



JOHNSON & WALES  
UNIVERSITY

# STUDENT GUIDE TO INTERNATIONAL INTERNSHIPS



## Experiential Education & Career Services

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[link.jwu.edu](http://link.jwu.edu) > Jobs & Internships > Find internships



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## Considering an International Internship

In 2016-17, over 40 JWU students participated in international internships in 18 different countries. Why should you consider doing an international internship? There are a multitude of reasons:

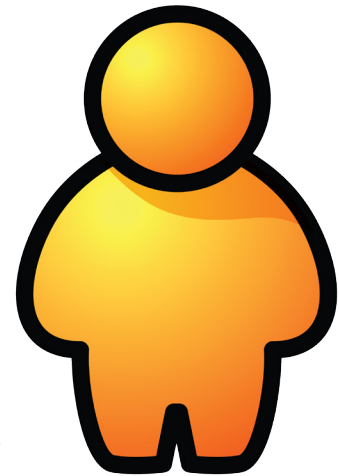
- Build the skills employers are looking for - work ethic/professionalism, collaboration, communication, problem solving, industry specific knowledge/skills, **global knowledge and cultural competencies**
- Make contacts and create solid relationships with professionals abroad
- Enhance your resume
- Experience living and working abroad, which demonstrates the ability to navigate challenges and change
- Understand how cultures function in the business world, which is extremely valuable to effective communication
- Travel and explore on your days off
- And finally... why not?

### Before You Get Started

There are some realities that you will need to consider before you pursue an international internship. The demands placed on you during your international work-experience will be greater than usual. Your employer and co-workers will expect that you understand their culture and workplace norms. You may be expected to work longer hours than you are accustomed to in the United States.

Beyond cultural differences, there are also several **financial realities** to consider:

- As with any credit-bearing course, you register and pay tuition for internships
- Many international internships are unpaid, so be prepared for additional expenses
- You will need to pay for your flights and, in many cases, housing and meals
- Many countries require you to obtain a visa or work permit, which means paying processing fees
- You will want to bring money for local transportation, laundry, food, excursions, souvenirs, and emergency situations



Another aspect to think through carefully – are you **mentally prepared** for an international experience?

- Have you traveled abroad before?
- Do you speak another language?
- How will you prepare yourself to integrate into a different culture?

### Where to begin – 6 to 12 months before you go

#### Confirm your GPA and Other Requirements

To be eligible for an international internship, students must have a GPA of 3.25 or higher. Many sites require at least 1 year of work experience and professional references. Additionally, there are some prerequisites (such as labs) that are required for certain majors.

#### Do Some Research

- To view international internships, log onto [link.jwu.edu](http://link.jwu.edu)>Jobs & Internships>Find an Internship, in the Job Postings search field type 'International Internship' to see a list of current international opportunities.
- GoInGlobal – search through thousands of internship postings in other countries, as well as country profiles which include:
  - o Employment trends in major industries
  - o Work permit and visa regulations
  - o Cost of living and housing information
  - o Professional and social networking groups
  - o Resume/CV writing guidelines
  - o Interviewing and workplace advice
  - o General cultural guidelines

To access, log onto [link.jwu.edu](http://link.jwu.edu) > Jobs & Internships > International Student Tools > GoInGlobal.

## Attend Internship 101

All students should attend an Internship 101 session at your campus. This way you can find out about the general internship process and your eligibility. Once you've gotten that initial information, we suggest you meet with the **Experiential Education Coordinator** who handles international internships on your campus at least 6 months before the term you plan on going abroad. During this session you will learn about available programs in various countries, discuss your eligibility, visa requirements, housing, as well as review the **International Participation Agreement** included in the last section of this guidebook.

When preparing to meet with an International Experiential Education Coordinator, there are a few questions you should ask yourself:

- Is your resume ready?
- Have you gone to a Resume Workshop or had a Career Advisor review it for content and format?
- What kind of work experience do you have in your field of study?
- Did you include it on your resume?
- How much research have you done on available sites and countries that interest you?

