



STUDY ABROAD ORIENTATION

Office of International Programs
www.washburn.edu/iip



Announcements



Where in the World are Ichabods™ Traveling?

73 Total Participants 13 Destinations:

Belgium

China

Czech Republic

England

Finland

Germany

Ireland

Italy

Japan

Mexico

S. Korea

Spain

The Netherlands



Study Abroad Quiz (Handout)

What do you need to know before you go?

Is this true about you?

Count how many “yes” statements you put.

Participant Engagement

Study Abroad is an Investment

- Educationally: academic, credit-earning endeavor
- Financially: don't throw your money away!
- Time commitment: sacrificing time away from work, family and friends.
- Personally: one of the most impactful times of your life.

Congratulations on receiving a scholarship from the Office of International Programs! Scholarships make it possible for you to experience the world abroad.

Scholarship donors love to hear from students who receive their scholarships. The process is not only meaningful to the donor, but also makes a big impact for additional scholarships or increased funding in already created funds.

Please take a moment to write a thank you, using the stationery on the other side of this sheet, using the following format as your guide. When you are finished, please submit your thank you to Tina Williams or Sally Bender at the Office of International Programs. (International House)

~~~~~

**Date**

**To Whom It May Concern;**

**First paragraph:** State purpose of letter (I am writing to thank you....)

**Second paragraph:** Share a little bit about yourself, your major, where you will be studying abroad and why, and indicate why the scholarship is important to you.

**Third paragraph:** Close with an expression of gratitude for the scholarship and make a commitment to do well with the donor investment.

**Sincerely,**

**Sign your name**

**Address**

**City, State, Zip**

THANK  
YOU

*April 22, 2016*

*To Whom It May Concern;*

*I am writing to thank you for your generous, financial support towards my higher education. I was very happy to learn that I was a recipient of the International Programs scholarship.*

*I am from Newton, Kansas and am currently a Business major who plans to pursue a career in International Business. This fall I will be studying abroad in Denmark at the International Business Academy. It is my goal to not only excel in my studies but to experience a different culture in hopes that it will help me to see expand my view of the world.*

*Once again, thank you for your financial support. I hope one day I will be able to help other students achieve their goal just as you have helped me.*

*Sincerely,*

*Clara Jones*

*1234 Tangarine Rd*

*Newton, KS 55555*

# Participant Engagement

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## **Be Informed About and Engaged in the Study Abroad Process**

- Manage your email; read and understand the documents you receive; timely submit all required forms and paperwork.
- Know the consequences before you consider any changes.

## **Educate Yourself**

- About the host country you will visit

# Student Adventure = Student Responsibility

## **While Abroad**

- Learn to laugh at yourself and have fun learning as you go!...Do not engage in risky behaviors, abuse alcohol, use drugs, or disrespect others.
- Be a responsible student, attend all classes, complete all assignments
- Contribute positively to group dynamics
- Be a responsible Global Citizen / Ambassador of yourself, your university, city and country

## **After Returning**

- Complete post program requirements. Give feedback about the program and use what you've learned in your future classes, & daily life . . .

# Study Abroad Handbook

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## **Table of Contents:**

- Travel Docs
- Health
- Smart Travel
- Managing Your Money
- Academics
- What's It Like Living Abroad?
- Local laws
- Enrollment & Transfer Credit
- Cultural Adjustment
- Traveling While Abroad
- Pre Departure Checklist Q&A



# Travel Docs p. 3

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Tina Williams, M.S. Ed  
Study Abroad Coordinator  
Office of International Programs



<http://studentsabroad.state.gov/>

TRAVEL.STATE.GOV

search this site

GO

Contact Us



# STUDENTS ABROAD

*go from here.*

TRAVEL DOCS

HEALTH

EMERGENCIES

EMBASSIES

SMART TRAVEL

SPRING BREAK

TO GO

VOTING

NEWS & ALERTS

## When you go abroad... go from here!

When traveling abroad, you need more than just your backpack and flip flops. That's where we come in. We're here to make sure you're ready.

You might be interested in these:



smart traveler  
enrollment program



prepare  
your  
travel docs



know  
what to  
do in an  
emergency





# Smart Traveler Enrollment Program

A SERVICE OF THE BUREAU OF CONSULAR AFFAIRS  
U.S. Department of State



Sign In or [Create Account](#)



[Forgot Username](#) or [Password?](#)

## TRAVELING?

Enroll a trip and get Travel Alerts and Warnings



## STAYING AT HOME?

Get Travel Alerts and Warnings



## FREQUENT TRAVELER?

Create an account



## What is STEP?

The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

## Benefits of Enrolling in STEP

- ✓ Receive important information from the Embassy about safety conditions in your destination country, helping you make informed decisions about your travel plans.
- ✓ Help the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency.
- ✓ Help family and friends get in touch with you in an emergency.

<http://studentsabroad.state.gov/traveldocs.php>



# STUDENTS ABROAD

*go from here.*

TRAVEL DOCS

HEALTH

EMERGENCIES

EMBASSIES

SMART TRAVEL

SPRING BREAK

TO GO

VOTING

NEWS & ALERTS

## Travel Docs

Lost or Stolen Passports

Western Hemisphere Travel Initiative

Passports

Passport Cards

Visas

## Travel Docs

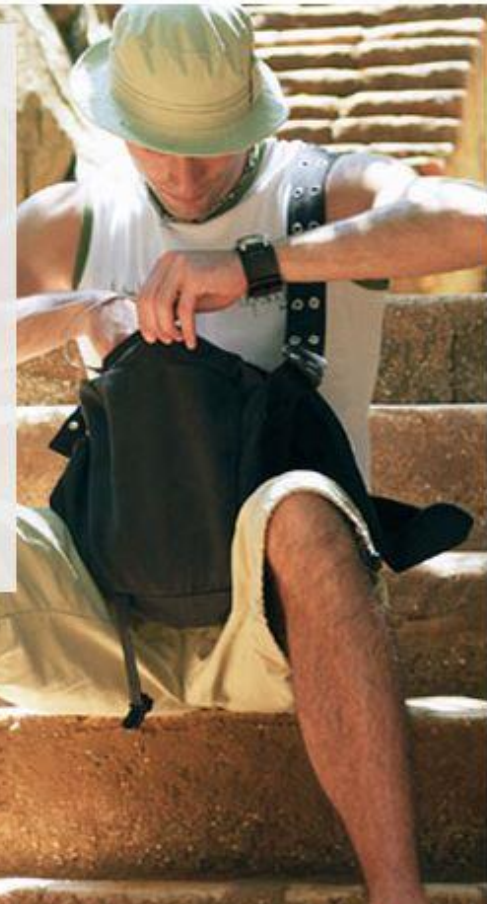
 Print  Email

