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:

Silicon Valley/Microsoft C08

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SECTION 1 – WPI AND IGSD PROCEDURES

Introduction
In 1970, WPI adopted a revolutionary new undergraduate program known as the WPI Plan. The Plan replaced a traditional rigidly-prescribed curriculum with a flexible, exciting and academically challenging program aimed at helping students learn how to learn. As one component of this Plan, all WPI students complete at least three projects as part of their graduation degree requirements.

The Sufficiency project represents a binding of a theme that emerges from a self-selected series of five courses in the Humanities and Arts, and insures that WPI students develop an understanding of the humanities as well as technology.

The Interactive Qualifying Project (IQP) presents an issue at the intersection of science, technology and culture, and emphasizes the need to learn about how technology affects societal values and structures.

The Major Qualifying Project (MQP) challenges advanced students to solve problems typical of those to be encountered in their professional discipline.

Off Campus Projects
Over a 25 year period starting with the Washington DC Project Center, the WPI faculty have endeavored to provide off-campus opportunities for students seeking to satisfy the IQP requirement. Presently, the IQP off-campus program has evolved to where students can now complete this project during one term of intensive work at more than a dozen project centers throughout the world.

More recently, WPI has endeavored to identify new opportunities for students to complete their MQP degree requirement at one of several locations in the US and abroad. Although more difficult to establish than an off-campus IQP site, off-campus MQP sites offer unique opportunities - and challenges - that are not normally encountered when completing a project on-campus.

The Silicon Valley Project Center
The Silicon Valley area in California is the home to numerous high-technology companies, from large established companies with thousands of employees to small start-ups in the first months of their existence. The variety of industrial experiences available in Silicon Valley makes this area an attractive site for a WPI MQP Project Center.

In C-Term 2007, a group of WPI students will pursue their MQP’s at the Silicon Valley Project Center, with projects in Computer Science and Electrical and Computer Engineering.

The specific objectives incorporated within the development of the Silicon Valley Projects program include;

- a single term (C term, January to March) off-campus MQP opportunity,
- providing projects in multiple technical disciplines, and
- providing an opportunity for WPI students to work on an intensive and focused team project in a professional technical environment.
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 mandatory paperwork for Silicon Valley/Microsoft C08 must be turned in completed to the IGSD by Monday, November 26, 2007, by 1:00 pm.

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

Signature of Parent / Guardian Date

Going Global at WPI handbook – Silicon Valley/Microsoft C08 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 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 knows when and where every student will arrive and will alert them if a problem arises.

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

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

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

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 Acknowledgement Form

All participants are required to sign a Voluntary Acknowledgment Form, which will be 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
Signature of Parent / Guardian
Informal Hearing Procedure at Off-campus Residential Program Sites

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

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

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

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

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

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

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

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

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

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

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

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

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

Mail Service
Students must close their WPI mail boxes while away. It is illegal to give someone access to your mail box. When you go to Mail Services, you can request to have your first class mail forwarded to an address that you specify.

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.

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.
Travel Documents and Competencies

How to take Money
The IGSD recommends the following modes of carrying or accessing 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 for cash advances. However, be sure to monitor your charges carefully, so as not to exceed your limit. 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.

**Bank Cards**
Probably the best way to access money is through the use of a Bank Card. In many stores you can use the Bank Card as a debit card or can directly access your money through local bank machines. Although there is usually a fee associated with an out-of-network transaction (typically $1.00-1.50), this is a small penalty to pay for ready access to your money and the safety of such transactions.
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 traveler’s checks. Some countries require that you carry it with you at all times as a means of identification. When you carry your passport, hide it securely on your person. Do not leave it in a handbag, book-bag, backpack or in an exposed pocket.

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

- Always keep the resident faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor an itinerary in writing. All students need to be accounted for every weekend whether you are traveling or not, see Appendix 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 Silicon Valley/Microsoft C 2008 Project Program are expected to behave in a manner so as not to put themselves at risk.