And as mentioned earlier:

- Do you have any international travel experience?
- Do you speak other languages?
- How will you prepare yourself to transition into a new culture?
- And, overall, do you possess a maturity level that would allow you to have a successful experience interning abroad?

All of these skills, when measured, will give the Experiential Education Coordinator a holistic assessment of your readiness to participate in international internship. To find out who the International Experiential Education Coordinator is on your campus, please contact Experiential Education & Career Services. You can find office contact info on the Jobs & Internship tab of [link.jwu.edu](http://link.jwu.edu).

## Meet with Student Financial Services

All financial aid is disbursed through JWU Student Financial Services. International internship is for credit; therefore, you will be responsible for tuition. To see what is and what is not covered for your internship term abroad, please seek out your financial planner prior to departure.

## Understanding Registration

You should inform your academic advisor of your intentions to do an international internship. Be sure to discuss the impact of this venture on your academic program. Also, be sure to speak with your advisor about registering for courses you intend to take when you return to JWU.



## Five Months Before You Go

### Connect with Possible Sites

Once you've identified a few sites and obtained contact information, you will need to email your resume and cover letter. For resume and cover letter templates, visit [link.jwu.edu](http://link.jwu.edu) > Jobs & Internships and review the Build Your Resume section.

### Housing

Some international internship sites will offer on-site housing; most will not. Your Experiential Education Coordinator will update you on housing options utilized by previous students and also connect you with other students who will be interning at the same site.

The University is not responsible for any cost related to housing. Keep in mind, housing standards in other countries may be different than what you are used to in the U.S. Rooms may be smaller, buildings older, windows more drafty, or plumbing more fragile. Embrace the differences as part of the experience.

Gather information on housing options around your selected sites if they don't offer housing.

- **GoinGlobal (country profiles)** [link.jwu.edu](http://link.jwu.edu) > Jobs & Internships > International Student Tools > GoinGlobal
- **Airbnb** [www.airbnb.com](http://www.airbnb.com)
- **Hostelling International** [www.hiusa.org](http://www.hiusa.org)

Another resource for housing information is the U.S. embassy located in the countries you are interested. Visit the U.S. Department of State for embassy contact information. [www.usembassy.gov](http://www.usembassy.gov)

### Get your Passport Ready

Apply for your passport at [travel.state.gov](http://travel.state.gov) if you don't have one. If you do have a passport, check the expiration date. We suggest you renew your passport if it will expire within the same year you plan to do internship.

A valid U.S. passport is required to travel and study in a foreign country. If you don't have a passport, you should apply for one immediately before moving forward. It generally takes 4-6 weeks to get a passport, and the cost is approximately \$140. If you have a passport, make sure that it is valid at least 6 months beyond the last day you will be abroad.

If you have to get your passport expedited, you will need to pay an additional \$60, plus overnight delivery costs.

More information on expediting can be found at [travel.state.gov/passport](http://travel.state.gov/passport).

### Visa and Work Permits

In most cases, to work in a foreign country, a work visa is required, and this could take an additional 3 weeks to 2 months to process. We also recommend that students visit the embassy of their country of interest to learn about the requirements associated with interning in that country. Students may work directly with the embassy to obtain the required work permit or visa (if necessary) or may work with a company that charges a fee to complete the necessary paperwork.

- **U.S. State Department** ([www.usembassy.gov](http://www.usembassy.gov)) to see a list of all U.S. embassies and consulates worldwide
- **GoinGlobal** - log onto [link.jwu.edu](http://link.jwu.edu) > Jobs & Internships > International Student Tools > GoinGlobal
- **For Ireland, use BUNAC** ([www.bunac.org/usa](http://www.bunac.org/usa)); they that can assist with obtaining the necessary paperwork needed.