Before you can even step foot out of the U.S., you need the right paperwork – a passport and, depending on where you are headed, a visa. These documents are literally your permits to travel the world and they are the most important pieces of ID you will carry while abroad.

Having the right documentation is critical for getting in and out of the country you visit. Make sure you do your homework on what you need, **BEFORE YOU GO.**



Smart  
Traveler  
Enrollment  
Program





# Entry Requirements: pg. 3-4

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## **Passport Application:** <http://travel.state.gov/passport>

- Process application at Post Office (Topeka Downtown PO)
- 4-6 week process (Expedited service if needed sooner)
- Passport should be valid for at least 6 mos. beyond the date you will return.

### **Make Photocopies:**

- One copy in U.S.
- One copy in your Bods Abroad Application
- One copy with you
- Photocopy your visa (if applicable)

**Be sure the name on your airline ticket matches your name as it appears on your passport!**





# STUDENTS ABROAD

*go from here.*

[TRAVEL DOCS](#)[HEALTH](#)[EMERGENCIES](#)[EMBASSIES](#)[SMART TRAVEL](#)[SPRING BREAK](#)[TO GO](#)[VOTING](#)[NEWS & ALERTS](#)[Travel Docs](#)[Lost or Stolen Passports](#)[Western Hemisphere Travel Initiative](#)[Passports](#)[Passport Cards](#)[Visas](#)

Smart  
Traveler  
Enrollment  
Program

## Visas

[Print](#) [Email](#)

Depending on which country you are planning to visit, you may also need to a visa. A visa is an official document issued by a foreign country, formally allowing you to visit. Visas are attached to your passport and allow you to enter a foreign nation.

Look through the State Department's [Country Specific Information](#) to find information about your destination. You can research the entry and exit requirements, get more details about necessary documentation, and find out how to apply. You may be able to apply online, at that country's U.S. embassy or even at the airport in the country itself once you get there.



<http://studentsabroad.state.gov/smarttravel.php>



#### Smart Travel

Research Your Destination

Packing

Insurance

Your Hotel

Local Laws

Driving Abroad

Drinking & Drugs

For Women Travelers

For LGBT Travelers

Disabilities

## Smart Travel

 [Print](#)  [Email](#)

**Class is in session!** Welcome to Smart Travel 101! From left-sided driving, to packing tips, here's everything you need to know to make the grade.





# Health p. 5

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Samantha Chitwood, APRN  
Board Certified in Family Health  
WU Student Health Services



## Health Services

Meet the Staff

FAQs

Health Links



### Payment Method

Most services are provided at no cost to patients.

Services with a fee can be paid with an I-card, credit card, check or cash.

🏠 > [CURRENT STUDENTS](#) > [SERVICES TO STUDENTS](#)  
> [HEALTH SERVICES](#)

## Student Health Services

**Student Health is located in Morgan Hall Room 140**

All Washburn University students are eligible to visit Student Health Services free-of-charge with a valid WU ID. No appointment is necessary with the exception of pre-participation physicals and well woman exams. There is a fee for laboratory testing (including PAP), X-rays, immunizations, TB testing and prescription medications. Our services include:

- Urgent care for illness and injury
- Primary care for chronic stable conditions
- Pre-participation physical exams (Sports, Nursing, Allied Health, Study Abroad) Well-woman exams
- Well-woman exams
- Sexually transmitted infection treatment
- Diagnosis and care of emotional problems
- Diagnosis and care of emotional problems
- Immunizations including meningitis immunizations (Required of all students living on campus). [Download immunization forms.](#)
- TB testing
- Patient assistance program for prescriptions
- Health education
- Referrals to community resources when necessary (at student expense). [Download Release of Information.](#)

### Location

#### Student Health Services

Morgan Hall, Room 140  
1700 SW College Ave  
Topeka, KS 66621  
PH: 785.670.1470  
Fax: 785.670.1029

### Hours

#### MONDAY THRU FRIDAY

8:00 A.M. - 5:00 P.M.

The last walk-in is accepted approximately 30 minutes prior to closing dependent upon patient census.

### Prescription Refills

Call 670-1471 for refills.

Please allow 3 business days for refills.

### Laboratory Tests and Immunizations

For information on charges for laboratory tests and immunizations, please call 785-670-1470



<http://studentsabroad.state.gov/health.php>



# STUDENTS ABROAD

*go from here.*

TRAVEL DOCS

HEALTH

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SMART TRAVEL

SPRING BREAK

TO GO

VOTING

NEWS & ALERTS

## Health

Country Information

Staying Healthy

Medical Insurance

Prescriptions

Vaccinations

Mental Health

Disabilities



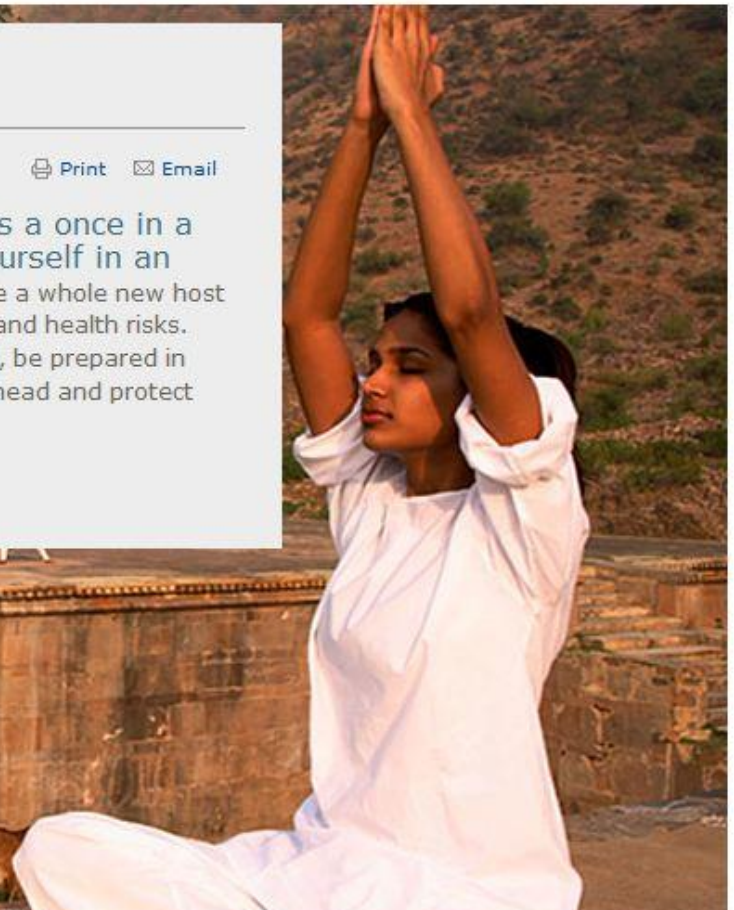
Smart  
Traveler  
Enrollment  
Program

## Health

Print Email

Exploring a foreign country provides a once in a lifetime opportunity to immerse yourself in an exciting new culture. It also can provide a whole new host of possible diseases, tainted food and drink, and health risks. Whether it's a broken bone or food poisoning, be prepared in case of a health emergency overseas. Plan ahead and protect yourself.

**Take care.**





# WU Study Abroad Insurance Plan (handout) pg. 6

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- All study abroad participants will be enrolled in the required WU Study Abroad Insurance Plan, unless you are participating in an affiliate program that includes insurance in the program fee.
- Policy brochure available on Bods Abroad.
- Reimbursement policy: Pay first and keep receipts, submit claim.
- Coverage includes: health, emergency medical evacuation and repatriation & more.
- There is no additional cost for programs 30 days or less. A fee of \$1.00 a day is charged for programs over 30 days.



# Alert Traveler p. 8

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Allyson Sass  
Administrative Specialist  
Office of International Programs & WTE



