Willamette University

Student Handbook for Off-Campus Programs

Spring 2017

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STUDENT HANDBOOK
FOR OFF-CAMPUS PROGRAMS

OFFICE OF INTERNATIONAL EDUCATION
WILLAMETTE UNIVERSITY

The Office of International Education at Willamette University thanks AHA International and Central Washington University, Office of International Studies and Programs, for the substantial body of research that this handbook contains. The information in this manual came from various international education handbooks and travel guide publications, existing documentation, and from the World Wide Web and other Internet sources.

Fifth Edition, August 2016
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# Off Campus Study Timeline and Checklist

**Underlined = Meeting, Italic = Form, Bold = Due Date**

<table>
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<th>February and March</th>
<th>September</th>
<th>October</th>
<th>November and December</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>You're Accepted! START HERE</strong></td>
<td><strong>PICK UP</strong></td>
<td><strong>Read your Off-Campus programs Handbook.</strong></td>
<td><strong>COMPLETE</strong></td>
</tr>
<tr>
<td>If you are participating in a program that has an international component - Apply for or renew your passport NOW! Do. Not. Wait.</td>
<td>Pick up Off-Campus Programs Handbook at OIE in late August (dates TBA). At that time, more predeparture paperwork will be posted in the online application portal.</td>
<td></td>
<td>Complete all additional paperwork for your host institution by the required deadlines. May include: - Housing application - Meal plan sign up - Arrival pick up form - Course preferences - Housing deposit/payment of fees</td>
</tr>
<tr>
<td><strong>COMMIT</strong></td>
<td><strong>Fall Classes Begin</strong></td>
<td>If your program includes international travel: Make sure you have a valid passport and that you have signed the signature line in your passport.</td>
<td><strong>ATTEND</strong></td>
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</table>
| Commit to your program and complete the documents marked "ACCEPT" in the online portal by February 29, 2016 | | | **What's the Difference? Intercultural Skills session** 
Sign up in WISE for specific session |
| **PAY** | **COMPLETE** | | Pay close attention to any communication you receive from other Willamette departments during this time (i.e. Residential Services, Mall Center, Student Accounts, etc.). You may need to take specific action because you will not be on campus next semester. |
| Pay Study Abroad Deposit: $300 to the Cashier's Office (1st Floor Waller) by February 29, 2016 | Complete all Pre Departure Forms posted in the online application portal by Sept 12, 2016. | | **TURN IN** |
| Re-read your Program Page on the OIE website, note the Pre Departure Resources section. | | Discuss your proposed off-campus class schedule and your proposed returning-to-Willamette schedule with your academic advisor. | Complete the Credit Conversion/Equivalency Form before you leave Willamette. You will receive this form at your Site Specific Pre-Departure Meeting. |
| **Spring Semester Ends** | **ATTEND** | **ATTEND** | Classes End |
| | General Predeparture Orientation Meeting | Site Specific Pre Departure Meeting - you'll be contacted by an OIE Advisor for date, time and location information. | **TIMELINE CONTINUES ON OPPOSITE SIDE** |
| | Mon, Sept 12, 2016 4:15 - 5:45 pm Montag Den | | |

**Questions? Contact the Office of International Education at overseas@willamette.edu**
# Off Campus Timeline and Checklist

**Underlined = Meeting, italic = Form, Bold = Due Date**

<table>
<thead>
<tr>
<th>Immediately Following Final Exams</th>
<th>Before Departing for Program</th>
<th>While Away</th>
<th>Upon Return</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Final Exams End</strong></td>
<td><strong>You made it!</strong></td>
<td><strong>Double check that you are getting the credits that you need while away, contact the OIE with any questions.</strong></td>
<td><strong>Contact the OIE if you would like to talk with students interested in attending your program</strong></td>
</tr>
<tr>
<td><strong>Send the Office of International Education at WU a copy of your flight itinerary. Email &lt;oleadvising&gt;</strong></td>
<td><strong>Read and carefully consider all materials issued or recommended by the program that relate to the safety, health, legal, environmental, political, cultural and religious conditions in your program location.</strong></td>
<td><strong>Immediately send any new contact information to your parents, friends, family.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Provide parents and/or anyone else who needs to know with emergency contact information.</strong></td>
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<tr>
<td></td>
<td><strong>Make two copies of all relevant information. Leave one set of copies at home and take one set with you.</strong></td>
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<tr>
<td></td>
<td><strong>Fill out the “Important Contact Numbers” section in your off-campus study handbook</strong></td>
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<tr>
<td></td>
<td><strong>Check in with all airlines and the Transportation Security Administration (TSA) about baggage and other travel restrictions</strong></td>
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<tr>
<td></td>
<td><strong>Take a deep breath and GO!</strong></td>
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Questions? Contact the Office of International Education at oleadvising@willamette.edu
This portion of the handbook will walk you through most of the logistical aspects of spending time away from home. Everything from how to use your debit card to how to vote while away will be covered. It is essential that you read the entire handbook and create action items based on the information in the handbook. As always, please don’t hesitate to contact the OIE if you have questions about any of the information you find in this handbook.

Before you start anything...

From now on, anytime you complete an application, form, contract or anything else official:

KEEP A COPY OF EVERYTHING FOR YOURSELF!

Throughout this process you will be filling out lots of paperwork and it is very important to get into the habit of making and keeping copies of anything you sign. It is ultimately your responsibility to have a back up of all documents (most universities/programs will not keep copies on your behalf.)
1 - Organizational Tools

These Organizational Tools are designed to help you manage all of the information, meetings, paperwork and thoughts throughout your off-campus experience (now through after your return).

In this chapter you will find:
- Definitions of Terms
- Checklist for Off-campus Programs (Blue Page)

Definitions of Terms
Before getting started it is essential that you understand the following terms.

Willamette Sponsored Program
Willamette programs are either facilitated by Willamette University, a third-party provider, a consortium to which Willamette belongs, or in conjunction with other universities in the case of established bilateral exchanges. On WU Sponsored Programs students pay tuition to Willamette and receive WU credit for their semester off campus. For more information on cost and credits go to the OIE’s website: willamette.edu/dept/oie/off-campus/programs/index.html

Program Page
The term “program page” will be used often to refer to the page on the Office of International Education’s website where your program is represented. This page gives basic and essential information about your program that you must know including when the program takes place, what is included in the program, and other useful information. Also, most program pages have a “Pre Departure Resource” section where you will find many useful links which you will use throughout the preparation process.

WU Off-campus Programs Handbook
This handbook is designed to help you organize all of the elements associated with preparing to study off-campus. Many students will receive another handbook for their specific program from their program provider or host university. Although some information may be similar, it is essential that you read all of the materials you receive.

The Off-Campus Study Checklist (see the green pages) will serve as an outline for what is expected of you over the next semester. You are required to complete all of the points on the Checklist as a part of your time on your off campus.

Site Specific Pre-departure Meeting
Each program will have a separate site specific pre-departure meeting where logistics and specifics regarding each program will be discussed. Past participants from the program will attend these meetings if possible. Meeting lengths vary depending on program; this meeting is mandatory for everyone.

OIE Advisors for Study Abroad
By this point you have probably interacted with the OIE advisors, either Amy Nelson Green or Nomi Pearce. Amy and Nomi will conduct the pre-departure meetings and be available to help you prepare to study abroad. Although Amy and Nomi are your main contacts, the other members of the OIE are always available to assist you too. The best way to reach the OIE is by emailing <oieadvising> or coming by our offices at the Global Learning Center.
Required Pre-Departure Meetings and Preparation

In the semester prior to your study abroad, you will attend a series of required meetings organized by the Office of International Education that cover a wide range of important information to help ensure that your experience off-campus is a safe, rewarding and successful one.