## ***Three to Four Months Before You Go***

### **Make another appointment with the International Experiential Education Coordinator**

Bring your completed participation agreement. Be prepared to finalize the decision on your site so that you can discuss the work visa/permits needed, housing details and specifics on internship job description. In order to fully approve your site, your Experiential Education Coordinator will connect with your site supervisor to complete a Student Data Sheet.

*You will also need to plan for a **domestic internship back-up plan** in case unavoidable circumstances prevent you from participating in your planned internship abroad.*

### **Residential Life Information**

Students who live on campus must cancel their campus housing for the duration of their international internship program at least one term before departure with the Office of Residential Life.

Students returning from international internship should contact Residential Life no later than 3 weeks into the start of their internship term. You can find office contact info under **“Services”** and **“On-Campus Living”** on [link.jwu.edu](http://link.jwu.edu)

### **Research Safety, Health, and Medical Guidance**

Visit the Center for Disease Control ([www.cdc.gov/travel](http://www.cdc.gov/travel)) to learn about recommended vaccinations, medicines to bring with you, and common diseases by country, as well as tips on staying healthy in your new environment. Visit your local travel clinic for any needed vaccinations.

It is your responsibility to ensure that your routine immunizations are up to date, inquire whether there are recommended and/or required immunizations for the country/countries you will visit (including any countries you will visit that are not part of the International Internship), and review educational issues relevant to your personal health and well-being.

## ***Two to Three Months Before You Go***

### **Make another appointment with the International Experiential Education Coordinator**

By now, you'll want to ensure your site supervisor has submitted your Student Data Sheet. Bring copies of your passport and an update on your work visa/permit. If you already secured your work visa/permit, bring copies with you. Also, your Experiential Education Coordinator will review the JWU student insurance and emergency travel assistance coverage.

### **Travel Plans**

It's now time to start researching your travel plans. ***Travel plans should only be made when you have secured your site, obtained the necessary work visa/permit, and received approval from your International Experiential Education Coordinator in writing.***

You'll find affordable flights at:

- Student Universe - [www.studentuniverse.com](http://www.studentuniverse.com)
- Airtreks - [www.airtreks.com](http://www.airtreks.com)
- STA Travel - [www.statravel.com](http://www.statravel.com)

Students are responsible for purchasing their own airline tickets to and from their work abroad destinations. We highly recommend students to purchase a fully-refundable ticket or travel insurance. **The university will not reimburse for tickets should a program be canceled, dates of the program change, student decides not to attend, or should another occurrence happen, including government restrictions, travel warnings, or other international events.**



Internet flight searches can find very cheap flights. However, they are usually non-refundable and very expensive to change. Be aware that you may see an amazing flight, but after clicking on that flight no seats are actually available at that rate. This can be frustrating. Take your time searching a variety of websites. NOTE: It is best to buy your tickets on a Tuesday since most airlines update their prices mid-week.

Searching a specific airline's website is a good idea. If you find a flight through one of the searches above, often the airline company will provide a competitive rate without the travel site mark up or sell a ticket on a flight that looked "sold out."



## ***One Month Before You Go***

### **Final Meeting with International Experiential Education Coordinator**

Bring any remaining paperwork, including copies of your passport, work visa/permit, and flight itinerary. You will also review important orientation sections of this guidebook, including safety and emergency information. For U.S. citizens, your Experiential Education Coordinator will register you with the U.S. Embassy in your host country. If you are an international student interning in a country other than your own, you need to check with your country's embassy on the registration process.

### **Academic Assignments**

Review your academic assignments with your International Experiential Education Coordinator and your faculty advisor (if applicable) to discuss expectations and communication.

### **International Travel Registry Program**

As global opportunities in higher education and industry increase, more and more Johnson & Wales University students are traveling internationally. These experiences promote global citizenship throughout the university community but can also bring risk. To manage the increased risk associated with international travel, JWU has adopted a new International Travel Risk Management Policy.

All students traveling outside the US on a university-sponsored program must complete certain tasks prior to travel.

