placements with contracting organizations.

ORIENTATION AND TRAINING

A. Coursework at Concordia University Irvine, California

MAIS 501 . Chinese Culture and History	4 units
MAIS 502 . International/Comparative Research Methods	4 units
MAIS 510 . Basic Chinese Language.....	2 units

Education Emphasis

MAIS 520 . Foundations of Chinese Education	4 units
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Business Emphasis

MAIS 530 . Foundations of Chinese Business	4 units
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These courses will be taught on the Concordia University Irvine campus during the months of June, July and August.

B. Arrival in China

Students are responsible for arranging their travel to China with their contracting organizations.

C. Year in China

While working at the internship/teaching position in the contracting organization, students will also be taking online classes through Concordia University utilizing the WebCT platform.

Fall semester (8 units)

MAIS 503 Ethnographic Research	3 units
MAIS 592 Teaching Practicum I	2 units

MAIS 531 Global Economics & Enterprise	3 units
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-or-

MAIS 525 Environmental and Instructional Design	3 units
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Spring semester (8 units)

MAIS 504 Data Analysis	3 units
MAIS 593 Teaching Practicum II	2 units

MAIS 533 International Management & Leadership	3 units
--	---------

-or-

MAIS 527 Literacy and Language Acquisition	3 units
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D. After finishing internship in China

Students will have the following summer and fall semester to finish their project/thesis.

MAIS 600 . Research Writing	4 units
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TERMS AND CONDITIONS (Internship placements)

Terms and conditions of service, which often vary according to the policy of the particular contracting organization in which the student is placed, are generally as follows:

A. Length of Commitment in China

Commitments are for one calendar year (approx. mid/end August, 2008 to mid/end August, 2009).

Early termination of the commitment on the part of the MAIS student greatly affects the overall running of the program (as yearly schedules for schools, companies and all contracting organizations are made in advance). All participants are expected to fulfill the full term of their commitment.

Violation of the terms and conditions of the commitment, such as prematurely leaving the program and/or returning home without justifiable reason, can result in corresponding measures to be taken: such as the student being billed for their air fare costs and other repatriation costs that may be incurred by Concordia University on behalf of the student as a direct result of their actions.

MAIS students are expected to intern/work/teach full time. Exact working hours and arrangements vary between contracting organizations and, as a result, each MAIS student may have a somewhat unique work schedule from their peers. Please note that many contracting organizations do operate on Saturdays and Sundays, but will compensate with time off during the traditional work week (Monday–Friday). The days off will vary among contracting organizations, but generally follow the normal/traditional business work schedule for local Chinese in that area. An hour commute to and from work in China is quite normal and some schools may require that you stay on campus for the working day.

B. Placement

The contracting organization in which each student is placed is determined by Concordia University under the direction of both the Director of China programs and the Dean of Asia programs, along with the needs and desires of each contracting organization. Accepted MAIS students will be asked their preference for placement; however, placement preferences on the part of the MAIS student cannot be guaranteed. Rejection by the student of the position offered will result in disqualification from the program. Married couples may apply, but each spouse is treated as an individual applicant: placement within the same contracting organization will be attempted, but cannot be guaranteed.

C. Remuneration

The minimum monthly stipend for each student will vary dependent upon qualifications and placement. This remuneration is a sufficient amount to cover average living expenses in China. Contracting organizations monthly stipend will vary for individual students depending upon various numbers of factors such as teaching load, subject matter, traveling time, etc.

D. Transportation

MAIS students are responsible for their own transportation to China.

E. Accommodation

Western style apartment accommodations are provided and the base rent is paid for by the contracting organization as part of the employment agreement. MAIS students are directly responsible for their own utility costs and other personal fees.

In most cases, housing arrangements will already have been made prior to the student's arrival. Concordia University, along with contracting organizations, may assist students in finding accommodations.

F. Communication Protocol

Once you are in China at your internship placement, the communication protocol goes from first, your employer (if the issue is work related as opposed to academic course work); to second, the Dean of Asia programs who is located directly in China; and third to the Director International Programs (China) with the final person in this chain being the Dean of the School of Business and Professional Studies, Dr. Tim Peters. Each person in this communication hierarchy will direct you to the previous person in your communication if you have not followed that path. This protocol is set up to best serve you as a student and to be most effective in providing the most immediate and direct resolution for you.

SECTION III: COURSE DESCRIPTIONS

Master of Arts: INTERNATIONAL STUDIES (34 units)

Summer @ CUI (14 units)

MAIS 501 Chinese Culture & Society (4 units)

This interdisciplinary course will provide insight into China's contemporary culture and social issues by studying its geography, history, linguistics, socioeconomic demographics, economics and politics, social system, and philosophy/religion. Examining a broad range of topics, the course will help students better understand the Chinese people, and the economic and social transformation that China is currently undergoing.

MAIS 502 International/Comparative Research Methods (4 units)

Students will acquire fundamental research skills that can be applied to an international context. These include case study, surveys, interviews, and other qualitative and quantitative research methodologies. Students will also learn how to create a literature review, and subsequently, to utilize that knowledge to formulate a research plan.

MAIS 510 Basic Chinese Language (2 units)

Students will learn the basics of written and spoken Chinese, enough to navigate their China placements during their first semester abroad. This course also addresses numerous issues surrounding first and second language acquisition, such as oral language development, listening skills, writing and reading development. [Course may be waived if placed out by testing.]

MAIS 520 Foundations of Chinese Education (4 units)

This course provides the context for understanding how education has evolved in China. Students will discover the methods of instruction most prevalent in China as compared to Western teaching methods. Furthermore, the cognitive, social, moral and psychological development of students in China will be examined, particularly in comparison to that of students in the US. Topics such as human learning, achievement, motivation, conduct and attitude will also be covered. This course prepares prospective teachers for the Chinese classroom experience.

-or-

MAIS 530 Foundations of Chinese Business (4 units)

This seminar will address China's emerging role as a major power in both the global economy and international affairs. China's unprecedented economic and social transformation will be examined along with its integration into the world community of nations. The world needs to understand how China sees herself and her role in the world. Both Chinese and Western perspectives of international relations and economics will be explored along with major aspects of Sino-American relations from 1949 to the present.

Fall Semester in China (8 units)

MAIS 503 Ethnographic Research (3 units)

Students in pairs will conduct a research project that utilizes ethnographic methods (e.g., observations, interviews and surveys). The research project will have as its setting the business or educational organization that the student has been placed at. Components of the research project will be completed incrementally as the semester proceeds.

MAIS 592 Teaching Practicum I (2 units)

This course consists of 4-6 months of field experience and class seminars. Students will develop an understanding of environmental and instructional strategies in practice, with particular attention towards meeting the needs of diverse learners.

MAIS 525 Environmental and Instructional Design (3 units)

This course focuses on the design of effective, appropriate and positive classroom environments and instructional strategies for students from diverse backgrounds and learning modalities. Students acquire skills in lesson planning, classroom management and assessment. The frameworks that are utilized include Vygotsky's Scaffolded Learning, Gardner's Multiple Intelligences and Bloom's Taxonomy.

-or-

MAIS 531 Global Economics & Enterprise (3 units)

This course presents an overview of the dynamics of the global marketplace and the international sources of economic change. Topics include emerging markets, supply and demand, comparative economic development, control and democratic regimes, competition and cooperation, international trade organizations, and globalization. Students will apply their knowledge of these theories to the company that they are interning at, analyzing the multiple internal and external factors that must be addressed for economic success.

FALL/SPRING OPTIONAL COURSES

Students will have the option to choose to continue their study of the Chinese language while on site in China during their internship work. Students will build on their basic knowledge of spoken Chinese using oral language development skills, listening skills and also reading and writing development skills. Internship employers will be instrumental in selecting and providing instructors for this position.

