Going Global @ WPI

A handbook developed by the Interdisciplinary and Global Studies Division at Worcester Polytechnic Institute for students going to the residential project site:

Australia D 2008

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Section 1 – WPI and IGSD Procedures

Introduction

Worcester Polytechnic Institute has been practicing innovative, project-based technological education for over 30 years. WPI requires all undergraduates to complete a series of projects, including one in which they examine how science or technology interacts with societal structures and values - the Interactive Qualifying Project. Because of its commitment to a global perspective, the university offers its students opportunities to complete this unique degree requirement at locations around the world. WPI operates more than ten international project programs where students, with resident faculty advisors, live and work full time solving real-world problems for public and private agencies and organizations. WPI sends more engineering and science students overseas for experiential learning than any other US college or university; during the 2007/08 academic year, approximately 525 WPI students -- including over half of the junior class -- will travel to a global project site to complete one of these interdisciplinary projects.

Congratulations! You are beginning to prepare for one of the most meaningful experiences that you will encounter while at WPI. In order to insure that you have a successful experience, the Going Global at WPI Handbook has been compiled from a number of sources to provide as much practical information as possible that may be applicable to all project sites. The Handbook was prepared to inform the student who has been accepted to participate in the Global Perspective Program during the 2007/08 academic year.

A successful off-campus experience does not just occur; it requires careful consideration of things you will need to do before you leave, and while at your off-campus site. The Interdisciplinary and Global Studies Division (IGSD) has developed this document to outline these considerations.

For the mutual protection of WPI, the students, and their families, the obligation assumed by each must be carefully defined and understood. You should recognize the fact that you have entered into a contractual agreement with WPI that states the obligations and responsibilities of both the university and yourself. This Handbook was created as the document that should be read carefully and thoroughly to avoid misunderstandings.
The following text is taken from the NAFSA: Association of International Educators’ website. NAFSA is the predominant professional association in the world dealing with international education, and the section of the Association that deals specifically with study abroad currently known as the Education Abroad Knowledge Community. A committee of study abroad professionals (the Interorganizational Task Force on Safety and Responsibility in Study Abroad) developed the following document and is included here for your reference. Please keep in mind that while WPI’s off campus program is unique in its structure, the University is committed to uphold the standards of the profession.

Responsible Study Abroad: Good Practices for Health and Safety

Statement of Purpose

Because the health and safety of study abroad participants are primary concerns, these statements of good practice have been developed to provide guidance to institutions, participants (including faculty and staff), and parents/guardians/families. These statements are intended to be aspirational in nature. They address issues that merit attention and thoughtful consideration by everyone involved with study abroad. They are intentionally general; they are not intended to account for all the many variations in study abroad programs and actual health, safety and security cases that will inevitably occur. In dealing with any specific situation, those responsible must also rely upon their collective experience and judgment while considering their specific circumstances.

I. Responsibilities of Program Sponsors

The term "sponsors" refers to all the entities that together develop, offer, and administer study abroad programs. Sponsors include sending institutions, host institutions, program administrators, and placement organizations. To the extent reasonably possible, program sponsors should consider how these statements of good practice may apply. At the same time, it must be noted that the structure of study abroad programs varies widely. Study abroad is usually a cooperative venture that can involve multiple sponsors. Because the role of an organization in a study abroad program may vary considerably from case to case, it is not possible to specify a division of efforts that will be applicable to all cases. Each entity should apply these statements in ways consistent with its respective role.

In general, practices that relate to obtaining health, safety and security information apply to all parties consistent with their role and involvement in the study abroad program. Much of the basic information is readily available and can be conveyed to participants by distributing it and/or by referring them to, or utilizing materials from, recognized central sources. Statements of good practice that refer to the provision of information and the preparation of participants are intended for parties that advise, refer, nominate, admit, enroll, or place students. Statements of good practice that suggest operating procedures on site apply to entities that are directly involved in the operation of the overseas program.

It is understood that program sponsors that rely heavily on the collaboration of overseas institutions may exercise less direct control over specific program components. In such cases, sponsors are urged to work with their overseas partners to develop plans and procedures for implementing good practices.

The use of letters is provided for ease of reference only and does not imply priority.

Program sponsors should:

A. Conduct periodic assessments of health and safety conditions for their programs, and develop and maintain emergency preparedness processes and a crisis response plan.

B. Provide health and safety information for prospective participants so that they and their parents/guardians/families can make informed decisions concerning preparation, participation and behavior while on the program.
C. Provide information concerning aspects of home campus services and conditions that cannot be replicated at overseas locations.

D. Provide orientation to participants prior to the program and as needed on site, which includes information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures.

E. Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program.

F. Determining criteria for an individual's removal from an overseas program taking into account participant behavior, health, and safety factors.

G. Require that participants be insured. Either provide health and travel accident (emergency evacuation, repatriation) insurance to participants, or provide information about how to obtain such coverage.

H. Conduct inquiries regarding the potential health, safety and security risks of the local environment of the program, including program-sponsored accommodation, events, excursions and other activities, prior to the program. Monitor possible changes in country conditions. Provide information about changes and advise participants and their parents/guardians/families as needed.

I. Hire vendors and contractors (e.g. travel and tour agents) that have provided reputable services in the country in which the program takes place. Advise such vendors and contractors of the program sponsor's expectations with respect to their role in the health and safety of participants.

J. Conduct appropriate inquiry regarding available medical and professional services. Provide information about these services for participants and their parents/guardians/families, and help participants obtain the services they may need.

K. Develop and provide health and safety training for program directors and staff, including guidelines with respect to intervention and referral that take into account the nature and location of the study abroad program.

L. Develop codes of conduct for their programs; communicate codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that participants are in violation.

M. In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know.

N. In the participant screening process, consider factors such as disciplinary history that may impact on the safety of the individual or the group.

O. Provide information for participants and their parents/guardians/families regarding when and where the sponsor's responsibility ends and the range of aspects of participants' overseas experiences that are beyond the sponsor's control.

In particular, program sponsors generally:

A. Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.

B. Cannot monitor or control all of the daily personal decisions, choices, and activities of participants.

C. Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
D. Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.

E. Cannot assume responsibility for actions or for events that are not part of the program, nor for those that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.

F. Cannot assure that home-country cultural values and norms will apply in the host country.

II. Responsibilities of Participants

In study abroad, as in other settings, participants can have a major impact on their own health and safety through the decisions they make before and during their program and by their day-to-day choices and behaviors.

Participants should:

A. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.

B. Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).

C. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.

D. Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.

E. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.

F. Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.

G. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.

H. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.

I. Accept responsibility for their own decisions and actions.

J. Obey host-country laws.

K. Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.

L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.
M. Follow the program policies for keeping program staff informed of their whereabouts and well being.

N. Become familiar with the procedures for obtaining emergency health and legal system services in the host county.

III. Recommendations to Parents/Guardians/Families

In study abroad, 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.

Parents/guardians/families should:

A. Be informed about and involved in the decision of the participant to enroll in a particular program.

B. Obtain and carefully evaluate participant program materials, as well as related health, safety and security information.

C. Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.

D. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.

E. Be responsive to requests from the program sponsor for information regarding the participant.

F. Keep in touch with the participant.

G. Be aware that the participant rather than the program may most appropriately provide some information.

NAFSA: Association of International Education
Responsible Study Abroad: Good Practice for Health and Safety Guidelines, Revised November 8, 2002

http://www.nafsa.org/knowledge_community_network.sec/education_abroad_1/developing_and_managing/practice_resources_36/guidelines_for_health
Mandatory Paperwork

The following forms must be on file in the IGSD office before students leave WPI for their off-campus project experience. If any forms are missing, students are in jeopardy of not being allowed to participate at off-campus programs.

Paperwork Deadline

| All paperwork for Australia D 2008 must be in the IGSD by Wednesday, February 13, 2008 by 1:00pm, see Appendix F. |

Participant Statement of Agreement

Once accepted to the Global Perspective Program at WPI, every student is required to submit to the IGSD along with his or her housing deposit a signed and dated “Participant Statement of Agreement”. The text of that document is included below for your convenient referral. Of course, you may request a photocopy of your signed “Participant Statement of Agreement” at any time.

I understand that my participation in the WPI Global Perspective Program is subject to my agreement to accept and abide by the following conditions of participation:

A. Financial Responsibility
   1) I understand that my deposit of $400 is used to secure my place in the program and will be credited toward my housing cost.
   2) I understand that charges for any damages to housing, WPI property on site, the property of our host institutions, or project sponsors will be charged to my WPI account. When responsibility for damages to housing cannot be assigned to an individual student, all students in the housing unit will be charged an equal share of the cost. I also realize that an official hold will be placed on my records until all payment responsibilities are satisfied.
   3) I agree to pay all housing charges as requested. The accounting office normally bills housing costs at program sites at the time of the usual billing for Spring, Fall, and Summer terms.

B. Withdrawal, Cancellation, or Dismissal
   1) I understand that the $400 acceptance deposit is fully refundable up to 120 business days before the beginning of the program. Notice of withdrawal must be made in writing to the Interdisciplinary and Global Studies Division. Withdrawals after this time are subject to forfeiture of the entire deposit, plus any unrecoverable portion of the housing costs or other program expenses advanced on my behalf.
   2) WPI makes every effort to deliver every program offered. However, many circumstances beyond our control could affect the welfare and safety of our participants. WPI, therefore, reserves the right to cancel a program in the event of changes that adversely affect our ability to deliver a quality academic program in which we can reasonably safeguard the health, safety, and well-being of all participants. In the event of cancellation by WPI, all deposits, tuition, and housing costs will be fully refunded.
   3) Students who are dismissed from a program for any reason will receive no refund of any costs involved and are subject to charges for any unrecoverable housing costs or program expenses advanced on their behalf.

C. Behavioral Responsibilities
   1) I understand that all policies governing acceptable behavior as printed in The Policies section of The Campus Planner & Resource Guide apply to me during my participation at an off-campus program site. Failure to abide by these policies, either before or during my participation in an off-campus program, can result in disciplinary action, up to and including my immediate dismissal from the program. I recognize that the authority for adjudicating alleged violations of the WPI Code of Conduct while at an off-campus program site lies with the on-site WPI representative in accordance with basic due process.
   2) I further understand that as a WPI student at an off-campus program site, I represent my institution and my country and will behave as an ambassador for both. I understand that grounds for dismissal may also be found in behavior disruptive to the group as a whole, or offensive within the host culture: disruptive sexual behavior, or behavior deemed offensive to the host culture; or disruptive, violent, or destructive behavior in student housing.
3) I understand that WPI must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs while WPI students and faculty are abroad. Accordingly, WPI reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes WPI concern for the safety and well-being of students or others. The Dean of Interdisciplinary and Global Studies shall have the authority to make the final decision on dismissal from the program.

D. Academic Responsibilities
1) I understand that my participation in this program is subject to successful completion of all required preparation classes. I agree to attend all required orientation and re-entry meetings.

2) I understand that if I am placed on academic probation, I am no longer eligible to participate. The withdrawal refund policy stated above will apply.

3) WPI reserves the right to withdraw acceptance to students who are subsequently placed on academic warning. The withdrawal refund policy stated above will apply.

E. Medical Issues
1) I understand that there are certain risks inherent in travel to an off-campus program site and WPI cannot assume responsibility for all of my activities or medical needs. I understand that it is my responsibility to carry medical insurance that is valid at the off-campus site for the length of my stay.

2) I accept all financial responsibility for any medical treatment I receive while at the program site and understand that to obtain medical care abroad it is usually necessary to pay when the care is administered and seek reimbursement from my insurance company when I return home.

F. Legal Issues
1) I understand that as a non-citizen in a foreign country, I will be subject to the laws of that country. The use or possession of illegal drugs or other substances in violation of the laws of the host country or The Policies section of The Campus Planner & Resource Guide, before or during my participation in the program, can result in disciplinary action, up to and including my immediate dismissal from the program and legal action under the laws of the Commonwealth of Massachusetts and/or the laws of the host country.

G. Travel Issues
1) I understand that I am responsible for making my own travel arrangements and for arriving at the program site on the designated arrival date and remaining until the official departure date.

2) I understand that while WPI encourages students to travel during their free time, the university can take no responsibility for my safety during independent travel. I further understand that I must inform the faculty-in-residence of my travel plans.