# Alert Traveler

- When there are security/safety issues in your area Alert Traveler will let you and us know.
  - e.g. terrorist attack, bad weather, protests & demonstrations, etc
- If needed, you would be able to dial the in-country emergency services, the U.S. Embassy or consulates in the region, and the WU Office of Study Abroad emergency line all at the touch of a button.
- Ability to “check-in” to let us know that you’re safe in the event of an incident.
- Country and city resources to aid in informed decisions
- Peace of mind, accessibility

# Alert Traveler

- There's an App for that
- **To be entered in the Scholarship Drawing the app has to be installed and activated!**
- Get out your phones

## How to Install & Activate AlertTraveler on Your Mobile Device

1. Download & Install the AlertTraveler app on your mobile device
  - a. [Apple App Store](#)
  - b. [Google Play store](#)
2. Go to the Washburn BodsAbroad site to Login: <http://washburn.studioabroad.com>

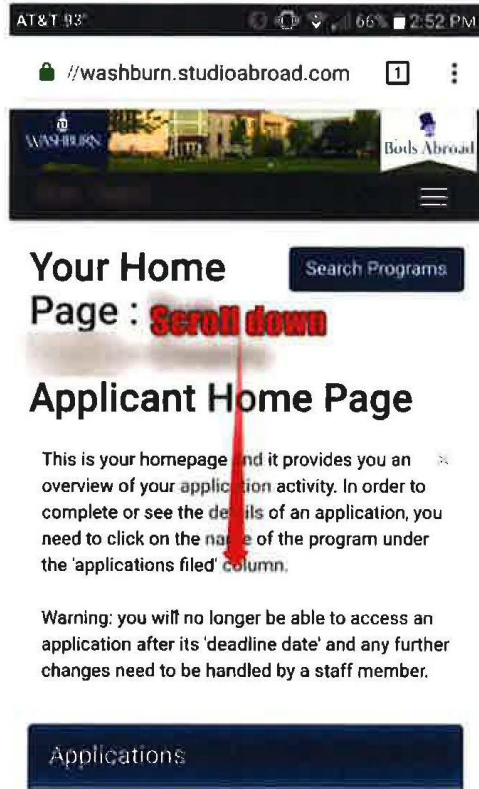


3. Login with your Washburn email and password

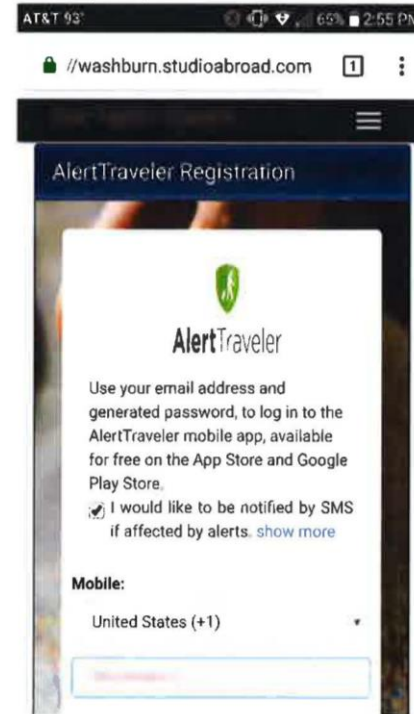




4. Scroll down on your homepage to the AlertTraveler Registration



5. Check the box "I would like to be notified by SMS if affected by alerts."
6. Select the country your phone number is from
7. Enter your phone number





8. Scroll down a little farther
9. If the Email box is blank, enter your Washburn email address
10. Click the Generate button

AT&T 93%

Mobile:

Email:

Password:

Click below to generate your password

GET IT ON Google Play

Download on the App Store

Email me my password

Generate LOGIN TO ALERTTRAVELER

11. Click the LOGIN TO ALERTTRAVELER button

AT&T 82%

//washburn.studioabroad.com

Mobile:

United States (+1)

Email:

Password:

BgREKsQpYn6Ktw

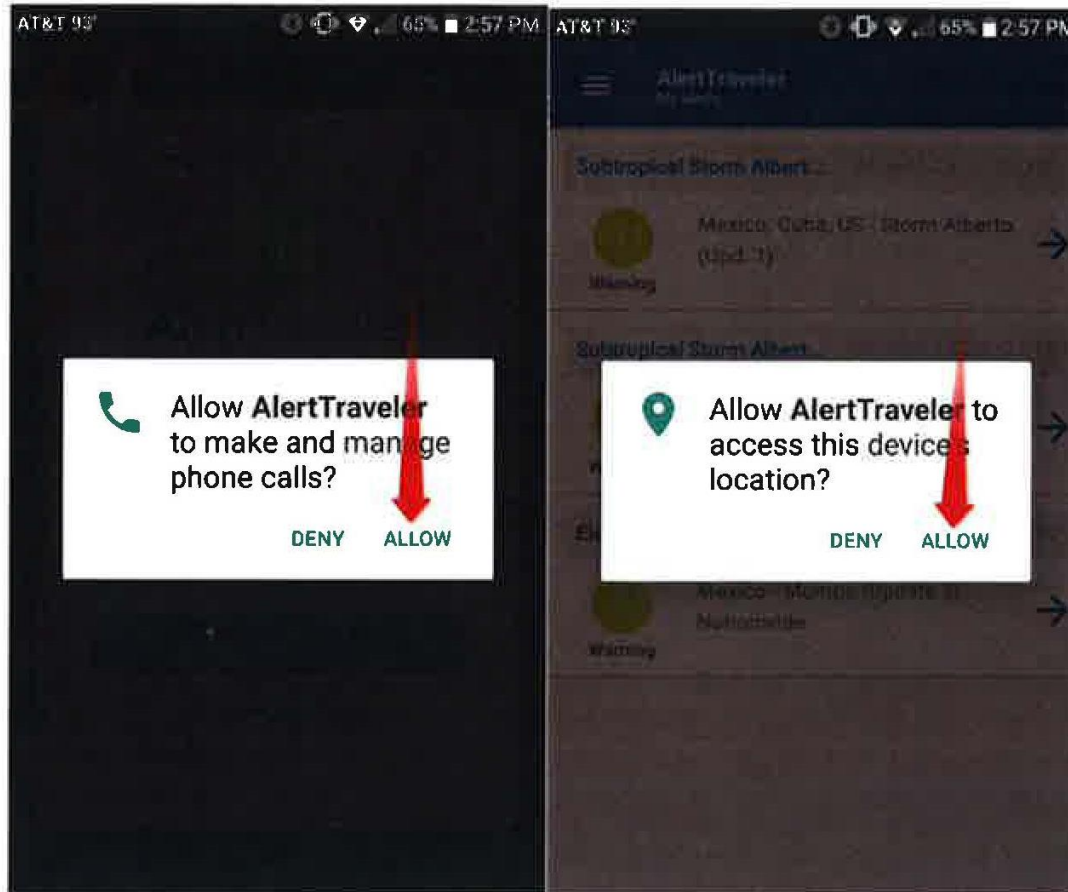
GET IT ON Google Play

Download on the App Store

Email me my password

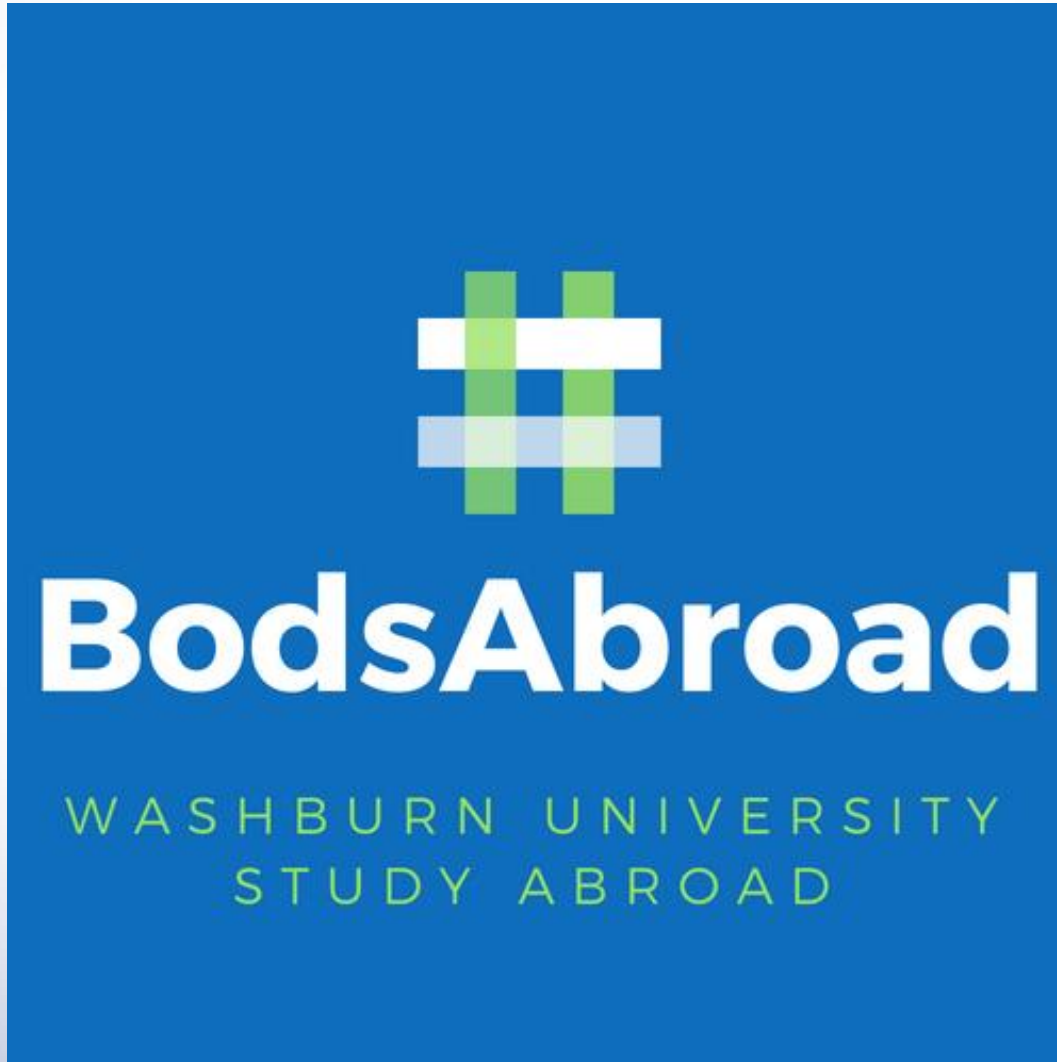
Generate LOGIN TO ALERTTRAVELER

12. The AlertTraveler app will open and automatically log you in
13. If prompted, allow AlertTraveler to make phone calls, send notifications, and access the device's location



# Social Media

@bodsabroad (Facebook, Instagram, Twitter)





# Managing Your Money p. 11

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Tina Williams, M.S. Ed  
Study Abroad Coordinator  
Office of International Programs



**Play an active role in understanding your finances; have multiple methods of getting cash. ATMs may be available and may be a safe option; consult a travelers guide for more information about your destination.**

- ATMs may be available for cash withdrawals (credit or debit). Know your pin!
- Check with your bank to make sure your card will work oversea (e.g., Plus, Cirrus, Visa Check Card, etc.)
- Let your bank know when & where you will be traveling. This will keep your bank from suspecting fraud and placing a hold on your account.
- Check the daily cash withdrawal limit and daily spending limit for each credit and debit card you take with you.
- Check the expiration dates on each credit or debit card to ensure your card will not expire while abroad.
- Photocopy each of your credit or debit cards. Keep these records somewhere safe, separate from the actual cards and checks.

- Research the currency of your host country and become familiar with the exchange rate... it's not play money! For exchange rates: [www.xe.com](http://www.xe.com)
- Exchange a small amount (\$100) of USD or the equivalent in foreign currency as “Just in Case” money inside the US gateway airport so you are prepared to pay for taxi, tips, meal etc. upon arrival.
- Carry large bills and debit and credit cards in a money belt on your person.
- If possible, use ATMs that have “card swipe” readers rather than “card insertion” readers. This way, your card will always be in your hands!
- Keep the phone number or e-mail address of at least two relatives, your American and abroad airports, the U.S. Overseas Access Code (001) and the U.S. Embassy.
- Set up online banking to access your account and make transfers if necessary.



# Been There

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**Madeline Switzer & Avery Stratton**  
**Semester at Sea Fall 2017**







**(10 Things to Know About  
Semester at Sea)**





**AVERY STRATTON**

**MADELEINE SWITZER**





**AVERY STRATTON**



**MADELEINE SWITZER**







Life on a ship  
is...different.

1



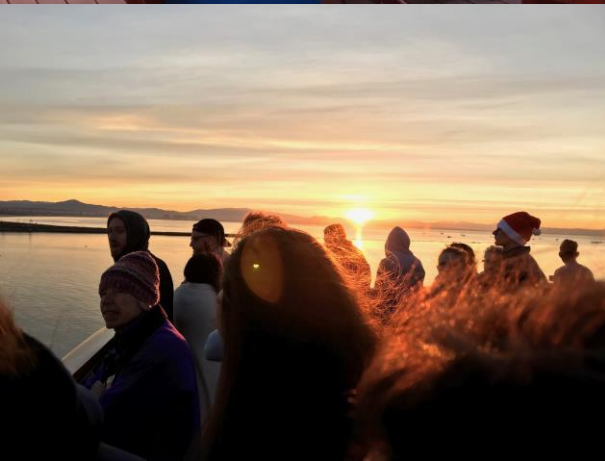




**SUNSETS ARE ALWAYS  
BETTER AT SEA.**









**DON'T**

Leave your stuff in a taxi/lose your passport/be dumb.

**3**





4  
Put the  
camera **down**...  
sometimes.



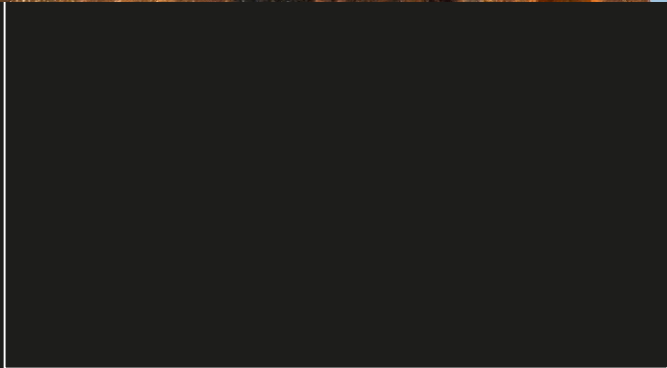


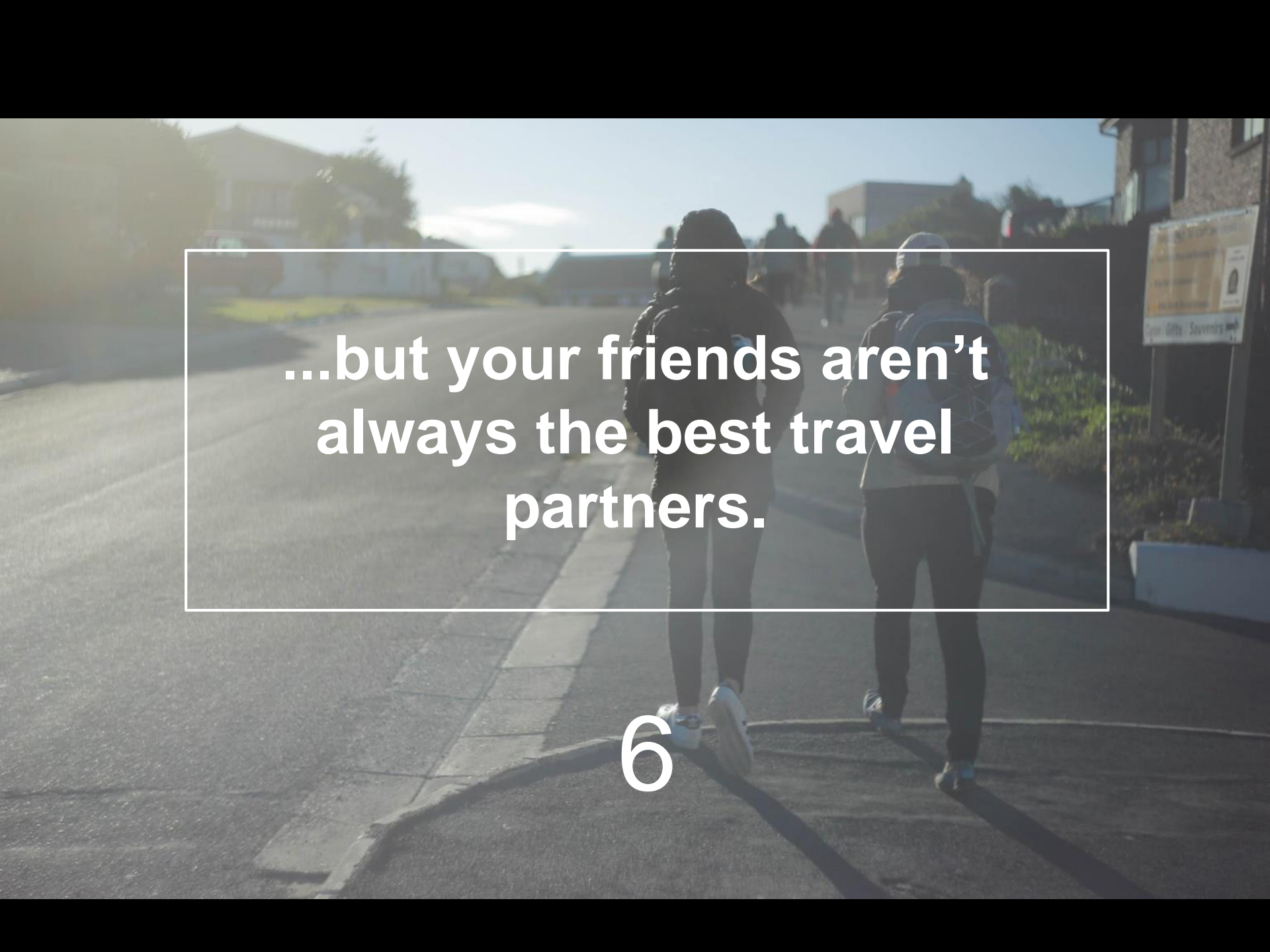
A large group of approximately 20 diverse young adults are posing for a group photo in a restaurant. They are arranged in several rows, with some standing and some sitting at a wooden table in the foreground. The group is smiling and looking towards the camera. The restaurant has a warm, ambient lighting with yellow pendant lights. The table in the foreground has various items on it, including red plastic cups, white bowls, a black thermos, and some papers. The background shows the interior of the restaurant with white walls and a dark curtain on the left.

**Strangers become friends,  
and friends become family.**

**5**





A photograph of two people walking away from the camera on a paved path. The person on the left is wearing a dark hoodie and leggings, while the person on the right is wearing a light-colored jacket, dark pants, and a backpack. The background shows a residential street with houses and trees under a bright sky. A white rectangular box is superimposed over the middle of the image, containing the text "...but your friends aren't always the best travel partners." in white, bold, sans-serif font.

**...but your friends aren't  
always the best travel  
partners.**

6





