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:

Morocco A 2008
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Morocco Project Center

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# Going Global at WPI
## Morocco A 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 2008-2009 academic year, approximately 625 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: Health and Safety Guidelines

Adopted and endorsed by NAFSA, June 5, 1998

Statement of Purpose

Because the health and safety of study abroad participants are primary concerns, these guidelines have been developed to provide useful practical guidance to institutions, participants, and parents/guardians/families. The intent is to aspire to these guidelines. Although no set of guidelines can guarantee the health and safety needs of each individual involved in a study abroad program, these guidelines address issues that merit attention and thoughtful judgment. Although they address general considerations, they cannot possibly account for all the inevitable variations in actual cases that arise. Therefore, as specific situations arise, those involved must also rely upon their collective experience and judgment while considering the unique circumstances of each situation.

A. Guidelines for Program Sponsors

To the extent reasonably possible, all program sponsors should endeavor to implement these guidelines as applicable. At the same time, it must be noted that the structure of study abroad programs varies widely and that study abroad is usually a cooperative venture that can involve multiple 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. The role of an organization in a study abroad program varies considerably from case to case, and it is not possible to specify a division of efforts that will be applicable to all cases. All entities should apply the guidelines in ways consistent with their respective roles.

In general, guidelines that relate to obtaining information and assessing circumstances, apply to all parties involved. Much of the information called for by these guidelines is readily available and can be conveyed to participants by distributing it and referring them to, or utilizing materials from recognized central sources. Guidelines that refer to the provision of information and the preparation of participants refer to parties that advise, refer, nominate, admit, enroll, or place students. Guidelines that suggest operating procedures on site apply to the entities that are directly involved in the operation of the overseas program.

In addition, 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 operating consistently with these guidelines.

Program sponsors should:

- Conduct periodic assessments of health and safety conditions for the program, and develop and maintain emergency preparedness processes and a crisis response plan.
- 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.
• Provide clear information concerning aspects of home campus services and conditions that cannot be replicated at overseas locations.

• 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, dealing with health and safety issues, potential health and safety risks, and appropriate emergency response measures.

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

• Either provides appropriate health and travel accident (emergency evacuation, repatriation) insurance to participants, or provide information about how to obtain appropriate coverage.

• Require participants to show evidence of appropriate coverage.

• Conduct appropriate inquiry regarding the potential health and safety risks of the local environment of the program, including program-sponsored accommodation, events, excursions and other activities, on an ongoing basis and provide information and assistance to participants and their parents / guardians / families as needed.

• Conduct appropriate inquiry regarding available medical and professional services, provide information for participants and their parents / guardians / families, and help participants obtain the services they may need. Provide appropriate and ongoing health and safety training for program directors and staff, including guidelines with respect to intervention and referral, and working within the limitations of their own competencies.

• Communicate applicable codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that participants are in violation.

• Obtain current and reliable information concerning health and safety risks, and provide that information to program administrators and participants.

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

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

• 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:
  • Cannot guarantee or assure the safety of participants or eliminate all risks from the study abroad environments.
  • Cannot monitor or control all of the daily personal decisions, choices, and activities of individual participants.
  • Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
  • Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
  • Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor, for events that are not part of the program, or 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.
  • Cannot assure that home-country cultural values and norms will apply in the host country.

B. Responsibilities of Participants

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

Participants should:
• Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host countries.
• Consider their health and other personal circumstances when applying for or accepting a place in a program.
• 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.
• Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
• Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
• 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 on an ongoing basis.
• Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program, and obey host-country laws.
• 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.
• Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.
• Accept responsibility for their decisions and actions.
• Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
• Follow the program policies for keeping program staff informed of their whereabouts and well being.

C. Recommendations for 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.

When appropriate, parents/guardians/families should:
• Obtain and carefully evaluate health and safety information related to the program, as provided by the sponsor and other sources.
• Be involved in the decision of the participant to enroll in a particular program.
• Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
• Be responsive to requests from the program sponsor for information regarding the participant.
• Keep in touch with the participant.
• 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://nafsa.org/knowledge_community_network_sec/education_abroad_1/developing_and_managing/document_library_30/managing_programs/responsible_study_abroad_2
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
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 Morocco A ’08 must be in the IGSD by Thursday, April 10, 2008 by 1:00 p.m.

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

X

Signature of Parent / Guardian

Date
Travel Information Form (Appendix A)

The IGSD must have a completed Travel Form from each student on file before the student leaves for a 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 know when and where every student will arrive and will be alerted if 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 takes no responsibility for the student’s safety during independent travel. The student must inform the faculty-in-residence of any travel plans.

You may not take vacation days off from your project work, even if you have permission from your project mentor. If you have an urgent family, 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 Acknowledgement Form

All participants are required to sign a Voluntary Acknowledgement 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

Signature of Parent / Guardian ______________________ Date ______________

X

Going Global at WPI Handbook – Morocco A08
3/12/2008

Use and adaptation welcome, but please acknowledge WPI and Natalie Mello and tell us of your use (nmello@wpi.edu)
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 lap top 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 (mharrity@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.
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 advisor 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.

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 than 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
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
A visa is an endorsement or stamp placed in your passport by a foreign government that permits you to visit that country for a specified purpose and a limited time. You should obtain all necessary visas before you leave the United States, because you will not be able to obtain visas for some countries once you have departed. Apply directly to the embassy or nearest consulate of each country you plan to visit. Passport agencies cannot help you obtain visas.
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 a sufficient amount of living/spending money with you. 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 worldwide, 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 students need to be accounted for every weekend whether you are traveling or not, see Appendix D.

- 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 Morocco A 2008 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. If the host country nationals do not wear baseball caps and sneakers, you will stand out as a foreigner if you do.

- 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 person’s 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.
Morocco - Consular Information Sheet

December 14, 2007

COUNTRY DESCRIPTION: Morocco is a constitutional monarchy with a Parliament and an independent judiciary; however, ultimate authority rests with the king. The population is estimated at 32 million. While Morocco has a developing economy, modern tourist facilities and means of transportation are widely available, but may vary in quality depending on price and location. Read the Department of State Background Notes on Morocco for additional information.

ENTRY/EXIT REQUIREMENTS: Travelers to Morocco must have a valid passport. Visas are not required for American tourists traveling to Morocco for fewer than 90 days. For visits of more than 90 days, Americans are required to apply for an extension (with a valid reason for the extension of stay). No vaccinations are required to enter Morocco. Travelers who plan to reside in Morocco must obtain a residence permit. A residence permit may be requested and obtained from immigration authorities (Service Etranger) at the central police station of the district of residence. U.S. citizens are encouraged to carry a copy of their U.S. passports with them at all times, so that, if questioned by local officials, proof of identity and U.S. citizenship is readily available.

Children born to a Moroccan father may experience difficulty in leaving Morocco without the father's permission. Under Moroccan law, these children are considered Moroccan citizens. Even if the children bear U.S. passports, immigration officials may require proof that the father has approved their departure before the children will be allowed to leave Morocco. Although women, regardless of their nationality, are normally granted custody of their children in divorces, the father must approve the children's departure from Morocco. American women married to Moroccans do not need their spouse's permission to leave Morocco.

For further information on entry/exit requirements for Morocco, please contact the Embassy of Morocco at 1601 21st Street NW, Washington, DC 20009, telephone (202) 462-7979 to 82, fax 202-462-7643, or the Moroccan Consulate General in New York at 10 E. 40th Street, New York, NY 10016, telephone (212) 758-2625, fax 212-779-7441. Visit the Embassy of Morocco web site at http://moroccoembassy.com/ 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: In March and April 2007, a series of terrorist bombings occurred in Casablanca, two of which simultaneously occurred outside the U.S. Consulate General and the private American Language Center. In 2003, a series of similar attacks in Casablanca targeted hotels and restaurants. The potential for terrorist violence against American interests and citizens remains high in Morocco. Moroccan authorities continue to disrupt groups seeking to attack U.S. or Western-affiliated and Moroccan government targets, arresting numerous individuals associated with international terrorist groups. With indications that such groups still seek to carry out attacks in Morocco, it is important for American citizens to be keenly aware of their surroundings and adhere to prudent security practices such as avoiding predictable travel patterns and maintaining a low profile. Establishments that are readily identifiable with the United States are potential targets for
attacks. These may include facilities where U.S. citizens and other foreigners congregate, including clubs, restaurants, places of worship, schools, hotels, movie theaters and other public areas. Such targets may also include establishments where activities occur that may offend religious sensitivities, such as casinos or places where alcoholic beverages are sold or consumed.

