



THE FIRST UNIVERSITY IN THE WEST

June 29, 2011

Dear Fall 2011 Granada Program Participants,

As you finish up your preparations to travel to Granada, Spain please take time to review all of the items in this packet carefully. You will likely have an emotional departure to Spain (excitement, anxiety, anticipation etc.), these items will assist in organizing your arrival and first few weeks.

Please read through the enclosed documents soon, especially the PRE DEPARTURE CHECKLIST. There is one item on the checklist that must be completed by August 10.

Contact information:

Below you will see the contact information for the Site Director, Mark Bennett as well as other important numbers. Please cut the bottom of this letter off and keep it with you in a safe place while traveling to Granada (i.e. your wallet).

Arrival:

Sunday, August 28 is the scheduled arrival date for the fall 2011 Granada, Spain program. Your host family will be waiting for you at their home between 12:30pm (12:30) and 7:30pm (19:30) on Sunday, August 28.

If your plans change at any time or if you are delayed and will not be able to arrive at your host family's apartment between 12:30pm (12:30) and 7:30pm (19:30) it is essential that you notify your Site Director immediately. The site director's name is Mark Bennett and his cell phone number is 677 52 53 15 – if calling from the U.S. dial 011+34 first.

The next day:

On August 29 you will meet for an orientation. The on-site orientation will focus on giving you some of the tools needed to transition into Spanish culture and the program. Details, such as time and place of this meeting, will be given to you upon arrival in Granada. Your host family will help you get to the orientation. I will be joining you during the first few days of your program – the Site Director will run the orientation, but I will be there participating and supporting. Being in Granada during the first days of the program will be a new experience for me and I look forward to sharing it with you. Entonces, de este momento adelante tenemos que hablar solamente en español.

Es un placer trabajar con vosotros.

Hasta luego,

Stacy

Stacy West

International Programs Coordinator

Willamette University

**CONTACT INFORMATION
GRANADA, SPAIN**

Site Director:

Mark Bennett
C/Molinos 52, 2ºB
18009 Granada
SPAIN

Cell Phone: 677 52 53 15

Office Phone: 958 22 21 50

Home Phone: 958 22 66 17

Other important phone numbers for Spain:

Emergency (Police): 112

Fire: 112

Ambulance: 112

US Embassy in Madrid: 915 872 200

Willamette University Emergency Contact:

Office of International Education: +1-503-375-5493

Campus Safety (24/7): +1-503-370-6911

PRE DEPARTURE CHECKLIST

GRANADA, SPAIN

The “must-dos” before you fly

This checklist should serve as a guide to help you be logistically prepared before you step on the plane to fly to Spain. In addition to these materials be sure to read and review ALL preparation and pre departure information your university has provided to you.

All underlined phrases represent documents you have received (either in this packet or your Approved Student Packet.) **If you are missing any documents please contact Stacy (swest@willamette.edu) - it is important you maintain all documents through your semester abroad.**

- ❑ Read this entire Pre Departure Checklist first!
- ❑ Review the Granada Essential Pre Departure Information document you received in your last packet.
- ❑ Complete the online Travel to Granada form **by August 10**. The form is found here: http://www.willamette.edu/dept/oie/granada/approved/granada_travelinfo/
- ❑ **Make copies of essential documents for yourself!** Take copies of your passport, visa, itineraries and any other important documents. Keep one copy of these documents with you in your carry-on luggage – leave the other copy with someone at home.
- ❑ Print the Cultural Insurance Services International (CISI) Medical ID Card received via email. **Keep the card in a safe place to take with you to Granada.** In your Approved Student Packet you received a Description of Coverage provided by CISI – locate and review that information. At the end of the Pre Departure Packet you will find a document called My CISI Participant Portal: Online Tools and Support for Insured – this packet will introduce you to the resources offered by CISI.
- ❑ Print and cut the Contact Information off of the bottom of the first letter in this packet. Keep the info with you in a safe place (i.e. your wallet) and take it with you to Granada.
- ❑ Read Mark’s A Word From Granada found in this packet.
- ❑ Read Mark’s CLM Spanish Language Exam Preparation Advice found in this packet.
- ❑ Read Mark’s Mandatory DELE Exam letter found in this packet.
- ❑ Read the Arrival Information document and outline your arrival in Granada. You also received this document in your Approved Student Packet.
- ❑ Read the Granada Housing Agreement document found in this packet. When you completed your Homestay Experience Form you agreed to the statements on this form. Maintain this document for your records.

The following items are not included in this packet, but will be sent to all students via email as soon as available.

- ❑ **Look up your homestay family name and address on the Homestays Granada Fall 2011 document.** Use Google maps or another map search feature to locate the homestay – note where the homestay is in relation to the airport or bus station. You will not receive any other information about your host(s) before arrival.
- ❑ **Read the My Advice from Granada pages.** Feel free to contact the students who completed these forms.