- **Sign Agreement** - Sign an EECS Participation Agreement, and submit it to your Experiential Education coordinator.
- **Go to Orientation** - Participate in one of the pre-departure orientations offered each term by Experiential Education & Career Services and JWU Study Abroad.
- **Get International Health Insurance** - All students enrolled in an approved International Internship Program are automatically enrolled in the Student Injury and Sickness Insurance Plan through GeoBlue (Note: International students interning in their home country are not eligible for GeoBlue).
- **Consult Resources** - Consult various health and safety resources, both inside and outside the university, to answer questions on health and safety concerns when traveling internationally. These resources include the Travel page of the U.S. Dept. of State, CDC (Centers for Disease Control and Prevention), etc.

### **Federal Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. In preparation for your trip abroad, you should familiarize yourself with #3 under the FERPA section in the Student Handbook.

"The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent."

Should you wish to allow parents or guardians the ability to speak with university personnel while you are away regarding your internship, you may complete and submit a FERPA Waiver. To submit a form, speak with your International Experiential Education Coordinator prior to departure.



## One Week Before You Go

Make three extra copies of all IDs, passport, travel visas, emergency contact information, airline tickets, credit cards, phone cards, insurance cards, bank phone numbers/web addresses. Give one set to your parents/guardians and pack the other two sets in separate, safe places in your luggage.

Make sure you remember your username and password for link.jwu.edu so that you will be able to access key university information while you are abroad.

### Packing List:

#### Documents:

- Passport
- International Student Identification Card or JWU Student ID
- Extra copies of IDs, work visa/permits and insurance documents
- Extra passport photos for transportation cards

#### For Room:

- Towels/face cloth (or buy locally)
- Laundry bag
- Hairdryer, flat iron, etc.
- Toiletries/personal care items (bring ample supply of any critical items)
- Medications  
(if prescription, be sure to bring in the prescribed bottle and a letter from your doctor listing your medications and why you need them)

#### Clothing:

- Culinary uniforms (if applicable) if not provided by site
- Mix and match clothes that layer easily
- Professional attire if necessary
- Winter coat, gloves/mittens, hat, or seasonal clothes (as needed)
- Comfortable shoes, culinary shoes (if applicable)

#### Technology:

- Laptop, cellphone, and chargers
- Camera and batteries
- Electrical converters

#### Miscellaneous:

- Extra pair of glasses or contacts
- Backpack or messenger bag
- Dictionary/phrase book
- Small travel umbrella
- Small first aid kit - pain relievers, antibiotic ointment, medication for stomach upset/diarrhea, Band-Aids, etc\*.
- Small lock to keep valuables safe
- Oversized zip-lock bag for clothes/spillables
- RFID-protected travel money belt or neck pouch for passport/credit cards/money while traveling
- \$200 exchanged into local currency (this can also be done at the departure airport)

Students who choose to bring expensive personal equipment such as video cameras, laptops or jewelry should seek insurance for loss or damage to their personal items. The university is not responsible for students' personal belongings. Students should consider whether the equipment is necessary and if it will be convenient to carry.

\*Make sure you research the laws on medication for the country you are visiting. Countries may have certain laws against prescription and/or over-the-counter medications. You can find this information from the consulate or embassy of the country you are visiting.



## ***Web Resources for International Internship***

### **General Information**

- Country Calling Codes - [www.countrycallingcodes.com](http://www.countrycallingcodes.com)
- World Standards - [www.worldstandards.eu/electricity](http://www.worldstandards.eu/electricity)
- Metric Conversions - [www.metric-conversions.org](http://www.metric-conversions.org)
- International Student Identity Card ([www.isic.org](http://www.isic.org)) is the only international accepted proof of full-time student status and is endorsed by UNESCO, European Council on Culture and Ministries of Education
- Timeanddate.com - [www.timeanddate.com](http://www.timeanddate.com) to see time differences and time zones

### **Cultural Awareness**

- What's Up With Culture - [www2.pacific.edu/sis/culture](http://www2.pacific.edu/sis/culture)