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

- Be as inconspicuous in dress and demeanor as possible. If the host country nationals do not wear baseball caps and sneakers, you will stand out as a foreigner if you do.

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

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

Visitors should take common sense precautions:

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

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

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

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

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

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

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

- Avoid travel at night.

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

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

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

Prepared By:
William L. Granahan CIC, LIA, CMC, Senior Consultant
J.H. Albert International Insurance Advisors, Inc.
Two Chestnut Place
72 River Park
Needham Heights, MA 02494-2631

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.
Car Responsibilities (Appendix D)

The project sites are accessible from the Oakwood Apartments by public transportation, and shopping is available within walking distance. A wide variety of recreational activities is also accessible by public transportation. Thus it is not necessary for you to use a car while you are at the Silicon Valley/Microsoft Project Center. If you choose to bring your own car or to rent a car, you assume all risks involved in the use of the car. The following paragraphs provide some general advice about car usage.

If you use your own car:
1. Make sure you have out-of-state insurance minimums. The Massachusetts minimums are not necessarily accepted in other states.
2. Make sure you carry your insurance papers with you in your car.
3. Make sure you have a recent registration in your car and that it will not expire while you are at the project site.
4. If your car is registered in a state that requires a safety and/or emissions inspection, make sure it is up to date and will not expire while you are at the project site.

If you rent a car:
1. The rental agreement is a contract between you and the rental company. Make sure that you read and understand the entire rental agreement. In particular, the rental agreement determines your liability in case of an accident or damage to your car, and any restrictions on the use of the car.
2. Make sure that you understand the insurance options being offered by the rental company, and that you select insurance coverage appropriate to your situation. If your or your parents’ automobile liability insurance covers you when you are driving a rental car, you may not need to purchase liability insurance from the car rental company. Check with your insurance agent before you leave for Silicon Valley/Microsoft. Your credit card may cover you for damage to the rental car. Check with your credit card issuer. If you are planning to rent a car for a long period, you should make sure that your own insurance or your credit card will cover a long-term rental.
3. If you are involved in an accident or if your rental car is damaged, inform the car rental company right away.

If you use a car:
1. Do not drink and drive! If you are cited for drunk driving or any other infraction involving drinking and driving, you will be on your own! WPI assumes no responsibility for your operation of your own vehicle or any vehicle you are traveling in while participating in the Silicon Valley/Microsoft Projects Program.
2. If you have an accident or are cited for any reason, tell your advisor(s) immediately!
3. Safety is the most important issue while using your car or being a passenger in a car while participating in the Silicon Valley/Microsoft Projects Program!
4. Bring an extra car key and either keep it in a safe place in your apartment or give it to someone you trust and will be available should you lose your key or lock yourself out of your car.

Drugs
If any students are found to be using drugs, or if any complaints are lodged against a roommate who is found to be using drugs, that student will be immediately sent home. There will be no exceptions to this policy.
WPI Offices

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

Academic Advising
Daniels Hall
T 508-831-5381
F 508-831-5486
• Dale Snyder, Director  
  X5281, dsnyder@wpi.edu