**General Pre-departure Meeting**

The General Pre-departure meeting is mandatory for all students accepted to study off-campus on Willamette Sponsored Programs. The meeting date can be found on your Study Abroad Timeline and Checklist. At this initial meeting, information about health and safety, earning credit and financial aid and scholarships will be presented. The meeting is approximately one and one half hours long.

**Site Specific Pre-departure Meeting**

Each program will have a separate site specific pre-departure meeting where logistics and specifics regarding each program will be discussed. Past participants from the program will attend if possible. Meeting lengths vary depending on program. This meeting is mandatory for everyone.

**What's the Difference? Intercultural Preparation Seminar**

During this seminar students will begin the conversation about culture and intercultural competency theory and practice. Even though your program location is within the U.S., the concepts discussed in this session will help you to navigate elements in your program that could be quite different from what you are accustomed to at Willamette. Differences may range from geographic nature of your location (big city? isolated desert?) to the backgrounds of students in your program (other U.S. students? international students? etc?). Students will be exposed to tools to improve intercultural communication/interaction skills, knowledge, and awareness. The session is approximately one and one half hours; this seminar is mandatory for all students.
2 – Official WU Study Off-campus Forms

Below is a list of the forms you will complete for the Office of International Education. Many forms will be completed within the online portal, but some will be completed and submitted on paper to the OIE. It is important that you keep your own photocopy of all of the forms you submit by paper.

Forms submitted and accessible via the online portal:

1. Commit to WU sponsored Off-Campus Study Participation
2. Off-campus Study Authorization and Release Agreement form
3. Standards of Conduct Agreement Form
4. Emergency Contact Information
5. Student Self-Assessment: Health Information
6. Health Insurance Coverage Information

Forms submitted on paper to OIE

1. Host Institution Application forms (some forms may be submitted to the host institution directly by paper or online. OIE will inform you of correct procedures and due dates.)

2. Study Abroad Credit
   Conversion/Equivalency Form
   (will be distributed at the site specific meeting, due at the end of the semester before you leave campus).

Forms submitted to other WU offices

Student Accounts Release Form
(will be distributed at the General Orientation, to be submitted to the Student Accounts office in Waller Hall)
3 - Preparing for Departure

Congratulations on being selected to participate in an off-campus program. Your time away will undoubtedly be an unforgettable experience. As the subtitle mentions, it is impossible to study off-campus without completing many necessary steps. Use the Off-Campus Study Checklist and this chapter to understand what those steps are and how to complete them.

In this chapter you will find:
- Documents to complete before departure
- Using financial aid
- Credit guidelines for off-campus study
- Travel information and discounts
- Packing advice

Forms associated with this chapter:
- Williamette University Sponsored Programs Study Off-campus Credit Conversion/Equivalency Form.

Documents to Prepare Before Departure

Before leaving for your program location do not forget to take care of the following:

Absentee Voting
Arrange to have an absentee ballot sent to you while off-campus. Contact your local, state and national voting authority as soon as you know your address off-campus, in most cases you will not know your address until you arrive. Start this task by going to the Federal Voting Assistance Program website: fvap.gov

Power of Attorney
It is highly advisable to designate an individual, usually a parent/guardian, to take care of legal or financial matters on your behalf while you are off-campus. Find out what the proper procedure is and make those arrangements before you depart.

Taxes & the FAFSA – especially students who will be off-campus during March and April!
Taxes are due on April 15th of each year. You may need to arrange to have tax forms sent to you. Be sure to know what your tax responsibilities are and how to comply while participating in your program.

The FAFSA is due on March 1st; luckily you can complete this application online at: www.fafsa.ed.gov. Williamette's school code for the FAFSA is 003227. Be sure to put our code on your FAFSA in the schools section to make sure that the Financial Aid Office receives the results. For many of you your parent or guardian might be completing this form on your behalf already. Make sure you understand who will be taking care of the FAFSA for you so that you do not miss out on an opportunity to continue to access need-based financial aid.

Online Access to Bills/Credit Cards/ Bank Statements
Before you depart make sure you know how to access your bank account, bills and credit card information online. See “Managing Your Money” on page 28 for more tips.

Mail
Notify the WU Mail Center that you will be studying off-campus. They will need to know how long you will be gone and where you want your mail forwarded.
Using Financial Aid for Off-campus Study

While studying on an off-campus program, you are responsible for paying your semester fees as usual. Be sure to meet with your financial aid advisor on campus to ensure all arrangements are completed and understood before your departure. It is ultimately your responsibility to make sure all the correct forms are filled out and returned to the corresponding departments on time. It is also your responsibility to check with each department to see that all paperwork is being processed correctly before you depart on your program. You cannot assume that everything will be done automatically. Failure to abide by regulations may result in serious consequences such as a hold up of grades, course registration, and financial aid disbursements.

If you are receiving financial aid that will be disbursed after the program begins, please make arrangements with the Student Accounts Office (Waller Hall) regarding where your refund should be sent.

In addition, you are responsible for any debts you may incur or damage you may cause while living in your program housing. Grades will be withheld until a student's account balance is paid in full.

You may contact the Financial Aid Office while you are off-campus for any questions or assistance at: finaid@willamette.edu

Spring semester students: you must file the FAFSA for the following academic year no later than March 1st. This can be done at www.fafsa.ed.gov.

Credit Guidelines for Off-campus Study

THIS IS IMPORTANT: Converting credits from an off-campus program to Willamette credits is not a seamless process! It is your responsibility to make sure you understand how your credits taken on your program will convert to WU credits before you leave campus.

The following items will help you with the credit process:

- **Willamette University Sponsored Programs Off-campus Credit Conversion/Equivalency Form** – This form will be distributed at your Site-specific Pre-departure Meeting. You will turn in a copy of this form to the Office of International Education before you depart and keep one copy for yourself. An example of this form can be found in the Official WU Forms chapter of this handbook.

- **Not every course offered at your host institution can be given credit back at Willamette.** You will only earn credit for courses offered in academic areas that are also offered by Willamette. We cannot award credit for undergraduate courses in areas such as engineering, business, education, law, culinary arts or other fields not already taught at Willamette. If you wish to take a course in a non-liberal arts field you may do so. However, also be sure to take enough liberal arts courses to still qualify for full time enrollment back at Willamette (at least 3.0 credits) since you will not earn credit at Willamette for non-liberal arts coursework.
IMPORTANT POINTS: CREDIT

One class abroad = 1.0 WU credits
A course taught in a foreign language = foreign language credit
A course outside of liberal arts Ø credit at Willamette

Please note: the sign "≠" can be interpreted to mean "does not necessarily equal."
The sign "Ø" means "does not qualify for."

○ Meeting with your Academic Advisor – As you know, every year before you can register for
classes you must meet with your academic advisor. Take the time this semester to talk with your
advisor about the courses you plan on taking and the internship you are interested in completing
on your off-campus program. It is important to ask them how they will fit into your graduation
requirements.

○ During your semester away your Willamette degree audit will read:

FSTD-WU-01 Foreign Study: Willamette Program 3.05*
*The final credit awarded for your semester/year will depend on the number of
credits you earn. Your registration for 3.05 Willamette courses is the minimum
number to maintain your full-time student status while you are off-campus. This
is removed and replaced with the actual course titles, grades and Willamette
credit earned on your off-campus program.