**Strike a balance between  
cultural and fun activities.**





**DON'T have a plan for  
everything.**

**8**





Try everything.

9





**Re-entry shock is the hardest part.**

10





# Questions?

[avery.stratton@washburn.edu](mailto:avery.stratton@washburn.edu)  
[madeleine.switzer@washburn.edu](mailto:madeleine.switzer@washburn.edu)  
[@carltakesontheworld](https://www.instagram.com/carltakesontheworld)

<https://www.semesteratsea.org/>



# Washburn Transformational Experience p. 13

Allyson Sass

Administrative Specialist

Office of International Programs



## Student Academics

[Home Community](#) / [Home](#) / [Student Academics](#)

### Home

[News & Events](#)  
[University Services](#)  
**[Student Academics](#)**  
[Student Life](#)  
[Financial Services](#)  
[Finance](#)  
[Faculty](#)  
[MyCourses](#)  
[Employee](#)

### Sites

## Registration Information

### Registration

[Check your registration status](#)  
[Search for available courses](#)  
[Withdraw from All Courses](#)  
**[REGISTER FOR COURSE/ADD OR DROP CLASSES](#)**  
[Registration Menu](#)  
[View Detail Course Schedule](#)

### Additional Registration Information

[Academic Calendar](#)  
[Important deadlines/dates for this week](#)  
[Last Day\\* deadline for courses](#)  
[Refund Dates by Course](#)  
[Course Schedule and Registration Information Guide](#)  
[View Catalog Information..Including Prerequisites](#)  
[Final Exam Schedule](#)

### University Registrar Links

[View academic transcript](#)  
[View midterm grades for freshmen](#)  
[View final grades](#)  
[Update your address information](#)  
[Transcript Request and Enrollment Verification](#)  
[Name Change Information](#)

### Graduation and Beyond

[Commencement Web Site](#)  
[Apply to Graduate](#)  
[Diploma Mailing](#)

## Academic Advising

[Academic Advising Office](#)  
[Majors & Programs](#)  
[Declare or Change Your Undergraduate Major](#)  
[University and General Education Requirements](#)  
[University Catalog](#)  
[Instructions for Processing Degree Audits](#)  
**\*NEW\*** [Process Degree Audits & SEP \(2016-2017 catalog and beyond\)](#)  
[Process Degree Audits \(Catalogs PRIOR to 2016-2017\)](#)  
[Washburn University Transfer Guide](#)  
[GPA Calculator](#)

## Academic Opportunities

[WTE Declaration and Activity Plan Submission](#). For more information about the Washburn Transformational Experiences, please go to WTE.  
[Apeiron, A Forum of Student Research, Scholarship and Creativity.](#)  
**[Register for Apeiron.](#)**  
[University Honors Program](#)  
[Study Abroad](#)  
[Leadership Institute](#)  
[Learning in the Community \(LinC\)](#)

## Academic Profile

Select Another Term ☐

### Primary

### Curriculum

|                        |                              |
|------------------------|------------------------------|
| <b>Class Standing:</b> | Post Baccalaureate           |
| <b>Degree:</b>         | Non-degree seeking           |
| <b>Level:</b>          | Undergraduate                |
| <b>Program:</b>        | Non-Degree Seeking Undergrad |
| <b>Admit Term:</b>     | Spring 2018                  |
| <b>Catalog Term:</b>   | Spring 2018                  |
| <b>College:</b>        | VPAA/Other                   |
| <b>Campus:</b>         | Washburn University          |
| <b>Major:</b>          | Non-Degree Seeking           |

[Transcript](#)

[Holds](#)



## Transformational Experience

### WTE Project Completion Form

[Edit](#) [Print version](#) [Exit](#)

[Click here for WTE Final Assessment Report](#)

|               |                            |
|---------------|----------------------------|
| Student WIN:  |                            |
| Student Name: |                            |
| Major(s):     | Accounting                 |
| Class/Year:   | Post Baccalaureate         |
| WTE Area:     | International Education TE |

Title of Plan/Position/Program: International Business and Entrepreneurial Experience

Presentation Venue:

Presentation Date: (mm/dd/yyyy)

Student Agrees Project Complete: -

Mentor Approval: -





## WASHBURN TRANSFORMATIONAL EXPERIENCE FINAL ASSESSMENT

Please complete this final assessment of your WTE. Your responses will be added to a growing pool of responses by other students who have completed the Washburn Transformational Experiences. It is our intent to use this data to better understand and assess the impact of WTE experiences on our students.

Please indicate, by checking the appropriate box, which Washburn Transformational Experience you completed?

- ☐ Community Service
- ☐ International Education
- ☐ Leadership
- ☐ Scholarly or Creative

As a result of my WTE I have increased my culture/multicultural understanding and knowledge.

- ☐ (1) Strongly disagree
- ☐ (2) Disagree
- ☐ (3) Uncertain
- ☐ (4) Agree
- ☐ (5) Strongly Agree

As a result of my WTE, I have grown as a professional.

- ☐ (1) Strongly disagree
- ☐ (2) Disagree
- ☐ (3) Uncertain
- ☐ (4) Agree
- ☐ (5) Strongly agree

As a result of my WTE, I have made a difference in the lives of others.

- ☐ (1) Strongly disagree
- ☐ (2) Disagree

# WTE – Public Presentation

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The final requirement of the WTE involves completing a Public Presentation within the semester after returning and prior to graduation.

## 1) Oral Presentation

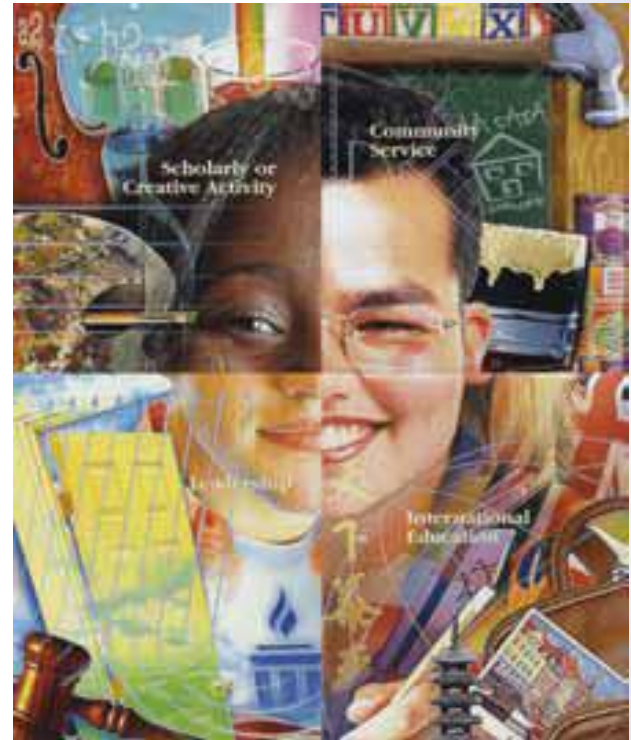
In a pre-approved and pre-arranged WU classroom or event.

## 2) Poster Presentation

At a pre-approved venue such as:

Study Abroad Fair (early September) or

[Day of Transformation](#) (November 2018)



# Personalized Display

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# Computer Generated Poster

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## **WTE Poster Grant Application**