All U.S. citizens are urged to remain alert to local security developments and be vigilant regarding their personal security and report any suspicious incidents or problems immediately to Moroccan authorities and the U.S. Embassy or Consulate.

Demonstrations occur frequently in Morocco and usually center on local domestic issues. During periods of heightened regional tension, large demonstrations may take place in the major cities. All demonstrations require a government permit, but on occasion spontaneous unauthorized demonstrations occur, which have greater potential for violence. Travelers should be cognizant of the current levels of tension in Morocco and stay informed of regional issues that could resonate in Morocco and create an anti-American response. Avoid demonstrations if at all possible. If caught in a demonstration, remain calm and move away immediately when provided the opportunity.

The Western Sahara with a population of approximately 270,000 was long the site of armed conflict between government forces and the POLISARIO Front, which continues to seek independence for the territory. A cease-fire has been fully in effect since 1991 in the U.N.-administered area. There are thousands of unexploded mines in the Western Sahara and in areas of Mauritania adjacent to the Western Saharan border. Exploding mines are occasionally reported, and they have caused death and injury. Travel to the Western Sahara remains restricted; persons planning to travel to the region should obtain information on clearance requirements from the Moroccan Embassy.

For the latest security information, Americans traveling abroad should regularly monitor the Department’s web site, where the current Worldwide Caution Travel Alert, Middle East and North Africa Travel Alert, Travel Warnings and other Travel Alerts 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: Crime in Morocco is a serious concern, particularly in the major cities and tourist areas. Aggressive panhandling, pick-pocketing, purse-snatching, theft from occupied vehicles stopped in traffic and harassment of women are the most frequently reported crimes. These are more likely to occur in crowded market areas, transportation centers, parks and beaches. Criminals have used weapons, primarily knives, during some street robberies and burglaries. These have occurred at any time of day and night, not only in isolated places or areas less frequented by visitors, but in crowded areas as well. It is always best to have a travel companion and utilize taxis from point to point, particularly at night and when moving about unfamiliar areas. Residential break-ins also occur and have on occasion turned violent, but most criminals look for opportunities based on stealth rather than confrontation.
Women walking alone in certain areas of cities and rural areas are particularly vulnerable to harassment from men. Women are advised to travel with a companion or in a group when possible and to ignore any harassment. Responding to verbal harassment can escalate the situation. The best course of action is generally not to respond or make eye contact with the harasser.

Joggers should be mindful of traffic and remain in more heavily populated areas. It is always best to have a jogging companion and avoid isolated areas or jogging at night.

Taxis in Morocco are generally crime-free, though city buses are not considered safe. Trains are generally safe, but theft, regardless of the time of day, sometimes occurs. Avoid carrying large sums of cash and be particularly alert when using ATM machines. In the event you are victimized by crime or an attempted crime, or experience any security-related incident during your stay in Morocco, please report the incident to the local police and the U.S. Consulate General in Casablanca as soon as possible.

INFORMATION FOR VICTIMS OF CRIME: The loss or theft abroad of a U.S. passport should be reported immediately to the local police to obtain a “certificat de perte” (statement of loss/theft) and to 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, to contact family members or friends and explain how funds may 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.

See our information on Victims of Crime.

MEDICAL FACILITIES AND HEALTH INFORMATION: Adequate medical care is available in Morocco’s largest cities, particularly in Rabat and Casablanca, although not all facilities meet high-quality standards. Specialized care or treatment may not be available. Medical facilities are adequate for non-emergency matters, particularly in the urban areas, but most medical staff will have limited or no English skills. Most ordinary prescription and over-the-counter medicines are widely available. However, specialized prescriptions may be difficult to fill and availability of all medicines in rural areas is unreliable. Emergency and specialized care outside the major cities is far below U.S. standards, and in many instances may not be available at all. Travelers planning to drive in the mountains and other remote areas may wish to carry a medical kit and a Moroccan phone card for emergencies. In the event of vehicle accidents involving injuries, immediate ambulance service usually is not available. The police emergency services telephone number is 190 (See Traffic Safety and Road Conditions section below).

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 web site at 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. Further health information for travelers is available at 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 Morocco is provided for general reference only, and may not be totally accurate in a particular location or circumstance.

Traffic accidents are a significant hazard in Morocco. Driving practices are very poor, and have resulted in serious injuries to and fatalities of U.S. citizens. This is particularly true at dusk during the Islamic holy month of Ramadan, when adherence to traffic regulations is lax, and from July to September when Moroccans resident abroad return from Europe by car in large numbers. Congested streets are characteristic of urban driving. Drivers should also exercise extreme caution when driving at night due to poor lighting systems along roads. Traffic signals do not always function, and are sometimes difficult to see. Modern freeways link the cities of Tangier, Rabat, Fez, Casablanca, and Marrakesh. Two-lane highways link other major cities.

Secondary routes in rural areas are often narrow and poorly paved. Roads through the Rif and Atlas mountains are steep, narrow, windy, and dangerous. Maximum caution should be exercised when driving in the mountains. Pedestrians, scooters, and animal-drawn conveyances are common on all roadways, including the freeways, and driving at night should be avoided, if possible. During the rainy season (November - March) flash flooding is frequent and sometimes severe, washing away roads and vehicles in rural areas. Often Moroccan police officers pull over drivers for inspection within the city and on highways. Confiscation of a driver’s license is possible if a violator is unable or unwilling to settle a fine at the time of a traffic stop. In the event of a traffic accident, including accidents involving injuries, the parties are required to remain at the scene and not move their vehicles until the police have arrived and documented all necessary information. The police emergency services telephone number is 190.

While public buses and taxis are inexpensive, drivers typically exhibit poor driving habits, and buses are frequently overcrowded. The train system has a good safety record. Trains, while sometimes crowded, are comfortable and generally on time.

Please refer to our Road Safety page for more information. Visit the website of the Moroccan National Tourist Office and the Moroccan Ministry of Transportation’s road safety web site at http://www.mtpnet.gov.ma/MET_New/.

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the Government of Morocco’s Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of Morocco’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: The government of Morocco considers all persons born to Moroccan fathers to be Moroccan citizens. In addition to being subject to all Moroccan laws, U.S. citizens who also possess the nationality of Morocco may be subject to other laws that impose special obligations on citizens of that country.

Current Moroccan customs procedures do not provide for accurate or reliable registration of large quantities of U.S. dollars brought into the country by tourists or other visitors. As a result, travelers encounter difficulties when they attempt to depart with the money. In particular, American citizens with dual Moroccan nationality have been asked to provide proof of the source of the funds and have incurred heavy fines. The export of Moroccan currency (dirhams) is prohibited; however, Moroccan currency can be converted back into U.S. dollars prior to departure only if the traveler has
a bank or money transfer receipt indicating he or she exchanged dollars for dirhams while in Morocco.

Also, Moroccan customs authorities may enforce strict regulations concerning temporary importation into or export from Morocco of items such as firearms, religious materials, antiques, business equipment, and large quantities of currency. It is advisable to contact the Embassy of Morocco in Washington, DC or the Moroccan Consulate General in New York for specific information concerning customs requirements.

Please see our Customs Information.

Islam is the official religion in Morocco. However, the constitution provides for the freedom to practice one’s religion. The Moroccan government does not interfere with public worship by the country’s Jewish minority or by expatriate Christians. Proselytizing is, however, prohibited. In the past, American citizens have been arrested, detained and/or expelled for discussing or trying to engage Moroccans in debate about Christianity.