○ Minimum/Maximum Credits – it is very important (student status reasons) that you are
considered a full time student while on your program. Talk to your program administrators or
host university on site to understand what it means to be in good academic standing and how
many credits you must hold to be in the full-time standing at all times. To be able to participate in
a WU Sponsored Off-campus program you need to be sure you are taking no fewer than the
equivalent of 3.0 WU credits and no more than the equivalent of 4.5 WU credits.

○ MOI credit: If you wish to fulfill MOI requirements with courses taken off campus, you must
submit a petition seeking approval to do so. One MOI credit can be taken off campus, per
semester. Petitions can be found in the Office of the Registrar. The CLA Dean’s office makes
the final decision whether to approve off campus courses to fulfill MOI requirements. Petitions
may be submitted prior to departure or after you return from study abroad, but in either case be
aware that the final decision may not be made until after you return. Keep your course syllabus
and completed assignments, in case you are asked to submit them to support your petition.

○ What to do if you make a course change while off-campus – If you need to change the
course information you provided on your credit equivalency form please email the OIE, your
academic advisor, and the registrar’s office in the same email with the following information:
  Name of course you are dropping
  Number and Title of new course
  Subject of new course
  Number of contact hours of new course
Number of host institution credits for new course
Name of WU course that you want to have the new class transfer back as to WU

Provide specific instructions about what you are requesting your academic advisor and the Registrar’s office to do. Otherwise they will not know what to do with this information.

- **Transcript** – While off-campus, make sure your transcript will be sent to the WU Office of the Registrar or OIE. It may take a few months for Willamette to receive your transcript. Once your transcript is processed you can see your credit(s) on your degree audit in JASON.

- **Grades** (different than credit!)
  - The grades you earned on your off-campus program will appear on your transcript.
  - You have the choice of having either ALL or NONE of your grades count toward your cumulative GPA.
  - Your grades will not automatically count toward your GPA; if you would like the grades to count toward your GPA, you must inform the Office of the Registrar by emailing them (registrar@willamette.edu). You must notify the Registrar's office prior to the start of your final semester at Willamette.

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**Credit Conversion/Equivalency Form cont.**

- Completed the Credit Conversion/Equivalency Form BEFORE the end of semester
- Completed the Credit Conversion/Equivalency Form AFTER the end of semester
Travel Information

You are responsible for planning your own travel to the city of your program. Here are some student friendly travel websites:

- CIEE — www.ciee.org
- SkyAuction — www.skyauction.com
- STA Travel — www.statravel.com
- Travel Cuts — www.travelcuts.com
- Student Universe – www.studentuniverse.com

Travel Guides
Aren’t those just for tourists and people traveling to foreign countries?

No! Travel guides are very useful not only for hotel, airline and restaurant information, but also cultural history, colloquialisms, and money saving tips. The Office of International Education provides many travel guides for in-office use before your departure, but we also recommend that you purchase a recently published travel guide before departing. You can find many travel guides in the Willamette Store, ask about discounts. The most appropriate series for students studying off-campus are Let’s Go, Lonely Planet, Rough Guides, and Footprint. (letsgo.com, lonelyplanet.com, roughguides.com, footprintbooks.com).

Other Student Discounts

Many businesses throughout the country have discounts for students with proper identification. Whether you use your Willamette ID, or your host university ID, or the ID provided to you by your program you should ask about student discounts at museums, theaters, restaurants, hostels, transportation centers, etc. Ask your friends/family about student discounts that they are aware of as well.

Sustainability and Travel

The Willamette community has a strong commitment to sustainability on campus, in the United States, and in the global sphere. As you begin to plan your means of travel and activities while off campus please consider the choices you can make to help make your choices more sustainable. For more information on sustainability in relation to travel please explore the following websites:

- Ethical Traveler (http://www.ethicaltraveller.org/)
- For further resources please visit the resources page of Greenpassport.us (http://www.greenpassport.us/page/resources-3)

Packing Your Bags

It is nearly impossible to pack everything you want to bring with you. The trick is to pack what you need, and more importantly, what you can carry! Here are a few tips that may come in handy while you are deciding what you should bring. There is a lot of potential for over-packing.

Suitcases and Backpacks - It is much easier to have two smaller bags than one large suitcase. Backpacks are convenient to carry and they leave your hands free. Suitcases with wheels or portable baggage carts don’t always work well on unevenly paved streets, and large duffel bags are awkward to carry long distances.
Dimensions and/or weight determine the baggage limit on most flights. Requirements vary depending on destinations and airlines so confirm the limit of baggage allowed when you choose your airline. If you are using two airlines, check with both.

Label your luggage with a sturdy identifying tag—a bright identifying marker or ribbon will help in picking your luggage out quickly from a large pile of similar-looking luggage. Be sure to put your name and address inside each bag as well. We recommend that you pack at least a day’s worth of clothing and supplies inside your carry-on luggage in the unfortunate event that your luggage is temporarily lost. It is also recommended to take a copy of the address where you will be located off-campus so your luggage can be sent to you if it is lost and needs to be delivered a few days after you arrive.

Never leave your bags unattended, even for a second. The easiest target for thieves is an unwatched bag. Also, since September 11, 2001, airport security is extremely cautious and confiscates and destroys unattended luggage.

Clothing - Talk to students who participated on your program previously about what to wear and read about average temperatures and weather in your host city. You will want to bring some nice pieces of clothing to wear for formal dinners and your internship. An ideal travel wardrobe consists of coordinated clothes made of easy-care, drip-dry fabrics that can be layered for different temperatures. For touring and exploring, we suggest clothes you are comfortable walking around in, such as a pair of jeans and comfortable shoes. For your internship bring professional style clothing that you are comfortable commuting in. Slacks, nice button down shirts and closed toe shoes are always smart professional choices.

Useful items to pack that you might not think about:

- Pocket flashlight
- Small notebook/address book
- Stationery
- Travel alarm clock
- Soap/soap dish
- Toiletries (adequate supply)
- Sewing kit/safety pins
- Sealable plastic bags for liquids and keeping snacks from critters
- First aid supplies (see 25 for more information.)
- Earplugs & eye mask
- Pictures of family, home, WU!
- Small gifts for the people you will meet or who help you
- List of important phone numbers (credit card numbers, bank numbers, family & friends, emergency numbers, etc.)

Items to leave at home:

- Valuable jewelry
- Anything you couldn’t replace

Important Documents - Identification and other documents should be securely carried with you yet readily accessible at the security check points in the airport. Money (except for small bills and change), credit cards, and traveler’s checks should always be carried in a secure place such as a money belt. Be sure that you are also carrying copies of your contact person’s phone number for your program as well as
documents pertaining to your arrival instructions when you are traveling to your program site for the first time.

Medications - If you regularly take prescription medication, information about any restrictions or directions for transferring a prescription to a local pharmacy should be addressed with your physician and pharmacist. Although most medications can be transported in reasonable amounts for personal use, there may be restrictions on how much of your medicine you can travel with and how it's packaged when you travel with it. Always carry medicines in their original container and bring the original copy of your prescription from the prescribing doctor with you.

Contact Lenses/Glasses - If you wear contact lenses, bring an extra set of contacts, cleaning solutions, extra glasses, and a copy of your prescription with you.

More Resources
For more information about preparing to study off-campus go to the Office of International Education’s website for students Accepted to Study Off-campus: willamette.edu/dept/oie/off-campus/accepted/

This website includes information for international travel, but it also has the following information:

Scholarships and Grants
Internal and External Scholarships for students studying off-campus.

