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:

Namibia D 2008

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Introduction

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

Congratulations! You are beginning to prepare for one of the most meaningful experiences that you will encounter while at WPI. In order to insure that you have a successful experience, the Going Global at WPI Handbook has been compiled from a number of sources to provide as much practical information as possible that may be applicable to all project sites. The Handbook was prepared to inform the student who has been accepted to participate in the Global Perspective Program during the 2008 D Term.

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

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

Responsible Study Abroad: Good Practices for Health and Safety

Statement of Purpose

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

I. Responsibilities of Program Sponsors

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

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

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

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

Program sponsors should:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Cannot prevent participants from engaging in illegal, dangerous or unwise activities.

D. Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.

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

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

II. Responsibilities of Participants

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

Participants should:

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

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

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

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

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

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

G. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.
H. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.

I. Accept responsibility for their own decisions and actions.

J. Obey host-country laws.

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

L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.

M. Follow the program policies for keeping program staff informed of their whereabouts and well being.

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

III. Recommendations to Parents/Guardians/Families

In study abroad, as in other settings, parents, guardians, and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.

Parents/guardians/families should:

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

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

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

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

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

F. Keep in touch with the participant.

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

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

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

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

Paperwork Deadline

All paperwork for Namibia D 2008 must be in the IGSD by Wednesday, February 6, 2008 (before 1:00pm), see Appendix F.

Participant Statement of Agreement

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

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

A. Financial Responsibility

1) I understand that my deposit of $400 is used to secure my place in the program and will be credited toward my housing cost.

2) I understand that charges for any damages to housing, WPI property on site, the property of our host institutions, or project sponsors will be charged to my WPI account. When responsibility for damages to housing cannot be assigned to an individual student, all students in the housing unit will be charged an equal share of the cost. I also realize that an official hold will be placed on my records until all payment responsibilities are satisfied.

3) I agree to pay all housing charges as requested. The accounting office normally bills housing costs at program sites at the time of the usual billing for Spring, Fall, and Summer terms.

B. Withdrawal, Cancellation, or Dismissal

1) I understand that the $400 acceptance deposit is fully refundable up to 120 business days before the beginning of the program. Notice of withdrawal must be made in writing to the Interdisciplinary and Global Studies Division. Withdrawals after this time are subject to forfeiture of the entire deposit, plus any unrecoverable portion of the housing costs or other program expenses advanced on my behalf.

2) WPI makes every effort to deliver every program offered. However, many circumstances beyond our control could affect the welfare and safety of our participants. WPI, therefore, reserves the right to cancel a program in the event of changes that adversely affect our ability to deliver a quality academic program in which we can reasonably safeguard the health, safety, and well-being of all participants. In the event of cancellation by WPI, all deposits, tuition, and housing costs will be fully refunded.

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

C. Behavioral Responsibilities

1) I understand that all policies governing acceptable behavior as printed in The Policies section of The Campus Planner & Resource Guide apply to me during my participation at an off-campus program site. Failure to abide by these policies, either before or during my participation in an off-campus program, can result in disciplinary action, up to and including my immediate dismissal from the program. I recognize that the authority for adjudicating alleged violations of the WPI Code of Conduct while at an off-campus program site lies with the on-site WPI representative in accordance with basic due process.

2) I further understand that as a WPI student at an off-campus program site, I represent my institution and my country and will behave as an ambassador for both. I understand that grounds for dismissal may also be found in behavior disruptive to the group as a whole, or offensive within the host culture: disruptive sexual behavior, or behavior deemed offensive to the host culture; or disruptive, violent, or destructive behavior in student housing.
3) I understand that WPI must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs while WPI students and faculty are abroad. Accordingly, WPI reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes WPI concern for the safety and well-being of students or others. The Dean of Interdisciplinary and Global Studies shall have the authority to make the final decision on dismissal from the program.

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

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

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

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

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

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

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

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

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

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

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

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

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

X

Signature of Parent / Guardian Date

X

Going Global at WPI Handbook – Namibia D08
1/10/2008

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

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

Any students traveling outside the United States to a WPI project site must supply the IGSD with a photocopy of the information pages of their passport. Copies will be sent with the faculty advisor and kept on file in the IGSD. If a passport is stolen or lost while outside the U.S., having copies of this document will greatly facilitate having a new one issued while overseas. Another thing that one can do to facilitate having to process a new passport while overseas is to carry duplicates of passport photos with the passport number written on the back. These photos must by 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 standby is not acceptable.

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

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

Health Update and Records Release Form (Appendix B)

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

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

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

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

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

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

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

ACKNOWLEDGEMENT and RELEASE

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

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

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

Participant Signature     date

Printed Name             date of birth*

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

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

X

Signature of Parent / Guardian     Date

X
WPI Policies and Services for Students at Off-Campus Sites

Informal Hearing Procedure at Off-Campus Residential Program Sites

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

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

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

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

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

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

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

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

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

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

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

(i) If the on-site WPI representative determines that continued presence at the project center by the student would constitute a danger to the safety of persons or property on the premises of the project center, a recommendation for interim suspension may be made to the vice president for student affairs.
Note: WPI’s Academic Honesty Policy and the procedures described therein also apply to the off campus residential programs. The WPI representative must communicate with the dean of Interdisciplinary and Global Studies Division and Student Life Office before taking action.
**WPI Housing**

If you live in a WPI residence hall, it is your responsibility to notify Residential Services of your intended absence. You must go to Residential Services to fill out the appropriate forms and turn in your keys. Before you return to campus you will need to contact Residential Services to arrange to pick up your room keys.

**Mail Services**

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

**Protocol for PCs for Off-Campus Project Centers – Appendix C**

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

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

**Procedure**

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

**Reservations**

1. Make your reservation early for your PC. You must go to the ATC to make your reservation with your WPI ID card. At the time of reservation you must be specific about the dates and times of pick-up and return of the equipment and about your hardware requirements. Be as specific as possible about what you will be using the PC for: (e.g. word processing, spreadsheets, data analysis, etc.) PCs are reserved on a first-come, first-serve basis. Avoid last minute changes as they may not be able to be accommodated.
2. If two people are responsible (one for pick up, one for return) BOTH must go to the ATC to register before leaving campus. If arrangements have been made for a faculty member to return the PC, then the faculty member must send confirming email to Mary Beth Harrity (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.
Protocol for WPI Recommended Cell Phones for Overseas Project Centers (Appendix D)

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

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

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

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

**Using the cell phone while on site**
1. You should carry the cell phone with you at all times – including when traveling on weekends or away from the project site.
2. All students must supply the on-site faculty advisor(s) with a written itinerary if you plan to travel overnight at any time during the project experience. (The required form is at http://www.wpi.edu/Academics/GPP/Students/Travel_Form_on_Site_07-08.pdf)
3. If you travel to a location where your cell phone does not function you must call the on-site faculty advisor upon arrival with a phone number where you can be reached.
4. You are financially responsible for ALL CALLS made to and from your cell phone. (Do NOT lend your phone to others as you will pay for the call.)

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

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

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

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

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

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

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

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

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

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

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

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

Passports

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

If you are not a United States citizen, contact the embassy or consulate of the country you are planning to travel to, as well as the United States Embassy in order to receive specific entry instructions. International students should consult with Mr. Tom Thomsen, Director of the International Students and Scholars Office about these issues. His contact information is listed under the heading WPI Offices. For travel within the European Union, see page 29.

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 6 months, you will need to get a new one. If you return to the United States with an expired passport, you are subject to a passport waiver fee of $100, payable to US Immigration at the port of entry.

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

How to get your passport

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

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

3. Turn in all required documentation to the nearest federal post office with the appropriate fee.
For Immediate Release  
April 2, 2002  
STATEMENT BY PHILIP T. REEKER, DEPUTY SPOKESMAN  

U.S. Passports Will No Longer be Issued Abroad  
All passports, except those required for urgent travel, will be issued in the United States using the new more secure photo-digitized imaging system.

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

Travel documents in the post-September 11 world have become even more important. The new passport has many features that make it one of the most secure travel documents produced anywhere in the world. Getting these more secure passports into circulation will help minimize the misuse of American passports by criminals, terrorists, and others. This new procedure will increase processing time at U.S. embassies and consulates, but the Department is committed to ensuring that American citizens receive secure documents in a timely manner. American citizens overseas are encouraged to apply early for renewal of expiring passports.

U.S. embassies and consulates will continue to issue passports that are needed for urgent travel. However, such passports will be limited in validity, and cannot be extended. Bearers will be required to exchange, at no additional cost, their limited-validity passports for a full-validity digitized passports upon completion of their urgent travel.

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

Visas

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. It is your responsibility to determine if you need a visa or not.