Although rare, security personnel in Morocco may at times place foreign visitors under surveillance. Taking photographs of anything that could be perceived as being of military or security interest may result in problems with the authorities. As a general rule, travelers should not photograph diplomatic missions, government buildings or other sensitive facilities and, when in doubt, they should ask for permission from the appropriate Moroccan authorities.

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 Moroccan laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in Morocco 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. Possession of pornography is also a crime subject to prosecution in Morocco. 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 Morocco are encouraged to register with the nearest U.S. Embassy or Consulate through the State Department’s travel registration web site, and to obtain updated information on travel and security within Morocco. Americans without Internet access may register in person at the U.S. Consulate General located at 8 Boulevard Moulay Youssef, Casablanca. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency. All consular matters for Americans in Morocco are handled at the U.S. Consulate General in Casablanca. The U.S. Embassy is located at 2 Avenue Mohammed Al Fassi (formerly Avenue de Marrakech) in the capital city of Rabat, telephone (212)(37) 76-22-65. The workweek is Monday to Friday; however, the Consulate is closed to the public on Fridays for all consular services with the exception of emergency services for American citizens. The consular section's American Citizens Services hotline is (212)(22)-26-71-51 and the fax number is (212) (22)-29-77-01. For emergency services after-hours, please call the Duty Officer cell phone at (212)(61)17-23-67 for Casablanca and (212)(61)-13-19-39 for Rabat. Please note that for calls originating in Morocco, callers should dial 0 instead of 212. Please visit
http://www.usembassy.ma for information on services offered by the U.S. Embassy in Rabat and http://casablanca.usconsulate.gov for information on all consular services and other assistance offered at the U.S. Consulate General in Casablanca.

* * *

This replaces the Country Specific Information dated June 11, 2007, to update the sections on Entry/Exit Requirements, Crime, Medical Facilities and Health Information, Traffic Safety and Road Conditions, Criminal Penalties, and Registration/Embassy Location.
Safety If You Rent a Car

As WPI students working on an academic project while in Hong Kong, 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: Switzerland’s 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 3000 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 foreign, 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
- few countries provide jury trial
- most countries do not accept bail
- prisons may lack even minimal comforts: bed, toilet, wash basin
- officials may not speak English
- nutrition is often inadequate
- physical abuse, confiscation of personal property and inhumane treatment are 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

Casablanca Morocco
8, Boulevard Moulay Youssef
Casablanca 20000
Morocco
Fax: 212-2-220-4127

Rabat Morocco
Embassy of the United States of America
2 Avenue de Mohamed El Fassi
Rabat, Morocco
Telephone: (212)(37)-76-22-65
Fax: (212)(37)-76-56-61
After-hours telephone: (212)(37)-76-96-39
Email: irrcrabat@usembassy.ma
### WWW Addresses

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

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<th>Health &amp; Safety Sites</th>
<th>Travel Sites</th>
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<td><strong>American Society of Tropical Medicine and Hygiene (ASTMH)</strong></td>
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<td><strong>Council on International Educational Exchange (CIEE)</strong></td>
<td><strong>Links to U.S. Embassies and Consulates Worldwide</strong></td>
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<td><a href="http://www.ciee.org">http://www.ciee.org</a></td>
<td><a href="http://travel.state.gov/visa/questions_embassy.html">http://travel.state.gov/visa/questions_embassy.html</a></td>
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<tr>
<td><strong>Travel Safe: AIDS and International Travel</strong></td>
<td><strong>Services and Information for American Citizens Abroad</strong></td>
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<td><strong>Lonely Planet</strong></td>
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<td><strong>The Travel Clinic</strong></td>
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<td><a href="http://www.journeywoman.com">http://www.journeywoman.com</a></td>
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<td><strong>U.S. State Department</strong></td>
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<tr>
<td><a href="http://travel.state.gov">http://travel.state.gov</a></td>
<td><a href="http://www.access-able.com/tips/">http://www.access-able.com/tips/</a></td>
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<tr>
<td><strong>Association for Safe International Road Travel (ASIRT)</strong></td>
<td><strong>Air Travel Tips and Resources</strong></td>
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<tr>
<td><strong>StudyAbroad.com Handbook</strong></td>
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### Study Abroad Sites

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<th>Study Abroad Sites</th>
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<tr>
<td><strong>NAFSA: Association of International Educators</strong></td>
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<td><a href="http://www.nafsa.org/">http://www.nafsa.org/</a></td>
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</tbody>
</table>
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
  X5281, dsnyder@wpi.edu

Academic Technology Center
Fuller Labs, 1st Floor
T 508-831-5220
F 508-831-5881
- Mary Beth Harrity, Director
  X5810, mhrarity@wpi.edu

Registrar’s Office
Boytont 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

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
Boytont Hall, Lower Level
T 508-831-5469
F 508-831-5039
- Monica Blondin, Director
  x 5469, mmlucey@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

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

Accounting Office
Boytont Hall, 2nd Floor
T 508-831-5754
F 508-831-5046
- Janet Whittier
  Accounts Receivable Manager
  x 5741, whittier@wpi.edu

Residential Services
Ellsworth Residence, Institute Road
T 508-831-5175
F 508-831-5870
- Naomi Carton, Director
  x 5175, letendre@wpi.edu
Site Specific Web Address from CDC
The following web address 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>
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<th>Site</th>
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CDC Recommendations for Vaccines
The following vaccines may be recommended for your travel to North Africa. Discuss your travel plans and personal health with a health-care provider to determine which vaccines you will need.

- **Hepatitis A** or immune globulin (IG). Transmission of hepatitis A virus can occur through direct person-to-person contact; through exposure to contaminated water, ice, or shellfish harvested in contaminated water; or from fruits, vegetables, or other foods that are eaten uncooked and that were contaminated during harvesting or subsequent handling.
- **Hepatitis B**, especially if you might be exposed to blood or body fluids (for example, health-care workers), have sexual contact with the local population, or be exposed through medical treatment. Hepatitis B vaccine is now recommended for all infants and for children ages 11–12 years who did not receive the series as infants.
- **Rabies**, pre-exposure vaccination, if you might have extensive unprotected outdoor exposure in rural areas, such as might occur during camping, hiking, or bicycling, or engaging in certain occupational activities.
- **Typhoid** vaccine. Typhoid fever can be contracted through contaminated drinking water or food, or by eating food or drinking beverages that have been handled by a person who is infected. Large outbreaks are most often related to fecal contamination of water supplies or foods sold by street vendors.
- As needed, booster doses for [tetanus-diphtheria](http://www.cdc.gov/travel/nafrica.htm), [measles](http://www.cdc.gov/travel/nafrica.htm), and a one-time dose of [polio](http://www.cdc.gov/travel/nafrica.htm) vaccine for adults.

**Required Vaccinations**
- None.

Malaria is a preventable infection that can be fatal if left untreated. Prevent infection by taking prescription antimalaria drugs and protecting yourself against mosquito bites (see below). Malaria risk in this region exists only in some rural areas of China. For specific locations, see [Malaria Information for Travelers to East Asia](http://www.cdc.gov/travel/nafrica.htm). Most travelers to East Asia at risk for malaria should take mefloquine to prevent malaria.

If you visit the Himalayan Mountains, ascend gradually to allow time for your body to adjust to the high altitude, which can cause insomnia, headaches, nausea, and altitude sickness. In addition, use sunblock rated at least SPF 15, because the risk of sunburn is greater at high altitudes.

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.

**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://www.cdc.gov/travel/hivaids.htm

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 hydroperoxide 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. 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 diarrheal 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 noncarbonated 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.

Malaria Risk and Prevention
Countries in this region:
China: Rural areas only, except no risk in northern provinces bordering Mongolia and in the western provinces of Heilungkiang, Kirin, Ningsia Hui Tibet, and Tsinghai. North of latitude 33o N, transmission occurs July to November; from latitude 33o N to 25o N, transmission occurs May to December; south of latitude 25o N, transmission occurs year-round. Note: Travelers visiting cities and popular rural sites on usual tourist routes are generally not at risk, and antimalarial drugs are therefore not recommended. Travelers on special scientific, educational, or recreational visits should check whether their itineraries include evening or nighttime exposure in areas of risk.