Tips and Resources
Government Services
Students with Disabilities
Airfare
Travel Links
Safety and Health
Travel Guide
4 - Staying Healthy Off-campus

In this chapter you will find:
- Analyze your health before you leave
- Immunizations
- Packing a medical kit
- Disabilities
- Staying healthy when you arrive

Forms associated with this chapter:
- Health Information – Student Self Assessment
- Health Insurance Information

Adjusting to life in a new place means excitement and experiencing the unexpected. Although no amount of preparation can guarantee a trouble-free transition, you should be prepared when it comes to your health. There is one area in which you do not want to face the unexpected: medical care for yourself. Even routine ailments or minor accidents far from home can have greater consequences than you anticipated. Take responsibility for your own health and wellness, both before you depart and throughout your time off campus.

Much of the following information has been suggested by the Council on International Educational Exchange and NAISA: Association of International Educators.

Analyze Your Health Before You Leave

Before you travel to your program location, take a close look at the many factors that contribute to your physical and emotional well being. Time on an off-campus program will almost certainly affect your health because so many factors of your daily health have to do with lifestyle and environment. Conversely, the state of your health will have a significant impact on the success and enjoyment of your stay. With proper planning, travel can be a happy and healthy experience.

Assess Your Health and Your Health-Related Practices

Going off-campus is not a magic cure for concerns and problems you may be facing at home. Both physical and emotional health issues will follow you wherever you go. In particular, if you are concerned about your use of alcohol and other controlled drugs or if you have an emotional health concern, you should address it honestly before making plans to spend time away. Contrary to many people’s expectations, change of geographic location does not minimize these problems—it can often exacerbate them to a crisis stage while you are away from home and your support network.

Identify Your Health Needs

Be clear about your health status and needs when preparing for a program and when making housing arrangements. Describe allergies, disabilities, psychological treatments, dietary requirements, and medical needs so that appropriate arrangements can be made prior to your departure. Willamette University requires that you complete the Student Self-Assessment form (see Official WU Forms chapter) to the best of your ability before you depart. Read through your medical insurance coverage in your program packet to be aware of what is covered and what is not. Learn how to use your insurance in a different state and how to file a claim should you become ill or injured. When you arrive learn how to access medical care, DO NOT wait until you are sick or hurt!

If you have a disability or special need, identify it and understand ahead of time exactly what accommodations can and will be made. (See “Disabilities” later in this section.) If you have special health needs, check on any particular conditions that may apply to your travel overseas.

Review your health insurance

You do not want to be surprised when it comes to health insurance. Some of the Willamette Sponsored Programs either include or require that you purchase specific health insurance for the time you are off-
campus. Read your program page on the OIE's website for more information (willamette.edu/dept/oie/off-campus/programs).

Whether health insurance is or is not included in your program you should check with your current health insurance provider to what you have to do to file claims and to see if coverage extends to you in the city of your program (and if you are going on a Washington Semester Program that your insurance includes international insurance coverage if your program has an international component). You may need a special “rider” for your policy to cover you while off-campus. The university student health plan gives limited coverage while studying off-campus on a Willamette program. If you have one health insurance provider, evaluate whether you need to augment your coverage with additional other insurance. You will need to inform the Office of International Education about your insurance prior to departure using the Health Insurance Information Form found in the Official WU Forms section of this handbook.

As a Willamette University student you automatically receive Emergency Evacuation and Repatriation insurance as long as are covered by an insurance provider for all other medical issues.

**Medications** - If you regularly take prescription medication, questions about any restrictions or directions for bringing and carrying medication(s)/supplies should be addressed with your prescribing physician. Always carry medicines in their original container and bring the original copy of your prescription from the prescribing doctor with you.

**Additional Resources for Health & Travel Information**
- Family Physician
- Bishop Wellness Center: (503) 370-6062 or willamette.edu/dept/wellness/
- Center for Disease Control & Prevention: (202) 783-3238 or www.cdc.gov

If you are traveling internationally for your program:
- State Department Overseas Emergency Center: (202) 647-5225
- State Department Travel Information Center, medical information for Americans Off-campus: http://travel.state.gov/travel/tips/brochures/brochures_1215.html
- Lonely Planet guides for info on international health: lonelyplanet.com/health/health.htm

**See Your Health Practitioners**
You should visit your family physician and dentist before you leave to help ensure that you are in good health—this may prevent emergencies arising while you are away.

If you are going on a program with an international component a physical may be required by your program. If going abroad for a portion of your off-campus program please note that some countries require health exams that are very detailed and require chest x-rays, blood tests (including HIV), respiratory assessments, etc. Do not wait until the last minute and find out you don't have enough time to get all the required testing/evaluations. Bishop Wellness Center can perform the required physicals for $40. Chest x-rays are approximately $100 and HIV testing is approximately $22. Get needed immunizations and hepatitis protection, if appropriate. (See “Immunizations” later in this section.) Update your health records, including eyeglass and regular medication prescriptions.

Carry copies of medical records, prescriptions in generic form, and pertinent information in a safe place. If you expect to need regular medical care take a letter of introduction from your physician at home, providing details of your medical conditions, care, and specific needs. If you self-inject prescribed
medication, you may need to carry needles and syringes with you. Please note: If going on a program with an international component you'll need a physician's prescription for medication and medical supplies in order to pass through customs.

**Immunizations**
Always consult with your host school to see if they require immunizations. Some schools may require you to get a meningitis vaccination, something not required of you to attend Willamette.

*If going abroad for a portion of your off-campus program:*
There are no additionally required immunizations for most of Western Europe, Australia, and much of Latin America. Make sure your tetanus shot is current, and you should seriously consider a vaccination for Hepatitis A which can be caused by contamination of food or water by sewage and infected food handlers. This immunization is available in the Bishop Wellness Center for $66 per shot (the series includes two injections given 6 months apart). Other precautions to consider include the meningitis immunization, which is available for $100 at Bishop and malaria medication. If you are really concerned about possible health problems, you can call the Center for Disease Control (CDC). They have an International Traveler's Hotline at 877-FYI-TRIP where, by entering the country code of your host country, you can get recorded information on vaccinations, food and water, and current health problems. You can also access this information online: [http://www.cdc.gov/travel](http://www.cdc.gov/travel)

**Pack a Medical Kit**
Don't underestimate the importance of keeping some basic medical supplies close at hand. Inevitably you'll need something when pharmacies are closed or not convenient to get to. You should always travel with a medical kit that includes the following items:

- Diarrhea treatment (such as Imodium A-D)
- Constipation remedy (natural bran or bran tablets)
- Pain/fever relief (aspirin, acetaminophen, ibuprofen)
- Cold/cough/allergy symptom relief (such as antihistamines, lozenges)
- Pepto Bismol tablets (be aware that taking too many of these will turn your tongue black)
- Adhesive strips (Band-Aids)
- Chapstick
- Antiseptic (alcohol wipes)
- Antibiotic gel (such as Neosporin)
- Motion sickness medication
- Sunscreen

Be sure to pack regular medications (in their original containers), contraceptives (including emergency contraceptives), feminine hygiene products if you are traveling where they are not available, and any other routine health and medical products you think you may need or brands that you like as well. Check the expiration dates of all medications before you leave. Where your health is concerned, it is better to be safe than sorry!

**Disabilities**
Any student eligible for and requesting program accommodations due to a disability is encouraged to contact Willamette Disability Services as early in the process as possible to ensure timely services.