MAIS 511 Beginning Chinese Language (3 units)**MAIS 512 Intermediate Chinese Language (3 units)****MAIS 513 Advanced Chinese Language (3 units)**

[depending on where student is placed according to exam]

Spring Semester in China (8 units)**MAIS 504 Data Analysis (3 units)**

Students will acquire the skills of quantitative data analysis to examine and make sense of both business and educational information. The course will focus on descriptive statistics and regressions, though other forms of analysis will also be covered. Students will be required to build on their research from MAIS 507 by either utilizing data that was already gathered through the ethnography or collecting additional quantitative data sufficient to run analyses on.

MAIS 593 Teaching Practicum II (2 units)

This course consists of 4-6 months of field experience and class seminars. Students continue to practice their knowledge of curriculum, instruction and assessment in the classroom. They will pay special attention to language acquisition for the non-native English speaker.

MAIS 527 Literacy and Language Acquisition (3 units)

Utilizing a framework that examines the intersection of language, culture and cognition, students will study classroom methodologies in language development and acquisition with a focus on cross-curricular and cultural diversity issues. The successful implementation of pedagogical strategies for teaching the English language learner is the primary objective of this course.

-or-

MAIS 533 International Management & Leadership (3 units)

In this course, students will examine the inner workings of a company by examining it from the lenses of the mechanistic/bureaucratic perspective, the human relations perspective, the political perspective, the open system perspective, the cultural perspective and the learning organization perspective. These multiple perspectives will provide the substance for a contingency analysis and organizational ADR.

SPRING OPTIONAL COURSES

Students will have the option to choose to continue their study of the Chinese language while on site in China during their internship work. Students will build on their basic knowledge of spoken Chinese using oral language development skills, listening skills and also reading and writing development skills. Internship employers will be instrumental in selecting and providing instructors for this position.

MAIS 512 Intermediate Chinese Language (3 units)**MAIS 513 Advanced Chinese Language (3 units)**

[depending on where student is placed according to exam]

Summer/Fall (off campus) (4 units)

The project/thesis may extend until the end of the fall semester.

MAIS 600 Research Writing (4 units)

Students will select or be assigned a faculty advisor and be engaged in completing their research project by editing and publishing a final research paper that will meet the professional standards of validity, reliability and credibility. Students who do not file their Master's Thesis at the end of the Fall term may repeat the Research Writing course in the Spring Term by reregistering for 4 additional units. Students filing their theses late during the following summer will be subject to a \$500 late filing fee as well.

Total Credits: 34

OFF-CAMPUS PROGRAM SAFETY MANUAL

The Master of Arts in International Studies Program will take place both in Irvine and in mainland China. Since most of the program is taken overseas, this manual is very critical in planning for this program. Please be sure and refer to this manual for any questions and refer to the program office with any other questions.

So you want to go abroad...



Concern for your safety is one of Concordia University's core commitments as we plan off-campus programs. While there are risks involved in all travel, our goal is that you be prudently prepared to face these risks. This manual was written to help you learn how to be safe and healthy and to have a great travel experience. You should read this manual carefully and understand it thoroughly.

Feel free to ask your program director any specific follow-up questions.

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The U.S. is a Dangerous Place!

As you begin to think about your safety as you travel, it is important to have a comparative perspective on the United States and the world. You may be surprised to learn that the United States is perceived around the world as a rather dangerous country. Our street crime statistics support this view. No other country has as many guns or gun-related injuries and deaths. U.S. drug and alcohol abuse is among the highest in the world. Although international visitors come in great numbers to visit the United States, many arrive concerned about what they think they will find.

Yet, of course, our perception is often that life at home is safer than life “over there.” U.S. media coverage of the rest of the world focuses on overseas political upheavals, violent strife, and natural disasters, rather than on positive political and social developments or on the richness and human warmth of life as it is actually lived. *People who spend time traveling often comment on how “normal” life seems abroad, in spite of cultural differences.* This discovery comes when you can look past the stereotypes, misperceptions and media distortions and see people and cultures with your own eyes.

What is significantly different abroad, though, is the range of challenges confronting the victim of misfortune. Distractions and unfamiliarity throw the traveler off balance, increasing the likelihood of problems in the first place. Then language barriers, varying laws and customs, different standards of care—all of these come into play, compounding the impact of any problem faced in a foreign land. As a result, even small problems can quickly become big problems.

Aiming to Come Home Safe and Well

Below are some policies and procedures developed and collated by several colleges and universities for assessing risks and seeking the safety of participants in off-campus programs. Later in the document we have also included common-sense tips to help you avoid safety-related problems and to assist you in having a positive travel experience.

1. **Orientation information** is offered for outgoing off-campus program participants and orientation is given to program directors to assist in preparation for your experience. These provide practical information about travel abroad in general and specific places you will visit. Make sure you take full advantage of these orientation sessions.

Orientation is meant to teach you attitudes and skills that will help you in understanding situations (social and physical) and interactions you are likely to encounter. Your personal safety is increased when you are sensitive to the difference between acceptable and unacceptable behavior in an unfamiliar culture, including the areas of traffic and public transportation (airplanes, trains, buses, cars). *Danger to a traveler more often lies in personal interactions or accidents than in international political instability.*

2. Your **program leaders are given training** on how to handle various problems that might arise during your program, so they will be able to advise and assist you.
3. In case of a crisis, an **international assistance provider** is on retainer to help with your needs. In the event of a crisis, rearrangement of travel plans may be necessary, and steps will be taken accordingly. Concordia’s **on-campus crisis team** and on-site advisers, plus other special resources (such as international safety experts and/or State Department personnel), will be included in the decision-making. Concordia University has access to immediate international information over the internet and through crisis consultants. If a situation warrants, Concordia will take initiative to contact those affected to advise of events and information affecting off-campus programs.
4. We provide information for travelers and your families/parents/guardians regarding the limits of Concordia University’s responsibility and identifying the kinds of participant experiences that are beyond the university’s control. In particular, Concordia University:
 - a) cannot guarantee or assure your safety or eliminate all risks from the foreign environments.
 - b) cannot assure that you will be free of illness or injury during the program.
 - c) cannot monitor or control all your daily personal decisions, choices and activities.
 - d) cannot prevent you from engaging in illegal, dangerous or unwise activities.
 - e) cannot assure that home-country cultural values and norms will apply in the host country.
 - f) cannot assure that U.S. standards of due process apply in overseas legal proceedings, or provide or pay for

- legal representation for you.
- g) cannot assume responsibility for the actions of persons not employed or otherwise engaged by Concordia University; events that are not part of the program, or that are beyond Concordia University's and its subcontractors' control; or situations that may arise due to failure of a program participant to disclose pertinent information.
 - h) cannot assume responsibility for acts and events beyond our control; or ensure local adherence to U.S. norms of due process, individual rights, political correctness and sensitivity, relationships between the sexes, or relations among racial, cultural and ethnic groups. Your realistic assessment of safety risks associated with any area of the world is strongly advised. Safety is everyone's responsibility. Participants, their families, and Concordia University all have a role to play in minimizing potential dangers.

Your Own Responsibility for Safety

You have a major impact on your own health and safety through the decisions you make before and during the program by your own personal choices and behaviors. Participants on off-campus programs need to:

1. Read and carefully consider all materials issued by your specific program (e.g., guidebooks, manuals, State Department warnings) and by Concordia University that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host regions and/or countries.
2. Consider your personal emotional, physical and mental health and safety needs when accepting a place in a program.
3. Give your program staff accurate and complete physical and mental health information, and any other personal data necessary for planning a safe and healthy experience abroad.
4. Assume responsibility for your personal preparation for the program, and participate fully in orientations.
5. Obtain and maintain insurance policies appropriate to the level of risk you consider acceptable, and abide by any conditions imposed by the carriers.
6. Make three copies of your passport, ticket, itinerary, and visa information. Submit one to the program office, leave one with your parents/guardians, and pack one in your luggage. In case the originals are stolen, these copies can help you replace them rapidly. And if your luggage is lost, anyone who opens it can find your itinerary and return your luggage to you.
7. Make a copy of credit cards, traveler's checks, driver's license, and other important items you will be carrying. Leave these with your parents/guardians or family. This way if they are lost or stolen, it is much easier to report the loss and replace them.
8. Inform your family, parents, guardians and any others who may need to know about your participation in this program. Provide them with emergency contact information and keep them informed on an ongoing basis, and encourage them to pray for the whole process. Their support will be valuable to you throughout your experience.
9. Learn the culture and laws of the country in which you will study. Comply with local codes of conduct and obey host-country laws. **Americans are NOT immune to local law. Do not assume that because something is legal in the U.S., it is legal abroad.**
10. Be aware of local conditions when making daily choices and decisions. Promptly express any health or safety concerns to your internship hosts, home-stay hosts, or other appropriate individuals. Advise the program staff of health concerns immediately.
11. Behave in a manner that is respectful of the rights and well-being of others.
12. Accept the consequences of your own decisions and actions.
13. If you will be in a foreign country for more than a week, upon arrival, register your passport with the U.S. Embassy or consulate. The registration form will give the Embassy information as to how to contact you in case of an emergency. Make sure you authorize the Embassy/Consulate authority to contact Concordia University and your parents/guardians with information about you.
14. When traveling to countries beyond your primary program destination(s) for more than a week, register upon arrival at the U.S. Consulate or Embassy having jurisdiction over the location. You may need to find out **in advance** which Consulate/Embassy this is.
15. As applicable, inform your host organization, supervisor, and host family about how to contact you in an emergency.
16. If you travel on a side trip, even if only overnight, inform and leave your itinerary with your host supervisor and family and the program staff.

Family/Parent/Guardian Responsibility for Safety

Families and parents play an important role in your health and safety by helping you make decisions and influencing your behavior overseas. It is important for your family, especially parents or guardians, to:

1. Obtain and carefully evaluate health and safety information related to your participation in the program, including information provided by the Health Service (and when necessary from the Center for Disease Control), the U.S. State Department, and other sources.
2. Be involved in your decision to enroll in a particular program.
3. Engage you in a discussion of safety and behavior issues related to your program.
4. Be responsive to requests from your program leaders and Concordia University for information needed about you in case of emergencies.
5. Keep in touch with you by letters and email while you are abroad, supporting and encouraging you throughout your experience.

General Travel Safety Tips

The excitement of travel and new environments make it easy to become distracted, or even careless. The following suggestions offer no guarantee of safety and are mostly common sense. Your goal is to be aware of where you are and what is going on around you at all times.

1. As preparation for your time abroad, **talk to or email people from your destination country** as often as possible. Their insights may prove to be very helpful.
2. Safety begins with packing. **Dress conservatively.** Short skirts and tank tops may be comfortable, but they may also encourage unwanted attention. Avoid the appearance of affluence. Avoid taking lots of jewelry or expensive clothing and accessories.
3. **Research your options regarding telephone use.** Ahead of time, arrange with your family the method by which they will accept collect calls from you, especially upon your initial arrival in a country. When using public phones to call home, have your phone card (with your PIN memorized, not written down!) and some local coins with you at all times, so that you have backup means for making calls. Prepaid phone cards are often a great deal, but make sure ahead of time that they'll work at your destination. You may even want to rent, or purchase, a cell phone in your destination country to have an emergency way to communicate. Because of conflicting technology or signal unavailability, cell phones may not work at some destination sites—you should find this out ahead of time. Take the time to consider the expectations, rules, or opportunities you may or may not have to use the telephone at your living place.
4. **Travel light!** Seasoned travelers have a saying: "Half the baggage, twice the money!" This enables you to move quickly. You will be less tired and less likely to set your bags down. Never leave your baggage unattended; everything you own is in it. A thief knows this and will take advantage of even a few seconds of your inattention. This holds true no matter where you are—in a hotel lobby, at the train station, in the train or bus, at a restaurant or resting in a park.
5. **Protect your valuable documents.** At all times carry such valuables (passports, rail pass, traveler's checks, airline ticket, credit cards) in a hidden money belt or neck pouch (available from any good traveler's supply or department store) stashed securely *inside* your clothing. Do not carry your documents or money in a hip pocket, open purse, or outside pocket on your backpack. Keep these documents *on your person* at all times! If you plan to swim or bathe, make sure you have carefully entrusted them with a friend who will stick around until you're done.
6. When you are in post offices, restaurants, banks, etc., **do not put your pack, purse, or bag down or** lose track of them. These are public places where, as you are distracted in conversations or transactions, your things are most likely to be stolen.
7. **Do not loosely carry your bag, purse, or camera case.** Wear the bag strap across your body on your side away from the street, with the bag under your arm, so that your arm secures it with the clasp against you. If you're not moving quickly or are in crowded conditions, day packs should be worn "facing front" if it's not too awkward.
8. **Do not agree to meet a person whom you do not know in a secluded place.** You can easily be taken advantage of. Be aware that sometimes people from other cultures tend to mistake the friendliness of Americans for romantic interest. In non-Western societies, safety is enhanced by being with others and in public places.
9. **Do not use illegal drugs of any kind.** If someone near you (even a stranger) has or uses drugs, leave the area quickly. Remember, you are subject to the laws of the country in which you are traveling. Hundreds of American travelers end up in foreign jails each year as a result of carrying, using or being suspected of using drugs or even associating with drug users. There is little the American embassy can do on your behalf in these cases, and the laws in many countries are more severe than at home.
10. **Take a copy of written prescriptions for** any medicines you need, in both brand-name and generic form in case you need to refill them while abroad. Do not bring medications outside their original pharmacy container! Don't overlook your corrective lens prescription; you should pack an extra set of contacts.

11. **Think and act confidently and self-assuredly.** Be purposeful when you move about. Try not to “look like a victim.” Avoid flashy dress, jewelry, luggage, or conspicuous behavior that would draw attention to yourself. Walk briskly and with confidence, like you know where you are going (even if you don’t!), particularly at night.
12. **Avoid the vicinity of public demonstrations and strikes,** especially in politically volatile countries. Read the local newspaper and learn about potential civil unrest. What appears peaceful can suddenly become a very dangerous situation, and you could be caught in the middle. If for some reason your program requires you to observe such demonstrations, check with your program director about safe procedures for doing this.
13. **If possible, avoid any travel at night.** If travel at night is unavoidable, then travel with one or more companions and stay in populated, well-trafficked zones. Walk in well-lit areas and do not attempt to traverse parks, parking lots, alleyways, or any other large, deserted sites. Do not travel to areas of a city or country that your program director, hosts, or trusted acquaintances have labeled as unsafe. In some countries it will be important to have a male member in any walking group. Use common sense if confronted with a dangerous situation. At times it may be best to attract attention by screaming or running. But if confronted by superior or armed force, it may be best not to fight attackers, but to give up valuables. Your personal safety is far more important than any property.
14. **Try to avoid arriving in unknown towns at night.** If you must arrive at night, make sure you have reserved accommodations. Use designated taxis rather than buses or minivan transportation at night.
15. **Plan where you are going in advance, and be aware of your surroundings.** This is not paranoia – it’s good common sense. You know what feels comfortable and what doesn’t. If your instincts tell you a situation is uncomfortable, trust them and move along. If you become lost, ask directions, if possible from individuals in authority. Don’t check your map at a street corner; rather, walk into a café or shop. Be smart, cautious and observant as you would be in any large American city. Ask your program director, your hosts, the local tourism office or the manager of your hotel about areas to avoid.
17. Taking photos of police or military installations is usually prohibited – your film and camera can both be confiscated. **Watch for the sign of a camera with a line through it,** which means “Don’t take pictures.”
18. **Do not swim at an unfamiliar beach** unless you are positive it is safe. There can be dangerous undertows present. Watch the waves and other swimmers. Beaches can also be contaminated, which not even the locals might be aware of. Especially if no one else is in the water, think twice before entering yourself!
19. **In Africa, do not swim in any fresh water that is not chlorinated.** That means no ponds, rivers, lakes! Among other risks (crocodiles, hippos, etc.) is the *schistosomiasis* (bilharzias) parasite, which can be *very* dangerous to your health.
20. **Stay healthy by eating well and getting sufficient rest. Keep yourself hydrated** all the time while you are away. Keeping hydrated can mitigate much illness, discomfort, reaction to drugs, etc. If you become ill, take care of yourself by getting the proper care. Don’t be afraid to visit a doctor or hospital because you don’t speak the local language. Usually there is someone around who speaks English. Ask your program director early on about doctors and good medical facilities, and know how to contact/find them.
21. **Watch for anyone following you** or loitering and observing your comings and goings. Keep a mental note of safe places, such as hotels, hospitals, police stations, etc. Do not make eye contact or conversation with questionable characters that seem to be “just hanging around.”