- checklist continues on reverse side -

- ❑ **Continue to push yourself to learn about Spain.** Look up “culturegrams” and encyclopedic entries on Spain. Read novels and watch movies by Spanish artists – every exposure will help you better understand conversations and current events once you arrive.
- ❑ **Visit the *Saber Antes de Salir* portion of the Granada website:**
<http://www.willamette.edu/dept/oie/granada/antesdesalir/index.php>
- ❑ **Prepare a budget.** When considering how much money you will need for your time abroad, it is difficult to make guidelines—you will likely spend as much as you take. Review the included My Advice from Granada pages to get an idea of where students typically spend their money. Then, consider your priorities. The program includes tuition, course materials, DELE exam costs, excursions, double occupancy homestay, full meals, medical insurance, laundry, and on-site orientation and support. Other costs to consider are meals you decide to take outside your homestay, personal expenses, recreation, personal travel, entertainment, gifts, and communication (cell phone, phone cards, internet café, etc.)
- ❑ **Prepare to access money abroad.** A good guideline is to have access to your money in more than one way.

 - Traveler’s checks are insured, safe, and reliable, however, there is usually a small fee to buy them as well as cash them. Having a few traveler’s checks as backup to a debit and credit card may be good insurance.
 - It is a good idea to arrive in your host country with some of the local currency in cash. It is possible to find currency exchange stores in most major airports in the U.S. – there will likely be a fee for converting the money. You do not want to carry large amounts of cash at any time.
 - Debit cards with the symbols of exchange (*Cirrus* and *Plus*) and/or Visa or MasterCard on the front can be used at most banks and/or Automatic Teller Machines (ATMs) abroad to get local currency at the current exchange rates (bank fees also apply).
 - Contact your bank to make sure your card and PIN number can be used to withdraw money abroad; you should also verify the cost of transaction fees and the maximum amount per day that you can withdraw. Your receipt at the ATM abroad will give you the amount of your withdrawal in local currency, but probably not your balance. You may also use this card to make purchases abroad just like a credit card (if a Visa or MasterCard symbol is on the front)—just as at home, the amount debited will be taken out of your checking account. Credit cards are handy for larger transactions and purchases in most countries. But, you will want to make sure to pay your monthly bill. You can use a credit card for cash advances, but usually at a higher interest charge. Debt can accumulate quickly while abroad as the temptation to go everywhere and do everything is ever present.
 - Make sure to inform your credit card company and bank that you will be abroad as card use in another country may look like your card has been stolen.
- ❑ **Understand how you will communicate with home.** Plan more than one way to contact home.

 - Internet calling - More and more students are using internet based calling services such as Skype. These services are usually free or very inexpensive, but they require a computer, microphone, speaker hardware and a reliable internet connection.
 - Calling Cards – International Phone Cards are available through most phone companies and can be purchased online and at most grocery and electronics stores in the USA. With phone cards, you will need to first dial an access number (similar to our 1-800 numbers), and from there you will enter your account number and the number you wish to reach. In Spain you can purchase pre-paid phone cards for local and international calls; however, it is advisable to have access to a phone card upon arrival.
 - Cell phones – The onsite staff in Granada recommend that you use a cell phone while in Granada. It is easiest to purchase a cell phone after arriving in Spain; you will be advised on places to purchase cell phones within a week of your arrival. Although making international calls from the cell phone can be very expensive, it is often inexpensive to receive international calls from your parents, family and friends. Also, many students in Granada text each other to arrange meetings and to share information.

- ❑ **Think about your health!** When preparing to study abroad both your mental and physical health should be a priority. Consult your health center on campus or your doctor for advice on the best ways to protect your health while abroad. Make an appointment to meet with your physician and/or counselor today - ask for advice on "how to maintain good mental and physical health abroad." Use resources provided by your Study Abroad Office and travel books to prepare items you may need to maintain your health for the months abroad. Think about what you typically use during a semester. Although you can find many medications and resources in Spain, familiar items are often more comforting when you are ill. If you get sick or hurt while in Granada the Site Director will take you to a specialist. Healthcare in Spain is of good quality and well respected.

- ❑ **Forget about driving** - The program prohibits students from renting or operating any motor vehicles (including motorcycles and scooters) while on the program. Traffic congestion and different traffic laws and regulations, civil and criminal, can make driving motor vehicles in foreign countries extremely hazardous. Insurance requirements, or other financial responsibility laws, vary from country to country. Plan to use public transportation (buses, trains, airplanes) when traveling. Students who disregard the prohibition against the use of motor vehicles will be subject to disciplinary action, including immediate dismissal from the program.

- ❑ **Understand your baggage restrictions.** As you may know baggage restrictions and costs vary from airline to airline and are continually changing. Check with each of your airlines to understand the size and weight restrictions, fees for your baggage and excess luggage fees.