North Korea: No risk. South Korea: Limited to Demilitarized Zone and rural areas in the northern parts of Kyonggi and Kangwon Provinces along the Demilitarized Zone. Antimalarial drugs are recommended for civilian travelers. Hong Kong, Japan, Macao, Mongolia, and Taiwan: No risk.

Malaria is a preventable infection that can be fatal if left untreated. Prevent infection by taking prescription antimalaria drugs and protecting yourself against mosquito bites. Malaria risk in this region exists all year in some cities and all rural areas of these countries, except for Brunei Darussalam and Singapore. Most travelers to Southeast Asia at risk for malaria should take mefloquine to prevent malaria.

Symptoms and Transmission
Malaria is a serious disease transmitted to humans by the bite of an infected female Anopheles mosquito. Symptoms may include fever and flu-like illness, including chills, headache, muscle aches, and fatigue. Malaria may cause anemia and jaundice. P. falciparum infections, if not promptly treated, may cause kidney failure, coma, and death. Malaria can often be prevented by using antimalarial drugs and by using personal protection measures to prevent mosquito bites. However, in spite of all protective measures, travelers may still develop malaria.

Travelers who become ill with a fever or flu-like illness while traveling in a malaria risk area and up to one year after returning home should seek prompt medical attention and should tell the physician their travel history.
Preventing Insect Bites

In addition to using drugs to prevent malaria, travelers should protect themselves from mosquito bites by wearing clothing that covers most of the body, using bed nets, and applying insect repellent to exposed skin, particularly between dusk and dawn. The most effective repellents contain the active ingredient DEET (N,N-diethylmeta-toluamide).

- When using DEET, follow these precautions:
  - Always use according to label directions.
  - Use repellent only when outdoors and wash skin after coming indoors.
  - Do not breathe or swallow repellent or get it in the eyes.
  - Avoid using repellent on children’s hands; it might come into contact with their eyes or mouths.
  - Do not put repellent on wounds or broken skin.
  - Adults should use DEET at a concentration of 30% to 35%.
  - For children, insect repellents with 6%-10% DEET are recommended.

In addition, use a flying insect spray in living and sleeping areas to kill mosquitoes. Travelers not sleeping in well-screened or air-conditioned housing should use mosquito netting, i.e. bed nets. For greater protection, clothing and bed nets can be soaked in or sprayed with permethrin. Permethrin will repel insects for several months. Portable mosquito bed nets, repellents containing DEET, and permethrin can be purchased in hardware, camping, and military surplus stores.

Prescriptions to prevent Malaria

Any use of a prescription drug should be discussed with your health care professional.

Doxycycline is the recommended drug for most travelers to risk areas in: Cambodia: western provinces bordering Thailand (for other malaria risk areas, see mefloquine) Thailand: areas bordering Cambodia and Myanmar (Burma)

Doxycycline dosages: Doxycycline is a prescription drug sold in the United States. The adult dosage is 100 mg once a day. This drug should be taken 1 or 2 days before entering the malaria risk area, once a day while there, and once a day for 4 weeks after leaving the malaria risk area. Doxycycline side effects: photosensitivity (the risk of sunburn occurring more quickly and more severely than normal), yeast infections, nausea and vomiting. Doxycycline should not be taken during pregnancy, by children under 8 years old or before going to bed.

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.
• Drink only bottled or boiled water, or carbonated (bubbly) drinks in cans or bottles. Avoid tap water, fountain drinks, and ice cubes. If this is not possible, make water safer by BOTH filtering through an "absolute 1-micron or less" filter AND adding iodine tablets to the filtered water. "Absolute 1-micron filters" are found in camping/outdoor supply stores.
• Eat only thoroughly cooked food or fruits and vegetables you have peeled yourself. Remember: boil it, cook it, peel it, or forget it.
• If you visit an area where there is risk for malaria, take your malaria prevention medication before, during, and after travel, as directed. (See your doctor for a prescription.)
• Protect yourself from insects by remaining in well-screened areas, using repellents (applied sparingly at 4-hour intervals), and wearing long-sleeved shirts and long pants from dusk through dawn.
• To prevent fungal and parasitic infections, keep feet clean and dry, and do not go barefoot.

To Avoid Getting Sick
• Don’t eat food purchased from street vendors.
• Don’t drink beverages with ice.
• Don’t eat dairy products unless you know they have been pasteurized.
• Don’t share needles with anyone.
• Don’t handle animals (especially monkeys, dogs, and cats), to avoid bites and serious diseases (including rabies and plague).
• Don’t swim in fresh water. Salt water is usually safer.

What You Need To Bring with You
• Long-sleeved shirt and long pants to wear while outside whenever possible, to prevent illnesses carried by insects (e.g., malaria, dengue, filariasis, and Japanese encephalitis).
• Insect repellent containing DEET (diethylmethyltoluamide), in 30%–35% strength for adults and 6%–10% for children.
• Over-the-counter antidiarrheal medicine to take if you have diarrhea.
• Iodine tablets and water filters to purify water if bottled water is not available. See Do’s above for more detailed information about water filters.
• Sunblock, sunglasses, hat.
• Prescription medications: make sure you have enough to last during your trip, as well as a copy of the prescription(s).

After You Return Home
• If you have visited an area where there is risk for malaria, continue taking your malaria medication weekly for 4 weeks after you leave the area.
• If you become ill after travel—even as long as a year after your trip—tell your doctor the areas you have visited.
Section 3 – Site Specific Information for Morocco

Dates
The following dates should be used when making your travel arrangements to Morocco:

Arrival                                 Monday, August 25, 2008 to Casablanca by 6:00 PM  
Departure                                Saturday, October 18, 2008

Your mailing address will be:

Student’s Name  
C/O  
Office of International Programs  
Al Akhawayn University  
P.O. Box 104  
Avenue Hassan II  
Ifrane 53000  
Morocco

Telephone:  
(212).35.86.(Room Extension “ 4 Digits”)  

Consistent with WPI’s Residence Hall policy there are no pets allowed in project center housing.  
Violation of this policy can result in your termination from a residential project center.

Health Center

Infirmary and Medical Staff
AUI’s doctors, Dr. Mounia ASLAF, Dr. Hicham EI BERRI and Dr. Mohamed OUCHANI, rotate shifts and are available in the infirmary in building 26, Monday through Friday from 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 6:00p.m.

Nurses are on duty from 8:00 a.m. to 8:00 p.m., Monday through Friday and from 9:00 a.m. to 12:00 p.m. on Saturday. The nurses do not speak English.

If you are sick
If you are sick, please inform your Hall Director immediately. If your sickness is severe, be sure to get in touch with the OIP at ext. 2010. The housing personnel will be happy to help you with translating in the infirmary as the doctors speak passable but limited English. Do not wait to report your illness to your Hall Director at night when you have been ill during the day!

If you are sick at night or on the weekend:   Men tel # 555 Women tel# 3333
Medical Emergencies

Closest Hospital for emergencies (Fes)
On Campus Health Center

Hours of Operation
Monday - Friday: 8:00 - 20:00 (8pm)
Saturday 9.00 - 12.00 noon

Emergencies & After Hours Care
Men call 555 Women call 3333

Services are as follow:
Primary Care Services
General Health Information
Health & Wellness
Personal & Psychological Counseling
Injury Treatment
Nutrition Information
Pharmacy

AUI Medical Staff
The AUI has 3 qualified doctors and 3 nurses available 24 hours a day, 7 days a week.

Emergencies
AUI partners with the Clinic ATLAS in FES and Clinic La Capitale in Rabat for emergency treatment of students who require further analyses or immediate hospitalization. All students who are treated at the Clinic must have been referred by AUI medical staff.