**This application is for WTE students presenting a poster at Apeiron and Day of Transformation.**

Washburn University's vision is to expand the culture of undergraduate creative and scholarly work. The opportunity for undergraduates to perform independent creative work is consistent with the University's commitment to individual achievement and its mission to "help students reach their full academic potential." Students can request monies for the opportunity to present their final product. The proposed project must be student driven, original, and faculty supervised. Furthermore, the funded project must represent more than a class assignment unless it is part of a capstone project that reflects advanced scholarly or creative activity. The grants are competitive and awarded based on the quality of the project proposal as reviewed by a committee composed of faculty from different disciplines, using a rubric. It is generally assumed that students will be in their junior or senior years when they complete these projects.

**READ THIS: Students are eligible to receive a maximum of \$85 to be used for printing a poster. The poster MUST be printed at UMAPS. No exceptions allowed. Students are only eligible to receive funding for ONE (1) Washburn Transformational Experience. If you have received any WTE funds previously, then you are not eligible for any additional funds. Scholarly Creative WTE students seeking more than the maximum of \$85 or seeking project or travel support should use the original Scholarly Creative grant application, which can be found at:**

**<http://www.washburn.edu/admin/vpaa/forms/SCWTE.html>**

**PLEASE READ THIS ENTIRE DOCUMENT AND COMPLETELY AND THOROUGHLY ANSWER EACH ITEM. INCOMPLETE OR POORLY PREPARED GRANTS WILL NOT BE FUNDED!!!**

Name:

WU email address:

Major:

Have you declared a WTE?

☐ Yes

☐ No. If "No", then your project is not eligible for funding from this source.



## WTE Project Completion Form

[Edit](#) [Print version](#) [Exit](#)

### Final Assessment Report Complete

|               |                            |
|---------------|----------------------------|
| Student WIN:  |                            |
| Student Name: |                            |
| Major(s):     | Physical Education         |
| Class/Year:   | Senior                     |
| WTE Area:     | International Education TE |

Title of Plan/Position/Program: **Sport Traditions and Cultural History of Europe**

Presentation Venue: Washburn Day of Transformation

Presentation Date: (mm/dd/yyyy) 11/19/2009

Student Agrees Project Complete: Y

Mentor Approval: Y

Dean/Dept. Chair Approval: -  
(Required only for Scholarly Creative WTE)

Was mentor's supervision of this WTE part of their teaching load? (Required only for Scholarly Creative WTE) -

WTE Area Director Approval: Y

Mentor E-mail: [ross.friesen@washburn.edu](mailto:ross.friesen@washburn.edu)

[Edit](#) [Print version](#) [Exit](#)



# IE-WTE Medallion

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# Academics: Enrollment & Credit Transfer pg. 12

Tina Williams, M.S. Ed  
Study Abroad Coordinator  
WU Office of International Programs



# Study Abroad Credit Transfer

Want Credit from abroad? Complete a “Study Abroad Credit Transfer Form” BEFORE you leave:

<http://www.washburn.edu/iip/sap.html>

- Enroll in the assigned IS Study Abroad course
- When you return from a semester or year-long program, your transcripts are sent weeks/ months later; therefore, grades may not be immediately reported.

**Study Abroad Credit Transfer Form** **Washburn University**  
*Complete the top portion for pre-approval of courses abroad.*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ WTN \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Major/Minor Dept \_\_\_\_\_  
Phone \_\_\_\_\_ Email Address \_\_\_\_\_  
I plan to attend the study abroad program coordinated or approved by Washburn as designated below:  
City \_\_\_\_\_ Country \_\_\_\_\_ Host University/Program Provider \_\_\_\_\_  
Dates of attendance for the study abroad program: From \_\_\_\_\_ to \_\_\_\_\_  
Month/day/year Month/day/year

Proposed study abroad courses (Shaded area for office use only): *Note: Transfer of Academic Credit Earned from a Foreign Institution: "A letter grade will only be posted if the course is required for the student's major or minor academic program. All other course work is posted as credit."*

| Dept | Course | Sect | WU Study Abroad Course Title | Credit Hours | Host University Course Title | Washburn equivalent: Title Dept Course # Or 1XX or 3XX when no exact match exists |
|------|--------|------|------------------------------|--------------|------------------------------|-----------------------------------------------------------------------------------|
|      |        |      |                              |              |                              |                                                                                   |
|      |        |      |                              |              |                              |                                                                                   |
|      |        |      |                              |              |                              |                                                                                   |
|      |        |      |                              |              |                              |                                                                                   |
|      |        |      |                              |              |                              |                                                                                   |

Dept Chairperson's signature \_\_\_\_\_ Date \_\_\_\_\_ Academic Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_ Student's signature \_\_\_\_\_ Date \_\_\_\_\_  
Dept Chairperson's signature \_\_\_\_\_ Date \_\_\_\_\_ Academic Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_  
Associate VP Academic Affairs' \_\_\_\_\_ Date \_\_\_\_\_ Academic Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_  
*(Signature indicates approval of appropriate course content for general education—Final)*