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

Use and adaptation welcome, but please acknowledge WPI
Natalie Mello and tell us of your use (nmello@wpi.edu)
### 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>
</thead>
<tbody>
<tr>
<td>Center for Disease Control (CDC)</td>
<td>U.S. State Department</td>
</tr>
<tr>
<td>American Society of Tropical Medicine and Hygiene (ASTMH)</td>
<td>Travel Warnings and Consular Information Sheets</td>
</tr>
<tr>
<td>Travel Safe: AIDS and International Travel</td>
<td>Services and Information for American Citizens Abroad</td>
</tr>
<tr>
<td>Lonely Planet</td>
<td>Travel Warning on Drugs Abroad</td>
</tr>
<tr>
<td>The Travel Clinic</td>
<td>Women's Sites</td>
</tr>
<tr>
<td><a href="http://www.drwisetravel.com/index.html">http://www.drwisetravel.com/index.html</a></td>
<td>Journeywoman</td>
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<tr>
<td>Travel Health Online</td>
<td><a href="http://www.journeywoman.com">http://www.journeywoman.com</a></td>
</tr>
<tr>
<td>U.S. State Department</td>
<td>Access-Able</td>
</tr>
<tr>
<td><a href="http://travel.state.gov">http://travel.state.gov</a></td>
<td><a href="http://www.access-able.com/tips/">http://www.access-able.com/tips/</a></td>
</tr>
<tr>
<td>Association for Safe International Road Travel (ASIRT)</td>
<td>Air Travel Tips and Resources</td>
</tr>
<tr>
<td>NAFSA: Association of International Educators</td>
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<tr>
<td><a href="http://www.nafsa.org/">http://www.nafsa.org/</a></td>
<td></td>
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<tr>
<td>StudyAbroad.com Handbook</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.studyabroad.com/handbook/safety.html">http://www.studyabroad.com/handbook/safety.html</a></td>
<td></td>
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</tbody>
</table>
Health Information for Travelers

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.

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.

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.

People 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,
  - 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.

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

General Travel Precautions
1. All travelers should take the following precautions, no matter the destination:
2. Wash hands often with soap and water.
3. Because motor vehicle crashes are a leading cause of injury among travelers, walk and drive defensively.
4. Avoid travel at night if possible and always use seat belts.
5. Always use latex condoms to reduce the risk of HIV and other sexually transmitted diseases.
6. Don’t share needles with anyone.
7. 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.

What You Need To Bring with You
1. Prescription medications: make sure you have enough to last during your trip, as well as a copy of the prescription(s).
2. Any medical information that might be needed in an emergency. Are you allergic to anything in particular (bee stings, drugs, treatments?). Do you have any special medical needs (prescription drugs, special treatments, etc)?
SECTION 3 – SITE SPECIFIC INFORMATION FOR SILICON VALLEY/MICROSOFT

Introduction to the Handbook

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.

Program Facts

Housing Address for Silicon Valley
Oakwood Apartments
555 West Middlefield Road
Mountain View, CA 94043
(650) 528-5000
(800) 940-7909
Fax: (650)940-7651


Program Dates (2008) – Silicon Valley
Sunday, January 6, 2008: Students arrive at housing
Tuesday, January 8, 2008: First day of project work
Friday, March 7, 2008: Last day of project work
Sunday, March 9: Students leave housing by 9:00 AM

Housing Information for Microsoft
The students at the Microsoft project will be housed in corporate-level housing near the Microsoft campus, with two students in a one-bedroom apartment. The apartment is furnished, and includes linens and kitchen equipment. We have not been informed of the specific housing location yet, but it will be convenient to Microsoft and to public transportation.

Program Dates (2008) – Microsoft
Wednesday, January 2, 2008: Students arrive at housing
Thursday, January 3, 2008: First day of project work
Tuesday, March 4, 2008: Last Day of Project Work
Wednesday, March 5, 2008: Students leave housing

Program Coordinators
Prof. David Finkel
Department of Computer Science
Worcester Polytechnic Institute
100 Institute Rd.
Worcester, MA 01609
(508) 831-5416
(508) 831-5776 (fax)
dfinkel@wpi.edu

Prof. John Orr
Dean, Undergrad Studies & Professor
Academic Affairs
WPI
100 Institute Rd.
Worcester, MA 01609
508-831-5273

Use and adaptation welcome, but please acknowledge WPI and Natalie Mello and tell us of your use (nmello@wpi.edu)
Project Center Housing – Silicon Valley
Students and faculty advisors will be housed at the Oakwood Apartment complex in Mountain View, California. The apartment complex is located within walking distance of shops, restaurants, and public transportation.