Total coverage ("prise en charge") of 100% by health insurance is given in the following cases:
Illness requiring immediate hospitalization, or Injuries caused by accidents that may or may not require hospitalization. Campus policy dictates that "...only an AUI doctor, or the housing officer in his/her absence, determines what an emergency is and whether the student should go to the clinic ATLAS or the clinic La Capitale; and only an AUI doctor, or the housing officer in his/her absence, can call the ambulance to take the student to the hospital.” NB: If a student is too ill to leave his/her room, the Housing Office will send a stretcher to bring the student to the Health Center. The doctor can not go to the rooms. All necessary precautions are taken during cold weather.

Current Community Medical Projects

Partners
Clinique ATLAS in Fès
Route de Sefrou, VN.
Tel : + 212 35 64 01 23
Fax: + 212 35 65 79 69

Clinique La Capitale in Rabat,
46, Avenue Abderrahmane Aneguy.
Tel: + 212 37 66 11 82
Fax: + 212 37 76 72 73
Closest Dental emergency provider
LARAQUI ; H; Nouzha Spouse Tlemçani  
Dental Surgeon  
(Chirurgien Dentiste)  
Parodontologie-Esthetique Dentaire  
Lauréate de Boston University USA  
Address:  
36, Bd Mohammed V  
Résidence Tlemçani (Imm. Nouveau magasin au Derby)  
FES  
Tel: (212) (0) 35.93.24.93

Closest Mental Health provider  
2 Counselors at AUI

Dr. Cherie Mobasheri, Ph.D.  
Trained in Counseling and Student Development  
Experienced in career advising and substance abuse counseling  
Doctoral research on Moroccan university students

Dr. Jalal Toufiq, M.D.  
Psychiatrist with international reputation  
Available Friday p.m. and Saturday a.m  
Prescribes treatment and counsels

Al Akhawayn University  
Al Akhawayn University is located in the resort community of Ifrane, nestled in the Middle Atlas Mountains. The region is known for its beautiful forests, mountains, lakes and waterfalls. Located just 60 kilometers from the historically rich imperial cities of Fes and Meknes, Ifrane is easily accessible by automobile, bus and taxi.

The architecture of the campus complements the distinctive building style of Ifrane with high-pitched tile roofs designed to move the large quantities of heavy, wet snow each winter. The campus covers approximately 50 hectares of rolling wooded terrain and is about 1600 meters (5000ft) above sea level.

Founded in 1993 by Royal Dahir (decree bearing law), Al Akhawayn University in Ifrane (AUI) opened its doors to students in January 1995 on a completely modern and networked campus. The University is coeducational, residential and primarily undergraduate but has rapidly growing graduate programs. The outlook is international and tolerance is promoted and expected of students, staff, and faculty belonging to over 25 nationalities who live and work together.

With nearly 1200 students enrolled, the majority are full time and live on campus. The student population has been in all 10 years balanced approximately at 50% female and 50% male. There is an increasingly international character to the student body with over 160 students of 28 nationalities on campus in study abroad and exchange programs in regular semester, or attending the intensive Arabic and North African Studies summer program.

Al Akhawayn University offers seven undergraduate degrees from among the three schools: Science and Engineering, Business Administration, and Humanities and Social Sciences. Six graduate degrees are offered in addition to executive education and special programs for continuing education. All courses are delivered in English. Academic life is rigorous but highly personalized: the student faculty ratio is 11
students for each full time faculty member. All faculty members have offices and maintain a minimum of 9 office hours per week for easy access by students. Because the average class size is 17, students have ample opportunity to question, respond, and interact with the professor and classmates. The faculty is composed of over 100 highly qualified professionals, most with PhDs or doctorates. Highly international, about half of full-time faculty members are Moroccan and the other half are international representing over 15 nationalities.

Information about Morocco

The Kingdom of Morocco is a country in northwest Africa. It has a long coastline on the Atlantic Ocean that reaches past the Strait of Gibraltar into the Mediterranean Sea. It borders Algeria to the east, though the Algerian border is closed, Mauritania, and the Atlantic Ocean to its south and west. The full Arabic name of the country translates to The Western Kingdom. Al-Maghreb (meaning The West) is commonly used in Arabic.

Morocco has a population of approximately 31,689,265 and covers an area of 710,850 square kilometers. Morocco is divided into 16 regions, 72 provinces, and 17 wilayas: The country is a Constitutional monarchy with a legal system based on Islamic law and French as Spanish civil law. Most Moroccans are Sunni Muslims (98.8%) of Arab, Berber, or mixed Arab-Berber stock. There are small Christian (1.1%) and Jewish (0.2%) communities. The official language of Morocco is Arabic, but French is widely spoken along with Berber Dialects.

Money, Banks and Currency Exchange

The basic unit of currency in Morocco is the Dirham (Dh). There are approximately 7.4 DH to $1 U.S. and 11 DH to €1 but as with all currencies, there are fluctuations. Check with your bank to obtain the current exchange rate.

The Dirham is divided into 100 Centimes. Coins in circulation come in denominations of 1, 2, 5 and 10 Dirhams and 5, 10, 20 and 50 centimes. Bills come in denominations of 20, 50, 100 and 200 Dirhams.

Banking

There are 2 banks now in Ifrane, the “Banque Populaire” and the “BMCE” located in the town center. Both banks can handle foreign currency buying but not selling. It can cash traveler’s checks and cashier’s checks from a foreign currency. It is possible to get a cash advance with your VISA or MASTERCARD credit or debit card in the bank at the counter.

All international currency transactions have a cost. You will need to make a decision about what form of currency is best for you. Exchange students at AUI for one semester do not need to open a bank account. Some combination of credit card, cash and traveler’s checks is normally sufficient.

Opening Hours

Monday through Thursday:
From 8:30 a.m. to 11:30 a.m.
From 2:30 p.m. to 4:30 p.m.
Friday:
From 8:30 a.m. to 11:00 a.m. and
From 2:30 p.m to 4:00 p.m.

Credit Cards and Bank Machines
There are ATMs in Ifrane and around Morocco that will dispense cash. There is also an ATM on campus. However, these machines can only dispense cash in Dirhams. Make sure you have international privileges on your credit card and the appropriate PIN number. Bank ATM cards usually have a transaction fee. Make sure you understand the fees associated with your credit card for cash transactions.

Credit cards are not widely accepted in small establishments in Morocco. However, you can use a MasterCard or Visa card in places such as hotels, gas stations, travel agencies and some large shops in main cities like Rabat, Casablanca, Marrakech, Agadir, Tangier, Fes and Meknes.

Traveler’s Checks
Traveler’s checks are a safe means of carrying currency. But they come at a cost. Traveler’s checks must be changed at a bank and there is a transaction fee per check. Not all banks will provide this service. Traveler’s checks have both a fee to buy the check and one to cash the check. In Morocco, traveler’s checks can only be cashed at a bank. If you decide to bring Traveler’s checks think carefully of the denomination of the check before you buy.

Please be informed that the Moroccan Dirham is a controlled currency. It is illegal to import or export Dirhams. Upon leaving Morocco, you can reconvert only up to 50% of the Dirhams for which you must produce exchange receipts at the bank of the airport. As you change money, keep your exchange receipts.

Time
The time zone in Morocco is GMT (Greenwich Mean Time). GMT has traditionally been in effect year round in Morocco. However, there is a strong chance that Morocco will put a form of Daylight savings time into effect in the summer of 2007.

Morocco is 5 hours ahead of Eastern Standard Time in the U.S.A and 2 hours ahead of European Standard Time (Except in Daylight Savings during summer, when Morocco is 4 hours ahead of Eastern Standard Time and 1 hour ahead of European Standard Time.

Language
Most Moroccans speak the Moroccan dialect called Darija, while the classical Arabic called Fus’ha is the official language. French is the second language and is widely used in commerce especially in central and southern Morocco. In northern cities like Tangier and Tetuan, Spanish is common. There are also three regional dialects of Berber in Morocco, but these are spoken less frequently. One of these Berber dialects, Tamazight, is used in Ifrane and throughout the Middle Atlas Mountains.