You will need to give or send your passport to the official foreign embassy or consulate. You will also need to fill out a form, and you may need one or more photographs. Many visas also require a fee. The process may take several weeks for each visa, so plan accordingly and apply well in advance of your departure date. The IGSD will supply you with a letter if necessary stating that you will be at your site completing academic work however, you must supply the dates of arrival and departure, your full name, and complete information about who this letter should be addressed to.

For more information on country specific required visas and where the nearest official embassy or consulate is, go to the web page http://www.embassy.org/
International Student Identity Cards (ISIC)

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

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

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

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

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

You should take with you or have access to a sufficient amount of living/spending money. The IGSD recommends the following modes of carrying money.

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

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

**Foreign Currency**
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 departure 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. Both the South African Rand and the Namibian dollar can be used in Namibia.

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.)
Section 2 – Health and Safety Information

Safety

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

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

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

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

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

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

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

- Always be careful about traveling alone.

- All WPI students who are participating in the Namibia D 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 must then address the issue with the student at risk. Repeated behavior identified as risky will be cause to be sent home.

- 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.
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.
Namibia - Consular Information Sheet

Americans planning travel to Namibia should read Intercountry Adoption Namibia available on the Department of State web site at http://travel.state.gov

August 16, 2007

COUNTRY DESCRIPTION: Namibia is a southern African country with a moderately developed economy. Facilities for tourism are good and generally increasing in quality. The capital is Windhoek. Read the Department of State Background Notes on Namibia for additional information.

ENTRY/EXIT REQUIREMENTS: A passport and visa are normally required. Bearers of U.S. passports who plan to visit Namibia for tourism for less than 90 days can obtain visas at the port of entry and do not need visas prior to entering the country. Travelers coming for work or study, whether paid or voluntary, must obtain a work or study permit prior to entering Namibia.

All travelers traveling to or from Namibia via South Africa are strongly encouraged to have several unstamped visa pages left in their passports. South Africa requires two unstamped visa pages, and Namibia usually also requires an unstamped page to stamp a visa upon arrival. Visitors who do not have enough free visa pages in their passport risk being denied entry and returned to the U.S. at their own expense.

Travelers should obtain the latest information from the Embassy of Namibia located at 1605 New Hampshire Avenue, NW, Washington, D.C. 20009, telephone (202) 986-0540 or from the Permanent Mission of Namibia to the U.N. at 135 E. 36th St., New York, NY 10016, telephone (212) 685-2003, fax (212) 685-1561. Overseas, inquiries should be made to the nearest Namibian embassy. See our Foreign Entry Requirements brochure for more information on Namibia and other countries. Visit the Embassy of Namibia's website at http://www.namibianembassyusa.org/ for the most current visa information.

See Entry and Exit Requirements for more information pertaining to dual nationality and the prevention of international child abduction. Please refer to our Customs Information to learn more about customs regulations.

SAFETY AND SECURITY: American citizens wishing to cross into Angola from Namibia should do so only at official border crossing areas and should consult the State Department's Country Specific Information for Angola.

American citizens should avoid street demonstrations. However, such events are rare in Namibia. American citizens traveling in Namibia are urged to contact the consular section of the U.S. Embassy in Windhoek for the latest safety and security information.

For the latest security information, Americans traveling abroad should regularly monitor the Department's Internet web site, where the current Worldwide Caution Travel Alert, Travel Warnings and 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., 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 is a serious concern in Namibia, but visitors who employ common-sense preventive measures normally enjoy an incident-free stay. Incidents of violent crime directed specifically against Americans or other
foreigners are rare, but the number of overall incidents continues to increase. The most common crimes are property-motivated crimes of opportunity, including pick pocketing, purse snatching, vehicle theft, and vehicle break-ins. Taxi drivers have robbed several American passengers; if taxis must be used, radio taxis that display the NABTA logo (Namibia Bus and Taxi Association) are the most reliable. Violent crimes are less frequent than non-violent incidents. Common sense measures such as being alert to one's surroundings, avoiding isolated areas of town, not leaving valuables in parked cars, keeping car doors locked and windows up while driving, safeguarding purses, wallets and especially cellular phones are the best deterrents against becoming a victim. Drivers should exercise caution at rest stops outside of towns or away from gasoline stations.

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

See our information on Victims of Crime.

MEDICAL FACILITIES AND HEALTH INFORMATION: Windhoek has a small number of private medical hospitals and clinics capable of providing emergency care and performing many routine procedures. Doctors, both general practitioners and specialists, as well as dentists, generally have training and facilities that are comparable with U.S. standards. Facilities outside the capital vary widely. Several large towns have well-equipped facilities similar to those available in Windhoek, while smaller towns generally do not. Malaria is prevalent only in the north of the country. Malaria prophylaxis is not required in Windhoek but is suggested for travel to the north.

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); fax 1-888-CDC-FAXX (1-888-232-3299), or via the CDC's Internet site at http://www.cdc.gov/travel. For information about outbreaks of infectious diseases abroad consult the World Health Organization's (WHO) website at http://www.who.int/en. Further health information for travelers is available at http://www.who.int/ith.

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 Namibia is provided for general reference only, and may not be totally accurate in a particular location or circumstance.

In Namibia, driving is done on the left-hand side of the road. Many of Namibia's rural roads are gravel. Although these roads are generally well maintained, controlling a vehicle on gravel is significantly more difficult than on pavement. Drivers should not drive in excess of 80km per hour (45 mph) on gravel roads, should reduce speed significantly for curves or turns, and should heed all warning signs. Hitting a sand patch or driving around a curve too fast can easily result in a rollover or spinout. Many accidents on gravel roads occur when tourists exceed safe speeds on corners or in areas recently damaged by rains. Visitors are reminded that motor vehicle accidents are one of the primary causes of injury and death in Namibia, and drivers are therefore strongly urged to drive with caution.

For those driving outside of the capital, distances between cities can be considerable, and often gasoline is only available at a few service stations along a route. Fuel availability can be impacted by power outages as well. All travelers are encouraged to plan their route to ensure a sufficient supply of fuel, and are recommended to
bring five liters of water per person when traveling on dirt roads to guard against dehydration if an accident should occur.

Turning on a red traffic light is not permitted in Namibia. Seat belts are required for all vehicle occupants. Motorcyclists are required by law to wear protective helmets. While child car seats are not required, they are recommended.

To drive legally while in Namibia, visitors staying more than a few weeks need an international driving permit. International driving permits must be obtained prior to leaving the U.S. and are available from either the American Automobile Association or the American Automobile Touring Alliance. Short-term visitors do not need an international driving permit; a valid U.S. driver’s license is sufficient.

Roads in Namibia are generally well maintained. However, few have shoulders or "pull-off" lanes for broken vehicles. Wildlife wandering on roads is a special driving hazard in Namibia, especially at night. An encounter at high speeds with antelope or cattle can be fatal. The salt-surfaced roads at the coast can also be deceptively dangerous, especially when they have been made slick by morning or evening mist. Robbery has occurred at roadside “rest stops” and motorists are advised to take rest breaks in towns and/or at gasoline stations.

Most major roads are undivided with one lane in each direction. Drivers should remain alert for passing vehicles and exercise caution when passing slow moving vehicles. Accidents involving drunk drivers are an increasing problem on major roads where there are high speed limits. Driving under the influence is illegal in Namibia. A charge of culpable homicide can be made against a driver involved in an accident resulting in death.

Roadside assistance and emergency medical services outside of Windhoek may be unreliable or non-existent. Assistance on main roads that link Namibia's larger towns, however, is generally good due to quality cell phone networks. Emergency services contact numbers vary from town to town. The Namibian telephone directory has a list of emergency contact numbers at the beginning of each town listing. It is recommended that Americans maintain a list of contact numbers for the area in which they plan to drive. Telephone numbers may change, and 24-hour availability of these numbers is not guaranteed.

Public transportation is not widely available outside of the capital. Taxis and municipal buses are the only forms of public transportation in Windhoek. Schedules and routes are limited. Car rentals or radio taxis are generally the best means of transport but may be relatively expensive. The Embassy has received reports of foreign citizens being robbed by drivers of taxis hailed on the streets of Windhoek. The Embassy has not received any such reports regarding radio taxis.

Flashing of high beams and similar signals could mean anything from a friendly greeting to a warning. When encountering a motorcade, motorists are encouraged to make way immediately and follow promptly any instructions given by the officials present.

Because of the possibility of intoxicated and/or reckless drivers, the poor mechanical condition of some motor vehicles, and the high incidence of single-vehicle rollover accidents, Americans are urged to avoid hitchhiking in Namibia.