H. Federal Compliance Issues
1) I understand there are Federal regulations regarding the export of information to foreign countries or foreign citizens, with which all of us at WPI must comply. WPI’s emphasis on engineering programs makes us particularly sensitive to these regulations. If I take a laptop computer (or other type of computer digital storage device, I hereby assure WPI that I will not have any restricted information on that device as such action may be considered an export.

I have read, understand, and agree to abide by the above stated conditions of participation.

<table>
<thead>
<tr>
<th>Participant Signature</th>
<th>date</th>
<th>site</th>
<th>term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>student number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>date of birth*</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*If participant is under 18 years of age, both parents and/or legal guardian must also read and sign this form.

I am the parent or legal guardian of the above Participant, have read the foregoing Participant Statement of Agreement Form (including such parts as may subject me to personal financial responsibility), and will be legally responsible for the obligations and acts of the Participant as described in this Participant Statement of Agreement Form, and agree, for myself and for the participant, to be bound by its terms.

X

Signature of Parent / Guardian
Date

Signature of Parent / Guardian
Date

Going Global at WPI Handbook – Australia D08
1/18/2008

Use and adaptation welcome, but please acknowledge WPI and Natalie Mello and tell us of your use (nmello@wpi.edu)
Travel Information Form (Appendix A)

The IGSD must have a completed Travel Form from each student on file before the student leaves for their site. The office keeps a copy of this itinerary and we send a copy with the faculty advisor. By doing this, the IGSD staff, the advisor and the local coordinator all will know when and where every student will arrive and will be alerted if there is a problem arises. Whenever possible, students will be met at a pre-agreed location depending on their itinerary.

Any students traveling outside the United States to a WPI project site must supply the IGSD with a photocopy of the information pages of their passport. Copies will be sent with the faculty advisor and kept on file in the IGSD. If a passport is stolen or lost while outside the U.S., having copies of this document will greatly facilitate having a new one issued while overseas. Another thing that one can do to facilitate having to process a new passport while overseas is to carry duplicates of passport photos with the passport number written on the back. These photos must be carried securely, yet separate from your passport.

Students should understand that they are responsible for making their own travel arrangements and for arriving at the program site on the designated arrival date and remaining until the official departure date. If you are traveling by air, you must have confirmed reservations. Flying stand-by is not acceptable.

Students and their families should also understand that while WPI encourages students to travel during their free time, the university can take no responsibility for the student’s safety during independent travel. *The student must inform the faculty-in-residence of any travel plans and when they should be expected back on site.*

You may not take vacation days off from your project work, even if you have the permission of your project mentor. If you have an urgent family or academic or job-related need to travel away from the project site on a project work day, consult with the faculty member in residence before making any travel plans.

Health Update and Records Release Form (Appendix B)

The IGSD must have a completed Health Update and Records Release Form on file for each student before the student leaves for her site. The IGSD keeps a copy and sends a copy with the faculty advisor in case of an emergency. The student should list any medical conditions that could affect the student while off-campus (i.e. epilepsy, diabetes, depressive episodes, etc.) Also, the student must list any changes in their health not noted on medical records on file with WPI Health Services. Medical allergies must be listed, as well as prescription medications.

The IGSD strongly recommends that every student who plans to travel outside of the United States should read closely all information put forward by the Center for Disease Control specific to the geographic area where they will be going. This information is included in this handbook.
When traveling abroad it is a good idea to take a supply of your prescription medications sufficient to last for the entire length of the trip. Prescription medicines should always be kept in the original containers with the prescription label intact to avoid problems with customs officials. It is also important to take along a copy of the prescription from your physician, clearly written, in generic terms, and with an indication of the condition being treated.

Two people need be listed as emergency contacts. These contacts should be people empowered to make a medical or legal decision on behalf of the participant (i.e., parent, guardian, living adult relative). Contact information for each must also be provided to the IGSD on this form: name, relationship, address, phone (home and work), and email.

Students must accept all financial responsibility for any medical treatment received while at the program site and should understand that to obtain medical care abroad, it is usually necessary to pay when the care is administered and they will have to seek reimbursement from their insurance company when they return home.

Participants and their families should understand that there are certain risks inherent in travel to an off-campus program site and WPI cannot assume responsibility for every activity or medical need. It is the student's responsibility to carry medical insurance that is valid at the off-campus site for the length of the stay. Students must accept all financial responsibility for any medical treatment received while at the program site. Students should understand that to obtain medical care abroad, it is usually necessary to pay when the care is administered and they will have to seek reimbursement from their insurance company when they return home.

**All students traveling off-campus to participate in a WPI program are required to carry medical insurance that is valid at the program site for the entire length of the program. The IGSD must have the name of your insurance provider and your subscription number. It is the responsibility of the student to make sure that they are covered for the entire length of the program while they are off-campus.**
Voluntary Acknowledgment Form

All participants are required to sign a Voluntary Acknowledgment Form that is kept on file in the IGSD. The text of the form is below for your convenient referral. We hope that by asking participants to read and sign such a form that we remind them of the nature of their participation and the responsibilities which are assumed by the individuals.

ACKNOWLEDGEMENT and RELEASE

I acknowledge that I am voluntarily participating in the ______________________________________ (the “Program”), which is being offered by Worcester Polytechnic Institute (WPI). I further acknowledge that WPI has provided me with adequate information about the Program, both verbally and through written materials, and that I have read and understand such information. I agree to comply with any immunization or medical treatment necessary to participate in this program. I also acknowledge that any laptop computer (or other form of computer or digital storage device) that I may take abroad cannot contain any restricted information as such action may be considered an export subject to Federal control and regulation.

Assumption of Risk and Release of Claims. Knowing the risks described, and in consideration of being permitted to participate in the Program, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the Program. To the maximum extent permitted by law, I release and indemnify Worcester Polytechnic Institute, and its officers, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the Program (including periods in transit to or from any site in country where the Program is being conducted).

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS.

Participant Signature ____________________________ date ____________________________

Printed Name ____________________________ date of birth* ____________________________

*If participant is under 18 years of age, both parents and/or legal guardians must also read and sign this form.

I am the parent or legal guardian of the above Participant, have read the foregoing Acknowledgement and Release Form (including such parts as may subject me to personal financial responsibility), and will be legally responsible for the obligations and acts of the Participant as described in this Acknowledgement and Release Form, and agree, for myself and for the Participant, to be bound by its terms.

X ____________________________ Date ____________________________
Signature of Parent / Guardian ____________________________

X ____________________________
Signature of Parent / Guardian ____________________________
WPI Policies and Services for Students at Off-Campus Sites

Informal Hearing Procedure at Off-Campus Residential Program Sites

Students at off-campus residential program sites, accused of violating the WPI code of conduct or any other WPI policy as outlined in the annual Campus Planner shall be accorded an informal on-site hearing before a WPI representative designated by the dean of Interdisciplinary and Global Studies Division. The following guidelines will be applicable.

(a) Students will be informed of the complaint pending and the time, date and location of the informal hearing, in writing, at least two (2) days prior to the hearing. This notice should include a full description of the incident, names of witnesses, if any, and a reference to the section(s) of the campus code allegedly violated.

(b) The informal hearing shall be conversational in nature and non adversarial.

(c) Before the hearing, the student shall be given the opportunity to consult with an on-site advisor of their choice or a member of the WPI community.

(d) During the hearing, the WPI representative shall elaborate on the nature of the complaint and present any evidence or witnesses in support of that complaint.

(e) The accused student shall have an opportunity to respond to the complaint and present any evidence or witnesses in response to the complaint.

(f) The WPI representative will make a determination of the student’s responsibility for the complaint based on the outcome of the informal hearing.

(g) If the student is found responsible, the WPI representative must contact the dean of students or her/his designee to review the student’s past record, if any, before a sanction is determined. The WPI representative must then consult with the Dean of Students Office and the Director of global operations in Interdisciplinary and Global Studies Division to determine an appropriate sanction for the offense.

(h) All decisions shall be final and not subject to appeal on site. The decision may be appealed to the Dean of Interdisciplinary Studies Division once the student has returned to the WPI campus. Appeals may be submitted in writing to the Dean of Interdisciplinary Studies Division within seven (7) days of the start of classes of the term following the off campus project experience. The appeal must be specific and contain a full description of the basis for the appeal. A given case may be appealed only once. Grounds for an appeal must be based on one or more of the following criteria:

   a. Failure to follow the procedures outlined in the Campus Planner and Resource Guide;
   b. Inappropriate gravity of the sanction in relationship to the offense;
   c. That no reasonable person could conclude, on the basis of the evidence presented, that the accused was responsible.

The appeal will not be reviewed until after the start of the term following the off campus project experience when all parties involved have returned to the WPI campus.

(i) If the on-site WPI representative determines that continued presence at the project center by the student would constitute a danger to the safety of persons or property on the premises of the project center, a recommendation for interim suspension may be made to the vice president for student affairs.

Note: WPI’s Academic Honesty Policy and the procedures described therein also apply to the off campus residential programs. The WPI representative must communicate with the dean of Interdisciplinary and Global Studies Division and Student Life Office before taking action.
WPI Housing
If you live in a WPI residence hall, it is your responsibility to notify Residential Services of your intended absence.

Mail Services
All students going off-campus must go to Central Mail to fill out the appropriate card to have their mailboxes closed and their mail forwarded. Failure to do so will result in mail staying in the student’s mailbox for the entire term. All students must now be responsible for their own mailbox and mail by signing a forwarding card at Central Mail.

Protocol for PCs for Off-Campus Project Centers – Appendix C
After you have turned in this completed form to the IGSD, at least one member of your group (although we suggest the entire group come so that the entire group takes equal responsibility for the equipment) is required to go to the ATC and reserve a laptop BEFORE pick-up on the specified date.

Students who participate in the Global Perspective Program are offered the opportunity to borrow laptop personal computers from WPI. This is not an entitlement to students, but rather a privilege extended to students. It is expected that the following protocol will be followed and the proper responsibility will be assumed by the students taking advantage of this opportunity. WPI does not have an unlimited supply of laptop computers to loan to students. If student teams are unable or unwilling to comply with the dates specified by the Academic Technology Center (ATC), the ATC reserves the right to refuse to accommodate that request. One PC per project team for each site as available:

Procedure
1. Each team will fill out an ATC Team Form (Appendix C). Barbara Riley Milanese (from the IGSD) will send approved names to ATC. Every team member must meet all IGSD paperwork deadlines before names are sent to the ATC.
2. Person(s) responsible for PC will be required to register at the ATC and sign a statement accepting responsibility for the PC.
3. Person(s) responsible for PC should be the member of the team with the tightest travel schedule. Arrangements can be made for one person to pick up the PC and another member of the team to return the PC but, BOTH people must register when the reservation is made with the ATC.
4. It is strongly recommended that everyone in the group sign the ATC’s reservation form. The ATC will hold only signing parties financially responsible for damage beyond normal wear and tear and/or any fees incurred.

Reservations
1. Make your reservation early for your PC. You must go to the ATC to make your reservation with your WPI ID card. At the time of reservation you must be specific about the dates and times of pick-up and return of the equipment and about your hardware requirements. Be as specific as possible about what you will be using the PC for: (e.g. word processing, spreadsheets, data analysis, etc.) PCs are reserved on a first-come, first-serve basis. Avoid last minute changes as they may not be able to be accommodated.
2. If two people are responsible (one for pick up, one for return) BOTH must go to the ATC to register before leaving campus. If arrangements have been made for a faculty member to return the PC, then the faculty member must send confirming email to Mary Beth Harrity (mharity@wpi.edu) before the PC will be released.
3. Modems, ethernet cards and other misc. hardware are in limited supply and must be requested at the time the reservation for the PC is made.
4. Upon request, the ATC can provide external floppy and/or zip drives that can be attached to the laptop.
5. Pick-up and Return deadlines will be strictly enforced. If the laptop computer is not returned to the ATC on the agreed upon date, your group will be charged a $50 per business day late fee.
Software
1. All PCs will be loaded with Windows, MS Office, Netscape and communications software. The ATC does not provide or load software other than this.
2. If students load their own software it must be removed prior to returning the PC to the ATC.
3. If you significantly alter the original configuration of the laptop (e.g. install a different operating system), your group will be charged a $50 software re-installation fee.

Picking up the PC
1. You must have your WPI ID card in order to pick up the PC assigned to you.