- ❑ **Register with the U.S. Embassy.** Before you leave the U.S. register with the U.S. Embassy in Spain through the U.S. State Department's travel registration system. You can find the travel registration system on the State Department's website: travelregistration.state.gov/ibrs/ui. This process is not related to the visa. This is a safety measure so the US consulate knows you are in the country in case a national emergency occurs.

- ❑ **Arrange to have an absentee ballot sent to you while abroad.** Contact your local, state and national voting authority as soon as you know your address abroad. Start on the Federal Voting Assistance Program website: fvap.gov

- ❑ **Take a deep breath!** Preparing to go abroad can be exciting and also a bit overwhelming. Take steps one at a time and everything will work out.

- ❑ **Communicate with your parents and family.** Share all information with your family, they too have expectations and emotions about your upcoming semester and access to information will surely help them as much as it helps you.

A WORD FROM GRANADA

FROM SITE DIRECTOR, MARK BENNETT

Your study abroad program must be foremost in your mind at the moment, and I am sure you are very excited, though a little apprehensive too. I hope the following points will help to smooth your transition into the Spanish way of life and also dispel any lingering fears you may have.

THE CITY AND ITS PEOPLE

Andalucía is at the southernmost point of Spain and is the most quintessentially Spanish region. Granada, overlooked by Spain's highest mountains, has one of the most dramatic locations in the Iberian Peninsula and is renowned for its cultural diversity. With about 250,000 inhabitants and a Spanish student population of around 70,000 it offers ample opportunities for language practice. The open and fun-loving Andalusian character is well documented, but you may find that shopkeepers and certain officials can be a little brusque. Be extra friendly and patient with those that are and enjoy the ease of conversation with those that are not. You will find, as a general rule, that you are in a region where everyone talks to everyone else, few people are really shy and most give you room to be yourself while integrating you into what is theirs.

THE HOMESTAYS

Each homestay is different in its own way. Remember that Andalusian people get loud and exuberant very easily; they talk a lot and will do their best to integrate you into their home situation if you let them. If you are extroverted you will easily settle into your homestay and if you are more introverted you will have the chance to discover a new you. Do not come to Spain with preconceived notions of what your homestay is going to be like, be open-minded and try your best to adjust to the new situation - your stay is short, make the most of it.

Your hosts in Granada are not wealthy. The differences between their way of life and yours may have to do more with social background than with nationality. Living quarters will certainly be smaller than what you are used to. Water is scarce and electricity expensive, so be careful not to overuse either. Whatever your host's economic situation may be, make an effort to turn off lights --a most important courtesy here--and to use the shower as briefly as you can. Standards of comfort are not the same and people tend to heat their homes less. Be prepared to put on an extra sweater if you feel cold around the house in November and December.

Some families will try to include you in everything, even their weekends in the country or at the beach, others will be more distant. Different students have different preferences and every effort is made to accommodate these. Health factors, as one would expect, are given priority. However, if you should not get the ideal situation for you, keep in mind that your circumstances may have other advantages, such as proximity to downtown when others may be much further away.

SAFETY

Granada is not a dangerous city, but you cannot get complacent about safety issues and you must never forget to use your common sense at all times. You should never walk home alone at night. If in doubt, take a taxi, it's worth it. You are also advised to speak Spanish at all times to avoid drawing attention to yourself as a foreigner and even if you are recognized as foreign the use of the language makes you seem more streetwise and less vulnerable. Petty theft is frequent in any tourist area and foreigners provide easy-pickings. Keep a careful eye on your purse, bag, wallet etc., at all times.

COURTESY

Spaniards are generally courteous and formal in their behavior. At times they may arrive terribly late or completely forget appointments, but face to face they are usually very friendly. It is normal to greet a neighbor or person you know in the street, in the elevator or entering or leaving a building. It would be considered very bad manners not to greet a member of your homestay family when you return home and not to engage in at least polite conversation before you retreat to your room.

The Spanish use the words "*gracias*" and "*por favor*" very little, but it is better for you to err on the side of excessive politeness at first until you learn the social norms. Remember, however, that an excessive use of formalisms may come across as affected here. The Spanish are very tactile, they often hold or touch your arm while they speak, and also engage in conversation at a very close distance. Get used to this and try not to step back (an unconscious reaction when your personal space seems to be invaded). In general, be patient and tolerant of differences and try to adapt to Spanish ways, you'll win many more friends by doing so.

LANGUAGE

The big advantage of studying in Granada is that not many people speak good English and, in fact, though many children at your homestay will show more knowledge of our language, their parents will have, at the most, a smattering of French. Remember that it is considered very rude indeed to speak in a foreign language to the exclusion of others around us, so if you are living in a homestay with another member of the group always speak in Spanish while you are at home. You are, of course, strongly advised to speak in Spanish at all times while you are in Spain, whether it be with the natives, with other foreigners at CLM or, as the language contract requires, with other group members in and around the CLM, the program office and on group excursions/activities. Though you may feel strange speaking Spanish to other American friends at first, your fluency will increase if you do so, and it will feel less artificial as your confidence with the language improves. In general, do not worry about making mistakes when you speak, the more you talk, the more you learn, so jump in with both feet. You will find there is a lot of spontaneous language acquisition in an immersion experience, but do not forget that progress will be even greater if you make a conscious effort to note down the new vocabulary and expressions and to review them daily from the beginning to the end of your stay in Spain.