Please refer to our Road Safety page for more information. Visit the website of the country’s national tourist office and national authority responsible for road safety: http://www.met.gov.na/default.htm

**AVIATION SAFETY OVERSIGHT:** As there is no direct commercial air service between the United States and Namibia, the U.S. Federal Aviation Administration (FAA) has not assessed Namibia’s Civil Aviation Authority for compliance with International Civil Aviation Organization (ICAO) aviation safety standards. For more information, travelers may visit the FAA’s Internet web site at www.faa.gov/safety/programs_initiatives/oversight/lsas.
SPECIAL CIRCUMSTANCES: Wild animals may pose some danger. Travelers are advised that, even in the most serene settings, animals are wild and can pose a threat to life and safety. Travelers are cautioned to observe all local or park regulations and heed all instructions given by tour guides. In addition, tourists are advised that potentially dangerous areas sometimes lack fences and warning signs. Appropriate caution should be used in all unfamiliar surroundings.

Namibia does not recognize dual citizenship for adults over the age of 18. Therefore, despite the fact that these individuals possess U.S. citizenship, they must enter and exit Namibia bearing a Namibian passport. Namibia recognizes dual citizenship up until the age of 18; however, such children must enter Namibia on their Namibian passport and may face questioning by an immigration officer before being permitted entry.

Please see our information on customs regulations.

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 offences. Persons violating Namibian laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in Namibia are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. Please see our information on Criminal Penalties.

Americans should avoid purchasing diamonds and other protected resources outside of licensed retail establishments. The penalty for illegal dealing in diamonds in Namibia is stiff -- up to U.S. $20,000 in fines or five years in prison -- and the courts generally impose the maximum sentence. The purchase and exportation of other protected resources, such as elephant ivory, may also be prohibited by Namibian, international, and/or U.S. law.

CHILDREN'S ISSUES: For information on international adoption of children and international parental child abduction, see the Office of Children's Issues website.

REGISTRATION / EMBASSY LOCATION: Americans living or traveling in Namibia are encouraged to register with the nearest U.S. Embassy or Consulate through the State Department's travel registration website and to obtain updated information on travel and security within Namibia. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency.

The U.S. Embassy is located 14 Lossen Street, Ausspanplatz, Windhoek, telephone (264-61) 295-8500, fax (264-61) 295-8603. You can reach the Consular Section at extension 8551; i.e., (264-61) 295-8551 or via e-mail consularwindho@state.gov. The mailing address for the Embassy is Private Bag 12029, Windhoek, Namibia. The U.S. Embassy Windhoek website is http://windhoek.usembassy.gov/.

* * *

This replaces the Country Specific Information dated August 1, 2006, to update the sections on Entry/Exit Requirements, Crime, Medical Facilities and Health Information, Traffic Safety and Road Conditions and Special Circumstances.
Policy regarding Travel to Zimbabwe

WPI has received information regarding the dangers involved in traveling through Zimbabwe. After assessing the risks, WPI's policy is that no participants in the Namibia Project Center will participate in travel through this area.

Participants are expected to abide by this policy.

Travel Warning
United States Department of State
Bureau of Consular Affairs
Washington, DC 20520

This information is current as of today, Monday Jan 16 10:57:09 2006.

ZIMBABWE

November 14, 2005

This Travel Warning is being issued to remind American citizens of the continuing political, economic and humanitarian instability in Zimbabwe. This supersedes the Travel Warning of March 16, 2005.

The Department of State cautions U.S. citizens of the risks of travel to Zimbabwe, a country in the midst of political and economic turmoil. All U.S. citizens in Zimbabwe are advised to take those measures they deem appropriate to ensure their personal safety.

Zimbabwe’s economy is in a protracted state of decline, with extremely high rates of unemployment and inflation. Shortages of staple foods are a persistent problem. Deteriorating economic conditions have led to a significant increase in crime, including violent crime. A nationwide fuel shortage makes internal travel difficult and unreliable, and severely restricts the response capability of police and other emergency services.

All Americans who travel to or reside in Zimbabwe are urged to register and obtain updated information on travel and security in Zimbabwe with the U.S. Embassy in Harare or on the State Department’s travel registration website at https://travelregistration.state.gov/ibrs/. The U.S. Embassy in Harare is located at 172 Herbert Chitepo Avenue and can be contacted by phone at (263) 4-250-593/4/5.

Updated information on travel and security in Zimbabwe may be obtained from the Department of State by calling 1-888-407-4747, or from overseas 1-202-501-4444. For further information, please consult the Consular Information Sheet for Zimbabwe, and the current World Wide Caution Public Announcement, which are located on the Bureau of Consular Affairs Internet website at http://travel.state.gov.
Safety If You Rent a Car

As WPI students working on an academic project while in Namibia, 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: Namibia’s customs authorities encourage the use of an ATA (Admission Temporaire/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 Namibia 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

US Embassy, Namibia
Mailing Address: Private Bag 12029
Windhoek, Namibia
Street Address: 14 Lossen Street
Windhoek, Namibia
Local Phone: 061-295-8500
Local Fax: 061-295-8603
International Phone: +264-61-295-8500
### WWW Addresses

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

<table>
<thead>
<tr>
<th>Health &amp; Safety Sites</th>
<th>Travel Sites</th>
</tr>
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</table>
| Center for Disease Control (CDC)  
| American Society of Tropical Medicine and Hygiene (ASTMH)  
   [http://www.astmh.org](http://www.astmh.org) | Travel Warnings and Consular Information Sheets  
| Council on International Educational Exchange (CIEE)  
   [http://travel.state.gov/visa/questions_embassy.html](http://travel.state.gov/visa/questions_embassy.html) |
| Travel Safe: AIDS and International Travel  
| Lonely Planet  
   [http://www.lonelyplanet.com/travel_services/flightssingle_return.cfm](http://www.lonelyplanet.com/travel_services/flightssingle_return.cfm) | Travel Warning on Drugs Abroad  
   [http://travel.state.gov/travel/livingabroad_drugs.html](http://travel.state.gov/travel/livingabroad_drugs.html) |
| The Travel Clinic  
| Travel Health Online  
   [http://www.journeywoman.com](http://www.journeywoman.com) |
| U.S. State Department  
   [http://travel.state.gov](http://travel.state.gov) | Disability Sites |
| Association for Safe International Road Travel (ASIRT)  
   [http://www.access-able.com/tips/](http://www.access-able.com/tips/) |
| StudyAbroad.com Handbook  
   [http://www.miusa.org](http://www.miusa.org) |
| NAFSA: Association of International Educators  
   [http://www.nafsa.org/](http://www.nafsa.org/) |     |
WPI Offices

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

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

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

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

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

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

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

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

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

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

Student Life Office
Campus Center, Main Level
T 508-831-5520
F 508-831-5581
- Philip Clay, Dean of Students
  x 5507, pclay@wpi.edu
Health Information for Travelers to Namibia
The preventive measures you need to take while traveling in South Africa depend on the areas you visit and the length of time you stay. For most areas of this region, you should observe health precautions similar to those that would apply while traveling in the United States.

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

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

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

HIV infection and AIDS have been reported worldwide. Comprehensive surveillance systems are lacking in many countries, so that the true number of cases is likely to be far greater than the numbers officially reported from some areas, particularly the non-industrialized nations. The number of persons infected with HIV is estimated by WHO to be approaching the range of 18 million worldwide. Because HIV infection and AIDS are globally distributed, the risk to international travelers is determined less by their geographic destination than by their sexual and drug using behaviors.

Transmission and Prevention Information
The global epidemic of HIV infection and AIDS has raised several issues regarding HIV infection and international travel. The first is the need of information for international travelers regarding HIV transmission and how HIV infection can be prevented.
HIV infection is preventable. HIV is transmitted through sexual intercourse, needle or syringe sharing, by medical use of blood or blood components, and perinatally from an infected woman to her baby. HIV is not transmitted through casual contact; air, food, or water routes; contact with inanimate objects; or through mosquitoes or other arthropod vectors. The use of any public conveyance (e.g., airplane, automobile, boat, bus, train) by persons with AIDS or HIV infection does not pose a risk of infection for the crew or other passengers.

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

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

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

Safety of Blood, Blood Products, and Needles
In the United States, Australia, New Zealand, Canada, Japan, and western European countries, the risk of infection of transfusion associated HIV infection has been virtually eliminated through required testing of all donated blood for antibodies to HIV. In the United States, donations of blood and plasma must be screened for antibodies to HIV-1 and HIV-2 and HIV-1 p24 antigen.

If produced in the United States according to procedures approved by the Food and Drug Administration, immune globulin preparations (such as those used for the prevention of hepatitis A and B) and hepatitis B virus vaccine undergo processes that are known to inactivate HIV and therefore these products should be used as indicated.

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

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

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

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

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

Treatment of Water
Boiling is the most reliable method to make water safe to drink. Bring water to a vigorous boil, then allow it to cool; do not add ice. At high altitudes allow water to boil vigorously for a few minutes or use chemical disinfectants. Adding a pinch of salt or pouring water from one container to another will improve the taste.