Airport Travel

1. Arrive early! Check in with your airline as soon as possible and proceed immediately through security clearance. Shops and services available in the non-secure area will typically be available once you have passed through the security check. When moving through security checkpoints, if you are traveling with a partner, have them go through the body scanner first, waiting on the other side for you to send the luggage through the parcel scanner. That will prevent anyone from having the opportunity to snatch your bags if you are held up in the body scanner. Don’t let strangers slip between you and your baggage – this is a common criminal scam. They swipe your baggage at the other end of the conveyor before you can go through the checkpoint.
2. Put your name and address inside and outside each piece of luggage, along with a copy of your itinerary. (You may wish to cover the outside label with a flap to preserve your identity.) Make sure you receive a claim check for EACH piece of luggage you check. After disembarking from the plane, go *immediately* to the baggage claim area to retrieve your luggage. Brightly colored or fluorescent string or tape attached to your luggage will make it easier to find.
3. Do not make references to, or jokes about, terrorism, bombs or hijacking, or you may become the object of much unwanted attention. Respond seriously and honestly to all questions asked by security personnel. Be aware of what you discuss with strangers about your travel plans or any other topic that may be overheard by others.
4. NEVER carry packages or letters for strangers or agree to watch a stranger’s luggage! They may be using you as a dupe to tend or carry bombs, drugs, etc.

5. Be watchful for suspicious abandoned packages and briefcases. Report them to airport security and leave the area.
6. Do not carry on your person, or in your hand-luggage, anything that could be regarded as a weapon. Pocket knives, matches and lighters are usually forbidden in carry-on baggage. Regulations are much stricter than they were before September 11, 2001. It might be a good idea to purchase necessary restricted items once you arrive in your destination country. Metal objects in your suitcase may activate security devices, causing delays in the arrival of your luggage.
7. On the plane, check under your seat and in overhead baggage compartments. Report anything suspicious to flight personnel.
8. Be aware of others on board your flight. Always keep an eye on your carry-on luggage, especially if you place it in overhead compartments not directly above or next to your seat.
9. Machines that sell flight life insurance are a waste of time and money. They sell policies that pay family or friends in the event of a plane crash. Check with your family's insurance agent; you and your belongings are probably already covered. If not, you can obtain the same coverage much cheaper.
10. When using airport shuttles always keep your luggage with you and be alert to those who will try to "assist" you with your bags. This could be a scam to steal your bags or a way to extort unfair baggage handling "tips" from you before bags are returned. Accept only baggage handling help you trust.
11. In airports abroad, don't be surprised if you see military guards and police carrying automatic weapons. They are there to protect you.

Transportation Safety

IMPORTANT NOTE: The *single most likely way* for you to be injured during a foreign travel experience is by transportation accident, like a car, bicycle, or bus collision or problem! In many countries, roads are not smooth, drivers are not skilled, night lighting can be poor, signs and signals are broken or missing, and vehicles can be overloaded or poorly maintained. Take special precautions concerning transport:

1. Learn the traffic signals and signs when you arrive (or before if possible), even if you do not plan to drive.
2. Many countries drive on the opposite side of the road from the U.S. When you cross the street in these countries, be aware of your natural U.S. reaction to look first to the *left* and then *right* – you must reverse that reaction in the countries that drive on the "wrong" side. (Some say the closest Winston Churchill ever came to death during World War II was during a conference in New York City; he looked the "wrong" way before stepping into a street.)
3. If you are riding with a driver you feel is putting you at risk, ask to get out at the nearest safe place.
4. Bus accidents happen frequently and are a significant cause of death and injury in some countries. Be aware of the road, weather and vehicle conditions when traveling, and make appropriate decisions.
5. Take only taxis clearly identified with official markings. Beware of unmarked cabs. If possible, settle on the cost of the trip in advance. Then pay while you are still in the car. Lock taxi doors if possible, especially at night.
6. Well-organized, systematic robbery of passengers on trains along popular tourist routes is a serious problem in many countries. It is most common at night and especially on overnight trains. If you see your way forward in an aisle being blocked by a stranger, and another person is very close to you from behind, move away as soon as you can – it may be a trap.
7. Where possible, lock your train compartment, especially at night. If it cannot be locked securely, use the "buddy system" with a traveling friend and take turns sleeping. If you must sleep unprotected, tie down your luggage or lock it with a chain/lock, put your valuables in your hidden money belt and sleep on top of your belongings. Watch what others do.
8. Criminals have been known to drug food or drink offered to passengers. Do not accept food or drink from strangers.
9. There is risk involved in operating any motor vehicle. **Program participants are not to operate a motor vehicle in another country.** If you rent or borrow a motor vehicle, you do so *absolutely, entirely*, at your own risk and without the permission of Concordia University!
10. Be very cautious of offering assistance if you encounter vehicular accidents. Your natural reaction will be to get fully involved. Unfortunately, some criminals stage accidents as a setup for robberies. In addition, giving first aid is a risk. Other people's blood can be very dangerous to you. It is not a bad idea to carry medical gloves and a few first aid supplies with you.

Lodging and Residence Safety

1. Keep your hotel/residence doors locked when you are there and when you leave.

2. Do not open your door to people you don't know and don't give your room number to persons you don't know well. Meet visitors in the lobby. Let someone know when you expect to return, especially if you will be out late at night.
3. Know your emergency exit options, locations of elevators, stairways and exit doors.
4. Keep valuables in a safe place – this may be different for each place you stay. When in doubt, carry money and valuables with you.
5. In many countries it is customary for people to offer their apartments for rent at the train station by holding up "Room for Rent" signs. This is not always a safe option!
6. Close curtains after dark and lock ground floor windows.
7. If you are alone, do not get on an elevator if there is a suspicious looking person inside.
8. If you have a home-stay arrangement, ask your hosts what to do about safety, and what to do with your valuables.

Safety In Cities

1. Keep a low profile. Don't speak loudly or draw attention to yourself.
2. When possible, avoid places frequented by large numbers of Americans, particularly U.S. military personnel. (For example, Hard Rock Cafés are well known as attractions for Americans.) Such places are high-profile targets for terrorists.
3. Many participants dress in a way that immediately identifies them as American. This can bring you unwelcome attention. College or university sweatshirts, baseball hats, and white athletic shoes worn for non-athletic events will highlight the fact that you are American – and some people will resent you for that fact. You may think it would be good to wear a university sweatshirt with hopes that other Americans will introduce themselves – but you can always meet other Americans in the U.S.
4. Your map can make you a victim. Study city maps and metro guides *before* leaving your room, or in less conspicuous places than the middle of the sidewalk.
5. Talk to hostel or hotel owners, program staff, tour guides, and fellow travelers to find out which scams are currently being used by thieves in your area.

Don't be a Crime Victim!

While you yourself may not directly encounter thieves, they will have their eyes on travelers like you. Tourists are particularly vulnerable to crime for two reasons:

- They often carry large amounts of cash and other valuable items.
- They are not as familiar with the local environment, which can make them more vulnerable to theft or other crimes.