FOOD

The Spanish are very proud of their cuisine and cook using a wide variety of ingredients. Many Spanish tidbits have an acquired taste, so give everything a chance. One of the best ways to make friends and to ingratiate your homestay mother is to show your approval of what you eat. Ask about the spices that have been used and even make a note of the favorite family recipes.

It is very normal to have lengthy meals. Make the most of this time to get to know the family and to ask about Spanish customs and traditions. The people here love to talk about food but also about anything Spanish.

TRAVEL

You will need warm clothes in Granada for November and December. Don't be caught out, even in September and October, night time temperatures are low compared to the rest of Andalucía. In November and December the average maximum temperature is around 10°C and the minimum 2°C. September the average maximum is around 20°C but the minimum is still only 7°C. This means you will need to bring both summer and winter clothes. Pack very carefully and follow the advice in your travel handbooks. Many people bring too much luggage, and then regret it bitterly. Make sure you are able to carry easily what you bring with you, it really matters.

This brief guide is intended to make you aware of some of the points people raise at the start of their stay in Granada. You will be able to discuss all of them and more with me upon arrival. Feel free to approach me at any time. There are many wonderful things to discover here—people, landscapes, history, art, tastes, smells—and there is nothing like the experience of a foreign country to give more perspective to one's own culture and oneself.

Happy traveling and I look forward to meeting you in Granada.

Un abrazo,

Mark Bennett
Granada Site Director

ARRIVAL INFORMATION

GRANADA, SPAIN

Sunday, August 28 is the scheduled arrival date for the fall 2011 Granada, Spain program. Your host family will be waiting for you at their home between 12:30pm (12:30) and 7:30pm (19:30) on Sunday, August 28.

If your plans change at any time or if you are delayed and will not be able to arrive at your host family's apartment between 12:30 and 19:30, it is essential that you notify your site director Mark Bennett immediately. Mark's cell phone number is 677 52 53 15 – if calling from the U.S. dial 011+34 first.

Traveling from Madrid to Granada:

By Air

If you are arriving into Madrid from the U.S., please note that you will likely arrive in a different terminal than your domestic flight from Madrid to Granada. You may have to take a bus between terminals. Take a look at the Madrid Barajas International Airport website to understand the terminal layout and transportation options between terminals. Go to the website for the Aeropuertos Españoles y Navegación Aérea (<http://www.aena.es/csee/Satellite?pagename=Home>) and select "Madrid Barajas." If you fly to Granada it is advisable that your flight from the U.S. and your flight to Granada are part of the same itinerary. If the tickets are purchased separately and your flight into Spain is delayed which causes you to miss your flight to Granada, you may be required to purchase another ticket. Airlines do not forgive missed flights caused by other airlines if the itineraries are "unlinked."

Once you arrive in Granada take a taxi to your host family's home. The flat rate taxi ride is approximately €25, but, depending on the amount of luggage you are carrying, you may end up paying close to €30. Sharing the taxi ride with another student, even if you are going to different homes, will make the ride less expensive for each student. The route from the Granada Airport to your homestay will probably be about 30 to 45 minutes.

By Bus

When you arrive in Madrid take a taxi from the airport to the *Estación Sur de Autobuses* bus station. Buses leave the station for Granada every one to two hours between 7:00 and 19:00, and every three to five hours before 7:00 and after 19:00. The bus ride from Madrid to Granada will last approximately five hours. The bus ride should cost about €16, 50 one way.

Visit www.alsa.es to find exact schedules and to plan your journey.

When you arrive in Granada take a taxi to your host family's address. The cost should be around €10 depending on the distance from the bus station to your host family's residence.

Early Arrivals

If you arrive in Granada before the official start date of your program (January 7) you are responsible for your own accommodation. The following hotels have been recommended by past students, all prices are approximate. Single rooms may be less expensive but can have limited availability.

Hotstal Britz

Cta. Gómez 1
Tel - 958 223 652
Habitación doble - € 50

Hostal Lisboa

Plaza Carmen 29
Tel – 958 221 413
Habitación doble - €50

Hotel Montecarlo

C- Acera del Darro, 44
Tel – 958 25 79 00
Habitación doble - €60

Hotel Tryp Albayzin

C- Carrera del Genil, 48
Tel – 958 220 002
Habitación doble - €83

¡BUEN VIAJE!

CLM PLACEMENT TEST ADVICE

FROM SITE DIRECTOR MARK BENNETT

My advice for students preparing for the CLM Spanish Language Level Test is, first and foremost, to take it very seriously. Review grammar and vocabulary you have studied in past texts and classes to prepare assiduously for the grammar, writing and oral parts of the test and be sure to set your goals as high as possible.