Acceptable Use Policy Regarding Computers (WPI laptops, sponsor PC’s, WWW use)
At a minimum, you must adhere to the WPI Acceptable Use Policy (http://www.WPI.EDU/Pubs/Policies/) whether using WPI computer resources or your housing provider or sponsor’s resources. Your housing provider or sponsor may have more restrictive computer and web use policies and those must be followed. It is your responsibility to determine what your housing provider or sponsor’s policy is and to comply with it. Using a housing provider or sponsor’s network(s) or computer(s) for recreational use (defined as non-project related use – on or off the web) is not permitted. Violators will be subject to disciplinary actions.
Protocol for WPI Recommended Cell Phones for Overseas Project Centers (Appendix D)

WPI strongly recommends that students who participate in the overseas Global Perspective Program carry a cell phone provided by Brightroam Company (product – Brightroam). It is expected that the following protocol will be followed and the students using the cell phones will assume proper fiscal responsibility.

*If students choose not to take advantage of the negotiated opportunity for a Brightroam cell phone outlined below, it is the student’s responsibility to return the appropriate form indicating that they will not be participating.*

**Procedure**

1. Students are required to contact Brightroam at brightroam.com.
2. Students are responsible for the cell phone assigned to him or her.
3. Students are responsible for meeting the specified deadline for contacting Brightroam and securing their cell phone.

**Receiving the cell phone**

1. Students must contact Brightroam to arrange for direct delivery of the cell phone.

**Using the cell phone while on site**

1. You should carry the cell phone with you at all times – including when traveling on weekends or away from the project site.

2. All students must supply the on-site faculty advisor(s) with a written itinerary if you plan to travel overnight at any time during the project experience. (The required form is at http://www.wpi.edu/Academics/GPP/Students/Travel_Form_on_Site_07-08.pdf)

3. If you travel to a location where your cell phone does not function you must call the on-site faculty advisor upon arrival with a phone number where you can be reached.

4. You are financially responsible for ALL CALLS made to and from your cell phone. (Do NOT lend your phone to others as you will pay for the call.)

5. WPI and Brightroam have an agreement where students will be billed for the cost of renting the phone and loss/theft/damage insurance for the period required at the project site at a reduced rate. All calls are your responsibility and will be billed separately by Brightroam.

* Rates and product may vary by country.
General Policies and Important Things to Remember

- There can be *no overnight guests* in any accommodations acquired and provided by WPI for use by the Project Center students.

- Charges for any damages to housing, WPI property on site, the property of our host institutions, or project sponsors will be charged to your WPI account. When responsibility for damages to housing cannot be assigned to an individual student, all students in the housing unit will be charged an equal share of the cost. An official hold will be placed on all records until all payment responsibilities are satisfied.

- Students who are dismissed from a program for any reason will receive no refund of any costs involved and are subject to charges for any unrecoverable housing costs or program expenses advanced on their behalf.

- All policies governing acceptable behavior as printed in The Policies section of *The Campus Planner & Resource Guide* apply to participants at an off-campus program site. The authority for adjudicating alleged violations of the WPI Code of Conduct while at an off-campus program site lies with the on-site WPI representative in accordance with basic due process.

- You must always keep the resident faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor a written itinerary.

- The IGSD will notify the parents of students who fail to return from a weekend excursion at the predetermined time. If you are delayed you MUST contact your resident faculty advisor to inform them that you are safe.

- As a WPI student at an off-campus program site, you represent your institution and your country and will behave as an ambassador for both. Grounds for dismissal may also be found in behavior disruptive to the group as a whole, or offensive within the host culture: disruptive sexual behavior, or behavior deemed offensive to the host culture; or disruptive, violent, or destructive behavior in student housing.

- You may not take vacation days off from your project work, even if you have the permission of your project mentor. If you have an urgent family or academic or job related need to travel away from the project site on a project work day, consult with the faculty member in residence before making any travel plans.

**Violations of any of these policies can result in disciplinary action up to and including immediate dismissal from the program.**

**What can you expect to pay “out of pocket” toward your IQP while off-campus?**

Current WPI policy states that students are expected to contribute $25 per person per 1/3 unit of IQP work toward any out of pocket expenses encountered. This means that each student is expected to pay $75.00 towards the completion of the IQP before asking for reimbursement of any kind. If you have a project team of 4 students, then the total contribution before being reimbursed is $300. If you anticipate that your expenses will exceed this expectation, then you must submit a budget for your project. The on-site faculty advisor and Center Director must approve this budget prior to submission of any expenses to the IGSD. (Commuting costs are not reimbursable.)
Travel Documents and Competencies

Passports

Who needs a passport?
A US citizen needs a passport to depart or enter the United States and to depart or enter most foreign countries. US Immigration requires you to prove your US citizenship and identity when you reenter the United States.

If you are not a United States citizen, contact the embassy or consulate of the country you are planning to travel to, as well as the United States Embassy in order to receive specific entry instructions. International students should consult with Mr. Tom Hartvig Thomsen, Director of the International Students and Scholars Office about these issues. His contact information is listed under the heading WPI Offices.

Beware of a passport that is about to expire. Certain countries will not permit you to enter and will not place a visa in your passport if the passport is valid for less 6 months. If your passport is expiring in less than the 6 months, you will need to get a new one. If you return to the United States with an expired passport, you are subject to a passport waiver fee of $100, payable to US Immigration at the port of entry.

It is the responsibility of the student to acquire his or her passport. The IGSD does not administer this process for students.

How to get your passport

1. Go to Prime Color Photo located at 1094 Pleasant Street to have your passport photos taken. Show your WPI id to get the special rate of $6.99 + tax ($7.34 total) for these photos.

2. Pick up a passport application form from the U.S. Post Office, Prime Color Photo or download from: http://travel.state.gov/passport/passport_1738.html

3. Turn in all required documentation to the nearest federal post office with the appropriate fee.
For Immediate Release
April 2, 2002

STATEMENT BY PHILIP T. REEKER, DEPUTY SPOKESMAN
U.S. Passports Will No Longer be Issued Abroad

All passports, except those required for urgent travel, will be issued in the United States using the new more secure photo-digitized imaging system.

Effective April 8, 2002, American citizens residing or traveling abroad, who require issuance of a U.S. passport, will be issued the latest, state-of-the-art passport. It incorporates a digitized image with other enhanced security features. Because this technology is not available at U.S. embassies and consulates, overseas passport issuance is being transferred to the National Passport Processing Center in Portsmouth, New Hampshire.

Travel documents in the post-September 11 world have become even more important. The new passport has many features that make it one of the most secure travel documents produced anywhere in the world. Getting these more secure passports into circulation will help minimize the misuse of American passports by criminals, terrorists, and others.

This new procedure will increase processing time at U.S. embassies and consulates, but the Department is committed to ensuring that American citizens receive secure documents in a timely manner. American citizens overseas are encouraged to apply early for renewal of expiring passports. U.S. embassies and consulates will continue to issue passports that are needed for urgent travel. However, such passports will be limited in validity, and cannot be extended. Bearers will be required to exchange, at no additional cost, their limited-validity passports for a full-validity digitized passports upon completion of their urgent travel.

Information on applying for a U.S. passport, passport application forms and requirements, and other travel-related information can be accessed through the Department of State’s web site at: http://travel.state.gov.

Visas

The Australian Government introduced a streamlined system for citizens of the United States and Canada to obtain authority to travel to Australia. The Electronic Travel Authority, or ETA, is now available from thousands of travel agents across the USA and Canada. An ETA replaces a visa. It is fully electronic. There is no application form, no stamp in the passport and no need to send your passport anywhere.

A tourist ETA like a tourist visa allows a stay in Australia of up to 3 months, is valid for multiple travel for 1 year and is free of charge.

Citizens of the following countries (in addition to USA, Canada, France and Spain) are eligible for an ETA: for a list of eligible countries go to www.immi.gov.au/eta/countries.htm.

For more information, go to Electronic Travel Authority at http://www.austemb.org

If you want to stay in Australia for more than 3 months, or, if you hold the passport of a country not eligible for an ETA, you will need to apply for a long stay visa.
International Student Identity Cards (ISIC)

All WPI students completing course requirements abroad are required to get the ISIC. As you have been charged the $24.00 cost of the card, it makes the most sense to get yours from the IGSD. If you choose to purchase a card elsewhere you will forfeit the $24.00. In some countries, the student discount network is highly developed, and an ISIC will entitle students to reduced entrance fees at museums and theaters, special rail or bus passes, and even discounts at hotels and shops. While it cannot be guaranteed that you'll get discounts wherever you go, the ISIC is the most accepted card for international access to all student discounts that are available.

With the International Student Identity Card, you gain access to a 24-hour, toll free help line that can provide aid in the case of a medical, financial or legal emergency while abroad. You can call the ISIC Help Line from the United States at (877-370-4742). Outside of the United States, call collect 715-342-4104. The call is free, but be prepared to provide your card number to the ISIC Help Line.

The most important reason for the ISIC requirement is the additional insurance coverage that you get. The ISIC provides a basic sickness and accident insurance policy to students while traveling outside the United States. International Student Identity Cards also provide students with emergency evacuation insurance, if due to injury or sickness, a legally licensed physician certifies the severity of your condition is such that you must be evacuated for medical treatment. In addition, cardholders are eligible to have expenses covered for the repatriation of remains in the unlikely event of death while abroad. (For more specific coverage information, contact American Home Assurance Company 70 Pine St. New York, New York 10270).

Students who are traveling to sites outside of the United States are required to carry with them an International Student Identity Card (ISIC). The cost of this card is built into the expenses associated with going off-campus and does not require additional fees to be charged to the student. However, students must supply the IGSD with two photos in order to process the card. These photos can be taken at the IGSD Office.

Students are required to come to the IGSD, located in the Project Center, to fill out an application form for the ISIC and turn in their photos (extra passport photos will suffice as well, but please keep in mind the need to carry two other passport photos with you when traveling). IGSD staff will process your card, which will be given to you when all mandatory paperwork mentioned previously has been completed and turned in to the IGSD. If you need the number from your ISIC to book your flight, a photocopy of your card can be provided to you at your request. For more specific information about discounts, go to www.isic.org.
How to Take Money
You should take with you or have access to a sufficient amount of living/spending money. The IGSD recommends the following modes of carrying money.

**Travelers Checks**
Rather than carrying large amounts of cash, it is always safer to take most of your money in travelers checks. Remember to record the serial number, denomination, and the date and location of the issuing bank or agency. Keep this information in a safe and separate place. In case your checks are lost or stolen, you can get replacements quickly with this information.

**Credit Cards**
Some credit cards can be used world wide, even for cash advances. However, be sure to monitor your charges carefully, so as not to exceed your limit - do not forget to account for the exchange rate! Leave all unnecessary cards at home. Record the numbers and expiration dates for the cards you take in a separate place. Always report the loss or theft of your credit cards immediately to the issuing companies and notify the local police.

**Foreign Currency**
Before departing, it is recommended that you purchase some foreign currency to use for buses, taxis, food, phones or tips when you first arrive. You can purchase several currencies at the airport, but be advised that they only carry major currencies and that exchange windows may be closed depending upon your time of departure. You may be able to purchase foreign currency at one of your local banks. Do not change all of the money you plan to take while still in the US. The exchange rate is always better in the host country.
Section 2 – Health and Safety Information

Safety

When traveling to an off-campus project site, there are a number of precautions you should follow in order to travel safely:

- Do not leave your bags or belongings unattended at any time. Security in airports and train stations are instructed to remove or destroy any unattended baggage. Do not agree to carry or look after packages or suitcases for individuals you do not know well. If someone approaches you to make such a request, tell security immediately. Make sure that no one puts anything in your luggage without your knowledge. Take all questions from airport personnel seriously and do not make jokes in response to security questions.

- Safeguard your passport! Your passport is the most valuable document you will carry abroad. It is your best form of identification and confirms your citizenship, you must guard it carefully. Do not lend it to anyone or use it as collateral for a loan of any sort. You will need it when you check into hotels, embassies or consulates, or when cashing travelers checks. Some countries require that you carry it with you at all times as a means of identification. When you carry your passport, hide it securely on your person. Do not leave it in a handbag, book-bag, backpack or in an exposed pocket.