Chemical disinfection can be achieved with either iodine or chlorine, with iodine providing greater disinfection in a wider set of circumstances. For disinfection with iodine use either tincture of iodine or tetracycline hydroperiodide tablets, such as Globaline*, Potable-Aqua*, and others.

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

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

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

Travelers’ Diarrhea
Travelers’ diarrhea, the number one illness in travelers, can be caused by viruses, bacteria, or parasites, which can contaminate food or water. Infections may cause diarrhea and vomiting (E. coli, Salmonella, cholera, and parasites), fever (typhoid fever and toxoplasmosis), or liver damage (hepatitis). Make sure your food and drinking water are safe.
The typical symptoms of travelers' diarrhea (TD) are diarrhea, nausea, bloating, urgency, and malaise. TD usually lasts from 3 to 7 days. It is rarely life threatening. Areas of high risk include the developing countries of Africa, the Middle East, and Latin America. The risk of infection varies, depending on the type of eating establishment the traveler visits - from low risk in private homes, to high risk for food from street vendors. TD is slightly more common in young adults than in older people, with no difference between males and females. TD is usually acquired through ingestion of fecally contaminated food and water.

The best way to prevent TD is by paying close attention to choice of food and beverage. The CDC does not recommend use of antibiotics to prevent TD because they can cause additional problems themselves.

If you do become ill with travelers' diarrhea, it is usually self-limited and treatment requires only simple replacement of fluids and salts lost in 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.

**General Travel Precautions**

All travelers should take the following precautions, no matter the destination:

- Wash hands often with soap and water.
- Because motor vehicle crashes are a leading cause of injury among travelers, walk and drive defensively.
- Avoid travel at night if possible and always use seat belts.
- Always use latex condoms to reduce the risk of HIV and other sexually transmitted diseases.
- Don’t eat or drink dairy products unless you know they have been pasteurized.
- Don’t share needles with anyone.
- Never eat undercooked ground beef and poultry, raw eggs, and un-pasteurized dairy products. Raw shellfish is particularly dangerous to persons who have liver disease or compromised immune systems.

To Avoid Getting Sick

- Don’t eat food purchased from street vendors. Do not drink beverages with ice.
- Don't handle animals (especially monkeys, dogs, and cats), to avoid bites and serious diseases (including rabies and plague).
What You Need To Bring with You

- Insect repellent containing DEET (diethylmethyltoluamide), in 30%–35% strength for adults. The insecticide permethrin applied to clothing is an effective deterrent to ticks.
- Over-the-counter antidiarrheal medicine to take if you have diarrhea.
- Prescription medications: make sure you have enough to last during your trip, as well as a copy of the prescription(s).

After You Return Home
If you become ill after your trip—even as long as a year after you return—tell your doctor where you have traveled.

Malaria

Transmission and Symptoms
Malaria is a serious disease that is 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. Plasmodium 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. Malaria symptoms will occur at least 7 to 9 days after being bitten by an infected mosquito. Fever in the first week of travel in a malaria-risk area is unlikely to be malaria; however, any fever should be promptly evaluated.

Travelers who become ill with a fever or flu-like illness while traveling in a malaria-risk area and up to 1 year after returning home should seek prompt medical attention and should tell the physician their travel history.

Malaria Risk by Country
- Botswana: Risk in northern part of country (north of 21° latitude south).
- Lesotho: No risk.
- Namibia: Risk in the northern regions and in Omaheke and Otjozondjupa and along the Kavango and Kunene rivers.
- South Africa: risk in the low altitude areas of the Mpumalanga Province (including Kruger National Park), Northern Province, and northeastern KwaZulu-Natal as far south as the Tugela River. St. Helena (U.K.): No risk.
- Swaziland: Risk in all lowlands.
- Zimbabwe: Risk in all areas, except no risk in cities of Harare and Bulawayo.

Prevention
Travelers to Southern Africa should take one of the following antimalarial drugs: mefloquine, doxycycline, or Malarone™.

Mefloquine
Directions for use
- The adult dosage is 250 mg salt (one tablet) once a week.
- Take the first dose of mefloquine 1 week before arrival in the malaria-risk area.
- Take mefloquine once a week, on the same day each week, while in the malaria-risk area.
- Take mefloquine once a week for 4 weeks after leaving the malaria-risk area.
- Mefloquine should be taken on a full stomach, for example, after dinner.

Mefloquine side effects and warnings
Mefloquine is usually well-tolerated; however, side effects can occur. The most commonly reported minor side effects include headache, nausea, dizziness, difficulty sleeping, anxiety, vivid dreams, and visual disturbances. Mefloquine has rarely been reported to cause serious side effects, such as seizures, depression, and psychosis. Mefloquine should be used with caution in persons with
psychiatric disturbances. Minor side effects usually do not require stopping the drug. Travelers who have serious side effects should see a health care provider.

Do NOT take mefloquine if you have
Ever had an allergic reaction to mefloquine;
Epilepsy or other seizure disorders;
Active depression or a history of psychosis
Been diagnosed or treated for an irregular heart beat.

**Doxycycline**

**Directions for use**
The adult dosage is 100 mg once a day.
Take the first dose of doxycycline 1 or 2 days before arrival in the malaria-risk area.
Take doxycycline once a day, at the same time each day, while in the malaria-risk area.
Take doxycycline once a day for 4 weeks after leaving the malaria-risk area.

**Doxycycline side effects and warnings**
Taking doxycycline may cause travelers to sunburn faster than normal. To prevent sunburn, avoid midday sun, wear a high-SPF sunblock, wear long-sleeved shirts, long pants, and a hat.
Take doxycycline on a full stomach to lessen nausea; do not lie down for 1 hour after taking the drug to prevent reflux of the drug (backing up into the esophagus).
Women who use doxycycline may develop a vaginal yeast infection. Take an over-the-counter yeast medication with you on your trip for use if vaginal itching or discharge develops.

Do NOT take doxycycline if you are pregnant.
Do NOT give doxycycline to children under the age of 8; teeth may become permanently stained.

**Malarone™**

Malarone is a combination of two drugs (atovaquone and proguanil).

**Directions for use**
The adult dosage is 1 adult tablet (250 mg atovaquone/100 mg proguanil) once a day.
Take the first dose of Malarone 1 to 2 days before travel to the malaria-risk area.
Take Malarone once a day during travel in the malaria-risk area.
Take Malarone once a day for 7 days after leaving the malaria-risk area.
Take the dose at the same time each day with food or milk.

**Malarone Side Effects and Warnings**
Although side effects are rare, abdominal pain, nausea, vomiting, and headache can occur.
Malarone should not be taken by patients with severe renal impairment.
Pregnant women or women breast-feeding infants weighing less than 11 kg (24 lbs) should not take Malarone to prevent malaria.

For additional information on malaria, please see the following:

**Malaria: General Information**

Prescription Drugs for Preventing Malaria (Information for the Public)
Prescription Drugs for Preventing Malaria (Information for Health Care Providers)
Preventing Malaria in the Pregnant Woman (Information for the Public)
Preventing Malaria in the Pregnant Woman (Information for Health Care Providers)
Preventing Malaria in Infants and Children (Information for the Public)
Preventing Malaria in Infants and Children (Information for Health Care Providers)

For information about other travel health risks, precautions, and vaccination recommendations, please see Health Information for Travelers to Southern Africa.
Section 3 – Namibia Site Specific Information

This guide has been produced to help you prepare for your project in Namibia, to show you what to expect, and to inform you of what is expected of you. You should enjoy your time in Namibia, and the information in this guide is designed to help.

Dates
The following dates should be used in making your travel arrangements to Windhoek, Namibia.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive WPI housing</td>
<td>Saturday, March 8, 2008</td>
</tr>
<tr>
<td></td>
<td>(Option to arrive on Friday, March 7, 2008)</td>
</tr>
<tr>
<td>Depart WPI housing</td>
<td>Saturday, May 3, 2008 – vacate housing before 12:00 noon</td>
</tr>
</tbody>
</table>

All students are expected on site by the arrival date. If you arrive earlier, you are responsible for finding your own accommodations – you can not expect to get into the WPI housing before Friday, March 7, 2007.

On-Site Orientation:
On-site Orientation takes place on the Polytechnic of Namibia (PON) Campus in Windhoek.

The first meeting for all students will be held on Sunday, 9 March 2008.

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.

All students will also be expected to abide by Polytechnic of Namibia residence hall policies. Non-compliance with these policies could result in removal from the campus hostels. We are guests on their campus, and as such must fully respect their policies while living on campus. You will be informed of these policies during your orientation at the Polytechnic.