The writing and grammar sections of the placement test do not *appear* to be terribly difficult, but the grammar portion is designed to distinguish between a wide range of language levels, so every question has been very carefully researched and has been chosen for a purpose. Bearing this in mind, you must ponder each question thoughtfully and use all the time available to review and to cross-check your answers.

As a teacher for the past twenty years, I have had a good deal of experience in helping students prepare for language-level tests and I would recommend you take into account the following in preparation for the oral part:

- Study for the oral test by writing out both the questions and the answers of a series of sample questions. Good conversation items to think about include one's personal history, one's studies, individual interests and notable hobbies. In addition, prepare written paragraphs about topical themes such as bullfighting, a discussion on your favorite Spanish novel, an extended paragraph on a hobby of special interest etc.
- Knowing answers to topics you are familiar with, or answers to questions you have already asked yourself, will help you reply confidently and without hesitation- even to questions that you did not anticipate. A thorough understanding of general themes will help ease the anxiety of being asked to answer a question that you were not expecting.
- Whenever you can, make a great effort to include an ample range of vocabulary/expressions and to use a variety of verb tenses.
- Confidence is essential. Attempting to answer with self-assurance is important, even when you are not quite positive that you understood the question.
- Be prepared to ask that questions you don't understand be repeated.
- Try to be correct at all times, paying close attention to detail. Examiners are always more sympathetic to good pronunciation and accuracy as opposed to an appearance of fluency when accompanied by an array of basic errors.
- Be prepared to correct yourself. The capacity to do so is a clear indication that your level is UPPER-intermediate or above. An UPPER-intermediate student will make mistakes, but not too many basic errors.
- Try to reply in short sentences and not to get into complicated dialogues that will cause confusion. Elaborate responses are generally unnecessary and often lead to a student losing his or her train of thought.
- Be disciplined and controlled at all times. It can be dangerous to get over-enthusiastic since in doing so you may drop your guard, become more informal and increase your chances for error. Be happy and relaxed, but do not forget you are taking an ORAL TEST.
- Sometimes you may find yourself avoiding telling the truth or giving an opinion that is not really yours. If it is more comfortable for you to speak to matters that you are not personally vested in then speak to those matters. The object is to demonstrate your genuine language level and that is more important than any other consideration.

Most of the principles above can be applied to the writing section of the level test, too.

Be sure to reflect on and to prepare for the placement test as your performance here will decide your class level for the 80-hour intensive course and it will also have a bearing on your language level and progress throughout the entire semester.

Un abrazo,

Mark Bennett

MANDATORY DELE EXAM INFORMATION

GRANADA, SPAIN

TO: ILACA Granada Fall 2011 Program Participants
FROM: Mark Bennett, Granada Resident Director
RE: Mandatory DELE exam for all ILACA Granada students

Os escribo para informaros de lo que son los Diplomas DELE y de cómo éstos os afectan. Seguramente casi todo el mundo ya ha recibido información sobre los Diplomas DELE, pero tal vez algunos de vosotros no.

En la reunión del consorcio de ILACA en Febrero de 2006 se tomó la decisión de introducir los Diplomas DELE *de forma obligatoria* en los programas de ILACA en Granada. Esta decisión fue tomada por unanimidad por los representantes administrativos de las universidades de ILACA, que a su vez había sido respaldada previamente en otra reunión de cinco profesores representantes de los docentes de español de UP/PS/WU/PLU/GU.

Los Diplomas de Español como Lengua Extranjera (DELE) son los únicos títulos del Ministerio de Educación y Ciencia de España reconocidos en todo el mundo por empresas privadas, cámaras de comercio y sistemas de enseñanza públicos y privados. El Instituto Cervantes es la organización responsable de la difusión de este examen y la Universidad de Salamanca colabora con el Instituto Cervantes en la elaboración de los modelos de examen y en la evaluación de las pruebas. El Centro de Lenguas Modernas, mediante convenio entre la Universidad de Granada y el Instituto Cervantes, realiza las pruebas para la obtención de los Diplomas DELE.

Los DELE son títulos oficiales de mucho prestigio internacional que acreditan el grado de competencia y dominio del idioma español. Son los equivalentes de los exámenes TOEFL en los EE.UU o de los exámenes de Cambridge en el Reino Unido. Los DELE se consideran acreditación suficiente de conocimiento de español para cualquier actividad profesional o académica en España para la que se requiera el nivel de conocimiento correspondiente. Las empresas españolas más importantes por su proyección internacional (Telefónica, Endesa, Repsol YPF, Grupo Santander, MAPFRE, Prosegur y Grupo Calvo) han reconocido los DELE como títulos acreditativos del conocimiento de la lengua española en los procesos de selección de personal para los aspirantes cuya primera lengua no sea el español. La Confederación Española de Organizaciones Empresariales (CEOE) suscribe asimismo este reconocimiento. Las principales instituciones de enseñanza superior, agencias de cooperación internacional y fundaciones establecen como condición que los candidatos que se presentan a premios, becas y convocatorias de ayuda tengan los DELE cuando su lengua materna no sea el español. En resumen, los títulos DELE están cobrando cada vez más importancia en un mundo cada día más globalizado.