Mobility International USA (MIUSA) and the National Clearinghouse on Disability & Exchange offer guidance to students with disabilities as well. Contact them for a brochure at (541) 343-1284 or check out their web site at [www.miusa.org](http://www.miusa.org).
Staying Healthy When You Arrive

Successful planning for a healthy stay off-campus does not end once you leave home. Because of cultural differences and adjustments you will need to make off-campus, any concerns or questions you may have related to your physical and/or emotional well being should be addressed after you arrive at your program location.

Find Out About Resources
Learn how to get medical help, whether routine or emergency, before the need arises—preferably before leaving home. Who will provide routine medical care, and how can you reach that provider? If you need any special resources, find out how to get them. These could include services for those with disabilities, self-help groups (such as Alcoholics Anonymous), or other health-related needs.

Make your medical conditions and medical needs known before you leave. If you require regular medical care for any condition you have, let Willamette staff know what kind of assistance you need. The site director or university in your host location can research possible resources before your arrival. This may mean simply identifying a doctor or other practitioner who will provide your care, or discussing your condition with people in classes if you may need emergency intervention during your stay.

General Care
At some point during your time off-campus, and unfortunately often at the beginning, you may get sick. More than likely it will be something simple, without complications, due to changes in your eating or sleeping habits or stress of travel. This is the time when you should focus on getting plenty of rest, eating healthy food, drinking plenty of fluids (particularly on the plane), getting some moderate exercise and washing your hands with soap and water every chance you get. If you are of drinking age remember, alcohol will dehydrate you, limit your intake upon arrival.

Give Yourself Some Time to Adjust
Culture shock can sabotage your time off-campus even when studying in a different U.S. city. Culture shock can have lasting effects if you do not take care of yourself. The emotional effects of facing new surroundings, habits, lifestyles can leave you impatient, bewildered, or depressed. You may experience confusing emotional highs and lows during this period. Remind yourself that these will soon pass once you are well rested and eating normally—time is the best cure. If symptoms persist, however, consider it a possible medical issue and seek assistance from a counselor or physician.

Stress
A moderate amount of anxiety and stress is a natural part of everyday life and is usually an indication that your body is responding to the problems it must overcome. Jet lag, new surroundings, registration, beginning classes, and even changes in the weather can take their toll. Recognize that you are tense, then slow down and try to relax. Use the same stress-relief techniques you use at home—exercise, meditation, reading, etc. Get plenty of rest upon arrival!

Just as it does when you are at home, stress will come and go with the days. Sometimes, stress can be more augmented when you are studying off-campus — there are different kinds of stress. Remember that some stress is natural, and think about what is specifically affecting you. Are your usual stress-relief techniques not available? What makes you feel better? If the feelings of stress do not subside after time, or you are seeing symptoms of too much stress be sure to seek out help (i.e. significant weight loss/gain, sleeping issues, hair loss etc.).
Ask Questions

Lifestyles in your new city may be very different from what you are used to back home. This is true even in cultures that seem relatively similar to that of your hometown or Salem. You cannot assume that the experiences and practices you took for granted at home will be accepted in your new location. If you are not sure about something, whether it is a simple question about where a service can be found, or a more complex matter, such as expectations about friendship and dating, ask someone you trust.

Ask about safety issues such as local transportation, traffic patterns, swimming practices at local beaches, and how your meal plan or shared shopping budget work. Ask about security issues such as neighborhood or building security, personal security during evenings and other outings, and city-specific behavior or security concerns related to gender.
5 - Managing Your Money

In this chapter you will find:
  - Advice on money amounts and forms of money
  - Safeguarding money and other valuables

Money Amounts
Managing your finances is an important and challenging aspect of a successful and enjoyable academic experience off-campus. When considering how much money you will need for your time off-campus, it is difficult to make guidelines—you will likely spend as much as you take. You should first check your program description to see what items are included in the program fee. You will need to bring funds to cover all other expenses. The amount you will need for incidental expenses will depend to some degree on your lifestyle, as well as local costs. Take a close look at your current expenses and prepare a budget for yourself based on the estimated expenses. Use the following list to think about all the possible expenses you may have:
  - Meals/drinks
  - Transportation
  - Books
  - Personal expenses (toiletries, haircuts, prescription costs, etc.)
  - Recreation and travel
  - Communications (phone cards, skype minutes, internet café minutes, etc.)
  - Gifts
  - Clothes
  - Miscellaneous daily expenses
  - Entertainment
  - Emergency money (in case you get stranded due to weather, miss your train connection, etc.)

Taking Money: Traveler’s Checks, Cash, Debit and Credit Cards, and PayPal
A good rule is to have access to your money in more than one way.
  - Debit cards with the symbols of exchange (Cirrus and Plus) and/or Visa or MasterCard on the front can usually be used at banks and/or Automatic Teller Machines (ATMs) off-campus to get money (bank fees also apply). You should also verify the cost of transaction fees and the maximum amount that you can withdraw per day. Your receipt at the ATM off-campus will give you the amount of your withdrawal, but it might not give you your account balance.
  - Credit cards are handy for larger transactions and for emergencies. 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 off-campus as the temptation to go everywhere and do everything is ever present.
  - Traveler’s checks are insured, safe, and reliable; however, there is usually a small fee to buy them as well as to 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 program location with some cash on hand. You do not want to carry large amounts of cash at any time. You should not expect to be able to use a debit/credit card for restaurants, food markets, and cafes- especially in smaller cities, towns, and rural areas.

Make sure to inform your credit card company and bank that you will be in a different city & state as frequent credit purchases or ATM use in another city may signal that your card has been stolen.
Safeguarding Money and Other Valuables

Every year, several students have had to deal with theft or pick pocketing incidents during their travels. These thefts may have been prevented with simple precautions. Your cash, traveler's checks, cards, and other valuables should be kept close to your body and out of sight when traveling. You are especially vulnerable to theft when traveling, as your attention is diverted elsewhere. If you have a secure housing situation, you may want to leave valuables there.

Observe the people around you – are they listening to iPods or MP3 players? Do they show their cell phone in public? What do they do when they get change back – put it in their pocket right away or pull out their wallet? A good strategy to protect your things and avoid attention is to observe how people around you interact with valuables, especially in public places. If no one is using their iPod on the bus there is probably a reason.

Keep a record of your account numbers and a list of important phone numbers separate from the originals in case of loss or theft. Again, it is important to keep copies of these documents separate from the originals—if your wallet is stolen, a copy of your I.D. kept inside your wallet will be useless. We recommend that you consider purchasing travel insurance and/or look into a policy that covers personal property. You may already be covered under a parent's homeowner's policy.

Emergency Money

Mother Nature is unpredictable. She causes winter storms and volcanic eruptions that shut down entire airports and transit systems leaving students and passengers stranded away from their program. For these reasons, and many more that might cause you to need financial support in a pinch, please consider having a stash of emergency money easily accessible to you while you are off-campus. This money is best when it can be used as cash. You can decide upon the amount that is best for you, however make sure it is enough to provide you shelter in a hostel or hotel and feed you for at least 2-3 days.
6 - Living Off-campus

In this chapter you will find:
- Housing information
- Conditions of student housing
- General differences in living situations
- Student behavior/dismissal
- Travel during program
- Travel safety
- Discouragement of vehicle rental

Housing Information
Most programs include housing, which may mean staying sharing an apartment or living in student housing. Program specific information can be found on your program page on the OIE’s website. Housing and meals will also be discussed at your Site Specific Pre-departure meeting.