Local Weights and Measures
Morocco uses the Metric system. Distance is measured in kilometers (1 mile = 1.6 km). Meat, fruit and vegetables are sold in kilograms. (2.2 pounds = 1 kilogram).
Electricity
Electricity in Morocco is the same as in Europe - 220 Volts at 50 cycles. If you bring any personal electrical equipment, make sure you have an international voltage regulator/transformer. Voltage transformers are available in Ifrane. The electrical sockets in Morocco take round pins like those in France, not the flat pins of the U.S.A. Plug adapters are available in Ifrane but you may want to bring some international plug adapters.

Online Sources of information about Morocco

General Information
http://maghreb.net/countries/morocco/
http://www.mbendi.co.za/cymocy.htm
http://www.travelnotes.org/Africa/morocco.htm
http://www.mincom.gov.ma/english/e_page.html

For Travelers
http://tayara.com/club/mrocbd1.htm
http://i-cias.com/index.htm

Transportation inside Morocco
http://www.ctm.ma/ (The national bus schedule)
http://www.oncf.ma (The train schedule)

Current News Sources in English
http://www.moroccotimes.com
http://www.morocco-today.com/
http://www.arabicnews.com

Languages of Morocco
http://www.sil.org/ethnologue/countries/Moro.html

Moroccan Music
http://almashriq.hiof.no/base/music.html#songs
http://www.maroc.net/maghreb_music/

Images of Morocco
http://geogweb.berkeley.edu/GeoImages/Miller/millerone.html

Arabic and Middle Eastern Resource links
http://wings.buffalo.edu/sa/muslim/umma/lang.html
http://www.sas.upenn.edu/African_Studies/Country_Specific/menu_Moroc_doc.html

Arabic Sites
These sites that explain Islamic art, architecture including calligraphy http://islamicart.com/
http://www.sakkal.com/ArtArabicCalligraphy.html

Learning Arabic online
http://i-cias.com/babel/arabic/index.htm

Guidebooks
There is no single guidebook that will provide you with all of your needs. Of the guidebooks, perhaps the best all around is titled Morocco and is part of the Knopf guide series. It has useful general information and history numerous pictures and illustrations. It does not have much information on places to stay and therefore The Rough Guide or the Lonely Planet Guide to Morocco are useful and reasonably accurate.
Housing at Al Akhawayn University
All students will be housed on campus in a double room and provided with the following: a wardrobe, a
desk, a chair, and a twin size bed. All exchange students are issued a mattress pad and a set of sheets,
a pillow and blanket (ask housing if you need more blankets). The in suite bathroom is equipped with a
shower. Towels are not provided. You need to bring your own towels or purchase them in Morocco.

Please note that numbering of floors is according to the European system i.e. the ground floor is followed
by the 1st floor.

Room Check-in
At check-in you will be given a key to your room. The keys to the desk and wardrobe can be obtained
from the housing office. Before asking for the keys, you need note the number on the lock. In case you
lose the key to your room, report the loss to the Housing Services immediately. The replacement cost of
a new lock and key is 500Dhs.

Room Check-out
You must contact a Housing staff member to check-out and this should be scheduled approximately 48
hours in advance of leaving campus (Ask the OIP for the departure clearance handout). If you are
leaving on a weekend, schedule check-out by Wednesday at the latest. The Housing Officer will inspect
the room for damages. Once the check-out form has been completed you can go to the Office of
Business Services to collect your housing deposit refund.

Maintenance and Cleaning
Student rooms are cleaned once every two weeks free of charge. If you need additional cleaning, this
service may be purchased, at the Business Office for 25Dhs. Give the receipt to the Housing officer in
building 26.

Maintenance problems such as electricity, plumbing and woodwork, should be reported to your Hall
Director or to the Housing Services in Building 26. The emergency numbers for weekends and nighttime
are 555 for men, 3333 for women.

Restaurant Service at Al Akhawayn University
The university offers 3 self-service restaurants and a coffee shop for the AUI community.

The Moroccan and International Restaurant
This restaurant serves a variety of Moroccan Tajines every day and couscous is also available on
Fridays. In addition to Moroccan specialties, the Moroccan and International restaurant offers a variety of
international cuisine.

Hours of Operation
**Monday – Friday**
Breakfast: From 6:30 a.m. to 10:00 a.m.
Lunch: From 11:30 a.m. to 2:30 p.m.
Dinner: From 6:30 p.m. to 9:00 p.m.

**Saturday**
Breakfast: From 6:30 a.m. to 10:00 a.m.
Lunch: From 11:30 a.m. to 2:30 p.m.
**Sunday**
Breakfast: From 6:30 a.m. to 10:00 a.m.
Dinner: From 6:30 p.m. to 9:00 p.m.

**The Grill**
You can order the meat or sausages of your choice and it is grilled in front of you. It’s fresh and hot, and available with salads, fries and various other accompaniments.

**The Pizzeria**
Besides pizzas, this restaurant also features an Italian daily special.

Opening Hours:
**Monday – Friday**
Lunch: From 11:30 a.m. to 02:30 p.m.
Dinner: From 06:30 a.m. to 09:00 p.m.

**Saturday and Sunday**
Dinner: From 06:30 p.m. to 09:00 p.m.

**The Café**
The café is place for socializing and games where you can also find a variety of hot and cold drinks, pastries and sandwiches.

Opening Hours:
Everyday From 08:00 a.m. to Midnight

**The Campus Store**
The Campus Store has a small selection of groceries and snacks like cereals, different types of pastas and canned food, ice cream and chocolate other snacks. It also has office supplies - pens and pencils, erasers, highlighters, floppy disks and blank CDs.

Opening Hours:
Monday to Thursday: From 9:00 a.m. to 8:00 p.m.
Friday: From 9:00 a.m. to 6:00 p.m.
Saturday and Sunday: From 11:00 a.m. to 4:00 p.m.

**Activities**
The primary objective of the AUI Student Activities Office is to encourage extra-curricular and recreational opportunities for students. It develops entertainment programs for the benefit of the AUI community and empowers students become involved in the AUI and local community.

**Athletic Facilities**
AUI has some of the best athletic facilities in the country. The sporting complex includes a soccer field and a track that are used for official and intramural team sports. There is also a multi-purpose room (used for aerobics, salsa, martial arts, etc.), an indoor gymnasiun, a weight room, an Olympic size swimming pool, and three outdoor tennis courts.

The Office of Student Activities provides a wide range of sports equipment and games such as basketballs, ping pong paddles and tennis rackets. You are welcome to check out this equipment
All students can sign up for intramural competitions that organized every semester by the Office of Student Activities. They are fun and informal opportunities for exercise and relaxation and are designed to accommodate various skill levels, experiences and interests.

**Clubs**
There are currently over 40 active student organizations at AUI. These clubs range from humanitarian, leadership and cultural organizations to dance, language, business, computer science, theater and other groups. Students initiate and organize the activities within their respective clubs while faculty and staff act as club advisors.

**Other Events**

**Movies**
Films are shown every week. They are either played on the large screen in the auditorium in building 4 or broadcast in the residence halls through the Room Run program.

**Parties**
Professional DJs are hired for campus parties. Sometimes held in the open-air, the music usually starts at around 9:00 p.m but the action really starts only around 11 p.m. or midnight.

**Talent Show**
At the end of every semester, AUI students demonstrate their personal or group talents at the AUI Talent Show, which takes place in the main auditorium. This is definitely one of the most popular events of the semester. International students should never miss it!

**Library**
The English resources of the Al Akhawayn University library are among the best in Morocco and the region. The number of titles in print is 70,000 and growing. The subscription to electronic collections has grown rapidly such that there are over 1 million full-text articles in over 4500 journals. His Majesty, Mohamed VI, honored the library by lending it his name, an unprecedented distinction in the Moroccan academy. The library now has a wireless internet system.