El Instituto Cervantes forma parte de la Asociación Europea de Organismos Certificadores de la Competencia Lingüística (ALTE, en sus siglas en inglés). Una de las principales tareas de esta asociación ha consistido en la creación de un marco de niveles de competencia con el fin de facilitar el reconocimiento transnacional de las certificaciones. Los DELE se ofrecen principalmente en seis niveles cuyo posicionamiento en el contexto del Marco de Referencia se ilustra del modo siguiente:

MARCO DE REFERENCIA EUROPEA	CENTRO DE LENGUAS MODERNAS	Diplomas de Español
C2	9	DELE C2
C1	8	DELE C1
B2	7	DELE B2
	6	
B1	5	DELE B1
	4	
A2	3	DELE A2
	2	
A1	1	DELE A1

Los exámenes DELE constan normalmente de cuatro o cinco secciones, que varían un poco según el nivel. Para obtener los Diplomas de Español hay que adquirir la calificación de “apto” (un 70% de respuestas correctas) en todas las secciones. Las pruebas más comunes son las siguientes:

1. **Comprensión de lectura:** el candidato contestará a las preguntas de opción múltiple que se formularán sobre algunos textos. Esta prueba tendrá una duración de entre 40 y 60 minutos.
2. **Expresión escrita:** el candidato escribirá diferentes tipos de textos dependiendo del nivel elegido. Esta prueba tendrá una duración de unos 60 minutos.
3. **Comprensión auditiva:** el candidato contestará una serie de preguntas basadas sobre textos orales. Las grabaciones se escucharán dos veces. Esta prueba tendrá una duración de entre 30 y 45 minutos.
4. **Gramática y vocabulario:** el candidato hará diferentes tipos de ejercicios según el nivel. Esta prueba tendrá una duración 40 y 60 minutos.
5. **Expresión oral:** el candidato mantendrá con el tribunal una conversación cuya duración será de 10 a 15 minutos.

Un 30% de la nota global de Producción oral y escrita (una clase obligatoria del Centro de Lenguas Modernas, que se impartirá a partir de octubre) procederá del trabajo que se realice en la preparación para los exámenes del DELE. Os daremos un manual de ejercicios DELE del cual iremos asignando tareas semanales que tendrán nota. Para el 30% de la nota de POE se tendrá en cuenta la actitud general del estudiante hacia los exámenes DELE además del progreso oral y escrito a lo largo del semestre.

Queremos dejar claro que para aprobar los exámenes DELE no sólo se necesita realizar la tarea obligatoria de ILACA sino que es también imprescindible ir preparándose de forma independiente, cada uno a su ritmo, según el nivel y aspiraciones de cada uno.

La preparación para los Diplomas de Español es gradual y requiere mucha auto-disciplina. Se puede, y es, además, muy aconsejable, comenzar la preparación ahora en las vacaciones con un repaso de los textos y ejercicios que habéis completado en vuestras universidades. Este repaso será de gran ayuda como preparación para la prueba de nivel del Centro de Lenguas Modernas, que todo el mundo tendrá que hacer a principios de septiembre. Una vez terminada la prueba, comenzarán las clases del curso intensivo. Habrá que tener presente los Diplomas de Español en todo momento participando activamente para aprovechar al máximo el curso. Después del descanso, empezarán las clases de contenido del CLM, pero habrá, además, la ya mencionada clase de lengua, Producción Oral y Escrita, que ayudará, aunque de forma indirecta, con la preparación, sobre todo, para la parte oral y la parte de expresión escrita de los exámenes DELE.

Para mayor información sobre los exámenes DELE se puede consultar la página web del Instituto Cervantes:

<http://diplomas.cervantes.es/index.jsp>

Saludos cordiales,

Mark Bennett

Director Residente, Granada, España

Willamette University

HOUSING AGREEMENT

Granada, Spain Study Abroad Program

When you completed you Homestay Experience Form online you agreed to the statements on this form. Maintain this document for your records.

Housing Agreement 1:

I accept full responsibility for any damage or ill I cause during my stay with my host family.

Housing Agreement 2:

I will make every effort to adjust to living with a Spanish family (with reference to meal times, eating habits, having guests, difference in living standards and common courtesy.)

Housing Agreement 3:

I agree that I will not have any overnight guests in my program housing arrangement. Any friends or family members must arrange their own separate accommodations.

Housing Agreement 4:

I agree that I must give two weeks notice to the site director before any change in housing agreements can be made.