Keep in mind the following preventive measures to avoid crime:

1. Try to blend in as much as possible. The gawking camera-totter is a more obvious target than someone with a low profile. Try not to draw attention to yourself through your speech, behavior or dress.
2. Beggars may approach you, some with children or physical disabilities. They may offer to carry your bags, but be careful. Some beggars are in genuine need but others make as much as several hundred dollars a day. Giving money is a personal decision, but use common sense. If you are hassled or uncomfortable in a situation, one trick is to speak angrily in an imaginary language that *neither* of you understand. This will break off communication – an essential element in their asking for money.
3. Pickpockets usually do not work alone. Be aware of distractions by strangers, as the "lift" often follows.
4. Be on the lookout for con artists in big cities, especially near major tourist attractions. NOTE: Con artists OFTEN work in groups and children are OFTEN a part of the scheme. One person may try to distract you (by asking or showing you something) while the other makes off with your valuables.
5. Sometimes children in train stations or in cities will wave cardboard signs to confuse you, then swarm around you to relieve you of your possessions. Yell at them and swing whatever is in your hand to scare them away. They use their age to hide their intentions of thievery.
6. If any of your possessions are lost or stolen, report the loss immediately to the police and other appropriate authorities. Keep a copy of the police report for insurance claims and an explanation. Traveler's check loss must be reported within 24 hours. You may want to use discretion in this. Generally police in almost all countries (including the U.S.) intensely dislike writing "police reports," and sometimes there are charges for this "service." Make these reports only if you intend to file claims for the losses. It is also necessary to have a police

report to replace a missing passport or airline tickets.

7. Be aware that some people make a living by preying upon honest people. Follow your instincts with casual friendships – they are not always what they seem to be. You may be told stories by people purporting to be refugees, unemployed with no way back home, etc. Most of these are scams. If you feel the need to help someone do so, but never let them take you somewhere to tell you stories.
8. A relatively new scam in several countries is that one person will ask to tell you their story (e.g., when you are eating in a café), and then a police officer will later confront you and ask you why you were talking to a criminal and threaten you with arrest. Discuss with your program director ahead of time how you should react if this happens to you.
9. If someone tries to take your purse, backpack, or other property by force, let them have it. Your personal safety is far more important than any property.
10. A camera is the most often lost or stolen item on off-campus programs. Be especially careful not to leave the camera in a taxi, hotel room, or on a bus. Carry the camera inconspicuously.

Money

Ask your program director about the best means of bringing money for the particular country you will visit. Unless your program director specifically advises otherwise, don't bring large sums of cash. Instead, bring a debit or credit card (Visa or other) and/or traveler's checks. Most major credit cards are widely accepted abroad, and the exchange rate you receive will be automatically calculated on your eventual bill. Plan well in advance to ensure you do not exceed your credit limits. You might want to ask your bank or credit card provider about overpaying ahead of time to increase your available balance.

If you need to change money, use banks and authorized money exchanges. Do not exchange on the black market or on the streets. Learn the currency before you leave, or at least immediately upon arrival in a country. This will keep you from being a target as you use money. Banks, money exchanges, and ATMs are often watched by pickpockets/thieves. Be very careful when using these, and be aware of your situation as you leave. It's better to do these transactions in the company of friends.

Never count your money in public!

Serious Crime Survival Training

Robbery and Armed Assault – If you are directly threatened by an armed person:

- do not try to intimidate or be aggressive. Instead, maintain a polite, open, and confident demeanor.
- keep your emotions in check. Remain calm and maintain personal composure.
- keep your hands visible; move slowly with precise gestures.
- respond to requests, but do not offer more than what is requested.
- never take physical risks for property or money!
- do not be aggressive. Do not try to escape.
- do what you are told, within reason.

Shootings and Crossfire – If you hear gunfire when on foot:

- take immediate cover on the ground.
- determine the direction of the firing. Are you and/or your companions a target of the firing?
- if possible, improve your protection by crawling into a ditch/hole, behind a wall, or inside a building.
- leave the scene only after the firing has ceased.

If you hear gunfire while in a building:

- keep clear of windows and doors.
- take shelter in the best protected areas, such as the bathroom, basement, etc.

Bombings – If you are caught in the midst of a shelling:

- take immediate cover on the ground. Lie flat, face down.
- protect your eardrums by covering your ears with your hands and keeping your mouth open slightly to balance the pressure from the blasts.
- if possible, improve your protection from fragmentation of the shells by taking cover in a ditch/hole or the ground floor of a building with solid concrete walls. Never take shelter under a vehicle - it could catch fire or be crushed onto you.
- leave the area only after the shelling has ceased.

Civil Disturbances and Natural Disaster – If you hear sirens or explosions:

- stay where you are if at all possible.
- immediately take cover under a heavy object such as a table or stand in an interior doorway.
- keep curtains closed and stay away from window or open areas.
- use good judgment in determining when it is safe again to move.

Kidnapping and Hostage Situations – Basic rules for survival:

- be cautious of heroics. This may lead to death at the hands of a nervous or inexperienced member of the kidnapping group.
- remain calm, composed, and cooperative.
- focus on pleasant scenes. Recall favorite Psalms, other Bible passages, or prayers. You might try to recollect the plots of books or movies. Mental activity is extremely important.
- build rapport by drawing attention to your own and others' human needs, like hunger and thirst.
- be reluctant to give up your identification or clothes. Loss of such personal belongings is demoralizing. Hostage takers can use them for bargaining. Try not to accept an exchange of clothes with hostage takers.
- be conscious of your body language as well as your speech. Do not say or do anything to arouse the hostility or suspicion of your captors.
- encourage your captors to let authorities know of your whereabouts and condition.
- if several people are kidnapped together, consider appointing one person to speak on behalf of the group with the captors.

Sexual Harassment: Special Cautions for Women

- learn quickly those situations where you might be harassed or molested. Know ahead of time to whom you would report unwanted approaches and harassment - even if it comes from another program participant.
- you may have not only the burden of sexism, but in many places you also may have to contend with the stereotype that all Western women are promiscuous.
- observe the behavior of the local women. Find out about non-verbal messages (eye contact, tone, gestures and dress) to avoid or adopt.
- if you are verbally harassed on the street, ignore it unless you are touched or your safety is threatened.

Myths and Facts About Sexual Violence

Myth: “It can’t happen to me.” Rape is an isolated, infrequent event that only happens to certain kinds of people: attractive, young women, who are promiscuous and provocative.

Fact: Anyone can be sexually assaulted. Studies show that victims can include anyone from infants to people in their nineties, people with disabilities, and people from every racial, ethnic, religious, economic and social background.

Myth: “She asked for it.” Women often provoke rape by their own behavior.

Fact: No one asks to be sexually assaulted.

Myth: Most sexual assaults are committed by strangers at night in out-of-the way places.

Fact: Familiar people and safe places can be more dangerous at times. As many as 80% of sexual assaults are committed by someone the survivor knows. Over 50% of sexual assaults occur in the home and as many occur during the daytime as at night.

Myth: Only women can be raped or sexually assaulted.

Fact: It is currently estimated by the FBI that one out of every ten men are victims of adult sexual assault.

Myth: The best way for survivors to get over a sexual assault is to act like it didn’t happen, to put it behind them, get on with their lives and be “normal” again.

Fact: Speaking out about sexual assault can be an essential part of the recovery process.

Vulnerability

People who commit sexual assault or other types of crime tend to look for, encourage and prey upon a person’s vulnerabilities. Being unfamiliar with a country and its customs can be considered a vulnerability in certain contexts. It is important to be aware of how to avoid making yourself vulnerable to sexual assault and other crimes in the countries where you will be living and traveling. Be sure to read the country-specific orientation information that will be given to you regarding general customs and safety concerns in the places you will be traveling. Your

program directors and advisers are also good resources for culture-specific and safety information.

Reducing Your Vulnerability

In addition to following the general crime prevention tips mentioned above, taking the following preventative measures will help reduce your vulnerability to sexual assault and other types of crime:

- Trust your instincts! If a situation feels dangerous or wrong to you, then it is. Listen to those instincts and act on them. Even if someone tells you that something is o.k. in their culture, if it does not feel right or safe to you, then it is not right or safe for you and you need to try to get out of that situation.
- Be aware of what types of dress and behavior in a particular country may cause unwanted attention.
- Always walk with confidence, keeping your body and head up, and always be aware of your surroundings. Avoid shortcuts, alleyways or any scarcely populated or poorly lit areas.
- When entering a building at night, always have your keys out and ready as you arrive, to avoid delays at the doors.
- Lock your room or apartment building immediately after entering.
- Avoid walking alone at night. Whenever possible, travel in groups.