**Opening Hours:**
Monday – Thursday: From 08:00 a.m. to Midnight
Friday: From 08:00 a.m. to 6:00 p.m.
Saturday: From 10:00 a.m. to 7:00 p.m.
Sunday: From 12:00 a.m. to Midnight

Please note that the Library opening hours may change during holidays or be extended during exam periods. You should be informed of changes over e-mail. Also, be prepared to be asked to leave the library 15-30 minutes before its official closing time.

**Laundry Service**
There is a laundry room on the ground floor of Building 36 with token-operated washers and dryers. Tokens are sold in the campus store at 7 DH each.

**Opening Hours**
During Weekdays except Tuesday: From 7:00 a.m. to 8:00 p.m.
On Weekends: From 8:30 a.m. to 6:00 p.m.
The laundry room attendants will move your wet clothes to the dryers and will later fold the dry clothes for you. It takes around 30 minutes to wash a load of clothes and 45 minutes to dry a load. Heavy cotton clothes or towels will require at least two dryer cycles in order to fully dry. Each cycle in each machine costs one token. Therefore, you probably need between 3 or 4 tokens to wash and dry a 5-kilo load of clothes.

Because of the limited number of washers and dryers, you may have to wait until the day after you dropped your clothes off to pick them up.

Do not tip the Laundry room attendants or any other staff person at AUI.

Postal Services
The University has a Post Office located in building 33 with post office boxes for regular students. Other Services include: send or receive money orders, send registered and/or rapid rail, telegrams, and the sale of telephone cards

Opening Hours
Monday through Friday  from 8:30 am to 3:30 pm
Lunch Break:  from 12.30 to 13.00
The employees assigned are from Barid Al Maghreb (the Moroccan National Postal System)

Timing for overseas mail:
Letters usually take:
To and from the U.S.:  4 to 14 days.
To and from Europe:  3 to 10 days.
Packages can take:
To and from the U.S.:
By Airmail:  20 days to 1 month
By Ship:  Up to 2 months
To and From Europe:  15 days

ChronoPost
ChronoPost is the express service offered by Barid Al Maghreb at AUI Post Office. It is less expensive than DHL, FedEx and UPS services and is just as reliable.

Express Courier Services
DHL, FedEx and UPS are all now reasonably fast (3 to 4 days minimum) and reliable courier services to Morocco. The university has a contract with UPS office in Casablanca and therefore UPS mail is delivered to AUI. FedEx is delivered directly to the Office of International Programs. However, DHL is based in Fes and does not deliver to Ifrane. You should be notified and need to go to Fes to pick up your mail from DHL. The nearest DHL office is in Fes. FedEx and UPS offices are in Casablanca.

Telephone
Apart from the Téléboutique in the Post Office, there are public telephones with lines that call off campus in the restaurant, building 4 and building 35. These phones are accessible between 6:00a.m. and midnight. Please note that these telephones only take pre-paid cards that can be purchased at the university’s post office or campus store.

Kalimat, a service offered by Ittisalat Al Maghreb (IAM), is a prepaid calling card that can be used to call outside or inside Morocco from any telephone. Kalimat Cards are sold in increments of 25DH, 50DH, 100DH or 200DH at the university post office. They are also available at the campus store, but you cannot buy more than one a day.
From your room on campus, there is a special code that must be dialed in order to access the *Kalimat* service: *2881. Call the help desk (Ext: 666) to activate your dorm account and have the ability to use the card from the phone in your dorm. For any additional information on how to use the card from the phone in your dorm, you can contact Laila Hamdani from the ITS department at 2404.

**Fax**
Fax services are available at the Business Office and cost 5Dhs/page in Morocco, 20Dhs/page to Europe and 40Dhs/page to the USA. To receive faxes, you can communicate the fax N° for the OIP: +212-(0)35 86 21 48.

**What to Bring**

**Personal Documents to Bring**
It is a good idea to bring at least 6-12 passport sized photographs as these will be needed to build your identification cards (and residency permits for students staying more than 90 days). Bring copies of your health and immunization records if you have not already submitted them with your application. If you are under special medical treatment, bring the prescription medicines that you use clearly marked in the containers from your pharmacy. Almost all common drugs are available in Morocco but they will likely be manufactured for the European market. The brand names may be unfamiliar. Bring your favorite occasional medicines for allergies, or other mild ailments. Solutions and cleaners for contact lenses are hard to get so bring a six months supply with you. Distilled water is available in pharmacies if you have soft lenses. Bring your driver’s license and an international driver’s license if you plan to rent a car. Driving in Morocco can be difficult for newcomers.

**Personal items to bring**
You should bring towels as they are not supplied in the dormitories. Also, lower end hotels in Morocco may not supply towels so you might need one when traveling. All personal hygiene products are locally available: Q-tips, many kinds of shampoo, deodorant, etc. Toilet paper is supplied in the bathrooms every two weeks. More can be purchased in the Campus Store.

**Packing and Getting your Things to Morocco**
Packing your clothing into a suitcase or a backpack has proved sufficient for previous exchange and study abroad students. The backpack makes traveling around Morocco much easier. It is not recommended to ship personal effects or clothes by post because it takes too long. When sent by ship, packages can take up to 2 months to arrive.

**Clothing**

**On-Campus Dress**
The dress on campus is casual like most North American and European universities. You will find many female students who dress in modern, international styles alongside others who wear more conservative clothes and head scarves. Clothing is usually clean and neat, not torn or grungy. **Note:** No one ever goes barefoot although sandals of every kind are worn in warm weather.

**Off-Campus Clothing**
Morocco is changing rapidly and in Casablanca and Rabat, there are Moroccan women who wear the latest European fashions. While the most female students adopt certain fashions on campus, they know what is appropriate off campus and in more conservative environments.

The rule of thumb is that if you dress conservatively off campus you will attract far less attention to yourself. Wearing more conservative clothing will make you feel more comfortable and you will be less of a target for unwanted attention.
If you wear tight, revealing or short clothing, there is a good chance of getting more attention then you would like including sexual harassment.

Ifrane will be in the 70s during the day in September and 50s at night.

Ifrane can get cold in the winter season, which is generally from November to April. The average January temperature is 5o C. The rooms in the residence halls are generally warm.

Buildings in around Morocco are not well heated – even restaurants and coffee shops. So students coming in winter should bring warm clothes. You will need a coat, hat, gloves. Long underwear is highly recommended.

It generally snows between November and March and rains throughout the year. Heating varies in some classrooms so layers of long underwear are again highly recommended. Some areas between classroom buildings can have standing water. Melting snow creates vast quantities of slush so waterproof footwear is needed.

There really won’t be many occasions to wear very formal clothes, but you should have something besides jeans and t-shirts to wear if invited to dinner at a friend’s home.

**Arriving and Getting to Ifrane**

International flights usually arrive into Casablanca. There is an airport in Fes, which is 50 Km from Ifrane.

There are trains and Grand Taxi (equivalent of airport limos) from the airport. You can take a train to Fes and a Grand Taxi to Ifrane.

(Bland and Tahar will make arrangements to meet students in Casablanca and get them to Ifrane. (More details later)

**Information Technology Services**

**Connecting to the Internet**

Computer labs are available on campus for completing assignments and searching the Internet. You can also access the internet from your dorm room so you might want to bring your laptop with you. This is a good idea as all the computer keyboards in Morocco are AZERTY or ‘French’. This means that they have a few different key positions and it will take some time and effort to adjust your typing. Make sure you have an appropriate international voltage converter/power supply for your laptop.

To connect to the university local area network and thus to the internet you must have an Ethernet card installed in your computer. A modem will not allow you to connect to the AUI local area network.

Network cards and cables are not available for sale on campus or from ITS. To connect your computer to the AUI local area network you will also need an RJ 45 (Ethernet) cable which is available in Ifrane. The Library and some parts of campus have wireless access.

For further information and technical assistance, contact the ITS Help Desk extension: 666.
The Phone System
AUI has a sophisticated phone system which can operate both analogue and digital phones. Over 1200 connections are available in campus offices, dorms, and the library. This allows an external caller to reach his/her AUI correspondent without going through an operator, simply by dialing: +212 35 86-followed by the desired extension number.