Housing Agreement 5:

I understand that Willamette University, my home university and the site director accept no responsibility for personal matters which may arise between myself and the family with which I am placed.

Housing Agreement 6:

I agree that in the event that a conflict of grievance arises with the host(s), I will attempt to resolve it with them directly. In the event that a resolution is not achieved, I will contact the site director.

**Program participant agreed to each statement in this document.*

Maintain this document for your records.



“myCISI” Participant Portal: On-line Tools and Support for Insureds

Your CISI coverage includes, at no additional cost, a comprehensive on-line Portal of tools and information as well as access to 24/7 medical, personal, travel and security support. Through this customized site you can:

- View/print/email your ID card, coverage brochure, consulate letter and claim form
- Purchase an extra month of insurance for a period of personal travel
- View/update your online account profile information
- Obtain contact information for emergencies and benefit/claim questions

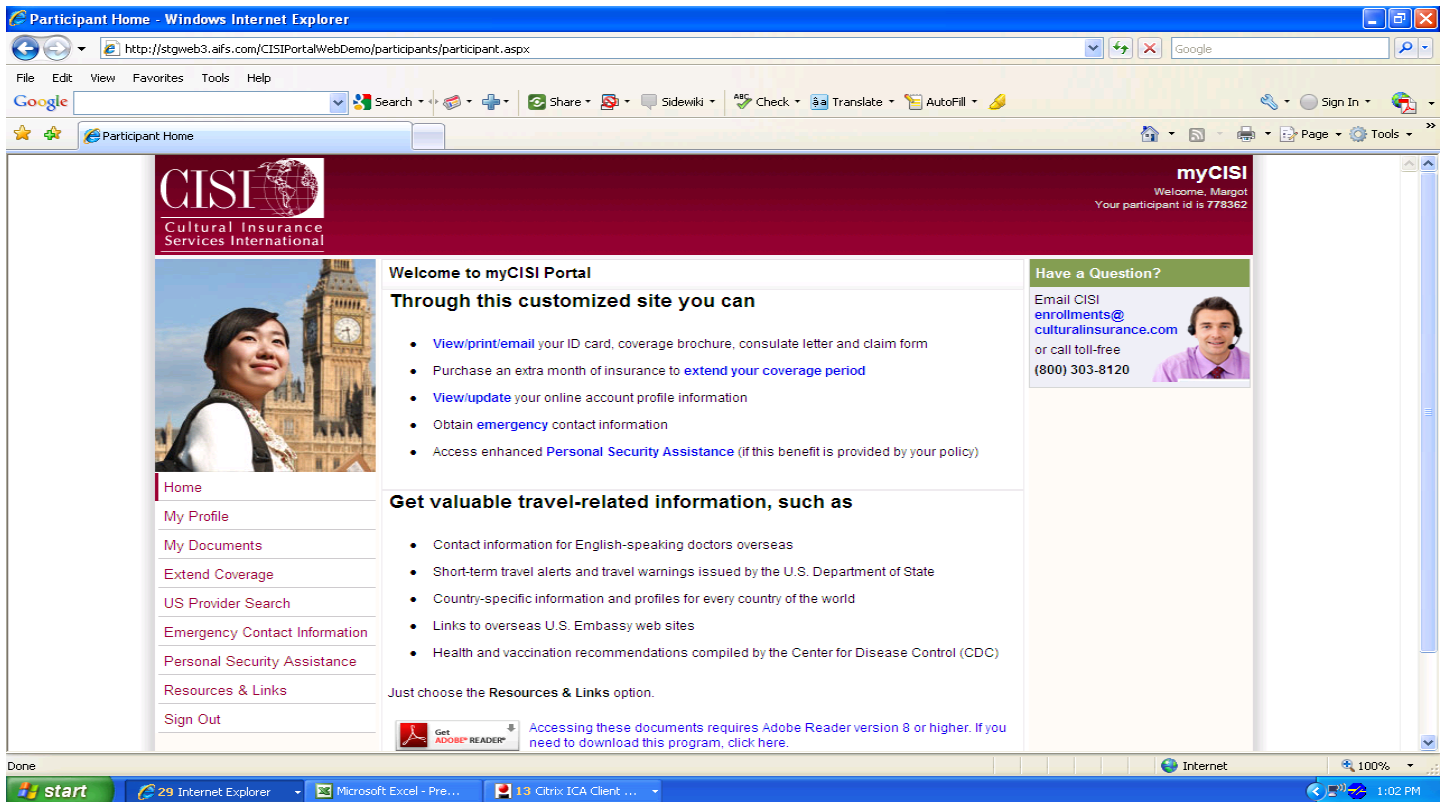
You can also find valuable travel-related information, such as:

- Contact information for English-speaking doctors overseas
- Short-term travel alerts and travel warnings issued by the U.S. Department of State
- Country-specific information and profiles for every country of the world
- Links to overseas U.S. Embassy web sites
- Health and vaccination recommendations compiled by the Center for Disease Control (CDC)

This document was designed as a helpful summary or overview to the **myCISI** Participant Portal’s main functionalities.