Students will be housed in a two-bedroom/two-bathroom apartment (4 students per apartment) or if necessary, in one-bedroom apartments (2 students per apartment). All apartments will be completely furnished, include all necessary kitchen / cooking / serving utensils, and will include both phone and cable TV service. Maid service will be provided (once a week) and include clean flat linen service. Laundry facilities are located in each building of the complex. Apartment leases include use of the pool, the fitness center, and the tennis courts.

Although the maid service will clean the apartments once a week, students are required to keep their apartments clean. Any charges for damage or extra cleaning required when the apartments are vacated will be billed back to the students in the apartments.

The Faculty advisor is there to help you. If you need help, ask! If you get into trouble or break something ask for help and be honest about what happened. It will be easier to deal with in the long run.

Address: Oakwood Apartments
555 Middlefield Road
Mountain View, CA 94043
(650) 528-5000
(800) 940-7909
Fax: (650)940-7651


How to get to the Oakwood Apartments

From the San Jose Airport:
• Follow the signs to Highway 101 North.
• Take 101 North to Moffett Boulevard exit; turn left at the end of the exit ramp
• While on Moffett Boulevard, take a left at Middlefield Road. Oakwood Mountain View is on the right. Park at the Rental Office to check in and get keys.

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.
Phone Calls
The off-campus housing provided for the Silicon Valley/Microsoft Projects Program will be set up with both local phone and cable TV service. WPI assumes no responsibility for any phone bills or other "fee for service" arrangements in student apartments.

Since the apartment telephones will not have long distance service, students will only be able to make long-distance calls by using a calling card or credit card, by calling collect, or by calling a toll-free number.

Grade Policy
The grade for your project depends both on the quality of your project work and your adherence to the project center rules. Violations of project center rules may result in a reduction of your grade.

Emergencies
In case of a life-threatening emergency, call 911. After you call 911, notify the on-site advisor.
Mountain View, CA 94040
Department Phone: 650-934-7800

Health Care information for Silicon Valley

Medical Information
El Camino Medical Group Urgent Care
Mountain View Medical Care Center
Second Floor
701 East El Camino Real

Dental Clinic
Camino Dental Group, Inc.
1328 W El Camino Real
Mountain View CA 94040
(650) 962-8773

Health Care information for Microsoft Project

Medical Care
Overlake hospital
1035 116th Ave NE
Bellevue, WA 98004
Phone: 425-688-5000
Fax: 425-688-5959

Dental Office
Brooks Brian D DDS
15700 Bel Red Road, Bellevue, WA 98008
Phone: (425) 883-3040

Mental Health Provider
Stanford University Hospital, Psychiatry and Behavioral Sciences
Psychiatry Building
401 Quarry Road
Stanford, CA
(650) 498-9111

Seattle Mental Health (http://www.smh.org/)
14270 Northeast 21st Street, Bellevue, WA 98007
Phone: (425) 641-2999
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
“\textit{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, \textit{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.

\textbf{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.

\textbf{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.

\textbf{“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.

\textbf{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.

\textbf{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.

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

Name:       Site:     Term:

Arrival Date on site:  Arriving from (city):

Mode of travel (air, train, bus, car):

If traveling by air:

Airline:    Flight Number:  Airport Destination:

Departure time:  Arrival time:

Scheduled return date:

Airline:    Flight Number:  Airport Destination:

Departure time:  Arrival time:

If you plan to travel independently either before or after the program, please tell us your tentative plans:


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

Name                             Project Site                        Term

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

In the event of an emergency, please contact:

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

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

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

Signature  Date

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Use and adaptation welcome, but please acknowledge WPI Natalie Mello and tell us of your use (nmello@wpi.edu)
APPENDIX C - ATC TEAM FORM
(One per team)

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

Project Site: __________________________________________

Pickup person:____________________________________________

Return person:____________________________________________

names of team members: ____________________________________

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

Dates:    pick up on or after:   01/03/08
          Return on or before:   03/11/08

<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>Phone #:</td>
<td>Phone #:</td>
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<tr>
<td>Student ID#:</td>
<td>Student ID#:</td>
</tr>
<tr>
<td>WPI Email:</td>
<td>WPI Email:</td>
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APPENDIX D - CAR RESPONSIBILITIES AT A PROJECT SITE

If you choose to bring your own car or to rent a car, you assume all risks involved in the use of the car. The following paragraphs provide some general advice about car usage.