For more information on safety precautions in specific countries, you may want to look at the U.S. State Department's Web site at: www.travel.state.gov.

Conclusion

Following these safety precautions will not guarantee your safety, but they reduce your chances of problems. Always remember – you'll be able to reduce your personal exposure to risk of injury or loss by your own prudent choices while on the program.

Health-related To-bring List

Other travelers have found the following health-related items helpful on their trips:

Written health-related documentation

- _____ Visa (if required for destination country(ies))
- _____ Vaccination record
- _____ Medical insurance card, emergency contact information and a copy of international medical coverage information
- _____ Prescriptions (maintenance medications)*
- _____ Extra eyeglasses or contact lens prescriptions

Non-Prescription Drugs You Might Need

- _____ Pepto-Bismol and/or Imodium AD for diarrhea prevention
- _____ Tylenol or Ibuprofen
- _____ Antihistamine/decongestant (like Benadryl)
- _____ Antacids
- _____ Stool softener (in case your problem isn't Imodium AD solvable)
- _____ Antifungal cream or powder
- _____ Throat lozenges
- _____ Motion sickness medication

Other Helpful Supplies that Might Be Hard to Find Abroad

- _____ Tissue packets
- _____ Wet Wipes (towelettes)
- _____ Rid or Lindane (scabies treatment – may you never need it!)
- _____ Sun screen (at *least* SPF 15)
- _____ Lip balm with sun block
- _____ Oral rehydration packets

- _____ Thermometer (non-mercury)
- _____ Water bottle
- _____ Moleskin (for blisters)

*Take prescription medications in your “carry-on” onto the plane, **in original pharmacy containers!**

Vaccinations

Some countries require travelers to provide proof of vaccinations. Therefore it is best to carry your vaccination record with passport and entry visa. For specific country requirements or recommendations, you can check with your program director and the Centers for Disease Control and Prevention (CDC) at: www.cdc.gov/travel/destinat.htm.

In addition to specific country or program vaccination requirements, you should make sure you are up to date on DT, MMR, Influenza, and PPD. (Check with the Student Health Center or the CDC web site if you don't know what these acronyms mean!) Other vaccinations to consider are Hepatitis A, Hepatitis B, Immune Globulin, Typhoid and Yellow Fever. Malaria prevention prophylaxis (pills) are important for some destinations.

Although Western Europe is considered industrialized and developed, you are still at risk of contacting a disease. Vaccinations are one way to protect yourself against illness.

You should have a dT every ten years and record of receiving two MMRs. A skin test for PPD (tuberculosis) is recommended to establish your status before you travel. Destination-specific influenza vaccination is recommended for travelers due to their mobility and close physical proximity to others. Immunity to influenza requires 2 to 3 weeks to develop after a shot.

Hepatitis A

Hepatitis A is a highly contagious viral infection from fecal material of a human carrier and is often transmitted from person to person. It can be spread by consumption of contaminated food and water, undercooked shellfish, or food contact with infected food handlers. Symptoms of Hepatitis A include nausea, vomiting, fever, diarrhea, jaundice and an enlarged liver. Usually it is not life threatening, and the disease does not last more than two months. An inactivated vaccine is available in a series of two injections given within one year. Immunity is not effective until at least two to three weeks after the first injection. (A person who has had Hepatitis A acquires immunity to future infection.)

Hepatitis B

Hepatitis B is a serious disease carried in the blood and body fluids of an infected person. A person can become infected in several ways. The virus can pass through breaks in the skin, mouth, vagina or penis. Travelers may be at risk in countries known to have poor medical practice in reuse of needles or medical equipment or infected blood products. Hepatitis B infection has also been traced to the sharing of personal items, such as razors or a toothbrush and sexual contact with an infected person. Hepatitis B infection can lead to destruction of the liver, liver cancer and death. Vaccine for Hepatitis B is available in a series of three injections within six months.

Traveler's Diarrhea

Travelers' diarrhea is rarely life threatening, although it can be miserable. Countries with higher risk for infection are in Africa, the Middle East and Latin America. The severity and duration of TD depends on the microorganisms consumed in contaminated food or water. Common symptoms include bloating, diarrhea, nausea and malaise.

Prevention Rules of Thumb

- Wash your hands thoroughly before meals and after using the toilet.
- “Boil it, cook it, peel it, or forget it.” Only consume well-cooked foods that are served HOT.
- Avoid foods that require “hands on” preparation or are sold from street carts.
- Do not consume ice or frozen juice products when the source and purity of water in the ice is unknown.
- Avoid milk products that have not been pasteurized.
- Drink carbonated or fermented beverages. Bottled water is NOT always safe.

How to Treat TD

- Moderate diarrhea (5-8 stools per day) requires you to drink 2 to 3 liters of safe water per day to stay properly hydrated.
- Severe diarrhea requires a person to drink 2 to 3 liters of oral rehydration fluids followed by safe water to

avoid dehydration. Diarrhea makes you feel miserable, but dehydration can kill you.

- To make oral rehydration fluid, add 1 tsp. salt and 2-3 Tbs. sugar to 1 liter of safe water.
- Consume a diet of “BRAT” (bananas, rice, applesauce, toast/tea) and foods that constipate, including crackers, cooked carrots and breads.
- Avoid raw fruits and vegetables, greasy or spicy foods, alcohol, dairy products and caffeinated beverages.

Medications

If you are traveling for less than 3 weeks, a regimen of Pepto-Bismol (2 tablets, 4 times daily with meals and at bedtime) prevents diarrhea 65% of the time. If you are allergic to aspirin, on a blood thinner, have a bleeding disorder or an ulcer, DO NOT take Pepto-Bismol. Also, if you are on antibiotics, Pepto-Bismol may interfere with absorption of the antibiotic. Harmless side effects from Pepto-Bismol treatment include darkening of the tongue and stool.

A combination of Imodium AD (Loperamide) 2mg and Cipro (Ciprofloxin) 500mg is effective in the treatment of TD. However, you’ll need to obtain a prescription and patient education prior to travel. Anti-diarrhea medication such as Imodium AD may decrease diarrhea stools, but in cases of infection, could cause more complications. Caution should be taken before self-treatment.

Persistent diarrhea for more than two weeks may indicate you have contracted other parasites. Danger signs include bloody diarrhea, severe abdominal pain, dehydration, vomiting, high fever and/or no improvement after 24 hours of antibiotic therapy. If you suffer from TD while traveling, you should complete a post-travel checkup with your doctor.

Conquering Jet Lag

Traveling into different time zones combined with multiple travel-related stressors frequently causes what we call **jet lag**. Usually traveling west is less disruptive than traveling east. The disruption of the body’s natural clocks (circadian rhythms) and sleep deprivation are the main causes of the irritability, insomnia and poor concentration associated with jet lag. It takes the body five to seven days to adjust to new time zones and waking hours.

You can reduce the effects of jet lag by observing the following practices while you fly and then during the first week after you arrive at your destination:

When Flying

- Wear loose-fitting clothing.
- Abstain from alcohol consumption. This leads to dehydration and can act as a sedative, inducing sleep through unwanted sleep times.
- Set your watch for the destination time at your earliest convenience.
- Drink at least 2 glasses of water before departure and then 1 liter for every 6 to 7 hours of plane flight. After you arrive at your destination, continue drinking water for several days.
- Avoid drinking caffeinated beverages. These act as diuretics and interrupt sleep/wake patterns.
- Avoid drinking or eating foods with high amounts of sugar.
- Every hour you are awake, get up and move your arms and legs as if to exercise. When sitting, move your ankles, calves, and knees to improve blood flow and decrease leg cramps.
- Try to stay awake through destination wake hours by sitting near a window and exposing yourself to natural light.

After Arrival

- Expect to take a couple of days after your arrival to recuperate from your travel and adjust to the new time zone.
- Try not to nap during the day, and plan to go to bed at the same time nightly until you have adjusted to the new time zone.
- Wake at the same time daily
- Expose yourself to an increased amount of natural light and be active outside the first week of your arrival.
- Benadryl may help you rest if taken an hour before bedtime.