Resources
The Namibia Project Center will be equipped with 2 inkjet printers, including a color one. These are in addition to the WPI laptops that you can borrow. The printers will be located in a dormitory suite and students will be expected to set them up themselves.

Students themselves are responsible for the purchase of paper and diskettes/CDs. Your advisors/IGSD are responsible for purchasing major items such as toner cartridges for the printers. Students may be able to get some stationery supplies at no or low cost from their sponsoring agencies, so check this out with your sponsor.

It is vital that students do not allow access to the computers and printers to anyone other than WPI students. It is essential that all students scan their diskettes/CDs for viruses whilst working in Namibia. No one, especially sponsors, want to deal with imported viruses, and this has happened in the past.
Calling Home

Calling home from a foreign country can be a difficult and frustrating experience. Phones may not be familiar, and the costs of calling overseas with local currency may be very high. For these reasons, it is highly recommended that you carry some sort of calling card. Calling cards can be purchased locally for use in making all calls, both local and international. While you may be able to use your own cell phone to make calls, the costs using a US-based cell phone service provider will be very high unless you can replace your regular SIM card with one that can be purchased in Namibia. Purchasing a local cell phone is another option, but local SIM cards will NOT work in cell phones that are suitable to the US. Three and four band cell phones should be OK in Namibia as long as your US-based service provider allows you to unlock your phone so that it can accept SIM cards from other providers. No matter which method you choose, calling the US will not be cheap, so email may be the best way to stay in touch with family and friends. We strongly encourage every student to carry a cell phone at all times while in Namibia for your own safety. You will also find it very convenient to have a cell phone for local communication. Most Namibians living in Windhoek carry one and also expect you to have one.

Overview and Procedures Manual

This PROCEDURES MANUAL provides a framework for your work in Namibia.

This document is divided into three major sections:

Section One contains general information on hotel and transportation services, working with your liaison, and things to keep in mind throughout the project.

Section Two provides a summary of the types of meetings you will have every week. You will be given the actual calendar for the term separately. This section also incorporates detailed procedures for all regularly scheduled meetings with advisors and liaisons.

Section Three contains the guidelines for the final report, specifying the format and content requirements for the final document.

All procedures outlined in Section Two and Section Three are mandatory, unless the students, faculty, and organization liaison agree to an alternative mode of operation, which then may supersede those outlined in this handbook. The only legitimate reason for such a change is that the educational quality of the project will be enhanced as a result.

The format guidelines for the FINAL REPORT have been developed with the student in mind. The guidelines are meant to allow the production of a report that meets all appropriate publication standards while eliminating wasteful use of time (a precious commodity in an eight-week term).
Section One

I. City Lay-out
Windhoek is situated in a central valley of Namibia. It is located at an elevation of about 1500M above sea level and almost 300 kilometers east of the Atlantic coast. It is ideally located to provide a comfortable and pleasant climate. The city is laid out along a north-south axis with a relatively small central business & shopping district, which is easily accessible from the Polytechnic of Namibia campus.

II. Mail
The dormitories in which you will live are located on the Polytechnic of Namibia campus not far from the center of Windhoek. It is a very short walk to Independence Avenue, the main street where you will find many shops, restaurants and supermarkets as well as the central post office.

If you have mail sent, the address is as follows:

Your name c/o Mbahupu Hippy Tjivikua
Polytechnic of Namibia
Private Bag 13388
Windhoek, Namibia

It takes at least seven days for mail to arrive in Windhoek. Sometimes, it takes as long as three weeks.

NO MAIL WILL BE FORWARDED TO YOU AFTER YOU LEAVE WINDHOEK

If you arrive at the airport by yourself, tell a taxi driver to take you to the following address:

Polytechnic of Namibia Campus
13 Storch Street, Windhoek.

Otherwise we will try to arrange for a bus to pick up most students who arrive on a flight together.

III. Housing
You will be housed in student dormitories on the main Polytechnic campus. The rooms are clustered into suites which have a bathroom facility. Individual rooms are either doubles or singles, but the suite may contain up to 6 persons. Two meals per day (lunch and dinner) will be provided at the university cafeteria, buffet style. Bed linens, towels and a blanket will be provided to each student. Each suite will have a microwave oven, a refrigerator and a water heater plus some dishware.

You may want to buy a few small things for your dorm room, because the furniture and equipment are very basic, but this can be done after you arrive. As guests at the Polytechnic, you should observe all rules that the Polytechnic has for its students.

Because you are in a relatively warm climate, cockroaches and other bugs may be a problem. Therefore,

YOU MUST KEEP YOUR BEDROOMS, THE BATHROOMS AND THE COMMON AREAS COMPLETELY CLEAN.

You are responsible for keeping your rooms presentable and livable at all times.
The housekeeping staff will clean the bathroom sink and floor each week. All of the towels look alike, so make sure you keep yours apart from the others. You will be able to exchange dirty towels and linens once a week at a housekeeping depot.

No guests are allowed overnight in our housing. Any breaches of this rule will result in all occupants of the dorm suite being held equally responsible and liable for disciplinary action. If you are romantically involved with any other student at the center, please be considerate of your roommates. Please, don’t embarrass yourself or others.

IV. Faculty Accommodations
The faculty will be living in a house and apartment adjacent to OR ON the campus, and this will be easily accessible for meetings and getting questions answered.

Foundation House – 1-264-61-207-2021

V. Telephones
There are no telephones in the dorm rooms. To make calls you will have to use public phones, which are located at many locations on campus. You will need an international calling card for any long distance calls you make from any local phone. These can be purchased in Namibia as well. Check with your long distance carrier. Calls from Namibia are very expensive. You might want to investigate the call-back services or buy phone cards.

There may be one phone in one suite in the women’s hostel side that will be able to accept international calls (but not make calls). Once you have moved into your hostels, you will be able to find out the number for this phone, and you can ask your family and friends to call you at specific, agreed upon times. Since students will also be living in this suite, and there are a large number of students who may want to receive calls on this phone, please be considerate and make limited use of this option.

VI. Equipment and Laundry
Each bedroom is equipped with sheets, a pillow, and blanket. Also, towels are supplied, so all you will need to bring is your clothing. If you use a hair dryer, you will need to bring that too. Namibia runs on 220/240 volt current, so converters & different plugs are necessary. Bring round 3-pin adapter plugs for use in your room as well as a converter. Adaptors can also be purchased locally and are quite inexpensive.

Please note that there are laundry facilities. You can take your laundry to the campus laundry service depot, which is the same place you will get new bed linens & towels. They will wash & fold your laundry and have it ready for you to pick-up in about a week.

VII. Transportation
Windhoek does not have good bus service. You will need to use taxis, or walk within Windhoek. To get to other parts of Namibia you will have to arrange for bus service through a travel agent or public bus service. White Rhino Taxi is one of the reliable cab companies; local tel: 081-129-9903.

VIII. Medical/Dental Service
The name of the Hospital in Windhoek that we will normally use is called the Roman Catholic Hospital, which is located in the center of town on Tal Street. It is only a few minutes walk from the PON Campus.
Check with your stateside medical insurance company to see if it will cover you in Namibia and to find out how you would make a claim. Be sure to tell your carrier the dates of your stay in Namibia. In addition, you will have access to the emergency coverage through your international ISIC ID card, but make sure you understand the terms of that coverage and how it would work in regards to your primary medical insurance.

There is excellent medical care available at several private & public hospitals and clinics in Windhoek. **You must pay on the spot for service**, but you may be able to use a credit card. Care is cheaper there than here. **Usually, you can claim payments after the fact from your insurance company, so make sure you BRING A CREDIT CARD FOR EMERGENCIES** and make sure you get a full written account of both diagnosis and treatment from the medical personnel involved in any treatment that you receive. **You can’t assume you won’t get sick. Do not assume that advisors can front the money for you.**

**Dental Service**
Dr. MDT Aluteni
Tel: +264 61 238399/210833
Fax: +264 61 210023
Cell: +264 81 124 4590
e-mail: maluteni@mwebcom.na

Dr. Young
Tal Terrace 20 Wecke Str.
Tel: 264 61 228464
Fax: 264 61 249557
Cell: 264 81 124 2185

**Mental Health Services.**
The Polytechnic of Namibia has both a social worker and health workers on campus who can be visited to discuss any personal issues that you may have. Appointments are advisable, but in an emergency, please seek help immediately, and ask your faculty advisors for help in securing the appropriate counseling. There are also private professional psychologists available for consultation in Windhoek. The contact information for these specialists is:

Dr. R. Japhet
Tel: 259968
Fax: 252024
Cell: 0812513258
e-mail: japhet@namibnet.com

Dr. R Siebenhagen
Tel: 242054
Fax: 220911
Cell: 0811287081
e-mail: sieb@iway.na
After Hours Emergency 0811287081

IX. **Banking**
One way to handle your money is by purchasing travelers checks before you arrive in Namibia, but most people find using an ATM debit card at one of the local banks is the best way to get money. Most people seem to prefer the latter method because it can be done more easily and when the banks are closed. Moreover, the exchange rates you receive for cashing traveler’s checks and cash in a bank are not as good as the rate you get using an ATM. If you or your parents are AAA members, you can get travelers checks without charge. Remember to account for weekend travel, laundry, entertainment, and miscellaneous. Most students find that the amount they budgeted is not enough—an account for miscalculation because you cannot cash a US check. In addition, the exchange rate between the US dollar and the Namibian dollar does fluctuate, and this can cause some degree of miscalculation. There are ATM machines available in Namibia, but only in major cities and towns. Your parents can wire money to you through a bank for emergencies. You can change your travelers checks at some but not all banks. Make sure that you carry a photocopy of the front pages of your passport with you at all times. When you cash a traveler’s check, you will need your actual passport as a form of identification.