If you use your own car:
1. Make sure you have valid insurance coverage.
2. Make sure you carry your insurance papers with you in your car.
3. Make sure you have a recent registration in your car and that it will not expire while you are at the project site.
4. If your car is registered in a state that requires a safety and/or emissions inspection, make sure it is up to date and will not expire while you are at the project site.
5. 

If you rent a car:
1. The rental agreement is a contract between you and the rental company. Make sure that you read and understand the entire rental agreement. In particular, the rental agreement determines your liability in case of an accident or damage to your car, and any restrictions on the use of the car.
2. Make sure that you understand the insurance options being offered by the rental company, and that you select insurance coverage appropriate to your situation. If your or your parents’ automobile liability insurance covers you when you are driving a rental car, you may not need to purchase liability insurance from the car rental company. Check with your insurance agent, your credit card may cover you for damage to the rental car. Check with your credit card issuer. If you are planning to rent a car for a long period, you should make sure that your own insurance or your credit card will cover a long-term rental.
3. If you are involved in an accident or if your rental car is damaged, inform the car rental company right away.
4. 

If you use a car:
1. Do not drink and drive! If you are cited for drunk driving or any other infraction involving drinking and driving, you will be on your own! WPI assumes no responsibility for your operation of your own vehicle or any vehicle you are traveling in while participating in the Program.
2. If you have an accident or are cited for any reason, tell your advisor(s) immediately!
3. Safety is the most important issue while using your car or being a passenger in a car while participating in the Program!
4. Bring an extra car key and either keep it in a safe place in your apartment or give it to someone you trust and will be available should you lose your key or lock yourself out of your car.

I acknowledge that I have received, read and understand the above text describing “car responsibilities” while participating in the WPI Project Program.

<table>
<thead>
<tr>
<th>Name</th>
<th>site</th>
<th>term</th>
<th>Signed</th>
<th>date</th>
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</table>

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### APPENDIX E - ONSITE TRAVEL FORM

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

- **Train** ☐
- **Bus** ☐
- **Air** ☐
- **Car** ☐

#### Departing from the Site Information

<table>
<thead>
<tr>
<th>Time of Departure</th>
<th>Number of flight/vehicle</th>
<th>Airline/vehicle carrier</th>
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<tr>
<th>Departing from (name of airport, station, terminal)</th>
<th>* Connection Information if applicable:</th>
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<tbody>
<tr>
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<td>Number of flight/vehicle</td>
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<td>Departing from</td>
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<td>Number of flight/vehicle</td>
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<td>Departing from</td>
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#### Returning to the Site Information

<table>
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<tr>
<th>Time of Departure</th>
<th>Number of flight/vehicle</th>
<th>Airline/vehicle carrier</th>
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<table>
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<tr>
<th>Returning from:</th>
<th>* Connection Information if applicable:</th>
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<td>Number of flight/vehicle</td>
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<td>Number of flight/vehicle</td>
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<td></td>
<td>Departing from</td>
</tr>
</tbody>
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### Lodging

- (please call advisor with any changes to your reservations)

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

List other students who are traveling with you on this exact itinerary:

- 
- 
- 

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

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
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</table>

*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 Natalie Mello and tell us of your use (nmello@wpi.edu)
APPENDIX F - MANDATORY PAPERWORK CHECKLIST

All paperwork for Silicon Valley/Microsoft C 2008 must be in the IGSD by Monday, November 26, 2007 (before 1:00 PM).

☐ Acknowledgement and Release Form
☐ Travel Form
☐ Health Form
☐ ATC Laptop Form
☐ Car Responsibilities Form