Apartments and Dorms
At some sites, apartments or dorms are provided for student housing. Since you are renting from a local landlord or university and sharing the facilities with other students the same basic standards of courtesy you are used to at Willamette apply. Loud music and noise may not be tolerated to the extent they are at Willamette. You are expected to abide by the housing rules.

If you are staying in an apartment or dorm situation then you will either have a meal plan, cook food for yourself, purchase meals or some sort of combination of the three. If you are cooking for yourself for the first time it is important to make sure you are getting the nutrients that you need. Before you go, brainstorm meals that have basic ingredients that you could find most places like rice, pasta, meat, beans, vegetables, fruit, etc. Be prepared to be flexible – You may even find a new favorite food!

Conditions of Student Housing
By enrolling in a Willamette program, each student recognizes and agrees to the following conditions of student housing. Disregarding these conditions may result in dismissal from the program. As a participant on a WU or WU Approved program you:

- Accept full responsibility for any damage or ill you cause during your stay.
- Accept full responsibility for any debts that you incur during your stay.
- Accept full responsibility for the security of your personal property.
- Agree that in the event that a conflict or grievance arises with your roommates/landlord, you will attempt to resolve it with your roommates/landlord directly. In the event that a resolution is not achieved, you will contact the on-site program staff or Office of International Education staff.

General Differences in Living Situations

Meals
The provision of meals varies across programs, so check specific program information for what is included in your particular program. If you have certain dietary needs or preferences, you should discuss these with your host to see what can be accommodated using your meal plan, or work with your flat mates to ensure your needs are being considered in your meal planning.

Local Transportation
In most cases you will use the local public transportation system to get around town, travel to your internship locations or classes, and take care of personal needs. Your site director will introduce you to

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local forms of transport. You will soon become familiar with using local buses, trains, subways, or taxis on a daily basis. In compact cities, your main form of transportation may be on foot. In any event, you will find that most people in your host city are very accustomed to traveling on public transport and walk far more often than Salemites!

Student Behavior/Dismissal

While off-campus, students do not only represent Willamette University, but the state of Oregon as well. Your actions, good and bad, can affect the relationships that Willamette University maintains with other universities, partner programs and even other countries! Over the years the OIE has seen multiple examples were Willamette students have created special relationships with their host university, host families, etc. which have benefited the university as a whole and arguably, even the USA. The OIE and other international offices throughout the U.S. have also encountered situations where students have ruined exchange agreements and relationships between institutions because of poor behavior.

**Do not underestimate the significance of your behavior off-campus.**

Program participants represent Willamette University and their respective institutions while off-campus. You are expected to respect national laws, local ordinances, and the norms in your location.

University and the respective third party institutions do not tolerate behaviors judged to be excessive, illegal, or generally detrimental to the welfare of the individual, other participants, or the program. This includes the use of alcohol and illegal substances. Abuse of alcohol can bring a variety of serious consequences, including dismissal from the program.

Willamette University and its partner institutions reserve the right to terminate the participation of any student in the program for refusal to adhere to the appropriate standards of conduct. Any additional costs associated with early dismissal from the program are expressly the burden of the student. Please refer to the Off-Campus Study Authorization Form and Willamette University Standards of Conduct in the Official WU Forms chapter.

Travel During Your Program—How Often and How Far?

Many students have traveled to faraway destinations only to realize they spent the vast majority of their time on the train and searching for lodging with little time left to see the sights.

When you do choose to travel on weekends, we recommend that you use this time to explore local sights and nearby cities. Independent travel should never interfere with regular class attendance or program activities.

Traveling Safely

You will probably be doing more traveling than you would normally do at home. This means that you will be using buses, trains, subways, and taxis. Most large cities provide convenient and inexpensive transportation for you as a student. However, there are a number of safety issues you should keep in mind, especially in urban settings:

- Keep your wallet in a side pocket; keep your purse closed and close to your body.
- Do not display money, jewelry, or other valuable items.
- Beware of pickpockets and purse-snatchers.
- Choose a car or compartment in a train or metro in which others are riding.
- Note the location of emergency equipment and emergency exits.
- Do not fall asleep on short rides; you could end up far from home.
- Do not stand on the edge of a train or metro platform.
• Never leave any luggage or bags unattended.
• If someone is bothering you, inform the driver, train operator, or other uniformed personnel.
• Avoid unwanted attention and confrontations.

Discouragement of Vehicle Rental

During any personal travel, Willamette University strongly encourages students to use mass transportation such as buses, trains, taxis, and the metro/subway, particularly in contrast to leasing a vehicle. Aside from the greater convenience and lower price afforded by these modes of transportation, this recommendation reflects concern for the safety of our program participants.

It is to be noted that Willamette University and our partnering institutions plainly discourage students from leasing or traveling by means of rented vehicles. If a program participant elects to do so, it should be understood that it is by his or her own volition, and that he or she is therefore fully liable for all risks associated with operating vehicles. Please refer to the Off-Campus Study Authorization and Release Agreement for Willamette University Sponsored Study Off-campus Programs in the Official WU Forms chapter.
7 - Safety, Security, and Legal Issues Off-campus

In this chapter you will find:
- Guidelines for participants
- Guidelines for parents and guardians
- Security guidelines and tips (political unrest, sexual assault)
- Legal matters
- Sexual Misconduct including Sexual Assault, Sexual Harassment, Stalking, Dating Violence and Domestic Violence

Participants can have a major impact on their own health and safety off-campus through the decisions they make before and during the program; and by their day-to-day choices and behaviors. Off-campus programs cannot guarantee the absolute safety of participants or ensure that the potential off-campus risk will not at times be greater than at home. Nor can they:
- monitor the daily personal decisions, choices, and activities of individual participants any more than is the case on the home campus;
- prevent participants from engaging in illegal or risky activities if they ignore rules and advice;
- represent the interests of participants accused of illegal activities, beyond ensuring that legal representation is available;
- assume responsibility for acts and events that are beyond their control;
- ensure 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.

The Office of International Education is always available as a resource for you. NAFSA: Association of International Educators is another good resource and recommends the following to students and their parents:

"Because the health and safety of [off-campus] participants are primary concerns, these guidelines have been developed to provide useful, practical guidance to institutions, participants, and parents/guardians/families. Although no set of guidelines can guarantee the health and safety needs of each individual involved in an [off-campus] program, these guidelines address issues that merit attention and thoughtful judgment."

Guidelines for Participants

1. Read and carefully consider all materials issued or recommended by the program sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host city.
2. Consider your health and personal circumstances when applying for or accepting a place in a program.
3. Make available to the program sponsor accurate and complete physical and mental health information along with any other personal data that is necessary in planning for a safe and healthy off-campus experience.
4. Assume responsibility for all the elements necessary for your personal preparation for the program and participate fully in program orientations.
5. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
6. Inform parents/guardians/families, and any others who may need to know about your participation in the off-campus program. Provide them with emergency contact information and keep them informed about your whereabouts on an ongoing basis. When you have arrived at your destination and have specific contact information such as an address for where you are, give this information to those who will want to have contact with you while you are off-campus.
7. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of your program, and obey host-country laws.
8. Be aware of local conditions and customs that may present health or safety risks when making daily decisions. Express any health or safety concerns to the program staff or other appropriate individuals.
9. Behave in a manner that is respectful of the rights and well-being of others and encourage others to behave in a similar manner.
10. Accept responsibility for your own decisions and actions.
11. Become familiar with the procedures for obtaining health and law enforcement services.
12. Follow the program policies for keeping program staff informed of your whereabouts and wellbeing.