X. Communication

Communication between faculty and students at the Namibia Project Center will be very easy since you will be living near each other. Since students will eat in the same cafeteria for lunch and dinner on while on campus, it will be easy to stay in touch with other WPI students as well as meet local Namibian students. Lunch may be away from campus, depending on your individual project sponsor & projects needs. You will be able to buy food in the supermarket for your breakfasts. The refrigerators in the suites can be used to store food.

XI. Dress Code

Days are always warm in Namibia. The temperature ranges from the mid-60's to the low-90's in Windhoek. Bring mainly summer clothes as well as a sweater or fleece and a windbreaker for the evenings, which can get quite cool especially late in the term, and for the trip to the coast where the temperatures never get above the 70’s, and the wind can make it feel quite cool or even cold. **Bring #15 or higher sun block** for both rural areas and the city; the tropical sun is dangerous. This is no joke. You will have a great tan after a few short days even if you wear sun block every day. **Local people do not wear shorts in the city. If you do, you will be marked as a tourist.** Please observe cultural rules and wear shorts only while traveling to and from the weekend excursions and while away from cities. Long pants, skirts and long sleeved shirts also protect you from the sun.

You will need hiking boots or sturdy sneakers for safaris. The latter should have heavy-duty soles with big tread for helping you to keep from slipping. You should also bring jeans and at least one heavy sweater and a windbreaker for cooler weather at the coast. It can be very cool there. A backpack and water bottle will be essential for weekend travel. Bottled water can also be easily purchased at most places in Namibia. If you plan to do serious hiking, read guide books to know what other equipment you may need. Hiking without trained guides is not recommended. Since we will be camping in Etosha, we recommend that each student bring a sleeping bag, although these can also be rented for this trip if you don’t have one.

Professional dress is required at all times at the agencies. At some of the places, men may wear jackets and ties, although the custom will vary from organization to organization. Follow the custom of your agency. Men will need only one jacket.

The expectation for women is that they will wear dress pants and dressy blouses to work if they are not wearing skirts. Women in Namibia dress more formally than women do here for work, so in offices, khakis, work shirts, and tank tops, are not appropriate. Shorts are never appropriate at work unless your liaison explicitly tells you that you can wear them. When you are representing your organization at interviews or at other organizations, you are expected to dress professionally.
Formal dress will be required for the final oral presentations, e.g. business suits.

XII. Meetings
Please note that all Center meetings and weekly faculty meetings at agencies are considered mandatory. If another meeting comes up that conflicts with these, make sure that you have prior approval of your faculty.

Please keep in mind that the time of your organization’s liaison is valuable. However, you are entitled to some regular contact with your liaisons—your lifelines to your projects. Therefore, if you find that arranging meetings with your liaison is difficult, your faculty should intervene in order to discuss the need for the meetings.

Occasionally, a group will feel some pressure from the agency to go beyond the bounds of what reasonably can be accomplished in eight weeks. If such is the case with your team, enlist the help of your advisors early to negotiate with the agency a way to contain the project.

XIII. Required Books and Other Materials
Bring your C-Term ID2050 texts (writing guide and research methods texts) and any other written resources you anticipate needing during D-Term.

1. The Everyday Writer's Handbook by Lundsford, or A Writer’s Reference by Hacker (or equivalent) which focuses on grammar and punctuation rules, as well as rules for writing style. It also has a sample on how to do a Bibliography.

XIV. Dormitory and Campus Rules & Regulations
After arriving at the PON campus you will each receive a manual containing all campus and dormitory rules & regulations. You must follow these carefully. We are guests at PON and must behave accordingly.

XVI. Getting to Your Agency
Remember that you are responsible for getting directions to your agencies. Your faculty are NOT responsible for that. To avoid a problem, get those directions from your liaison before you leave for Namibia. Some project teams will be able to get a ride with a Polytechnic driver to get to and from their sponsor’s office every day, but field trips will be the responsibility of the project sponsor to arrange.
Guidelines for Final Report

CONTENTS:
Letter of Transmittal, not attached to report

Cover Page
Title Page
Abstract
Authorship Page*
Acknowledgements
Table of Contents
List of Tables
List of Figures
Executive Summary

I. Introduction
II. Background and Literature Review
III. Methods (Procedures)
IV. Results – [IV. & V. may be combined, when appropriate]
V. Analysis of Results
VI. Conclusions and Recommendations
References
APPENDICES
A.
B.
C.
D.
E.

* This page is required by WPI for all group projects. It identifies which student holds primary responsibility for each section of the report.
FORMAT FOR LETTER OF TRANSMITTAL

(Business letter format, written to agency liaison)

The Letter of Transmittal is a letter formally submitting the project report to the agency involved. A sample letter of transmittal is given below. The letter must contain the title of the report and include the following sentences:

“Copies of this report are being submitted simultaneously to (faculty advisors) for evaluation”.

“Upon faculty review, the original will be catalogued in the Gordon Library of Worcester Polytechnic Institute”.

The letter should close with a statement which thanks the liaison for his or her help.

(Sample Letter)

May 2, 2003

Mr. Robert Schultz
Desert Research Foundation of Namibia

Windhoek, Namibia

Dear Mr. Schultz,

Enclosed is our report entitled [...............] It was written in Namibia during the period March 10 through May 2, 2008. Preliminary work was completed in Worcester, Massachusetts, prior to our arrival in Namibia. Copies of this report are simultaneously being submitted to Professors Peet and Ludwig for evaluation. Upon faculty review, the original copy of this report will be catalogued in the Gordon Library at Worcester Polytechnic Institute. We appreciate the time that you and (other relevant names) have devoted to us.

Sincerely,

Your Names & Signatures
TITLE PAGE

Sample Title Page

[Project Title]

An Interactive Qualifying Project Report
submitted to the Faculty of
WORCESTER POLYTECHNIC INSTITUTE
in partial fulfillment of the requirements for the
Degree of Bachelor of Science
by

[Students’ Names in alphabetical order with space for signatures]

Date: May 2, 2008

Report Submitted to:
[Name of Advisor]
[Name of Co-Advisor]
[Name of Liaison(s) & Agency(ies)]
ABSTRACT
The Abstract is of prime importance, since it is used by readers for guidance as to subject, treatment, and results. Often the quality of the Abstract will determine how much attention a decision-maker will devote to the rest of the report. Therefore, the Abstract must summarize the contents briefly and accurately, and be understandable independent of the text. It must not exceed 80-90 words in length and should contain no equations, figures or illustrations. The Abstract must contain the name of the organization with which you worked. It might begin, for example: “This report, prepared for the Desert Research Foundation of Namibia.” The Abstract must be single-spaced. (This abstract, unless revised by the faculty advisors, will appear on your transcript.)

AUTHORSHIP PAGE
When a single, comprehensive written report is submitted for a project, each individual’s contribution to the group effort must be clearly identified. The authorship page is either a simple list of individual chapters and their respective authors or is a statement in which each contributing group member is named as having carried out one or more specific tasks within the overall project effort.

ACKNOWLEDGEMENTS
Students usually insert an acknowledgements page in which they specifically acknowledge the assistance or involvement of particular people in the project.

TABLE OF CONTENTS
This should be the last part of the report you do, because you cannot fill in the page numbers until you are finished with the report. However, you should have developed the Table of Contents early in the formulation of the report. It can serve as the basic outline of the paper.

LIST OF TABLES
This functions as a table of contents for tables. Each table should be numbered and labeled and the proper page number indicated. The title of a table always appears above the table to which it refers.

LIST OF FIGURES
This functions as a table of contents for figures. Each figure should be appropriately numbered and labeled. The title of a figure always appears below the figure to which it refers.