Creating an Account and Logging In:

- 1) The **myCISI** Participant Portal is accessible via Cultural Insurance Services International’s (CISI) homepage: <http://www.culturalinsurance.com/>.
- 2) While on the CISI homepage, click on the green button in the upper right corner that reads, “Login to **myCISI**”.
- 3) On this new screen, to the right of the green “login” button, go to/click on the sentence that reads, “Please [click here](#) to create an account.”
- 4) Fill-in your: First Name, Last Name and Birth Date and then click on the “Create an account/Reset password” button.
- 5) Enter the e-mail address where you would like the temporary password sent and click on “Send Password to this e-mail”.
- 6) Go and check this e-mail address for your **myCISI** Username and temporary (case sensitive) Password.
- 7) After retrieving your Username and Password, go back to the page you were last on and click on “Login” or go to the green “Login to **myCISI**” button from the homepage and enter your Username and temporary (case sensitive) Password then click on “Log In”.
- 8) You are logged in now and will be asked to change your password before going further (passwords need to be at least 8 characters long).
- 9) After clicking on “Change Password”, you are brought to the “Welcome to **myCISI** Portal” or “Home” screen (see next page) where the following screens of information are available via left-margin buttons and text links:



“My Profile” Screen

The participant portal “My Profile” screen allows you to update your personal profile (change your password; add/change your phone #'s, e-mail addresses and home/overseas mailing addresses). Help us to serve you better by keeping your contact information up-to-date. This information is especially important in the event of an unforeseen emergency or when submitting claims.

“My Documents” Screen

The participant portal “My Documents” screen allows you to view, print and/or e-mail the following personalized documents:

- ID Card
- Consulate Letter
- Policy Brochure
- Claim Form
- All of the above

“Extend Coverage” Screen

The participant portal “Extend Coverage” screen allows you to purchase additional insurance directly through CISI for a period of personal travel (up to one month) outside the dates of your overseas program. Please note that this plan is separate and different from the group study abroad plan and provides coverage for new covered accidents/sicknesses and medical evacuation/repatriation within the new period of coverage while outside the U.S. A detailed brochure describing the coverages, limits and exclusions is available through a link on this “Extend Coverage” screen.

“US Provider Search” or “International Provider Search” Screens

The participant portal “U.S. Provider Search” screen allows you to search for a Healthcare Facility within the U.S. (i.e. acute care hospital, urgent care center, laboratory, etc.) or a Healthcare Practitioner within the U.S. (i.e. chiropractor, primary care physician, mental health physician, gynecologist, etc.). You can use this resource if you have an inbound international student or scholar plan with CISI.

If you need a medical referral (i.e. a doctor, clinic, hospital, pharmacy or medical facility) while outside of the U.S., you can find a variety of resources by clicking on the “International Provider Search” link. You can also contact Team Assist, our 24/7 Assistance Provider, at the following phone number and/or e-mail address for information:

Ph: (817) 826-7143 (calling from outside of the US, collect calls accepted)
(800) 472-0906 (calling toll-free from within the US: NOTE – This number can’t be dialed from outside the US)

Email: TEAMASSIST@CULTURALINSURANCE.COM

“Emergency Contact Information” Screen

The participant portal “Emergency Contact Information” screen provides you with convenient one-stop access to CISI’s contact information for benefit and claim questions and also that of Team Assist, our 24/7 Emergency Assistance Provider.

“Personal Security Assistance” Screen

The participant portal “Personal Security Assistance” screen provides you with access to a security assistance website where a wealth of up-to-the-moment security and safety related tools and information are available. The security intelligence is powered by **Red24**. Additionally, you may reach Team Assist for security-related concerns 24/7 via the phone number/email address found on the “Emergency Contact Information” screen, the coverage brochure, and on the front of your ID card.

“Resources and Links” Screens

The participant portal “Resources and Links” screens allows you to have convenient one-stop access to U.S. Embassy website information, consular information sheets, country profiles, CDC health and vaccination information, English-speaking doctor listings, State Department Travel Warnings/Alerts and other useful resources, links and tools to assist you in preparation for your overseas program. The following “Resources and Links” screens are currently available:

- Contact information for [English-speaking doctors overseas](#)
- [Short-term travel alerts and travel warnings](#) issued by the U.S. Department of State
- [Country-specific information](#) and profiles for every country of the world
- Links to [overseas U.S. Embassy](#) web sites
- [Country profile](#) information compiled by the U.S. Department of State
- [Health and vaccination](#) recommendations compiled by the Center for Disease Control (CDC)

“Sign Out” Screen

To logout of the **myCISI** Participant Portal just click on the left margin “Sign Out” button.

Thank you for taking the time to get acquainted with this customized portal of health and safety tools and resources designed by Cultural Insurance Services International (CISI).

(3/11)