- Never keep all of your documents and money in one place or suitcase. You should make a list of all of your important numbers - your passport information as well as credit cards, travelers’ checks and airline ticket numbers. Leave a copy at home, and carry a copy with you, separate from your valuables.

- Always keep the resident faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor an itinerary in writing. All student need to be accounted for every weekend whether you are traveling or not, see Appendix E.

- The IGSD will notify the parents of students who fail to return from a weekend excursion at the predetermined time. If you are delayed you MUST contact your resident faculty advisor to inform them that you are safe.

- Have sufficient funds or a credit card on hand to purchase emergency items such as train or airline tickets.

- Always be careful about traveling alone.

- All WPI students who are participating in the Australia D08 Project Program are expected to behave in a manner so as to not put themselves at risk.

- All students have an obligation to look out for each other and themselves. This means that if one student observes another engaging in risky behavior, that student should report the behavior to either of the faculty advisors. The faculty advisor should then address the issue with the student at risk. Repeated behavior identified as risky can result in disciplinary action up to and including immediate dismissal from the program.

- Be as inconspicuous in dress and demeanor as possible.

- Do not flash money or documents in public places. Be discreet in displaying your passport.
Safety Tips from the US State Department

Crime in many parts of the world seems to be increasing.

Visitors should take common sense precautions:

- Safety begins when you pack. Leave expensive jewelry behind. Dress conservatively; a flashy wardrobe or one that is too casual can mark you as a tourist. Use travelers’ checks, not cash. Leave photocopies of your passport personal information page and your airline tickets with someone at home and carry an extra set with you.

- Use a money belt or a concealed money pouch for passports, cash and other valuables.

- In a car, keep doors locked, windows rolled up and valuables out of sight. A common trick is for a thief to reach through a car window and grab a watch from a persons’ wrist or a purse or package from the seat while you are driving slowly or stopped in traffic.

- When you leave your car, try to find a guarded parking lot. Lock the car and keep valuables out of sight.

- When walking, avoid marginal areas of cities, dark alleys and crowds. Do not stop if you are approached on the street by strangers, including street vendors and beggars. Be aware that women and small children, as well as men, can be pickpockets or purse-snatchers. Keep your billfold in an inner front pocket, carry your purse tucked securely under your arm, and wear the shoulder-strap of your camera or bag across your chest. To guard against thieves on motorcycles, walk away from the curb, carrying your purse away from the street.

- Use official taxi stands rather than cruising taxis. Illegal taxis can be decoys for robbers.

- Whenever possible, do not travel alone. If you travel in isolated areas, go with a group or a reputable guide.

- Avoid travel at night.

- Money exchangers on the street pass off counterfeit U.S. dollars and local currency. Credit card fraud is growing.

- Do not take valuables to the mountains or on excursions.

Any U.S. citizen who is criminally assaulted should report the incident to the local police and to the nearest U.S. embassy or consulate.
Avoiding Travel Risks

Prepared By:
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Planning and Preparing:

Do not display provocative luggage tags, overly patriotic displays or any other indications that you are from the United States;

Do not pack anything that could be construed as a weapon, including knives, nail files, razors or other sharp instruments;

Arrive at the airport at least three hours in advance of your flight.

Air and Ground Travel:

Dress casual and look like a traveler; do not dress like a “flamboyant” US patriot;

Spend little time in foreign airports or public transportation areas that carry a high risk of or invite terrorist attacks;

Avoid air, rail and local ground carriers from countries where terrorist groups are based or have grievances;

Avoid flights or trains with intermediate stops, especially stops in hostile countries, which would allow terrorists to board;

In the Country;

Avoid countries, areas of countries and regions, even for leisure travel on weekends, that are hostile or likely to be hostile to Americans;

Study and understand the customs and political environment of the country(s) you are visiting;

Be prudent in your choice of eating and drinking establishments;

Avoid political discussions, confrontation and arguments;

Do not reveal personal information to casual acquaintances;

Beware of overly friendly or flirtatious persons;

Always travel in groups of two or more people;

Should you find yourself present during a coup, uprising or riot, remain in a safe harbor, such as your hotel or residence, that is not apt to be a military target;

Carry the phone number and address of the American Embassy and local police – and a cell phone if possible;

Return to your apartment or living quarters at a reasonable, early hour every night.
U.S. Department Of State
Office of the Spokesman
For Immediate Release
February 8, 2002

MEDIA NOTE
State Department Alerts Students To Risks Of Overseas Travel

Each February the Department of State distributes information to over 1,500 college and university newspapers to alert American students traveling abroad during their spring and summer breaks about conditions that may affect their safety and welfare. Students, who can be caught off-guard by differences in local practices and unfamiliar surroundings, sometimes face the risk of arrest in connection with drug and alcohol abuse and can become the victims of crime while traveling in foreign countries.

The information is provided as part of the Department’s effort to inform as many Americans as possible of hazards they may encounter outside the U.S. We endeavor to achieve as wide a distribution as possible to some of our most vulnerable travelers—young people going abroad, some of them for the first time.

The State Department urges college and university newspapers to use the information in the attached “Fact Sheet” on Travel Safety Information for Students. We encourage students and to consult the Bureau of Consular Affairs’ web site, http://travel.state.gov, for the latest travel safety information.

U.S. Department Of State
Bureau of Consular Affairs
February 8, 2002

FACT SHEET
Travel Safety Information for Students
As the time approaches for spring or summer breaks, many college students are getting ready for that much anticipated trip abroad. Most will have a safe and enjoyable adventure, but for some, the trip will become a nightmare. A number of ruined vacations are caused by one or more of the following: drugs, alcohol and disorderly behavior.

Each year, more than 2,500 American citizens are arrested abroad—about half on narcotics charges, including possession of very small amounts of illegal substances. A drug that may be legal in one country may not be legal in a neighboring nation. Some young people are victimized because they may be unaware of the laws, customs, or standards of the country they are visiting.

Besides drugs, alcohol can also get U.S. citizens in trouble abroad. Students have been arrested for being intoxicated in public areas, for underage drinking, and for drunk driving. Some young Americans go abroad assuming that local authorities will overlook such conduct. Many believe that they are immune from prosecution in foreign countries because they are American citizens. The truth is that Americans are expected to obey all of the laws of the countries they visit, and those who break these laws sometimes face severe penalties, including prison sentences.

Disorderly or reckless behavior is also to be avoided. In many countries, conduct that would not result in an arrest here in the U.S. constitutes a violation of local law. It is crucial that young Americans be aware of this risk as they are enjoying their time abroad.

Being arrested is not the only thing that can happen on a foreign vacation. Young Americans have suffered injury or even death from automobile accidents, drowning, and falls, in addition to other mishaps. While these accidents are sometimes chance occurrences, many are caused by alcohol or drug abuse. Sadly, other Americans have been raped or robbed because they have found themselves in unfamiliar locales or are incapable of exercising prudent judgment while under the influence of drugs or alcohol.

Remember: Reckless behavior while in another country can do more than ruin your vacation; it can land you in a foreign jail or worse! To have a safe trip, avoid risky behavior and become familiar with the basic laws and customs of the country you plan to visit before you travel. To obtain more information about traveling abroad, check the Department of State’s web site at http://travel.state.gov.

You are subscribed to www-announce. To unsubscribe go to: http://www.iienetwork.wego.net/?g=1710&ct=announce&ci=1885 If you have problems accessing the above link, visit the main site below.
Australia - Consular Information Sheet

Americans planning travel to Australia should read International Parental Child Abduction Australia and Worldwide Caution Travel Alert available on the Department of State web site at http://travel.state.gov

September 25, 2007

COUNTRY DESCRIPTION: Australia is a highly developed stable democracy with a federal-state system. Tourist facilities are widely available. Read the State Department Background Notes on Australia for additional information.

ENTRY/EXIT REQUIREMENTS: American citizens are required to have a valid U.S. passport to enter Australia. Americans must enter with an Australian visa or, if eligible, through Electronic Travel Authority (ETA). The ETA replaces a visa and allows a stay of up to three months. It may be obtained for a small service fee at http://www.eta.immi.gov.au/. Airlines and many travel agents in the United States are also able to issue ETA’s. Please note that American citizens, who overstay their ETA or visa, even for short periods, may be subject to exclusion, detention, and removal. More information about the ETA, other visas, and entry requirements may be obtained from the Embassy of Australia at 1601 Massachusetts Avenue, NW, Washington, DC 20036, telephone (202) 797-3000, or via the Australian Embassy home page on the Internet at http://www.austemb.org/. Visa inquires may be directed to the Australian Visa Information Service at 888-990-8888. Visit the Embassy of Australia web site at http://www.austemb.org/ for the most current visa information.

Information about dual nationality or the prevention of international child abduction can be found on our web site. For further information about customs regulations, please read our Customs Information sheet.

SAFETY AND SECURITY: Australia has instituted an alert system for possible terrorist attacks. The threat levels range from “low” to “high.” The Australian Attorney General's Office maintains a website with up-to-date information regarding the current assessment of the terrorism threat at http://www.nationalsecurity.gov.au/. American citizens are reminded to maintain a high level of vigilance and to take appropriate steps to increase their security awareness. Travelers may also contact the Australian National Security Hotline at 61-1-800-123-400.

For the latest security information, Americans traveling abroad should regularly monitor the Department of State, Bureau of Consular Affair’s Internet site at http://travel.state.gov, where the current Travel Warnings and Travel Alerts, including the Worldwide Caution Travel Alert, can be found.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll free in the U.S. and Canada, or for callers outside the U.S. and Canada, a regular toll-line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect themselves in an overseas environment, see the Department of State’s pamphlet A Safe Trip Abroad.

CRIME: Visitors should be aware that street crime, burglaries, and car thefts are a daily occurrence in Australia’s larger cities. Weapons are increasingly used in such crimes, which also may be associated with drug trafficking and usage. Foreign visitors are sometimes targets for pickpockets, purse-snatchers and petty thieves. There have also been reports of drink spiking in some areas.
Appropriate, common sense precautions should be taken, especially at night, to avoid becoming a target of opportunity. To call for fire/police/ambulance services throughout Australia, dial “000” for urgent assistance.

**INFORMATION FOR VICTIMS OF CRIME:** The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, contact family members or friends and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.

Every state in Australia has a crime victim assistance program that includes crimes against international visitors. Information on these local programs may be found at [http://www.vaonline.org/](http://www.vaonline.org/).

See our information on [Victims of Crime](#).

**MEDICAL FACILITIES AND HEALTH INFORMATION:** Excellent medical care is available. Serious medical problems requiring hospitalization and/or medical evacuation to the United States can cost thousands of dollars. Most doctors and hospitals expect immediate cash/credit card payment for health services.

Visitors are cautioned that Australian fauna can be as dangerous as they are inspiring. From jellyfish off the Great Barrier Reef to crocodiles and sharks, poisonous insects and snakes, the continent and its waters host wildlife that merit awe and respect in equal doses. Further information on Australian wildlife may be obtained from the Wet Tropics Management Authority Information on Marine Life at [http://www.wettropics.gov.au/vi/vi_marine.html](http://www.wettropics.gov.au/vi/vi_marine.html) and the Wet Tropics Management Authority information on animals at [http://www.wettropics.gov.au/vi/vi_animals.html](http://www.wettropics.gov.au/vi/vi_animals.html). Swimmers should use safety precautions, swim between the flags only where a lifeguard is present, and never swim alone. Scuba diving can be a treacherous sport. Over the past few years there have been numerous deaths related to diving incidents. Divers are urged to follow recommended precautions and never dive alone.

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention’s hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC’s internet site at [http://wwwnc.cdc.gov/travel/default.aspx](http://wwwnc.cdc.gov/travel/default.aspx). For information about outbreaks of infectious diseases abroad consult the World Health Organization’s (WHO) web site at [http://www.who.int/en](http://www.who.int/en). Further health information for travelers is available at [http://www.who.int/ith/en](http://www.who.int/ith/en).

**MEDICAL INSURANCE:** The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. Please see our information on [medical insurance overseas](#).

**TRAFFIC SAFETY AND ROAD CONDITIONS:** While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States. The information below concerning Australia is provided for general reference only, and may not be totally accurate in a particular location or circumstance. Visitors are reminded that all traffic operates on the left side of the road, and that all vehicles use right-hand drive. Visitors should use caution when crossing streets and when driving. When crossing roads, pedestrians are reminded to look carefully in all directions. Seat belts are mandatory. Speed limits and laws regarding driving while intoxicated are rigorously enforced. Roads and streets are frequently narrower
and less graded than U.S. highways. Outside the major metropolitan areas, most highways are two-lane roads with significant distances between destinations.