EXECUTIVE SUMMARY
You should be working on this section from the beginning. Like the Abstract, it should be understandable independent of the rest of the report. It should be able to stand by itself, and should be tightly written, concise and right to the point because this may be all that a top manager has time to read. In three to five pages, you should be able to condense the critical aspects of your report: objectives, method used, findings, analysis, conclusions and recommendations.

While the format of the main body of the IQP may vary from report to report, the following outline (all in very brief statements) may prove helpful:

- Introduction (including project goal & objectives)
- Background (including literature review and context)
- Methods
- Results & Analysis
- Conclusions & Recommendations
- References
- Appendices
I. INTRODUCTION
The Introduction should contain a section on the significance of the subject matter. It usually runs about 3 to 5 pages in length and describes in general terms what the reader will read in the body of the report.

II. BACKGROUND INFORMATION
Usually, a project topic will deal with several areas of knowledge. The Background chapter is a discussion of the theoretical background of your topic and the current and past research performed relevant to the topic area. It provides the reader with the information necessary to understand your topic. It also leads the reader to understand how and why you formulated the problem in the way you did. Your project is intended to fill a gap in knowledge or add to the store of knowledge in the subject area. In some cases, when a project results in a product such as a video tape, for example, the Background explores the rationale for creating the product, which, in turn, will be used as a tool for actions that in the end will develop knowledge. If your Background does not clearly provide a rationale for your project, you have not covered your field or you have not conceptualized the problem rationally. Your literature review from C-term should provide you with a good start. But you are expected to greatly expand your own knowledge through new literature sources and to provide the reader with many more sources. Remember, people who have no knowledge in your project area may look at your report in Gordon Library. Your literature review should enable them to understand the basics in your topic area, the rationale for your chosen methods, the data you discuss, and your conclusions and recommendations. Remember to focus on points, not on particular authors or sources, unless they are seminal works in the field that are so commonly recognized that the name of the author or work is immediately recognized.

Lunsford gives you examples of formats for citing sources and reporting references.

Citations should be embedded in the text using the last name of author, year of publication and page number(s).

III. METHODS (or PROCEDURES)
This chapter, one of the most important in the report, must present your methods of data collection and analysis in a way that will allow the reader to replicate your efforts with a different sample. The Procedures are the general, conceptual flowchart of the problem-solving approach. You must provide a rationale for all methods you select. If, for example, you plan to conduct interviews, you must tell why you chose to conduct unstructured versus structured interviews. If you conducted focus groups, you must justify the choice and describe in detail how you did them. If you sent out questionnaires, why did you do so? Justify the type and size of your interview sample or your questionnaire sample.

Many projects will NOT require statistical analysis. However, if your project does require statistical analysis, why did you choose one statistical procedure over another? What were the difficulties in choosing your sample? How did you pretest your interview questions or your questionnaire? What were the time, money, geographic, and human resource constraints? If you did not choose a random sample, why not? If you stratified your sample, why did you stratify it that way? Salant & Dillman (1994) & Bernard (2002) both provide useful information on designing & carrying out surveys using random sampling techniques.

Whenever possible and if appropriate for your topic, make sure that your methods include procedures that will allow you to qualify at least some of your results. For example, if you interviewed nine people using an open-ended interview schedule, you may still be able to tabulate your results in some way so that trends at least can be noted, reported & discussed in your results & analysis chapter, and used as the basis of your recommendations in your Conclusions and Recommendations chapter. Be complete and be specific.
In conducting your work, you may have had to modify the procedures you first intended to use. Explain what modifications you made and why. Hunches, even based on interviews, cannot be reported unless they are backed by data that have been analyzed systematically, even if not statistically. Systematic analysis requires organizing data according to criteria set up in advance. Usually systematic analysis means numbers are involved.

Some projects do not lend themselves to quantification. Talk to your advisors.

IV. RESULTS
This chapter contains the presentation of the findings of your investigations. Start with the simplest material, but be specific. Your reporting and any arguments you make will be infinitely stronger if you use, whenever possible, tabulations of the findings. An example is, “Six out of twenty people interviewed wanted the airport to be transferred to private ownership”. Proceed to more complicated reporting. “In spite of the fact that so few people were in favor of private ownership, the majority - 18 out of 20 - felt that private ownership would result in more efficient service for passengers”. Not all projects will lend themselves to this sort of reporting.

Tables may be used if doing so supplements but does not simply duplicate the text. Use as few as possible. In the text, tell the reader what to look for in the table, but discuss only the highlights. Do not use a table to take the place of text. Each table should be numbered and have a name. For example, the first table might be labeled as:

Table 2 - 1. Engineers by Field

Readers should be able to understand the table without explanation. Have others who are not in your team look at your tables and tell you what they mean. If the reader does not understand the table, revise it. Refer to the table by number: “High school students are more informed about the tasks of mechanical engineers than they are about those of electrical engineers (See Table II - 4)”, for example; or “Table II - 4 shows the number of manufacturing plants that ....”

V. ANALYSIS OF RESULTS
The second part of this chapter is analysis of your results. The analysis focuses on the significance of patterns you see in your data. This chapter enables you to make recommendations and conclusions by focusing on the significance of patterns you discern in your Results. Hence, you will be able to say, “Seven out of the nine people indicated a preference for Classic Coca-Cola, indicating a trend”. Or, “Since only four out of nine people believed the regulations should be changed, we cannot justify a recommendation to change the regulations. Nevertheless, our sample was so small that we cannot conclusively state that our findings constitute an adequate picture of the opinions of the total population from which the sample was drawn.”

Remember that your samples will not be large enough to allow you to make statements about cause and effect. In order to do so, you would have had to use a classic experimental design in which you controlled for all variables except the ones you wished to test. You would, also, have had to use a large sample. Hence, while always referring back to your sample size for justification, you can talk only about trends and about their strength. Provide the reader with alternate explanations for the outcomes of your data. When the majority of adopters of solar equipment are between the ages of 30 and 50, it is not because older people do not like or believe in solar equipment as an energy saver but because older people have smaller access to media sources from which they can learn about solar equipment. Or they have lower incomes than the younger group, and therefore, cannot afford solar equipment, for example. Do not reject data you feel will not support your hypotheses or that will not please your agency. As
researchers you have an obligation to report and analyze all relevant data. Disproving a theory or stating that the evidence is inconclusive is always as important as proving a theory.

Sometimes the writing of the report will be more logical when the authors integrate their reporting of findings with the analysis of the data. Before electing to do so, discuss your rationale with your advisors and get their permission. Many of the projects report findings that do not lend themselves to a statistical reporting style. Check with your advisor.

VI. CONCLUSIONS AND RECOMMENDATIONS
Be sure that all your conclusions are consistent with and follow from an analysis of your data. Everything in this chapter must grow logically from what you have presented in earlier sections.

The chapter indicates what policy recommendations you are making. Recommendations must follow from conclusions, which follow from your analysis, which follow from your data, which follow from your methods, which follow from your hypotheses, which follow from your discussion of background material including discussion of theories.

While recommendations grow logically from your investigation, they do not necessarily grow logically from the opinions of agency personnel nor from the political climate of an agency. On occasion, recommendations may be contrary to what an agency may wish to hear. This is a delicate situation and will require tact on your part. Discuss controversial findings and recommendations with your liaison and advisors, but be true to your data and your analysis.

VII. REFERENCES
Use the APA styles of citations unless directed by your advisors to use another model. You will find various web sites that will help you with examples. Also, use the APA Publications Guide for complete instructions.

VIII. APPENDICES
Examples of appendices include interview protocols, survey questionnaires, manuals, web sites, lists of relevant data, raw data before being condensed & analyzed. Consult with your advisors on what is appropriate.
GUIDELINES FOR FINAL REPORT

1. Use Roman numerals for Chapter Numbers, capital letters for Appendices. All Chapter and Appendix titles should appear as follows:

Chapter 1. INTRODUCTION

Leave two spaces between headings and the first line of text. When using subtitles, capitalize the first letter of each word and begin two lines lower.

2. All Figures, Tables and Exhibits in a particular Chapter or Appendix should be identified and numbered by Chapter or Appendix. Each must have a short descriptive title. For example:

Figure 1-2. Regional growth trends. (Second figure in Chapter 1).
Table 1-1. Energy consumption per capita. (First table in Chap. 1) Page numbering for the final report should be consecutive.

3. MARGINS - very important to observe in order to be able to bind all materials in a readable way. (Beware of 8 x 10 1/2 paper)

From top of page and from right-hand side: 1 inch.
From bottom of page: 1 1/4 inch.
From left-hand side: 1 1/2 to 2 inches in order to leave room for binding. Nothing should appear outside these margins except the page number, which should be centered at the bottom of the page or be in the right bottom corner.