## Withdrawal or Extension of Program: pg. 14

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- Contact the Office of International Programs (OIP) in writing to discuss your request.
- Communicate with Faculty-Leader/Advisor and Major Department.
- Meet with the Coordinator at the Host University.
- You must finalize all business in the host country before leaving and pay all outstanding bills. Neither WU or the host university will be responsible for any financial or other matters that you leave unresolved.
- If you are extending your program. Contact the OIP. It will be your responsibility to secure housing, registration and proper documentation.

# **Local Laws - Harassment, Discrimination, Accommodations WU Study Abroad Code of Conduct Expectations & Consequences**

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Pam Foster

Equal Opportunity Director

Joel Bluml

Associate Vice President for Student Life

Molly Steffens-Herman

Victim Advocate



# WU Study Abroad Code of Conduct: Expectations and Consequences

## WU Student Code of Conduct

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*Washburn University strives to provide an environment in which students may pursue their educational interests. Students are expected to conduct themselves in a manner which promotes learning and preserves academic freedom for all.*

*The students of Washburn University are responsible for complying with policies, standards, rules, and requirements for academic and social behavior formulated by the University and affiliated organizations. These procedures and rules afford a student due process in the matter of alleged violations of University standards, rules and requirements governing academic and social conduct of students.*

*The University generally is not responsible for conduct of students off campus. However, when the behavior occurs off campus at a University-sponsored activity or when the off-campus behavior of students can be reasonably expected to adversely affect the safety and security of persons on campus or the orderliness of the educational process, Washburn must implement the procedures provided for in this Code.*





# WU Study Abroad Code of Conduct: Expectations and Consequences

## Bods Abroad Program Application Material



Study Abroad Code of Conduct: Expectations and Consequences

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### Study Abroad Code of Conduct: Expectations and Consequences

#### EXPECTATIONS

International programs are designed to be significant, educational and transformative experiences. Washburn University is committed to providing a positive and safe experience. However each student is responsible for individual actions and the effects of those actions on themselves, other students, and the surrounding community.

Acceptable behavior is governed by ethics, integrity, and respect as well as compliance with all local norms, social patterns, laws and regulations. Behavior should reflect qualities like integrity, openness to new and different situations, sensitivity to others' needs and generous compassion. Acceptable behavior also includes actions that ensure the safety of the individual and the group.

#### Student Conduct

Students enrolled at WU who are part of an International program are responsible for following the procedures and sanctions in this Study Abroad Code of Conduct. It provides for the disciplinary process available for misconduct or violations of the Student Code of Conduct that occur when a WU student is abroad. The purpose of the Study Abroad Code of Conduct is to provide procedures to immediately address conduct issues while abroad.

The Code of Conduct applies to all aspects of the International Program experience. This includes any location where the program is taking place, whether owned or used by the University; during University-sponsored activities such as field or day trips; and to conduct committed generally by the student that adversely affects the University community.

**The WU Student Conduct Code still applies!** [http://www.washburn.edu/current-students/services/Student\\_Conduct\\_Code.pdf](http://www.washburn.edu/current-students/services/Student_Conduct_Code.pdf) This Study Abroad Code of Conduct does not replace the WU Student Conduct Code, it supplements it. By signing this document, students are agreeing to be subject to any additional provisions provided in this document, even if such provisions may be stricter than the WU Student Conduct Code.

*If the University Official determines a students' behavior disrupts the educational experience or threatens the safety of the individual or others, the student may be dismissed from the program and sent home at their own expense.*

#### PROCEDURES and CONSEQUENCES

In the event of an incident that involves academic or behavioral misconduct or a student's difficulty with local authorities, the Washburn University Faculty Leader may need to notify the Washburn University

# Study Abroad Consent Release and Assumption of Risk

## Study Abroad Program Application Material



### Study Abroad Consent Release and Assumption of Risk

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I agree my participation in the Program is entirely voluntary and at my request and initiation. In consideration of my participation in the Program, I agree as follows:

#### 1. Risks of Study Abroad

I understand and agree my participation in the Program involves risks not found in study at Washburn University. These risks include, but are not limited to: traveling to and within, and returning from, one or more foreign countries; foreign, political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; risks of injury, permanent disability or death; property damage and economic loss; natural disasters, civil unrest or hostilities; and terrorist activities or acts of war.