Drivers are urged to exercise caution while passing or merging with adjacent traffic. When driving in rural areas, particularly in the Northern Territory where there are no speed limits, drivers should be cautious of free-roaming animals and "road-trains" (several semi-truck trailers connected together). It is dangerous to pass road-trains, and it is advisable to pull over and allow on-coming road-trains to pass to avoid being sideswiped. A number of fatalities have occurred in the Northern Territory when vehicles driven at high rates of speed have skidded and overturned after hitting the loose gravel shoulder of the road. U.S. drivers, especially those inexperienced with 4-wheel drive vehicles, should exercise common-sense judgment when driving in outback Australia.

For specific information concerning Australian driving permits, vehicle inspection, road tax, mandatory insurance, and the rental and operation of motor vehicles in Australia, contact the Australian Tourist Commission.

Please refer to our Road Safety page for more information.

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the Government of Australia’s Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of Australia's air carrier operations. For more information, travelers may visit the FAA’s web site at http://www.faa.gov/safety/programs_initiatives/oversight/iasa.

SPECIAL CIRCUMSTANCES: Australian customs authorities enforce very strict regulations concerning the importation from all countries of items such as agricultural and wood products, as well as very strict quarantine standards for other products, animals, and pets. These regulations also apply to items tourists bring with them. It is advisable to contact the Embassy of Australia in Washington or one of Australia's consulates in the United States for specific information regarding customs requirements, or see the Australian Government's Department of Agriculture, Fisheries and Forestry at http://www.aqis.gov.au/. Please see our Customs Information.

CRIMINAL PENALTIES: While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating Australia’s laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in Australia are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. Please see our information on Criminal Penalties.

CHILDREN’S ISSUES: For information see our Office of Children’s Issues web pages on intercountry adoption and international parental child abduction.

REGISTRATION/EMBASSY LOCATION: Americans living or traveling in Australia are encouraged to register with the nearest U.S. Embassy or Consulate through the State Department’s travel registration web site so that they can obtain updated information on travel and security Australia. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency.
In the Australian Capital Territory (ACT) or Queanbeyan: For emergency services (i.e. the arrest, death or serious injury of American citizens) please contact the U.S. Embassy in Canberra. The Embassy is located on Moonah Place, Yarralumla, ACT 2600, telephone (61) (2) 6214-5600, fax (61) (2) 6273-3191, web site http://canberra.usembassy.gov/. NOTE: Passports and other routine citizen services for Canberra and the rest of the ACT are provided by the U.S. Consulate in Sydney (see contact information below).

In New South Wales, Norfolk Island, Lord Howe Island and Queensland: For registration, passport, and other consular services for American citizens, please contact the U.S. Consulate General in Sydney located on Level 59, MLC Centre, 19-29 Martin Place, Sydney NSW 2000, telephone (61) (2) 9373-9200, fax (61) (2) 9373-9184, web site http://sydney.usconsulate.gov/sydney/index.html. Hours open to the public: 8:00 a.m. to 11:30 a.m., Monday to Friday (except American and Australian holidays and the first Wednesday of each month). For emergency services (i.e. the arrest, death or serious injury of American citizens) after 5:00 p.m. weekdays or on holidays and weekends please call (61) (2) 4422-2201.

In Victoria, Tasmania, South Australia and the Northern Territory: For registration, passport and other consular services for American citizens, please contact the U.S. Consulate General in Melbourne located at 553 St. Kilda Road, Melbourne, VIC 3004, telephone (61) (3) 9526-5900, fax (61) (3) 9525-0769, web site http://melbourne.usconsulate.gov/melbourne/index.html. Hours open to the public: 8:30 a.m. to 12:30 p.m. Monday to Friday (except American and Australian holidays and the last Wednesday of each month). For emergency services (i.e. the arrest, death or serious injury of American citizens) after 4:30 p.m. or on holidays and weekends, please call (61) (3) 9389-3601.

In Western Australia: For registration, passport, and other consular services for American citizens, please contact the U.S. Consulate General in Perth located at 16 St. Georges Terrace, Perth WA 6000, telephone: (61)(8) 9202-1224, fax (61)(8) 9231-9444; web site http://perth.usconsulate.gov/perth. Hours open to the public for American Citizen Services: 8:30-11:30 a.m. Monday through Thursday. For emergency services (i.e. the arrest, death, or serious injury of an American citizen), outside of business hours please call (61) (8) 9476-0081.

**VOTING:** For information on how to register to vote in the upcoming elections go to the Federal Voting Assistance Program at http://www.fvap.gov/.

** * * **

This replaces the Country Specific Information dated December 15, 2006, to update sections on Crime, Western Australia's contact information and voting information.
Safety If You Rent a Car

As WPI students working on an academic project while in Australia, you are strongly discouraged from renting a car during your time in the program. Known risks include road safety, familiarity with road conditions, condition of the vehicles available for rent and the possibility of identifying yourself as a tourist. If you choose to rent a car, you do so at your own risk.

When you rent a car, don’t go for the exotic; choose a type commonly available locally. Where possible, ask that markings that identify it as a rental car be removed. Make certain it is in good repair. If available, choose a car with universal door locks and power windows, features that give the driver better control of access to the car. An air conditioner, when available, is also a safety feature, allowing you to drive with windows closed. Thieves can and do snatch purses through open windows of moving cars.

- Keep car doors locked at all times. Wear seat belts.
- As much as possible, avoid driving at night.
- Don’t leave valuables in the car. If you must carry things with you, keep them out of sight locked in the trunk.
- Don’t park your car on the street overnight. If the hotel or municipality does not have a parking garage or other secure area, select a well-lit area.
- Never pick up hitchhikers.
- Don’t get out of the car if there are suspicious looking individuals nearby. Drive away.

Patterns of Crime Against Motorists

In many places frequented by tourists, including areas of Europe, victimization of motorists has been refined to an art. Where it is a problem, U.S. embassies are aware of it and consular officers try to work with local authorities to warn the public about the dangers. In some locations, these efforts at public awareness have paid off, reducing the frequency of incidents. You may also wish to ask your rental car agency for advice on avoiding robbery while visiting tourist destinations.

Carjackers and thieves operate at gas stations, parking lots, in city traffic and along the highway. Be suspicious of anyone who hails you or tries to get your attention when you are in or near your car. Criminals use ingenious ploys. They may masquerade as good Samaritans, offering help for tires that they claim are flat or that they have made flat. Or they may flag down a motorist, ask for assistance, and then steal the rescuer’s luggage or car. Usually they work in groups, one person carrying on the pretense while the others rob you. Other criminals get your attention with abuse, either trying to drive you off the road, or causing an “accident” by rear-ending you or creating a “fender bender.” In some urban areas, thieves don’t waste time on ploys, they simply smash car windows at traffic lights, grab your valuables or your car and get away. In cities around the world, “defensive driving” has come to mean more than avoiding auto accidents; it means keeping an eye out for potentially criminal pedestrians, cyclists and scooter riders.

CUSTOMS REGULATIONS: Australia customs authorities encourage the use of an ATA (Admission Temporair/Temporary Admission) Carnet for the temporary admission of professional equipment, commercial samples, and/or goods for exhibitions and fair purposes. ATA Carnet Headquarters, located at the U.S. Council for International Business, 1212 Avenue of the Americas, New York, N.Y. 10036, issues and guarantees the ATA Carnet in the United States. For additional information call 212-354-4480, send an e-mail to atacarnet@uscib.org, or visit www.uscib.org for details.

CRIMINAL PENALTIES: U.S. citizens are subject to the laws of the country in which they are traveling. Sometimes these laws can differ significantly from those in the United States and may not afford the protections available to individuals under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. In Nancy, France penalties for possession, use, and dealing in illegal drugs are strict, and convicted offenders can expect jail sentences and heavy fines.
Drugs and the Legal System
When you are in a foreign country, you are subject to its laws. Learn about local laws and regulations, preferably before you arrive on site, and obey them. Deal only with authorized outlets when exchanging money or buying items such as airline tickets and travelers checks. Adhere strictly to the local laws because the penalties you risk are severe.

About 3,000 Americans are arrested overseas each year. Of these, approximately one-third are held on drug-related charges. Despite repeated warnings, drug arrests and convictions are still a common occurrence. Many countries have stiff penalties for drug violations and strictly enforce drug laws.

You are subject to Australian, not U.S. laws while overseas, and you will find, if arrested, that:

- because you are subject to local laws abroad, there is very little that a US consul can do for you if you encounter legal difficulties
- confiscation of personal property is possible

In other words, it is not worth imprisonment or extradition to break local laws. Be mature. Remember that laws are established for reasons (and you don’t need to agree with those reasons), and that you are a guest, and should behave as such.

Embassy and Consulate Information for Australia

**Melbourne**
553 St. Kilda Road,
Melbourne, Victoria 3004
Tel [61] (3) 9526-5900
Fax 9510-4646

**Sydney**
MLC Centre, Level 10
19-29 Martin Place
Sydney N.S.W. 2000 Australia
Tel [61] (2) 9373-9200
### WWW Addresses

The following are web addresses that you may find helpful, particularly before you leave for your site.

#### Health & Safety Sites

- Center for Disease Control (CDC)
- American Society of Tropical Medicine and Hygiene (ASTMH)
  - [http://www.astmh.org](http://www.astmh.org)
- Council on International Educational Exchange (CIEE)
  - [http://www.ciee.org](http://www.ciee.org)
- Travel Safe: AIDS and International Travel
- Lonely Planet
  - [http://www.lonelyplanet.com/travel_services/flight/flight_return.cfm](http://www.lonelyplanet.com/travel_services/flight/flight_return.cfm)
- The Travel Clinic
- Travel Health Online
- U.S. State Department
  - [http://travel.state.gov](http://travel.state.gov)
- Association for Safe International Road Travel (ASIRT)
  - [http://www.asirt.org/](http://www.asirt.org/)

#### Travel Sites

- U.S. State Department
  - [http://www.state.gov/www/background_notes/index.html](http://www.state.gov/www/background_notes/index.html)
- Travel Warnings and Consular Information Sheets
  - [http://travel.state.gov/travel/warnings.html](http://travel.state.gov/travel/warnings.html)
- Links to U.S. Embassies and Consulates Worldwide
  - [http://travel.state.gov/visa/questions_embassy.html](http://travel.state.gov/visa/questions_embassy.html)
- Services and Information for American Citizens Abroad
  - [http://travel.state.gov/travel/abroad.html](http://travel.state.gov/travel/abroad.html)
- Travel Warning on Drugs Abroad
  - [http://travel.state.gov/travel/livingabroad_drugs.html](http://travel.state.gov/travel/livingabroad_drugs.html)

#### Women’s Sites

- Journeywoman
  - [http://www.journeywoman.com](http://www.journeywoman.com)

#### Disability Sites

- Access-Able
  - [http://www.access-able.com/tips/](http://www.access-able.com/tips/)
- Air Travel Tips and Resources
  - [http://www.miusa.org](http://www.miusa.org)
WPI Offices

Interdisciplinary and Global Studies Division
Project Center, 2nd Floor
T 508-831-5547
F 508-831-5485
• Prof. Rick Vaz, Dean
  x 5344, vaz@wpi.edu
• Natalie A. Mello
  Director of Global Operations
  x 5852, nmello@wpi.edu

Academic Advising
Daniels Hall
T 508-831-5381
F 508-831-5486
• Dale Snyder, Director
  x 5281, dsnyder@wpi.edu

Accounting Office
Boynton Hall, 2nd Floor
T 508-831-5754
F 508-831-5064
• Janet Whittier
  Accounts Receivable Manager
  x 5741, whittier@wpi.edu

Central Mailing Services
Campus Center, 1st Floor
T 508-831-5523
F 508-831-5753
• Celia McLaren, Supervisor
  x 5683, cmclaren@wpi.edu

Financial Aid
Boynton Hall, Lower Level
T 508-831-5469
F 508-831-5039
• Monica Blondin, Director
  x 5469, mmlucey@wpi.edu

International Students and Scholars Office
28 Trowbridge Road
T 508-831-6030
F 508-831-6032
• Mr. Tom Thomsen, Director
  x6030, hartvig@wpi.edu

Academic Technology Center
Fuller Labs, 1st Floor
T 508-831-5220
F 508-831-5881
• Mary Beth Harrity, Director
  x5810, mharrity@wpi.edu

Registrar’s Office
Boynton Hall, 1st Floor
T 508-831-5211
F 508-831-5931
• Alaina Wiehn, Registrar
  x 5211, awiehn@wpi.edu
• Marjorie Roncone
  x 5457, mroncone@wpi.edu

Residential Services
Ellsworth Residence, Institute Road
T 508-831-5175
F 508-831-5870
• Naomi Carton, Director
  x 5175, letendre@wpi.edu

Student Development and Counseling Center
157 West Street
T 508-831-5540
F 508-831-5139
• Charles Morse, Director
  x 5540, cmorse@wpi.edu

Student Life Office
Campus Center, Main Level
T 508-831-5520
F 508-831-5581
• Philip Clay, Dean of Students
  x 5507, pclay@wpi.edu
Health Information for Travelers to Australia
The preventive measures you need to take while traveling in this region depend on the areas you visit and the length of time you stay. You should observe the precautions specified in the documents supplied by the Center for Disease Control (located at the website specified below) if you are planning to travel outside of Australia. However, in highly developed areas of Australia and New Zealand, you should observe health precautions similar to those that would apply while traveling in the United States.