Guidelines for Parents and Guardians
In off-campus programs as in other settings, parents, guardians, and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.

When appropriate, parents or guardians should:
1. Obtain and carefully evaluate health and safety information related to the program provided by the sponsor and other sources.
2. Be involved in the decision of the participant to enroll in a particular program.
3. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living off-campus.
4. Be responsive to requests from the program sponsor for information needed regarding the participant.
5. Keep in touch with the participant.
6. Be aware that the participant rather than the program advisor may most appropriately provide some information.

Security
No matter how safe your campus and community appear to be, you should acquaint yourself with your new environment by reading and listening to the safety information given during your on-site orientations. You should push yourself to think about security differences to which you may not be immediately aware.

Consider the factors placing off-campus study students at risk:
- You will generally be traveling by public transportation.
- You may stand out in a crowd.
- You have not yet learned the best way to say “no” in this new city.
- You may not yet have picked up the “clues” in this culture that you are in danger.

Tips to Reduce Risks:
- Familiarize yourself with your neighborhood and campus by walking around in the daylight.
- Ask fellow students or staff members about areas you should avoid at night.
- Do not walk alone at night.
- Locate the police station that serves your neighborhood.
- Locate the nearest fire-alarm box and learn how to report a fire.
- Identify the hospital emergency room nearest to your home and know what to do in case of an accident.
- Keep emergency numbers near your phone at home.
- Ask your site director for further information on safety, health, etc.
- Be cautious, not fearful—most incidents happen when you get careless.
Exercise the same precautions you would in any U.S. city. In unfamiliar surroundings you may not know the real concerns.

Use common sense.

Never carry large amounts of cash! Use a concealed purse for your ID, money, credit cards and other documents.

Don’t leave your luggage alone. If you want to explore a city, leave your belongings in the checked luggage area, which will probably only cost a couple of dollars for the day.

You will probably look like a tourist, at least for awhile, and you may be targeted as an “easy target,” so be aware.

Listening for what is being said around you, pay attention to how those around you behave.

Avoid being in unfamiliar neighborhoods.

Hitchhiking is definitely not recommended.

The following ideas are for emergency and non-emergency situations:

Keep in Contact with Home
Your parents and friends will have concerns while you are away. Please keep in contact with them on a regular basis and let them know how you are doing. If your family does not hear from you for a while, they might worry needlessly.

Stay Informed
Stay well informed about local and regional news and conditions. Read local newspapers as well as larger U.S. media publications such as the Wall Street Journal and The New York Times that have good national coverage and analysis of local problems and issues. Talk to your family and new friends about news; find out what the stories mean to them and to the community around you. How does this news impact you?

Avoid Political Unrest
There is increased risk of violent activity during periods of political conflict and economic change that involve the U.S. and other nations. You can minimize risks and avoid obvious dangers by keeping a low profile, staying away from demonstrations, and generally keeping out of harm’s way. Do not frequent places that may make you vulnerable by association.

Keep a Low Profile
Walk away from trouble and take a passive approach to any potentially volatile situations (including political protests). Do not give information about your school, the students, or professors.

Stay Alert
Be aware of your surroundings, including unknown individuals hanging around your building or any strange activity nearby. Be suspicious of unexpected packages, letters with no return addresses and/or excessive postage, and especially letters that appear to contain more than just paper. Be careful of who has access to your room or apartment. Visitors should be screened and delivery persons should be asked for identification, and should not be left unsupervised.

Take Precautions
Take the same precautions you would at home to ensure your safety. Do not give out your name or address to unknown people. Know where the nearest police station and hospital are and keep emergency numbers handy. Do not go into unsafe or unknown areas alone after dark.

Student Property Insurance
Willamette University’s policy regarding student property is the same when students are off-campus even when in a dorm situation. Students are responsible for maintaining their own personal property insurance.
and liability coverage for damage, loss/theft of property, or fire. Please refer to WU’s website for more information: willamette.edu/dept/resservices/information/bring/index.html. We recommend that you purchase travel insurance and/or personal property coverage if you are not already covered under a parent's homeowner's policy.

**Willamette Support**
Collectively, the Office of International Education staff has many years of experience in dealing with the unexpected. They have an excellent track record of anticipating and helping resolve challenges students may face as they assimilate into a new environment. Please call us any time with questions or concerns; we are happy to help in any way we can. Contact us at (503) 375-5493 or oieadvising@willamette.edu

**Illegal Drugs & Legal Matters**
There are a number of common legal matters you should be aware of, regardless of your city. Some of these issues are much more serious than others, so be sure that you are aware of the risk and liability involved. Read Willamette University's conduct policy as well as your waiver and release document to understand your responsibilities while on your Willamette Off-Campus program. While you are off-campus, your university cannot assume ANY responsibility for your actions.

**Illegal Drugs**
Never travel with marijuana or any other contraband drugs. If someone selling drugs approaches you, walk away. Do not talk with that person—a conversation with a suspected narcotics pusher can be seen as an act of “intent to purchase”. Your university cannot assume responsibility for you if you are apprehended for drug use. Therefore, it is Willamette University’s policy that the use of marijuana and other contraband drugs by students on a Willamette sponsored program cannot be tolerated. Whether it is by you alone or when you are participating in an organized program event, the use of even a small amount of an illegal drug can jeopardize your welfare and the future of the program. Please refer to the Off Campus Study Authorization and Release Agreement in the Official WU Forms chapter.

**Sexual Misconduct including Sexual Assault, Sexual Harassment, Stalking, Dating Violence and Domestic Violence**

Sexual misconduct (sexual assault, sexual harassment, stalking, dating violence and domestic violence) occurs in all countries; how it is dealt with varies from culture to culture. Be aware that laws regarding sexual misconduct are not the same in every country and the philosophy regarding who is a victim and what rights you are afforded as a victim may vary significantly and be extremely different from what you are used to in the US. Law enforcement and criminal justice system response may be significantly different from what you are accustomed to here.

Your on-site program coordinator can help explain the laws of your host country and what the consequences are of reporting cases of sexual misconduct. Examples of who that individual would be at your program location may include a site director, international students' office (like OIE) or ISEP coordinator at the host campus. In some cases, an immediate point of contact for help might be a housing coordinator or another staff member at the campus or program location where you are studying. If you are traveling on a program with a WU faculty member, he or she is also a good point of contact for help.

Understand that your program coordinator or WU faculty member is not a confidential resource. All WU employees are required to report to Willamette if they find out someone has been hurt
or is hurting others. The person you disclose to can either help you make a report to Willamette yourself and will also make one based on what you told them.
Even though you are abroad, you are still a Willamette student and therefore, the University is required to do what it can to investigate the incident and connect with you services that can help you feel safer and/or connect you with medical or mental health services.

Your Resources in a Crisis
While serious crises abroad are not common, it’s important to know how to get help if you experience some form of sexual misconduct while abroad. If you are harmed by someone or receive unwanted sexual attention, you are encouraged to take the following steps:

1. Ensure your immediate safety and seek medical care, if needed. Contact your program coordinator immediately who can help you to access the appropriate resources on campus or in the community for care and support.

2. Contact the OIE at Willamette or request that your program coordinator contact the OIE on your behalf. Doing so allows Willamette to offer services and support to you as well.
   Office of International Education, Willamette University, +1-503-375-5493 or oieadvising@willamette.edu.

3. Once your immediate safety and/or medical needs are met, you are encouraged to report the incident to Willamette using the sexual misconduct reporting process as soon as possible. If you disclosed to a Willamette faculty, staff or volunteer, they will also make a report and can assist you in making yours.