a. If I am charged with violations of federal, state or local laws, I understand the University will neither request nor agree to special consideration for me because of my status as a student. I understand that while studying and living in another country, I am subject to the laws of that country (i.e. the sale or use of drugs or alcohol). I understand that a U.S. passport will not protect me from arrest or detention; that the judicial procedure in many countries provides for lengthy investigatory detention without bail; and the U.S. embassy may not be able to assist me.

#### 2. Independent Activity

I understand that there are times when I will not be supervised by the University or a host institution, such as when classes or activities within the Program are not in session. I understand that during those times, I will have the opportunity and the right to engage in independent activities, including travel. I understand and agree risks referred to above in section one are also associated with any independent activities in which I may engage.

#### 3. Institutional Arrangements

I understand and agree the University does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organization or other provider of goods or services involved in the program. I also understand and agree the University is not responsible for matters which are beyond its control.

#### 4. Health and Health Insurance, Property Insurance, Medical Evacuation and Repatriation Insurance.

a. Health. I have consulted with a medical doctor with respect to my personal medical needs. I am aware of all applicable personal medical needs. I understand and agree I am personally responsible for payment of medical costs, including costs not covered by insurance, while participating in the Program and that the University is not obligated to attend to any of my medical or medication needs. I also understand and agree the standard of health care in a foreign country may not be of the same quality and type as available in the United States.

i. **If my program is University faculty-led, I authorize the University faculty leader to secure any necessary treatment in the event that I need emergency medical care, hospitalization or surgery while participating in the Program.**

b. Insurance. I understand and agree I have been advised to procure policies of insurance to:

- i. provide payment for medical treatment and medication while participating in the Program;
- ii. provide compensation for property damage, loss of property and /or other economic loss while participating in the program;
- iii. provide for arranging and payment for medical evacuation to the United States in the event of serious illness or injury; and,
- iv. provide for the repatriation of my remains in the event of my demise.





# STUDENTS ABROAD

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Smart  
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## Local Laws

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Obey the local laws of the country you're visiting. An arrest or accident during a trip abroad can result in a difficult — and expensive — legal situation. Your U.S. citizenship does not make you exempt from full prosecution under another country's criminal justice system and the U.S. government cannot bail you out. Many countries impose harsh penalties for violations that would be considered minor in the United States, and unlike the U.S., you may be considered guilty until proven innocent. Ignorance of the law is no excuse, so be informed.

Keep track of the credit limits on your credit cards. Not only does this make good financial sense, but also good legal sense. U.S. citizens have been arrested for innocently exceeding their credit limit abroad. Ask your credit card company how to report the loss of your card from abroad. Keep in mind, 1-800 numbers do not work from abroad, but your company should have a number that you can call while you are overseas.

Take plenty of pictures, but only if you know it's okay to do so. In some countries you can be detained for photographing security-related institutions, such as police and military installations, government buildings, border areas and transportation facilities. If you are in doubt, ask permission before taking photographs.

Make smart purchases. U.S. citizens have been arrested for purchasing souvenirs that were, or looked like, antiques and which local customs authorities believed were national treasures. This is







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## Emergencies

[Health Emergency](#)[Evacuations & Natural Disasters](#)[Victim of a Crime](#)[Assistance to U.S. Citizens Arrested Abroad](#)[Contact Us](#)

Smart  
Traveler  
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Program

## Emergencies

[Print](#) [Email](#)

### 9-1-1 Emergency Contact Numbers Abroad

It's bad enough to have an emergency when you're at home. Remember how much you dread calling your parents to help with a flat tire or because you were in an accident? But, imagine how awful it would be in a foreign country with no idea of how to get help. Planning for the unexpected is as important as booking the flight. This section provides information on steps to take before your trip and what to do in case of emergency. "Be Prepared" isn't just a Boy Scout motto.

U.S. consular officers are located at over 260 Foreign Service posts abroad. There are also consular officers in 46 foreign cities without U.S. embassies or consulates. They're ready to provide assistance if you need it.

Earthquakes, hurricanes, political upheavals, and acts of terrorism are only some of the events threatening the safety of Americans abroad. Each event is unique and poses its own special difficulties. When a crisis occurs, the State Department sets up a task force with all the necessary personnel to work on the situation. Usually this Washington task force is in touch 24-hours a day with our Ambassador and Foreign Service Officers at the embassy in the country affected.

The State Department works hard to provide information in times of crisis and to protect the lives of Americans abroad. You can make it