Site Specific Web Addresses from CDC
The following web addresses should be accessed for health information specific to where you will be traveling. The IGSD strongly recommends that you review all health recommendations and discuss these with your health care provider. The preventive measures you need to take while traveling depend on the areas you visit and the length of time you stay.

<table>
<thead>
<tr>
<th>Site</th>
<th>Web Address</th>
</tr>
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<tbody>
<tr>
<td>Australia</td>
<td><a href="http://www.cdc.gov/travel/austspac.htm">http://www.cdc.gov/travel/austspac.htm</a></td>
</tr>
</tbody>
</table>

HIV and AIDS information
Acquired immunodeficiency syndrome (AIDS) is a severe, often life-threatening, illness caused by the human immunodeficiency virus (HIV). The incubation period for AIDS is very long and variable, ranging from a few months to many years. Some individuals infected with HIV have remained asymptomatic for more than a decade. Currently, there is no vaccine to protect against infection with HIV. Although there is no cure for AIDS, treatments for HIV infection and prophylaxis for many opportunistic diseases that characterize AIDS are available.

The universal precaution to prevent infection of either AIDS and/or HIV is to assume that everyone you meet has these diseases. While this may seem extreme, there is no way to judge from looking at someone whether or not they have been exposed to these illnesses or if, in fact, they are infected.

HIV infection and AIDS have been reported worldwide. Comprehensive surveillance systems are lacking in many countries, so that the true number of cases is likely to be far greater than the numbers officially reported from some areas, particularly the non-industrialized nations. The number of persons infected with HIV is estimated by WHO to be approaching the range of 18 million worldwide. Because HIV infection and AIDS are globally distributed, the risk to international travelers is determined less by their geographic destination than by their sexual and drug using behaviors.
Transmission and Prevention Information
The global epidemic of HIV infection and AIDS has raised several issues regarding HIV infection and international travel. The first is the need of information for international travelers regarding HIV transmission and how HIV infection can be prevented.

HIV infection is preventable. HIV is transmitted through sexual intercourse, needle or syringe sharing, by medical use of blood or blood components, and perinatally from an infected woman to her baby. HIV is not transmitted through casual contact; air, food, or water routes; contact with inanimate objects; or through mosquitoes or other arthropod vectors. The use of any public conveyance (e.g., airplane, automobile, boat, bus, train) by persons with AIDS or HIV infection does not pose a risk of infection for the crew or other passengers.

Increased risk for contracting AIDS and HIV
Travelers are at risk if they:
- have sexual intercourse (heterosexual or homosexual) with an infected person;
- use or allow the use of contaminated, unsterilized syringes or needles for any injections or other skin-piercing procedures including acupuncture, use of illicit drugs, steroid or vitamin injections, medical/dental procedures, ear or body piercing, or tattooing;
- use infected blood, blood components, or clotting factor concentrates. HIV infection by this route is a rare occurrence in those countries or cities where donated blood/plasma is screened for HIV antibody.

Travelers should avoid sexual encounters with a person who is infected with HIV or whose HIV infection status is unknown. This includes avoiding sexual activity with intravenous drug users and persons with multiple sexual partners, such as male or female prostitutes. Condoms, when used consistently and correctly, prevent transmission of HIV. Persons who engage in vaginal, anal, or oral-genital intercourse with anyone who is infected with HIV or whose infection status is unknown should use a condom.

In many countries, needle sharing by IV drug users is a major source of HIV transmission and other infections such as hepatitis B and C. Do not use drugs intravenously or share needles for any purpose.

Safety of Blood, Blood Products, and Needles
In the United States, Australia, New Zealand, Canada, Japan, and western European countries, the risk of infection of transfusion associated HIV infection has been virtually eliminated through required testing of all donated blood for antibodies to HIV. In the United States, donations of blood and plasma must be screened for antibodies to HIV-1 and HIV-2 and HIV-1 p24 antigen.
If produced in the United States according to procedures approved by the Food and Drug Administration, immune globulin preparations (such as those used for the prevention of hepatitis A and B) and hepatitis B virus vaccine undergo processes that are known to inactivate HIV and therefore these products should be used as indicated.

In less-developed nations, there may not be a formal program for testing blood or biological products for antibody to HIV. In these countries, use of unscreened blood clotting factor concentrates or those of uncertain purity should be avoided (when medically prudent). If transfusion is necessary, the blood should be tested, if at all possible, for HIV antibodies by appropriately trained laboratory technicians using a reliable test.

Needles used to draw blood or administer injections should be sterile, preferably of the single-use disposable type, and prepackaged in a sealed container. Insulin-dependent diabetics, hemophiliacs, and other persons who require routine or frequent injections should carry a supply of syringes, needles, and disinfectant swabs (e.g., alcohol wipes) sufficient to last their entire stay abroad.

For the information made available by the Center for Disease Control, please go to the following web address http://wwwn.cdc.gov/travel/yellowBookCh4-HIVAIDS.aspx

**Food and water and travelers’ diarrhea**

Contaminated food and drink are the major sources of stomach or intestinal illness while traveling. Intestinal problems due to poor sanitation are found in far greater numbers outside the United States and other industrialized nations.

**Water**

In areas with poor sanitation, only the following beverages may be safe to drink: boiled water, hot beverages (such as coffee or tea) made with boiled water, canned or bottled carbonated beverages, beer, and wine. Ice may be made from unsafe water and should be avoided. It is safer to drink from an unopened can or bottle than from a container that is not known to be clean and dry. However, water on the surface of a beverage can or bottle may also be contaminated. Therefore, the area of a can or bottle that will touch the mouth should be wiped clean and dry. Where water is contaminated, travelers should not brush their teeth with tap water.

**Treatment of Water**

Boiling is the most reliable method to make water safe to drink. Bring water to a vigorous boil, then allow it to cool; do not add ice. At high altitudes allow water to boil vigorously for a few minutes or use chemical disinfectants. Adding a pinch of salt or pouring water from one container to another will improve the taste.
Chemical disinfection can be achieved with either iodine or chlorine, with iodine providing greater disinfection in a wider set of circumstances. For disinfection with iodine use either tincture of iodine or tetracycline hydroperiodide tablets, such as Globaline®, Potable-Aqua®, and others.

These disinfectants can be found in sporting goods stores and pharmacies. Read and follow the manufacturer's instructions. If the water is cloudy, strain it through a clean cloth, and double the number of disinfectant tablets added. If the water is very cold, either warm it, or allow increased time for disinfectant to work.

As a last resort, if no source of safe drinking water is available, tap water that is uncomfortably hot to touch may be safer than cold tap water. However, many disease-causing organisms can survive the usual temperature reached by the hot water in overseas hotels, and boiling or proper disinfection is still advised.

Food
Food should be selected with care. Any raw food could be contaminated, particularly in areas of poor sanitation. Foods of particular concern include: salads, uncooked vegetables and fruit, unpasteurized milk and milk products, raw meat, and shellfish. If you peel fruit yourself, it is generally safe. Food that has been cooked and is still hot is generally safe.

Some fish are not guaranteed to be safe even when cooked because of the presence of toxins in their flesh. Tropical reef fish, red snapper, amberjack, grouper, and sea bass can occasionally be toxic at unpredictable times if they are caught on tropical reefs rather than open ocean. The barracuda and puffer fish are often toxic, and should generally not be eaten. Highest risk areas include the islands of the West Indies, and the tropical Pacific and Indian Oceans.

Travelers’ Diarrhea
Travelers' diarrhea, the number one illness in travelers, can be caused by viruses, bacteria, or parasites, which can contaminate food or water. Infections may cause diarrhea and vomiting (E. coli, Salmonella, cholera, and parasites), fever (typhoid fever and toxoplasmosis), or liver damage (hepatitis). Make sure your food and drinking water are safe.

The typical symptoms of travelers' diarrhea (TD) are diarrhea, nausea, bloating, urgency, and malaise. TD usually lasts from 3 to 7 days. It is rarely life threatening. Areas of high risk include the developing countries of Africa, the Middle East, and Latin America. The risk of infection varies, depending on the type of eating establishment the traveler visits - from low risk in private homes, to high risk for food from street vendors. TD is slightly more common in young adults than in older people, with no difference between males and females. TD is usually acquired through ingestion of fecally contaminated food and water.
The best way to prevent TD is by paying close attention to choice of food and beverage. The CDC does not recommend use of antibiotics to prevent TD because they can cause additional problems themselves.

If you do become ill with travelers' diarrhea, it is usually self-limited and treatment requires only simple replacement of fluids and salts lost in diarrhea stools. This is best achieved by use of an oral rehydration solution such as World Health Organization Oral Rehydration Salts (ORS) solution. ORS packets are available at stores or pharmacies in almost all developing countries. ORS is prepared by adding one packet to boiled or treated water. Packet instructions should be checked carefully to ensure that the salts are added to the correct volume of water. ORS solution should be consumed or discarded within 12 hours if held at room temperature, or 24 hours if held refrigerated. Iced drinks and non-carbonated bottled fluids made from water of uncertain quality should be avoided. Dairy products can aggravate diarrhea in some people and should be avoided.

Most episodes of TD resolve in a few days. As with all diseases it is best to consult a physician rather than attempt self-medication, especially for pregnant women and children. Travelers should seek medical help if diarrhea is severe, bloody, or does not resolve within a few days, or if it is accompanied by fever and chills, or if the traveler is unable to keep fluid intake up and becomes dehydrated.

General Travel Precautions
All travelers should take the following precautions, no matter the destination:
- Wash hands often with soap and water.
- Because motor vehicle crashes are a leading cause of injury among travelers, walk and drive defensively.
- Avoid travel at night if possible and always use seat belts.
- Always use latex condoms to reduce the risk of HIV and other sexually transmitted diseases.
- Don’t eat or drink dairy products unless you know they have been pasteurized.
- Don’t share needles with anyone.
- Never eat undercooked ground beef and poultry, raw eggs, and un-pasteurized dairy products. Raw shellfish is particularly dangerous to persons who have liver disease or compromised immune systems.

To Avoid Getting Sick
- Don’t eat food purchased from street vendors. Do not drink beverages with ice.
- Don’t handle animals (especially monkeys, dogs, and cats), to avoid bites and serious diseases (including rabies and plague).
What You Need To Bring with You
- Insect repellent containing DEET (-diethylmethyltoluamide), in 30%–35% strength for adults. The insecticide permethrin applied to clothing is an effective deterrent to ticks.
- Over-the-counter antidiarrheal medicine to take if you have diarrhea.
- Prescription medications: make sure you have enough to last during your trip, as well as a copy of the prescription(s).
- Over-the-counter antihistamines if you normally use them.

After You Return Home
If you become ill after your trip—even as long as a year after you return—tell your doctor where you have traveled.
Section 3 – Melbourne Project Site Specific Information

Introduction
It is our hope that you have gained a basic understanding of and appreciation for some of the cultural differences between Australia and the US from our B-term Seminar. This part of the IGSD handbook will address some of the basic logistic issues for you to know and be aware of before and during your stay in Australia.