Willamette’s online form is the easiest way to report sexual misconduct. The form is found at this website (http://www.willamette.edu/notalone/) on the right side bar, click on “Report an Incident.” Someone from the team at Willamette dealing with these issues will contact you promptly to talk with you about what happened and help connect you to the appropriate resources. Note that you can make an anonymous report, but that will make reaching out to you, providing you with resources and support, and ensuring your safety impossible. Be sure to include your email and phone contact information if you want the university to help you.

You can also contact:
- Domanic Thomas, Sr. Associate Dean of Campus Life and Deputy Title IX Coordinator +1-503-370-6813 or ddomanick@willamette.edu
- Carli Rohner, Advocacy & Prevention Coordinator +1-503-370-6681 or crohner@willamette.edu
- Office of Campus Safety, Willamette University, +1-503-370-6911 or safety@willamette.edu
- WUTalk – 24/7 confidential counseling for Willamette students. +1-503-375-5353. You can access this service while you are abroad. WUTalk can provide support for any kind of counseling needs.

United States National Contacts:
- National Sexual Assault Hotline – a free, secure and confidential online hotline available at: https://ch.hlann.org/online/ If you are in the U.S., call 1.800.656.HOPE
- National Domestic Violence Hotline (also for dating violence and stalking) via online chat if you are abroad at: http://www.thehotline.org/what-is-live-chat/. If you are in the U.S., call 1-800-799-SAFE (7233).
Jurisdiction
The university maintains responsibility for and jurisdiction over students while abroad. As noted above that means Willamette is obligated to respond if a Willamette student is being harmed. At the same time, if the Willamette student is the person harming someone, that student may be subject to an investigation and the university’s student rights and responsibilities (conduct) process while still abroad or upon return, depending on the circumstances. Consequences vary, but could result in a student being removed from a study abroad program pending investigation or at the conclusion of an investigation. More about jurisdiction can be found here: http://willamette.edu/offices/conduct/student_rights/jurisdiction.html

Definition of Sexual Misconduct
Sexual misconduct encompasses any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion or manipulation. Sexual misconduct can occur between persons of the same or different genders. Sexual misconduct may vary in its severity and consist of a range of behaviors or attempted behaviors. Sexual conduct norms vary from culture to culture. The definitions of misconduct below are based on U.S. culture and Willamette policy. You may find these definitions vary in the host culture where you are studying. Because of varying cultural norms, program coordinators or other local support people may hold similar or different perspectives about sexual misconduct than you would expect from faculty or staff here at Willamette. We encourage you to reach out to Willamette as an additional resource and point of support in the event that you experience any type of sexual misconduct while abroad.

Sexual Misconduct as defined by Willamette University but is not limited to:

- Sexual Harassment
  Sexual Harassment is gender-based verbal, written or physical activity that is so severe, pervasive or objectively offensive that it interferes with an individual’s academic performance or ability to benefit from the educational opportunities or activities of the University or creates an intimidating, hostile or offensive work, living or academic environment.

- Intimate Partner Violence (Including Dating and Domestic Violence)
  - Intimate Partner Violence is actual or threatened physical, sexual, or psychological harm by a current or former partner or spouse. This type of violence can occur among partners of any sex or gender.

- Sexual Exploitation
  - Sexual Exploitation is taking non-consensual or abusive sexual advantage of another for one’s own advantage or benefit or to benefit another person.

- Non-Consensual Sexual Contact (or attempt to commit same)
  - Non-Consensual Sexual Contact is any intentional sexual touching however slight, with any object (penis, finger, tongue, or other object), by a person upon another person without consent. Sexual contact includes intentional contact with the
breasts, buttocks, groin, or genitals, or touching with any of these body parts, or making another touch another person or themselves with any of these body parts or any other intentional bodily contact of a sexual manner.

- Non-Consensual Sexual Intercourse (or attempt to commit same)
  - Non-Consensual Sexual Intercourse is unwanted penetration of the vagina or anus with a penis, finger, tongue, or other object, and oral copulation (mouth to genital contact or genital to mouth contact.)

**Definition of Harassment**
Harassment can be any behavior that results in an intimidating, hostile, or offensive work, living or academic environment; includes harassment on the basis sex, race, cultural background, religion, political creed, marital status, age, sexual orientation or disability, as well as the existence of a hostile environment that is created, encouraged, accepted, tolerated or left uncorrected; and includes:

- Bullying (including cyber-bullying), a form of harassment, is abusive treatment (may be verbal, physical, written, or otherwise), the use of force or coercion to affect others, particularly when patterned and involving an imbalance of power (real or perceived); or

- Stalking (including cyber-stalking), a form of harassment, refers to repeated harassing or threatening behavior by an individual using various forms of contact to pursue, harass, or to make unwelcomed contact with another person in an unsolicited fashion. Any unwanted contact between two people that directly or indirectly communicates a threat or places the victim or a third party, such as a roommate or friend, in fear, can be considered stalking.

Willamette's complete policy pertaining to Standards of Conduct and Sexual Misconduct can be found through this link:
[https://willamette.edu/dept/conduct/student_rights/standards_conduct.html](https://willamette.edu/dept/conduct/student_rights/standards_conduct.html)

The Willamette Sexual Misconduct Reporting form and other resources can be found through this link: [https://willamette.edu/dept/policies/selected/students/sexual_conduct.html](https://willamette.edu/dept/policies/selected/students/sexual_conduct.html)
8 - Goals, Indicators, and Strategies

Framing your study off-campus experience by setting goals and mapping out how you will achieve them can bring context and direction to your time away from Willamette. By identifying a handful of goals, indicators and strategies you are also providing yourself a context to what you have accomplished while off-campus. This makes it easier to explain to peers, family, and even employers some of the things you accomplished while off-campus and how you reached these goals.

Please use the space below to list three goals, indicators and strategies for your time off-campus. These goals, indicators and strategies are changeable and should be specific to you.

**GOALS:** During my study off-campus experience I would like to...

**INDICATORS:** I will know I am reaching my goals because...
(Keep Indicators small, simple. Treat Indicators as benchmarks to larger goals.)

**STRATEGIES:** I will reach my goals by taking the following actions...
(Use action verbs to describe strategies. Keep them small and simple and then move to another strategy.)
## Important Contact Numbers

Fill in the following contact information before you depart. You should also consider taking an address book with important contact info in it so that you can easily stay in contact. Consider that you may not have as much internet access as you are used to and think about how you usually access contact information (i.e. Facebook, Fussers, etc.)

### On-site

Emergency number for program:

**Police Department**
Phone: ____________________________
Address: ____________________________

**Fire Department**
Phone: ____________________________
Address: ____________________________

**Doctor**
Phone: ____________________________
Address: ____________________________

**Your on-site program director or main contact person at school or university**
Phone: ____________________________
Address: ____________________________
Email: ____________________________

**Emergency information for school or university**
Phone: ____________________________

**General contact for school or university**
Phone: ____________________________
Address: ____________________________

**Host Family or Housing Office**
Phone: ____________________________
Address: ____________________________
Email: ____________________________

### Willamette Contacts

Willamette's main switchboard
Phone: +1 503-370-6300

Your academic advisors contact information

**Office of International Education**
Willamette University
900 State St
Salem, Oregon 97301
Phone: 503-375-5493
Fax: 503-370-6565
Email: ioe-advising@willamette.edu

Important family and friend numbers, emails and addresses