4. Citations – Unless otherwise directed by your advisors, footnotes should be embedded in the text in parentheses using the APA style. This preferred form takes the place of the older standard form for footnoting by numbers and puts the author’s last name, year of publication, and when a direct quote is used, page numbers in parentheses. The full citation can be found alphabetically listed in the back of the document in a section called References. For example, (Jones, 1988, p.63) means that Jones wrote the book or article, published it in 1988 and you are using a direct quote from page 63. When you are not using a direct quote, the citation may be as follows: (Jones, 1988) or (Jones et al., 1988) or (Jones in Brown, 1977) unless otherwise directed by your advisors. In all examples, you are using Jones' materials. In the second example, there were more than three authors to the book. In the last instance, Brown wrote the book and cited Jones or Jones had an article in Brown's book. In the References section, use standard citation forms for your full citations. Lunsford gives you a model. Do not call the References section "Endnotes" or "Footnotes" or ‘Bibliography’.

You may also have referred to other books and articles from which you got general ideas but from which you have not draw specific enough material that warrants footnotes. In this case, you will want to have an Additional Bibliography section in which you alphabetically list in full citation form those sources.

5. REFERENCES - The References come at the end of your project report but before your Appendices and should include all books, journal articles, newspaper articles,
etc. that you used in researching your topic. The References section is an alphabetical listing according to author of all your listed References. If in the text you referred to (Walters, 1967), you must give the full citation in the References.

Example:

NOTE: Periods follow the author’s name and the title of the work. For journals:


In this case the article appears in volume 29: number 2, pages 36-39.

SUPPLEMENTARY GUIDELINES FOR FINAL REPORT

Double SPACE all sections of the final copies of the final report, except where you need to provide for special visual effect.


COPIES OF THE REPORT TO BE SUBMITTED:

1) TWO COPIES: for Project Center files (A. Gerstenfeld & C. Peet). This copy will be used to duplicate your report for any agencies who wish to have a copy. Make sure, therefore, it is the cleanest copy possible with the highest white/black contrast. Put it in a binder so that it is easy to remove for copying. That copy should be turned in at the same time that the copy for the Registrar is turned in. Give it directly to Creighton Peet in the IGSD office. A CD of the report would also be appreciated to enable easier storage and reproduction.

2) ONE COPY: for the Registrar, which will eventually go into Gordon Library. This will be an electronic copy only.

3) ONE COPY: for each faculty advisor

4) ONE COPY: for organization liaison

5) ONE COPY: For our local coordinator, Hippy Tjivikua – leave it with him before leaving PON.

6) THREE OR FOUR COPIES: one for each member of the project team.

Please note that your advisor, liaison and the PON may prefer to have your report on a CD instead of or in addition to a hard copy. Please check with them to determine what they want.
SUPPLEMENTARY GUIDELINES FOR FIGURES

Graphs, charts, and other illustrations are normally referred to as Figures. Tables are referred to as tables.

If a figure takes up 1/2 page or more, give it its own page. Place it as closely as possible to the section of the text to which it refers.

If a figure is more than a page, include it as an appendix to the report.

If a figure is taken from or is a modification from an outside source, credit that source.


or


This sort of reference appears below the figure. Do not use a figure if it is not referred to in your text. The title of a figure should be located beneath the figure, while the title of a table should be located above the table.

Below is an example of a table:

Table I - 1. Fruit Grown in Massachusetts. (Given by town in percent of total yield of fruit in state.)

<table>
<thead>
<tr>
<th></th>
<th>Leominster</th>
<th>Cambridge</th>
<th>Springfield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apples</td>
<td>10.0</td>
<td>0.05</td>
<td>6.0</td>
</tr>
<tr>
<td>Oranges</td>
<td>3.0</td>
<td>0.01</td>
<td>0.0</td>
</tr>
<tr>
<td>Plums</td>
<td>2.0</td>
<td>3.00</td>
<td>17.0</td>
</tr>
</tbody>
</table>

Source: Adapted from the U.S. Department of Agriculture, July 1998

SUPPLEMENTARY NOTE ON SPELLING & GRAMMAR

A few words commonly misspelled and/or misused are: liaison, effect/affect, methodology/method, which/that - check dictionary for correct usage; it's/its - first is contraction of it is, second is possessive pronoun of it; “data are”, NOT “data is”; in general, avoid using the passive voice, although it is sometimes appropriate; make sure verb agrees in number with its subject; be consistent with verb tenses.
Section 4 – Transition Issues

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

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

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

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

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

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

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

**In preparation to return home**

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

**Reentry Challenges and Suggestions**

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

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

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

**Prepare for the adjustment process and allow enough time**

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

**Overcoming boredom**

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

“No one wants to hear”

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

**Cultivate sensitivity and interest**

Showing an interest in what others have been doing while you have been gone is the surest way to reestablish your rapport. Much frustration can be avoided if you become as good a listener as a talker.
You can't explain
Even when given a chance to explain all the things you saw, felt and experienced while off-campus, it is likely to be at least a bit frustrating to relay them coherently. It is very difficult to convey this kind of experience to people who do not have similar frames of reference, no matter how sympathetic they are as listeners. You can tell people about your trip, but you may fail to make them understand exactly how or why you felt a particular way. It’s okay.

Reverse homesickness
Just as you probably missed home for a time after leaving campus, it is just as natural to experience some “reverse” homesickness for the people, places and things that you grew accustomed to while away from WPI. Feelings of loss are an integral part of returning from an off-campus sojourn and must be anticipated and accepted as a natural result of study away.

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

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

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

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

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

WPI Off-Campus Study Travel Information Form

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

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

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

London Project Center Only
Bus Transportation: _____ Yes _____ No

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

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

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

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

Carrier                                                                 Policy Number:

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 abroad 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Cell Phone #:</td>
<td>email</td>
</tr>
<tr>
<td>Home Telephone:</td>
<td>Work Telephone:</td>
</tr>
</tbody>
</table>

2. Name                      Relationship to Student
<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone #:</td>
<td>email</td>
</tr>
<tr>
<td>Home Telephone:</td>
<td>Work Telephone:</td>
</tr>
</tbody>
</table>

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.

Signature          Date
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: 03/4/08

Return on or before: 05/8/08

<table>
<thead>
<tr>
<th>Pick-up Person</th>
<th>Return Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td>Student Name:</td>
</tr>
<tr>
<td>Student Address:</td>
<td>Student Address:</td>
</tr>
<tr>
<td>Local Phone #:</td>
<td>Local Phone #:</td>
</tr>
<tr>
<td>Student ID#:</td>
<td>Student ID#:</td>
</tr>
<tr>
<td>WPI Email:</td>
<td>WPI Email:</td>
</tr>
</tbody>
</table>
Appendix D – Cell Phone Protocol Recognition

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

Last Name          First Name          student number

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

All arrangements must be made directly with Brightroam for the delivery of the cell phone before February 6, 2008.

I HAVE CAREFULLY READ THIS AND FULLY UNDERSTAND ITS CONTENTS.

Participant Signature       date       date of birth*

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

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

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

X
Signature of Parent / Guardian       Date

X
Signature of Parent / Guardian
Appendix E - Onsite Travel Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td></td>
</tr>
<tr>
<td>Date &amp; time of departure</td>
<td>Date &amp; time of return</td>
</tr>
</tbody>
</table>

**Mode of Transportation – Roundtrip**

<table>
<thead>
<tr>
<th>Train</th>
<th>Bus</th>
<th>Air</th>
<th>Car</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

**Departing from the Site Information**

<table>
<thead>
<tr>
<th>Time of Departure</th>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
<th>Departing from (name of airport, station, terminal)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>* Connection Information if applicable:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Number of flight/train/bus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>time</td>
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<tr>
<td></td>
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<td></td>
<td>Departing from</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Number of flight/train/bus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>time</td>
</tr>
</tbody>
</table>

**Returning to the Site Information**

<table>
<thead>
<tr>
<th>Time of Departure</th>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
<th>Departing from (name of airport, station, terminal)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>* Connection Information if applicable:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Number of flight/train/bus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>time</td>
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<td></td>
<td></td>
<td></td>
<td>Departing from</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Number of flight/train/bus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>time</td>
</tr>
</tbody>
</table>

**Lodging**  (please call advisor with any changes to your reservations)

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

Student Signature | Date

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.

Use and adaptation welcome, but please acknowledge WPI and Natalie Mello and tell us of your use (nmello@wpi.edu)
Appendix F - Mandatory Paperwork Checklist

All paperwork for Namibia D08 must be in the IGSD by Wednesday February 6, 2008 by 1:00pm

☐  Acknowledgement and Release From Travel Form
☐  Health Form
☐  ATC Laptop Form
☐  ATC Cell Phone Form
☐  Scanned Passport
☐  2 Photo Pictures for ISIC Application. (Photo’s can be taken in the IGSD Office)

*Bring extra photos with you to Namibia