The following information was correct at the time of printing. For updated information, please refer to the website at http://users.wpi.edu/~atrudeau/oz08

Dates
The following dates should be used when making your travel arrangements to Melbourne.

Earliest arrival date March 5th, 2008
Latest arrival date March 6th, 2008
Start at agency March 12th, 2008
Last day for project work April 28th, 2008
Project presentations April 29th, 2008
Last day for housing in Melbourne April 30th, 2008

Arrival in Melbourne
You must arrive in Melbourne on either Wednesday March 5th, 2008 or Thursday, March 6th, 2008. You will need to visit your sponsor during the morning rush hour of March 7th and you will need several days to adjust to the time difference between Melbourne and Worcester. If you wish to arrive earlier, you will be responsible for your own accommodations.

Upon arrival in Melbourne, if you didn’t pass through Sydney, you’ll have to clear customs and immigration. There are 24-hour ATM machines located in the airport if you’d like to take money out of your U.S. bank account using the CIRRUS network. There is also a bank with limited hours if you’d like to exchange U.S. currency for Australian, but this is not at a good rate of exchange. We recommend that you use an ATM machine and not carry cash or travelers checks.

Your accommodations are at the Milano Serviced Apartments, 8 Franklin Street. The easiest way to get there is to take a cab (taxi stand in front of airline terminal). This will take about thirty minutes, depending on traffic. The cost is approximately AU$50. However, there is a downtown Skybus shuttle (AU$15) to Southern Cross Station where you switch to a local bus to Milano (included in the AU$15 price; ask at the kiosk for instructions regarding the local shuttle).

If you are going to arrive late in the evening, early in the morning, or on weekends you should email the Milano Serviced Apartments and let them know. The front desk closes and the door is locked at 8pm. Their contact email is info@milanoservicedapartments.com.au. You can call them from the U.S. at 011 61 3 9926 8200, or from the Melbourne airport, simply dial 9926 8200.
**Calling Home**

Calling home from a foreign country can be a difficult and frustrating experience. Phones may not be familiar and the costs of calling overseas with local currency may be very high. For these reasons, it is highly recommended that you carry some sort of calling card. You must purchase your calling card in Australia. Cards purchased in the US will not work in Australia.

**Housing in Melbourne**

Please remember that it is a WPI policy that there are **no overnight guests** allowed to stay with you in the apartments. If friends, including other WPI students or family come to visit, they must arrange alternate accommodations.

Each room has its own phone number which you will be given upon arrival in Australia. To reach the general number from outside Australia, dial the international access code (in the U.S. 011), followed by the country code (61) and the number 3 9926 8200.

The Milano apartment complex is a shared residential and serviced apartment facility which opened last year. The ultra modern, air-conditioned apartments typically have two bedrooms, a bathroom (toilet, sink, shower) a living room with color TV, telephone and fee-for-use-based internet access, and a kitchen with dishwasher, china, utensils, etc. The apartments come with complete sets of bed linen and towels and they will be cleaned weekly, but checked by the staff daily. **You are expected to keep the apartments neat in order for the cleaning staff to do their job. They will not do dishes or pick up after you. You must do your dishes daily; Australia is full of nasty bugs which are strongly attracted to leftovers.** The apartments are equipped with washer/dryers and hairdryers.

The front door to the apartment building has an electronic lock and video surveillance system. Your apartment must be locked each time you vacate it. Remember never to leave the apartment without a key.

Electric current in Australia for domestic use is 220 volts AC, 50 cycles. The standard plug is a distinctive three pronged - type. Adapters are available from travel shops and hardware stores in Australia.

Consistent with WPI’s Residence Hall policy there are no pets allowed in project center housing. In addition, because of the residential nature of the Milano facility, you must keep your apartment door closed at all times. Noise complaints will not be tolerated. Violation of this or any other policy may result in your termination from the Melbourne project center.

**Emergencies**

In case of emergency dial 000. Do not attempt to drive someone to a hospital. For medical non-emergencies, you can go to a nearby hospital emergency room or the Carlton clinic as listed on the project website. The closest hospital to the apartment is the Royal Melbourne Hospital located at Grattan Street, Parkville, VIC 3050, tel: 9342 7000
Emergency and Medical Numbers:
General emergency (Police, fire, ambulance) - 000
Lifeline (suicide prevention) - 13 11 14
Royal Melbourne Hospital - 9342 7000
Royal Victorian Eye and Ear Hospital - 9929 8666
Royal Dental Hospital - 9341 1000
Northwestern Mental Health - 9342 7705
Carlton Clinic (STDs in particular, general health problems as well) - 9347 9422
PEP for HIV exposure (use within 72 hours of exposure to HIV): The Alfred Hospital - 9276 6081

Useful Telephone Numbers
Directory Assistance

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Melbourne</td>
<td>1223</td>
</tr>
<tr>
<td>Australia</td>
<td>1223</td>
</tr>
<tr>
<td>International</td>
<td>1225</td>
</tr>
</tbody>
</table>

Transportation
Melbourne has a modern public transportation system consisting of buses, trams and trains. The system uses a zonal approach to fares. You can buy daily, weekly and monthly passes. Do not buy anything other than a single ride ticket or a daily pass as monthly passes will be provided to you by your sponsor. Do not lose these passes or activate them prematurely. You are responsible for replacement passes.

Information about the transportation system is available on the website: http://users.wpi.edu/~atrudeau/oz08 or at any of the following information booths:

Queen Victoria Market
Corner of Queen and Therry Streets, Melbourne, 3000.
Open Tuesday and Thursday 9.00am - 2.00pm, Friday 9.00am - 4.00pm.
Saturday, Sunday and Public Holidays 10.00am - 4.00pm

Bourke Street Mall
Located Between Elizabeth and Swanston Streets, Melbourne, 3000.
Open Monday - Thursday, 9.00am - 5.00pm
Friday, 9.00am - 7.00pm
Saturday and Sunday, 10.00am - 4.00pm
Public Holidays, 11.00am - 4.00pm

Flinders Street Station
Corner Flinders and Swanston Streets, Melbourne, 3000.
Open Monday - Thursday 9.00am - 5.00pm
Friday 9.00am - 6.00pm
Saturday 10.00am - 4.00pm
Sunday and Public Holidays 11.00am - 4.00pm
Other Useful Information

Tipping & Gratuities
Tipping while appreciated, is not required or expected in Australia. This includes taxi cabs. If you feel you have been given superior service, a gratuity would certainly be welcome. In that case, ten percent of the bill in restaurants is considered correct. If you tell a taxi driver to "keep the change", it is doubtful you will receive an argument.

Currency and Currency Exchange
109 Collins Street, Melbourne (City). Open 8:00am to 8:40pm, 7 days a week, including Public Holidays. Telephone: 9654 2768.

All banks will exchange money during banking hours; also American Express and Thomas Cook offices as well as desks at the airport.

Australia uses a decimal system of currency, i.e. 100 cents equaling one dollar. Notes (Bills) used are $5, $10, $20, $50 and $100. Coins used are 5 cent, 10 cent, 20 cent, 50 cent, $1 and $2. Prices in shops and for service are rounded up or down to the nearest five cents of the price of total purchases from that retail outlet on that visit.

Discount Theater Tickets
Bourke Street Mall opposite Myer. Booth selling discount theater tickets on day of performance only. Recorded information: 9650 9420

Lost Property in the City
Melbourne Town Hall,
Swanston Street, Melbourne, 3000.
Telephone weekdays: 9658 9463
Telephone weekends: 9658 9774
Weather
You will be arriving in Melbourne during the autumn. March is the best time of year in Melbourne. The evenings are still warm, and it is mostly fine and sunny during the day with temperatures 20 to 28 degrees (Centigrade). There are many Festivals going on in Melbourne including Melbourne’s own Moomba Festival. For current information refer to the project center website: http://users.wpi.edu/~atrudeau/oz08. There are about 12 daylight hours in the autumn.

Units of Measure
Australia operates on the Metric system. Temperatures are given in degrees Centigrade ºC, liquids in liters, distance in kilometers and weights in kilograms

Some quick conversions

Cº to Fº add 15 and multiply by 2

Liters to Imperial Gallons multiply by 0.22

(US gallons multiply by 0.26)

Kilometers to miles multiply by 0.62

Kilograms to pounds multiply by 0.45

Shopping hours
Many convenience stores, supermarkets and fast food restaurants are open 24 hours a day. Most city and suburban stores are open until 5.30pm on weekdays, 9.00pm on Fridays and 4.00pm on Saturdays. Weekend shopping is commonplace, with major city department stores and shopping centers (shopping malls) open on Saturday and Sunday. Many pharmacies are open for 12 hours a day, seven days a week.

Telephone Information
Telephone calls made from public pay phones in Australia costs a minimum of A$0.40 (40 cents). If you are making a local call you will not need to pay any more than 40 cents. Most pay phones in Australia now accept pre-paid phone cards. These are available from Post Offices, News agents and many other outlets in denominations A$5.00, A$10.00, A$20.00 and A$50.00. Phone Cards can be used for local, STD, and international phone calls.

Taxi Cabs
Melbourne has over 3200 taxis available for hire within the Metropolitan area. Taxies can be hailed, caught at designated taxi ranks or booked by telephone. The drivers are courteous and helpful. Credit cards are accepted. While a tip may be appreciated it is not compulsory or expected.

Arrow 132 211
Black Cabs 132 227
Embassy 131 755
Silver Top 131 008
The IQP and the Sponsoring Agency
You are expected to dress professionally, be on time and act as good ambassadors for WPI. At most of the agencies you will find a relaxed dress code; it is considered rude to wear baseball caps at work, but headwear is strongly recommended at all times while you are outside in the intense Australian sun. At several of the agencies you might be included in some sort of communal lunch arrangement. We encourage you to take advantage of this unique way of getting to know some of the people you work with.

The center director (Prof. Ault) expects a weekly e-mail update on your project and cultural adjustment from each team. If you have time we would also encourage you as a group to write an article for Technews about your experiences while you are in Australia.

Your final project should be prepared in a format that is suitable for both hard copy and electronic distribution. At a minimum, you need to produce a bound copy for your project sponsor. In addition, electronic copies are required for:

- The Project Advisor(s)
- The Center Director
- The Sponsoring Agency
- The Registrar

You may wish to print additional hard copies of your report while in Australia, to avoid reformatting problems associated with change from A4 to letter size paper.
Section 4 – Transition Issues

Experiences in New Culture
adapted from an article by Janet Bennett, Intercultural Communication Institute, Portland OR

Culture Surprise
Culture surprise are the reactions which occur shortly after arrival in a different culture when we see things that are different than we are used to. It usually occurs within the first few days after arrival as we become aware of superficial differences: modes of dress, signs in a different language, nonverbal behaviors.

Culture Stress
Culture stress manifests itself in the fatigue that occurs when we practice new behaviors in a different culture. This occurs as we respond to the behavior of the new culture and try to fit in by doing our own shopping, understanding comments made about us in the local language, learning to navigate public transportation and other attempts to adjust to the new culture.

Culture Shock
Culture shock is a state of loss and disorientation precipitated by a change in our environment, which requires adjustment. It results from confronting values different from our own and from the loss of a familiar network and environment. It is a normal healthy reaction to the stress of living in a different culture. Everyone who has spent time living in another culture, experiences some form of culture shock.

Symptoms of Culture Shock
Symptoms can be both physical and psychological, and can include: headaches, stomach aches, dizziness, rashes, nausea, irritability, insomnia or excessive sleepiness, depression, loneliness, withdrawal paranoia, anger, aggression, hatred, fear, crying, complaining, self-doubt, boredom, helplessness, confusion, and feelings of inadequacy. This list is not exhaustive.