# Cultural Adjustments pg. 17

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Counseling Services

Ana Paula Lima, Graduate Assistant





# Why **CULTURE SHOCK** is good for you



'There is wisdom in turning as often as possible from the familiar to the unfamiliar: it keeps the mind nimble, it kills prejudice, and it fosters humor.'

— **George Santayana, 'The Philosophy of Travel'**



Commonly experienced by travelers, expats and exchange students, "**culture shock**" describes the impact of moving from a familiar culture to an unfamiliar one.



Climate



Food



Language



Dress



Values



Etiquette and behavior

...can all contribute to culture shock.

# Shock to the system

It's important to remember that culture shock is entirely normal, usually unavoidable, and is nothing to feel embarrassed about.



## Preliminary stage

Learning about the host culture, preparation for the journey and farewell activities.



## Initial euphoria

Begins on arrival and ends when the novelty wears off.



## Irritability

Coping with simple aspects of everyday life suddenly seems foreign.







### Re-entry phase

After returning home, you realize that you've been changed – your old set of values remain, and another has been acquired from your experiences.



### Adaptation

You've learned how to function in the new culture, and perhaps even feel part of it.



### Gradual adjustment

The culture becomes familiar, and you understand how to orient yourself in relation to it.



A typical reaction is to only associate with other expats from your home country – existing in a cocoon, separate from all but chance encounters with the locals.



A survey of 3,400 exchange students over 50 years found that:



found the culture shock helped them to better understand their own cultural values and biases.



felt more confident in themselves.



thought the experience continues to influence their interactions with different cultures.



felt their time living in another culture inspired greater maturity.

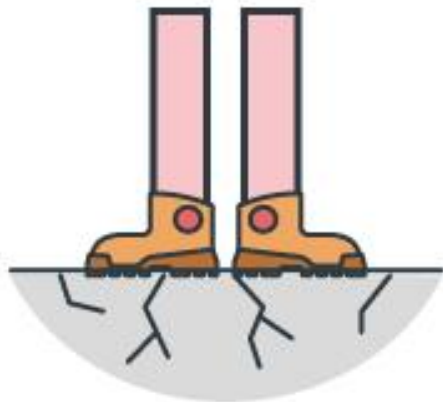


felt it helped develop a more sophisticated way of looking at the world.

# Getting over a rough landing

The early stages of culture shock can be tough to get through, but fortunately they're temporary and manageable. Here are some tips on how to stop it affecting your life abroad.

## Stay grounded



What you're feeling is normal, and most people experience it at one time or another.

## Cook home comforts



If it's possible, cook some of your favorite meals from home to share with your new friends.

## Get active



Exercise lifts your mood, and joining local activity groups can establish connections with your host culture.

## Stay connected



Family and friends will want to keep in touch, so make time for regular webcam chats and calls.

## Challenge yourself



Set yourself a goal each day of interacting with at least one new person, whether that's a shop assistant or a bartender.

## Find a guide



Before you travel, use a language exchange or similar site to find someone who will help you learn the language and culture.



While it's tempting to stay within your comfort zone, exposing yourself to new cultures and ways of seeing the world is vital for personal growth.

Ideals of reason tell us how the world should be; experience tells us that it rarely is. Growing up requires confronting the gap between the two – without giving up on either one.

**Susan Neiman**



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# My World Abroad – Global Career Resources

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Kent McAnally  
Director Career Services





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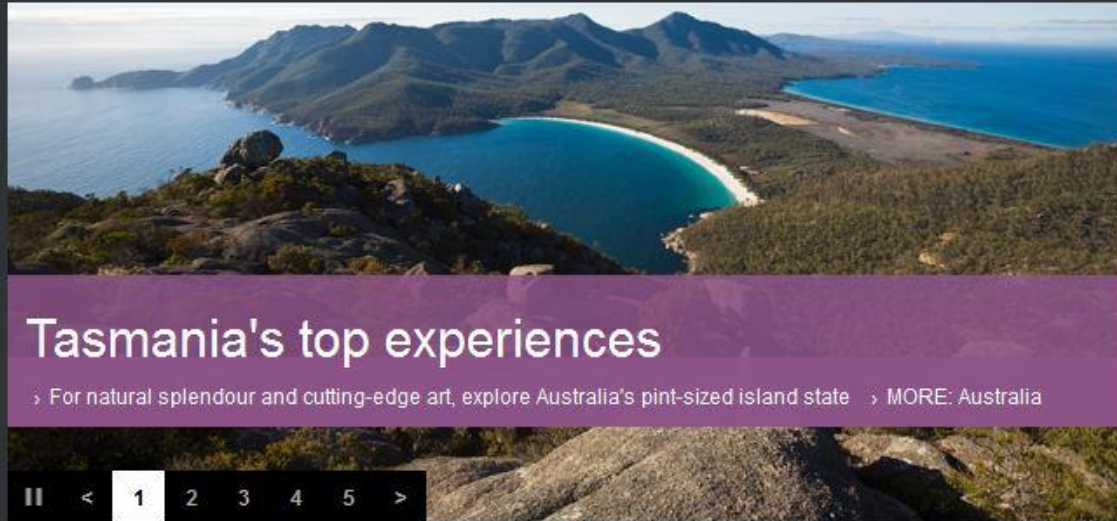
# Pre-Departure Checklist: p. 23

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Tina Williams, M.S. ED  
Study Abroad Coordinator



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# Appy Trails: Pack these Smartphone tools

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Travel-related apps can do so many things that travel books can't.

Use GPS to pinpoint your location

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Flight Aware

Stay

Google Translate

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Pocket Guide



Most apps offer at least basic functionality for free, though you should be conscious of high roaming charges for data downloads.





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## To Go

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Will you have that for here or to go? To go, of course! Here are some free, yes free, printable travel tools for your safe keeping.



# Prep List (Handout): pg. 25

---

## **Check Lists: Plan Ahead List & Before You Go**

- Required
- Strongly Recommended
- Consider

## Carry an Emergency Card

- Contact Information
- Hotel, Family, Emergency Address/Telephone

# Pack List: Carry on vs. Checked (Handout)

## Medicine in original container

- Bring copies of all prescriptions, including eyeglasses/contacts
- Medicine/prescriptions/important items in carry-on
- TSA 3-1-1 regulation





# Photo Essay Contest

## 2017 Photo Essay Contest Winners

**Deadline:** Sept. 15<sup>th</sup>

- 3-5 pictures to support essay
- Submit 500-700 word essay

First Place - \$100

Second Place - \$75

Third Place - \$50



# Study Abroad Scholarship Awards Ceremony

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If you received a scholarship for your study abroad program,  
*YOU* are the now guest of honor...

Awards:

International Programs Scholarship

International Education -  
Washburn Transformational Experience  
Scholarship



# Scholarship Give Away







# Safe Travels!

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You are a welcomed guest ...Treat your host with respect and you will be an honored guest. ~Unknown







Office of International Programs

[www.washburn.edu/ip](http://www.washburn.edu/ip)

studyabroad@washburn.edu