Satellite Television
The University has several satellite dishes allowing reception of 19 international television channels including BBC World, CNN, Eurosport, RTM, TF1, TV5, MBC1, MBC2, MBC3, MBC4,, M6, Al Jazeera, Al Arabiya, MTV, and others. The last channel called the Room Run channel is reserved for internal showing of films and events on campus. Recent and classic hollywood films are shown in building 4 and again on Room Run each week.

Internet, Electronic Mail, & Telephone Security Information
All members of the Al Akhawayn community have access to the internet and are provided with their own e-mail accounts. All students are issued e-mail accounts that must be checked regularly because important announcements and information are posted frequently.

Telephone System Security
Every phone call, even internal, is logged for accounting purposes. Access to the phone system is a privilege and can be revoked in case of misconduct. If you have a problem with your phone extension, please notify Housing Services, which will report it to ITS. There is no telephone directory of students because of previous misuse.

Restaurant Cash Wallet/ID Card
Cash is not accepted on AUI campus. Cash cards are used for on campus purchases This money is intended to be used on meals at the restaurant. The card can be used for other purchases on campus, the copy center and the library for fines. Students should add their own money for additional spending. Exchange or study abroad students who pay for meals directly to AUI under their institution’s exchange agreement can choose a smaller plan which includes a non refundable access fee of 1600 DH and 4000 DH of spending power.

Individual Responsibility for Budgeting
Cash is not used on campus except at the Post Office. You must carefully manage the amount on your card. Make sure you place additional funds on your card to cover other purchases.

Health Insurance
Al Akhawayn University has an agreement with Assurance RMA Al Watanya which is a medical and vehicle assistance organization. Please note here that all reimbursements made by these companies are in Dirhams.

Reimbursement Rates
Reimbursement up to 100% of emergency surgical and hospitalization expenses; Reimbursement up to 80% of medical, pharmaceutical and hospitalization expenses.

Annual Reimbursement Ceiling:
The upper limit of reimbursement per person, per illness and per year is 40,000.00 DHS.

Health and Immunization Records
Students must complete health forms at AUI to be kept on file in the doctor’s office.
Religious Services
For Muslims there is a mosque on campus that is open for prayer. The Imam or his assistant is always on duty.

For Christians, AUI has provided an apartment in the off-campus housing for religious services and special events. There is an ecumenical service on Sunday evenings at 5:30 p.m. organized by the Rev. Karen Smith. Rides to church services are provided. Please look for announcements on campus and check your e-mail. There are Roman Catholic churches in Azrou and in all major cities, but these services are in French. The only English language Roman Catholic Church is in Casablanca.

For Jews, meetings can be arranged if there is interest. A Torah was donated by the Maimonides Foundation who held a conference at AUI in 1997. There are synagogues in both Fes and Meknes. Get in touch with the OIPD for a contact in Fes.

Culture Shock
For almost anyone, adjusting to a new society is an exciting but sometimes challenging process. The resulting adjustments are often referred to as “Culture Shock” and can be difficult to deal with. Keep in mind that this is a perfectly normal reaction for someone who is taken from his/her familiar environment and placed in a foreign setting. You are not alone in experiencing these adjustments. While everyone responds differently, there are typically three stages most people go through in adjusting to a new culture.

1st phase: You will probably go through an initial period of excitement and exhilaration. During this phase you will frequently do and observe things that are new to you, giving you a sense of adventure. You will constantly be reminded that you are in a different culture and that you are many miles from home.

2nd phase: Before long, as you get into the daily routine of living in Morocco, this sense of adventure and excitement starts to wear off. You may find that life on campus can be quite ordinary. During this second phase, you may start missing your friends and family at home. Rather than enjoying all of your new experiences, you may find yourself disgruntled or disappointed with the country and its people. During this adjustment phase, you may have to work hard to keep a positive attitude and to keep up with your daily routines. It is helpful to know that for most people the second phase doesn’t last very long.

3rd phase: Hopefully, the second phase will soon give way to the third phase, which is characterized by a more realistic adjustment to Moroccan culture. Once the values and characteristics of the people become more comprehensible and seem more familiar to you, day-to-day life will become easier. It is during this that you will immerse yourself in the culture in ways that would never be possible if you were here only as a tourist for a couple of weeks. Take advantage of the opportunity!

If you find that you are having problems with culture shock, speak to the Director of the Office of International Programs, the Counselors, your professors, or the staff of AUI. All of these groups are very willing to listen. Our hope is that during your stay here you will acquire a degree of cultural competency that is part of the adaptation process.

An important note to students who have spent time in other countries and experienced culture shock before: it can happen again! It is generally less difficult, but being in a new country like Morocco, even after visiting another North African one, provides a new culture and new behaviors to adapt to.
Section 4 – Transition Issues

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

Culture Surprise
Culture surprise is the reactions which occur shortly after arrival in a different culture when we see things that are different than what 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 that 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 peers, 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 that prove difficult - often because they are unanticipated. Re-entry 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 re-entry 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.

Interviewing students who have been through the experience of off-campus study generated the following list of issues and suggestions. 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 re-entry 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 - remembers 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/compartmentalization of experience
Being home, along with the pressures of schoolwork, 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.

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<thead>
<tr>
<th>Name:</th>
<th>Site:</th>
<th>Term:</th>
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<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>
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</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>
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<tr>
<td>Departure time:</td>
<td>Arrival time:</td>
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<td>Scheduled return date:</td>
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<td>Airline:</td>
<td>Flight Number:</td>
<td>Airport Destination:</td>
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<tr>
<td>Departure time:</td>
<td>Arrival time:</td>
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If you plan to travel independently either before or after the program, please tell us your tentative plans:

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<th>London Project Center Only</th>
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<tbody>
<tr>
<td>Bus Transportation:</td>
</tr>
<tr>
<td>(Please make sure you check one of these options for transportation from Heathrow Airport to IES)</td>
</tr>
</tbody>
</table>

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>
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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>
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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: [Name]  
   Relationship to Student: [Relationship]  
   Address: [Address]  
   Cell Phone #: [Cell Phone]  
   Home Telephone: [Home Telephone]  
   Work Telephone: [Work Telephone]  
   email: [Email]

2. Name: [Name]  
   Relationship to Student: [Relationship]  
   Address: [Address]  
   Cell Phone #: [Cell Phone]  
   Home Telephone: [Home Telephone]  
   Work Telephone: [Work Telephone]  
   email: [Email]

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>
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<th>Signature</th>
<th>Date</th>
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Use and adaptation welcome, but please acknowledge WPI and Natalie Mello and tell us of your use (nmello@wpi.edu)
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: 8/20/08
Return on or before: 10/21/08

Pick-up Person Return Person

Student Name: _______________________ Student Name:________________________

Student Address: _____________________ Student Address:______________________

___________________________________  ____________________________________

Phone #: ____________________________ Phone #:____________________________

Student ID#:_________________________ Student ID#:_________________________

Student Email:_________________________ Student Email:_________________________
## Appendix D - Onsite Travel Form

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

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<th>Train</th>
<th>Bus</th>
<th>Air</th>
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### Departing from the Site Information

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<th>Time of Departure</th>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
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* Connection Information if applicable:

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<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
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<tr>
<th>Departing from (name of airport, station, terminal)</th>
<th>Departing from</th>
<th>Arriving to</th>
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<td>Time</td>
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### Returning to the Site Information

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<tr>
<th>Time of Departure</th>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
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* Connection Information if applicable:

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<tr>
<th>Departing from (name of airport, station, terminal)</th>
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<td>Time</td>
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### Lodging (please call advisor with any changes to your reservations)

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

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 E - Mandatory Paperwork Checklist

All paperwork for Morocco A08 must be in the IGSD by Thursday, April 10, 2008 (before 1:00 PM).

☐ Acknowledgement and Release Form
☐ Travel Form
☐ Health Form
☐ ATC Laptop Form
☐ Cell Phone Form
☐ Scanned Passport
☐ 4 Photo Pictures (photo’s can be taken at the IGSD Office)