Prescription for Culture Shock
adapted from an article by Bruce LaBrack, Summer Institute for Intercultural Communication

1. Understand the symptoms and recognize the signs of culture stress.
2. Realize that some degree of discomfort and stress is natural in a cross-cultural experience.
3. Recognize that your reactions are largely emotional and not easily subject to rational management.
4. Gather information before you go so at least the differences will be anticipated. Knowledge is power.
5. Look for the logical reasons behind host culture patterns. Discover why things are done the way they are.
6. Relax your grip on your normal culture and try to cheerfully adapt to new rules and roles.
7. Don’t give in to the temptation to disparage what you do not like or understand. It probably won’t change.
8. Identify a support network among colleagues in your agency, team members, other students and faculty advisor. Use this network, but do not rely on it exclusively.
9. Understand that this is a passing phase of what will be, in retrospect, a time of great learning and personal growth.
10. Give yourself quiet time, some private space, and don’t be too hard on yourself.
In preparation to return home

“In a sense, it is the coming back, the return, which gives meaning to the going forth. We really don’t know where we’ve been until we come back to where we were - only where we were may not be as it was because of who we’ve become, which, after all is why we left.” - Bernard, *Northern Exposure*

Reentry Challenges and Suggestions
adapted from articles by Dr. Bruce LaBrack, School of International Studies, University of the Pacific

There are lots of reasons to look forward to going home, but there are also a number of psychological, social and cultural aspects, which can prove difficult - often because they are unanticipated. Reentry into your home culture can be both as challenging and frustrating as living overseas, mostly because our attitude toward going home is that it should be a simple matter of getting resettled, resuming earlier routines, and reestablishing your relationships. Research has shown that reentry has its own set of special social and psychological adjustments, which can be facilitated by being aware of the process and following some advice from those who have already returned.

The following list of issues and suggestions was generated by interviewing students who have been through the experience of off-campus study. Their advice is to take the process seriously by being realistic and thinking about it and your possible reactions.

Prepare for the adjustment process and allow enough time
The more you think about what is to come, and know how returning home is both similar to and different from going away, the easier the transition will be. Anticipating is useful. The process of reentry will take time, just like adjusting to the new culture did. Give yourself time to relax and reflect on what is going on around you, how you are reacting to it, and what you might like to change.

Overcoming boredom
After all the newness and stimulation of your time away, a return to family, friends, and old routines (however nice and comforting) can seem very dull. It is natural to miss the excitement and challenges which characterize project work off-campus, but it is up to you to find ways to overcome such negative reactions - remember a bored person is also boring.

“No one wants to hear”
One thing you can count on upon your return: no one will be as interested in hearing about your adventures as you will be in sharing those experiences. This is not a rejection of you or your achievements, but simply the fact that once others have heard the highlights, any further interest on their part is probably unlikely because they have no frame of reference for your experiences. Be realistic in your expectations of how fascinating your journey is going to be for everyone else. Be brief.

Cultivate sensitivity and interest
Showing an interest in what others have been doing while you have been gone is the surest way to reestablish your rapport. Much frustration can be avoided if you become as good a listener as a talker.

You can’t explain
Even when given a chance to explain all the things you saw, felt and experienced while off-campus, it is likely to be at least a bit frustrating to relay them coherently. It is very difficult to convey this kind of experience to people who do not have similar frames of reference, no matter how sympathetic they are as listeners. You can tell people about your trip, but you may fail to make them understand exactly how or why you felt a particular way. It’s okay.
Reverse homesickness
Just as you probably missed home for a time after leaving campus, it is just as natural to experience some “reverse” homesickness for the people, places and things that you grew accustomed to while away from WPI. Feelings of loss are an integral part of returning from an off-campus sojourn and must be anticipated and accepted as a natural result of study away.

Beware of comparisons
Making comparisons between cultures is natural, particularly after residence abroad; however, the tendency to be an “instant expert” is to be avoided at all costs.

Relationships have changed
It is inevitable that when you return you will notice that some relationships with friends and family will have changed. Just as you have altered some of your ideas and attitudes while away, the people at home are likely to have experienced some changes as well. These changes may be positive or negative, and may seem even trivial to you, but expecting no change is unrealistic. The best preparation is flexibility, openness, minimal preconceptions, and tempered optimism.

Feelings of alienation
Sometimes the reality of being back home is not as natural or enjoyable as the place you had imagined. When real daily life is more demanding than you remembered, it is natural to feel some alienation, see faults you never noticed before, or even become quite critical of everyone and everything for a time. Mental comparisons are fine, but keep them to yourself until you regain both your cultural balance and a balanced perspective.

Remain flexible
Keeping as many options open as possible is an essential aspect of a successful return home. Attempting to re-socialize totally into old patterns and networks can be difficult, but remaining isolated and aloof is counterproductive.

Loss/compartementalization of experience
Being home, along with the pressures of school work, family and friends, often combine to make returnees worried that somehow that will “lose” the experience; somehow becoming compartmentalized like souvenirs only occasionally taken out and looked at. You do not have to let that happen. Maintain your contacts. Talk to people who have experiences similar to yours. Practice your skills. Remember your hard work and the fun you had while off-campus. There are lots of people on campus who have gone through their own re-entry and have had experiences similar to yours. Seek out other returned students from other sites, and look into becoming involved with the Global Ambassadors.
Appendix A - WPI Off-Campus Study Travel Information Form

All students intending to complete a project at a WPI project site are asked to provide the IGSD with information about their travel arrangements. This will notify the faculty advisor, on-site coordinator and IGSD staff of your expected arrival date and time and alert them if a problem arises. *For some sites* this information is needed in order to arrange to have students met at the airport.

*******************************************************************************

*You must bring your passport into the IGSD to be scanned, unless you are participating in a project program within the U.S.*

<table>
<thead>
<tr>
<th>Name:</th>
<th>Site:</th>
<th>Term:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival Date on site:</td>
<td>Arriving from (city):</td>
<td></td>
</tr>
<tr>
<td>Mode of travel (air, train, bus, car):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If traveling by air:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airline:</td>
<td>Flight Number:</td>
<td>Airport Destination:</td>
</tr>
<tr>
<td>Departure time:</td>
<td>Arrival time:</td>
<td></td>
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<tr>
<td>Scheduled return date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airline:</td>
<td>Flight Number:</td>
<td>Airport Destination:</td>
</tr>
<tr>
<td>Departure time:</td>
<td>Arrival time:</td>
<td></td>
</tr>
<tr>
<td>If you plan to travel independently either before or after the program, please tell us your tentative plans:</td>
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</table>

**London Project Center Only**

<table>
<thead>
<tr>
<th>Bus Transportation:</th>
<th>Yes</th>
<th>No</th>
</tr>
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</table>

*(Please make sure you check one of these options for transportation from Heathrow Airport to IES)*

You must attach a copy of your travel itinerary provided by your travel agent or airline, in addition to completing this form. No handwritten itineraries will be accepted.
Appendix B - Off-Campus Students’ Health Update and Records Release Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Site</th>
<th>Term</th>
</tr>
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</table>

All students traveling off-campus to participate in a WPI program are required to carry medical insurance that is valid at the program site for the entire length of the program. Please verify this with your insurance company and list the name of your carrier and your policy number:

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Policy Number</th>
</tr>
</thead>
</table>

Do you have any medical conditions that could affect you while off-campus of which you would like to make the IGSD aware? (i.e. epilepsy, diabetes, depressive episodes, etc.) Also, please list any changes in your health not noted on your medical records on file with WPI Health Services.

Are you allergic to any medications? If so, please list them.

List any prescription medicines you are currently taking.

**When traveling off-campus it is a good idea to take a supply of your prescription medications sufficient to last for the length of the trip.** Prescription medicines should always be kept in the original containers with the prescription label to avoid problems with customs. It is also important to take along a copy of the prescription from your physician, clearly written, in generic terms, and with an indication of the condition being treated.

In the event of an emergency, please contact:

1. Name
   | Relationship to Student
   | Address
   | email
   | Cell Phone #:
   | Home Telephone:
   | Work Telephone:

2. Name
   | Relationship to Student
   | Address
   | email
   | Cell Phone #:
   | Home Telephone:
   | Work Telephone:

I hereby authorize WPI health services to release my medical records to the Interdisciplinary and Global Studies Division in the event of a medical emergency while studying off-campus. **I hereby acknowledge that it is my responsibility to contact my health insurance provider to determine that I am covered while at an off-campus project site.**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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</table>
Appendix C - ATC Team Form
(one per team)

After you have turned in this completed form to the IGSD, at least one member of your group (although we suggest the entire group come so that the entire group takes equal responsibility for the equipment) is required to go to the ATC and reserve a laptop BEFORE pick-up on the specified date.

Project Site: __________________________________________________________________________

Pickup person: ________________________________________________________________________

Return person: _______________________________________________________________________

names of team members: ___________________________________________________________________

_____________________________________________________________________________________

If you can not pick up and return this PC within the specified dates, then you will need to make alternative arrangements: the ATC can not accommodate you.

Dates: pick up on or after: 02/28/08

Return on or before: 05/06/08

**Pick-up Person**                      **Return Person**

Student Name: ___________________________     Student Name: ___________________________

Student Address: ___________________________     Student Address: ___________________________

_____________________________________________________________________________________

Local Phone #: ___________________________     Local Phone #: ___________________________

Student ID#: ___________________________     Student ID#: ___________________________

WPI Email: ___________________________     WPI Email: ___________________________

Use and adaptation welcome, but please acknowledge WPI and Natalie Mello and tell us of your use (nmello@wpi.edu)
Appendix D – Cell Phone Protocol Recognition

Please turn in this form (completed) to Barbara Milanese in the IGSD with your other mandatory paperwork.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>student number</th>
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</table>

I have read the “Protocol for WPI Recommended Cell Phones for Overseas Project Centers” and I understand that I am responsible for choosing whether or not to take advantage of the services provided by Brightroam.

All arrangements must be made directly with Brightroam for the delivery of the cell phone before February 13, 2008.

I HAVE CAREFULLY READ THIS AND FULLY UNDERSTAND ITS CONTENTS.

<table>
<thead>
<tr>
<th>Participant Signature</th>
<th>date</th>
<th>date of birth*</th>
</tr>
</thead>
</table>

☐ By checking this box, I am indicating that I choose not take advantage of the cell phone services provided by Brightroam.

*If participant is under 18 years of age, both parents and/or legal guardians must also read and sign this form.

I am the parent or legal guardian of the above Participant, have read the foregoing “Protocol for WPI Provided Cell Phones for Overseas Project Centers” (including such parts as may subject me to personal financial responsibility), am and will be legally responsible for the obligations and acts of the Participant as described in this “Protocol for WPI Provided Cell Phones for Overseas Project Centers,” and agree, for myself and for the Participant, to be bound by its terms.

☐

Signature of Parent / Guardian  Date

☐

Signature of Parent / Guardian  Date
# Appendix E – Onsite Travel Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell phone number</th>
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<table>
<thead>
<tr>
<th>Destination</th>
<th>Date &amp; time of departure</th>
<th>Date &amp; time of return</th>
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## Mode of Transportation – Roundtrip

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<th>Train</th>
<th>Bus</th>
<th>Air</th>
<th>Car</th>
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<table>
<thead>
<tr>
<th>Time of Departure</th>
<th>Departing from Site Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of flight/train/bus</td>
</tr>
<tr>
<td></td>
<td>Departing from (name of airport, station, terminal)</td>
</tr>
</tbody>
</table>

*Connection Information if applicable:*

- Number of flight/train/bus
- Airline/train/bus carrier
- Departing from
- Time
- Arriving to
- Time

<table>
<thead>
<tr>
<th>Returning from:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time of Departure</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

*Connection Information if applicable:*

- Number of flight/train/bus
- Airline/train/bus carrier
- Departing from
- Time
- Arriving to
- Time

## Lodging

(please call advisor with any changes to your reservations)

<table>
<thead>
<tr>
<th>Name of hotel</th>
<th>Address</th>
<th>City and country</th>
<th>Phone number</th>
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</table>

<table>
<thead>
<tr>
<th>Name of hotel</th>
<th>Address</th>
<th>City and country</th>
<th>Phone number</th>
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List other students who are traveling with you on this exact itinerary:

- 
- 
- 

☐ Check this box if you are staying on site in WPI provided housing for the entire weekend.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
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Every student or group of students must turn this form into an advisor before 12:00 noon every Friday – in other words, every student must be accounted for.
Appendix F - Mandatory Paperwork Checklist

All paperwork for Australia D 2008 must be in the IGSD by Wednesday, February 13, 2008 (before 1:00 PM).

- Acknowledgement and Release Form
- Travel Form
- Health Form
- ATC Laptop Form
- Cell Phone Form
- Scanned Passport
- 2 Photo Pictures for ISIC Application