Melatonin

Frequently travelers inquire about the effects of a natural hormone called melatonin. Its purpose is to turn off the body’s “wake” cycle and cause drowsiness. Studies show some benefit to travelers for the prevention of jet lag. The current recommended dose is 5 mg to 8 mg at bedtime of your destination for three consecutive days. For more

specific instruction, consult your doctor.

Drugs and Alcohol

Just say no! Travelers should avoid drugs altogether. You will be subject to the law of the country you are in and your home country is essentially powerless to interfere in a foreign court. Even if you don't use drugs, be wary of any person who asks you to carry a package or drive a car across an international border. **IMPORTANT NOTE:** If you carry prescription drugs, you **MUST** have your prescription with you to prove you really do take those drugs legitimately!

Limit your intake of alcohol. You should not impede your good judgment or become a nuisance. Do not play the role of a loud "ugly American." Of course, if you are a Concordia University employee or currently enrolled student, you are expected to follow the Statement of Responsibilities as if you were on campus.

Emotional Adjustments: Understanding the Slump

People who travel abroad often experience sensory overload and an emotional discombobulating, which can leave them a bit bewildered and depressed. Do not be surprised if this happens to you, because you will be adjusting at **five** different levels...

1. Practically (surviving everyday life – what to eat, how to use the bathroom, etc.)
2. Culturally (differing ways of behavior – greetings, personal space, etc.)
3. Socially (sense of belonging – you're away from your normal circle of friends and family.)
4. Emotionally (new things, higher stress level – you're not in Kansas anymore, Dorothy!) [if you're a student on a study program]
5. Academically (different education system or atypical learning environment)

This is normal but if it gets bad, seek support from your program director, other program participants or other sources. You will be experiencing growth at several levels. Growth is always a little painful, but well worth it in the end. Most students describe study abroad as a pivotal point in their life, and most travelers say their travel is wonderfully broadening.

Stages of Emotional Change to Expect

Pre-departure

Adaptation – getting used to the idea you are going abroad

Preparation – slogging through grind of packing, assembling documents, orientation, vaccination...

Separation – preparing to be away; fond farewells to friends and family at the departure terminals

Anticipation – excitement builds as you travel toward your destination

While abroad

Fascination – in awe of the differences, "Wow! That's really cool!"

Irritation – annoyed at the differences, "Why on earth don't they do it NORMALLY!?"

Depression – feeling down, homesick, "I wish I were home."

Immobilization – finding it difficult to function, "Leave me alone. I hate it here!"

Accommodation – you realize you can do it! "Say, this maybe isn't so bad after all."

Adaptation plus – you like it AND have new levels of rich experiences, "Wow! That's REALLY cool!"

Returning

Preparation – mentally preparing to return home - along with collecting souvenirs, packing bags.

Anticipation – growing excitement that you will soon be going HOME!!

Separation – saying goodbye; realizing you really will miss the new people and places you've been.

Stumbling Blocks in Intercultural Communication

1. Assuming similarity instead of difference

Both the foreigner and the host can easily fall into this trap. Especially when people dress "appropriately" and speak some of the language, it is easy to believe that they basically have similar ways of communicating nonverbally and similar thoughts and feelings.

2. Language

This seems obvious; but language refers not only to vocabulary, grammar, idioms, slang, etc., but also to understanding the meanings that are intended and implied by the words people say. For example, in some

languages and cultures it is common to use sarcasm or irony, or to play on words, while in others this is not done.

3. **Nonverbal misinterpretations**

People from different cultures live in different “sensory realities”; that is, they only see, hear, feel and smell things that have meaning or are important to them. Some nonverbal signs and symbols - gestures, posture and body movements - are relatively easy to observe, and with effort, understand. Less obvious cultural meanings, values or significance can be found, for example, in the use of time and space. These cultural differences are much harder to notice.

4. **The existence of preconceptions and stereotypes**

Stereotypes interfere with looking at things objectively. In other words, once stereotypes or preconceived ideas are formed, we are less likely to look for clues to help us understand someone else’s “reality.”

5. **The tendency to judge or evaluate**

The tendency to approve or disapprove of the words or actions of the other person or group is common. But this reduces a person’s ability to try to understand the feelings and thoughts that are being expressed by the other person and to try to find ways to look at the world from their perspective.

6. **High anxiety**

People in intercultural situations are often anxious. Anxiety makes all of the other stumbling blocks worse. It is common to be tense or anxious in cross-cultural experiences because they are full of uncertainties, and this makes it necessary to constantly be alert.

Recognizing the stumbling blocks is a first step toward finding ways to reduce misunderstandings and increase learning. There are skills that can be improved in order to try to make cross-cultural experiences more satisfying and rewarding. An important first step is to realize that there are stumbling blocks that exist and will need some effort to be overcome.

Cross-cultural Communication Skills

The skills that are usually listed for people who want to be able to communicate effectively in intercultural situations are:

- open-mindedness
- non-judgmental
- mental and emotional flexibility
- curiosity
- tolerance for differences and for ambiguity
- a sense of humor
- low goal-task orientation
- an ability to fail

L.R. Kohls, *Survival Kit for Overseas Living*, chooses the last three as the most important. Clearly, what is most important for you depends on your situation and the kind of encounters or interactions you face. See also *Intercultural Communication: A Reader* (Fifth Edition, by Larry A. Samovar and Richard E. Porter).

Coping with Culture Shock

When living in a new country, even for a short time, most people will experience what is commonly referred to as “culture shock.” Before experiencing true culture shock, the effects of “country shock” will set in as you learn and adjust to new surroundings. You will need to learn the bus routes, the grocery stores, which parts of town are safe, how to make long distance phone calls, and where to go if you are sick or injured. You may have to adjust to a new climate, a new environment and a new language or dialect.

As you adjust to your new surroundings you will begin to experience true culture shock. Culture shock is **frustration or agitation caused by not understanding the environment or the people around us.**

Generally, we expect others to behave like us, but when they don’t, we must learn to adapt. This adaptation is hard work, and frequently it is easier to withdraw. The best thing to do, however, is to be persistent. Work through the frustration so you can begin to appreciate and understand the differences you encounter.

Those who fail to adapt to new cultures usually fail because they avoid the adjustment by coming up with alternate ways to survive rather than following the local culture. This slowly segregates them and leads to depression and frustration. The less you interact with the people and the culture, the less comfortable you feel around them, and, therefore, the more inclined you are to withdraw.

Four steps to take to prepare for the effects of culture shock:

- Know these stresses are coming. Extended stays abroad are never without trials.
- Remind yourself that the stress and anxiety you feel is entirely normal.
- Keep your trials in perspective and don't take them too seriously. Laugh and learn from your experiences.
- Try to be precise about the source of your frustrations. Then you can correct your situation through adaptation.

Specific actions you can take to reduce the negative side effects of culture shock include:

- **Looking after your health.** It is difficult to focus on maintaining a positive attitude if you are not feeling well.
- **Keeping in touch with family and friends back home.** Allow them to be a comfort and support system throughout your experience, BUT, keep in mind too much contact will *increase* your homesickness!
- **Seeking out other people.** This will provide you with friendship, support and additional insight into the culture you are exploring. Work hard to make a few good foreign friends, especially among national Christians in your host country.
- **Being patient.** Your adaptation will take place slowly, but with a positive attitude, it will be an enjoyable experience!

Many travelers encounter culture shock upon returning *home* after *an* extended stay abroad. This is not so much because things at home have become unfamiliar, but more because most people change through their journeys. They see things in different ways and have grown to appreciate another culture. They begin to question why they do things the way they do at home - it is no longer the only way. Also, the stimulation of traveling and living abroad is lost. Life at home is suddenly stagnant and dull. Many travelers begin planning their next stay overseas the day they return home. For most, these feelings fade as we settle back into our routines. For some, they never disappear and the adventure continues.

Cross-Cultural Issues: Some Definitions

Culture: The system of shared beliefs, values, customs, behaviors and artifacts that the members of a society use in coping with one another and with their world, which are transmitted from generation to generation through learning.

Overt Culture: Aspects of culture that one remembers learning and is conscious of knowing. These parts of a culture are easy to teach to foreigners. Examples include rules of etiquette, significant historical dates, and typical snack foods or music.

Covert Culture: Aspects of culture that are learned so gradually over the years that one doesn't remember learning them and is not consciously aware of knowing them. These parts of culture seem so natural that they appear to be instinctive or normal behavior for all humans. They are difficult to put into words or explain to foreigners. Differences in covert culture account for most of the misunderstandings that arise in cross-cultural communication. Examples: differences in non-verbal communication, assumptions about how people should relate to each other, types of humor.

Ethnocentrism: Judging the customs of other societies by the standards of one's own society; considering your own society to be superior, most moral, efficient and logical. Misinterpreting another culture because you are inappropriately applying the concepts and values of your own culture.

Cultural Relativism: Viewing the beliefs and customs of other people within the context of their culture.

Suspending judgment and making the effort to understand another culture in its own terms.

Electricity Around the World

You should never have to ask, “Why did my hairdryer blow up?” or worse, “Why did the hotel lights go out?”

Every year thousands of people ask these same questions because they didn’t have the proper information before they went abroad. Don’t let it happen to you. Read what you need to know before you buy any appliances or transformers for use in other countries.

In the United States, standard household electricity is **alternating current** (A/C), cycling back and forth 60 times per second (60 Hertz or Hz) with a normal voltage ranging from 110 volts to 120 volts (110/120V). In most other countries, standard household electricity is **alternating current** cycling 50 times per second (50 Hz) with a normal voltage between 220 volts and 240 volts (220/240V). Besides the variation in voltage, electrical plugs and outlets differ in size and shape.

What can I do to prepare for my trip?

1. A good strategy is to purchase dual-voltage appliances. Some appliances are designed to be operated on 110/220V 50/60 Hz electricity. Some dual-voltage appliances must be converted at a service center, while others can be converted by flipping a switch. An adapter plug will also be required that will fit the outlets in your destination country.
2. Another strategy is to use a converter. These are voltage changers that either step up 110V current to 220V or step down 220V current to 110V. IMPORTANT NOTE: A **transformer** and a **converter** are *not* the same, and this can make a difference in operation of some appliances. An adapter for the plug will still be necessary.
3. The simplest solution? Avoid bringing any electrical appliances with you!

Where can I buy what I need?

Adapters (to change the plugs) and converters (to change the voltage) are available at most Radio Shack and department stores with travel-related articles. Adapters can also be ordered from the manufacturer of your appliance (e.g., Norelco).

Hairdryers and shavers that have dual voltage (110/220 volt) are available at most department and discount stores.

Some additional tips

For a trip to Europe that includes 3 or 4 countries, you will probably need at least 2 different adapters.

Some larger hotels have special outlets for foreign visitors designated “for shavers only.” These require 110V and should be used *only* for electric razors. A hairdryer could black out the hotel!

Curling irons may get much hotter using higher voltage, possibly resulting in singed hair.

General Traveler’s To-bring List

Bring the absolute minimum - you’ll be carrying it! Many travelers find that “half the luggage, twice the money” is a very helpful guideline. In addition to your program “to-bring” requirements:

Essentials:

1. Internal frame backpack, day pack, satchel or briefcase (for books or day travel)
2. Money belt or neck pouch (to wear under clothes) with money, credit cards, travelers’ checks
Documents: passport, emergency contacts list, insurance info, academic info, airline/train tickets
3. Photocopies of all important documents (kept separately from originals)
4. International Student Identification Card (ISIC), if applicable and appropriate
5. TSA approved padlock for luggage
6. Personal medical kit, including aspirin, cold medicine, Band-Aids, first-aid ointments, etc. Make sure any pills or medications are in their *original bottles* – you don’t want to be mistaken for a drug dealer with a plastic baggie of white pills!
7. Appropriate clothes for different seasons and circumstances

8. Comfortable walking shoes
9. Phrasebook/dictionary and possibly a “KwikPoint” card (a laminated plastic card showing international symbols for bathrooms, taxis, telephones, etc. so even if you don’t know the word in a different language, you can point to it and anyone can direct you to what you need.)
10. Academic and favorite books
11. Adapter for electrical appliances (see notes on electricity above)

Many travelers on previous trips have also found the following to be worth their weight:

- Camera, batteries and film (film can be scarce and very expensive abroad) but remember this makes you look like a tourist. Check with your program director about this.
- Journal (keep it up to date to get the most out of your trip!)
- Small flashlight (and maybe extra batteries - but they are heavy)
- Swiss Army knife (careful about airline carry - on restrictions, though; pack in checked luggage)
- Travel alarm clock or watch with alarm
- Miniature sewing kit (tough to substitute other things for this if you really need it)
- Sleeping bag, bag liner or sheet (for backpacking/youth hostel stays)
- Emergency roll of toilet paper
- Flip-flops/shower shoes (there may be showers you don’t want to touch barefoot)
- Universal bath/sink plug to hold water in (this can be amazingly difficult to buy abroad)
- A few postcards/pictures from home to share
- Small gifts from home to express your thanks to hosts/hostesses

Pre-departure Questions to Ask Yourself: Are you ready to go?

1. Have I made copies of my passport and tickets, both to leave at home and to take with me?
2. Do I know how I’m going to take money overseas, and how I will get emergency funds if necessary?
3. Have I copied all credit cards and other important documents to leave at home in case of loss or theft?
4. Do I have all the right health and other insurance types in place? Do I know my health insurance will cover me (or reimburse me) for medical expenses abroad?
5. Do I have a list of important numbers to carry with me, including travelers’ check numbers, credit card numbers, and important telephone numbers?
6. What can I do to avoid having my passport stolen? If my passport is stolen, do I know where to go for a new one?
7. Do I have any prescription drugs in their original containers that I need to take with me? How about glasses? Contact lenses?
8. Have I experimented with a “dry run” at packing my bag? Do I really need all I’ve packed? Have I forgotten anything? Can I lift and carry my bag?
9. Am I bringing comfortable shoes? Are they well broken in?
10. Do I have several field notebooks (small spiral-bound notebooks) and my journal (with paper and dividers) to keep a written record of this experience?
11. Do I know what electrical current is standard in my destination country?
12. Have I checked the exchange rate for my destination country in the past month and practiced converting the amounts in my head?
13. Do I know the time difference between my hometown and my destination?
14. Do I know the country telephone codes for the U.S. that I will need to call home from overseas?
15. Are all my registration details and financial arrangements with Concordia finalized?

General Questions

1. What is the climate like where I will be for the seasons I will be there? Do I have appropriate clothes for the climate? Am I bringing too many clothes?
2. Do I know how to say, “Thank you!” and other courtesy words in my destination country?
3. Do I know the entry requirements (visa, etc.) to my destination country for persons of my nationality?
4. Do I know the type of government in my destination country?
5. Do I know the predominant religion(s) of my destination country?
6. What are the general characteristics of male/female roles in the cultures I will be encountering? How accepting can I be with regard to different gender role expectations?
7. Can I locate my destination country on a map? Am I familiar with the surrounding countries?
8. Have I been reading magazines, newspapers, and/or websites to become more familiar with world news and events? Do I know what’s going on in the U.S. as well? Am I prepared to discuss world events with new acquaintances?
9. Do I know the role of the U.S. in the politics of the region I am visiting? Have I given any thought to where I stand on these issues?

10. Am I aware of the fact that once I leave the U.S., I am no longer covered by U.S. laws and constitutional rights?
11. Am I aware of the penalties if I am caught with illegal drugs or in the company of drug users while overseas?
12. How flexible am I in dealing with new or unexpected situations and environments?
13. Do I find new and different types of food interesting, or a personal problem?
14. What are everyday necessities and what are luxuries that can be forgone?
15. Am I prepared to be flexible and patient even when I am tired, ill, annoyed, lonely, or homesick?
16. Am I prepared to be sensitive to how my behavior, attitude, prejudices, and assumptions may negatively affect the group or offend natives and other people I will meet?

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