### **Country Information**

- Worldatlas - [www.worldatlas.com/aatlas/world.htm](http://www.worldatlas.com/aatlas/world.htm)
- Nation Master - [www.nationmaster.com/index.php](http://www.nationmaster.com/index.php)
- Lonely Planet - [www.lonelyplanet.com](http://www.lonelyplanet.com) for Money & Meal Costs
- Let's Go - [www.letsgo.com](http://www.letsgo.com) for travel guide
- World Weather Information Service - [www.worldweather.org](http://www.worldweather.org)

### **Government**

- U.S. Embassies - [www.usembassy.gov](http://www.usembassy.gov)
- U.S. Passport & International Travel - [travel.state.gov/content/passports/en/passports.html](http://travel.state.gov/content/passports/en/passports.html)
- U.S. Customs and Border Protection - [www.cbp.gov/xp/cgov/travel](http://www.cbp.gov/xp/cgov/travel)

### **Health & Safety**

- Consular Notification and Access - [travel.state.gov/content/travel/en/consularnotification.html](http://travel.state.gov/content/travel/en/consularnotification.html)
- U.S. Bilateral Relations Fact Sheets - [www.state.gov/r/pa/ei/bgn/](http://www.state.gov/r/pa/ei/bgn/)
- Travel warnings, U.S. Dept. of State - [travel.state.gov/content/passports/english/alertswarnings.html](http://travel.state.gov/content/passports/english/alertswarnings.html)
- Traveler's Checklist - [travel.state.gov/content/passports/english/go/checklist.html](http://travel.state.gov/content/passports/english/go/checklist.html)
- Center for Disease Control and Prevention - [www.cdc.gov](http://www.cdc.gov)
- World Health Organization - [www.who.int/en/](http://www.who.int/en/)
- Travel health Online - [www.tripprep.com/scripts/main/default.asp](http://www.tripprep.com/scripts/main/default.asp)

### **Travel**

- Student Universe - [www.studentuniverse.com](http://www.studentuniverse.com)
- Airtreks - [www.airtreks.com](http://www.airtreks.com)
- Start The Adventure (STA) Travel - [www.statravel.com](http://www.statravel.com)
- Eurail - [www.eurail.com](http://www.eurail.com)

## *How to Be a Savvy Traveller*

When you travel abroad, the odds are in your favor that you will have a safe and incident-free trip. However, crime and violence, as well as unexpected difficulties, do happen to U.S. citizens in all parts of the world. Many problems can be resolved over the telephone or by a visit of the U.S. citizen to the Consular Section of the nearest U.S. embassy or consulate.

### BEFORE YOU GO

#### What to Bring

Safety begins when you pack. **To avoid being a target, dress conservatively.** As much as possible, avoid the appearance of affluence. Don't wear expensive looking jewelry. A flashy wardrobe or too casual can mark you as a tourist. Also, avoid t-shirts with political slogans and national flags.

**Carry the minimum amount of valuables necessary for your trip and plan a place or places to conceal them.** When you have to carry your passport, cash and/or credit cards on your person, you may wish to conceal them in multiple places rather than putting them all in one wallet or pouch. One of the safest places to carry valuables is in a pouch or money belt worn under your clothing. Avoid handbags, fanny packs and outside pockets that are easy targets for thieves. Inside pockets and a sturdy shoulder bag with the strap worn across your chest are somewhat safer.

**Be aware of TSA regulations.** To avoid problems when passing through customs, **keep medications in their original, labeled containers.** Bring copies of your prescriptions and the generic names for the drugs. If a medication is unusual or contains narcotics, carry a letter from your doctor attesting to your need to take the drug. If you have any doubt about the legality of carrying a certain drug into a country, consult the embassy or consulate of that country, before departure.

**Put your name, address and telephone numbers inside and outside of each piece of luggage.** Use covered luggage tags to avoid casual observation of your identity or nationality.

#### What to Leave Behind

Leave a copy of your itinerary with family or friends at home in case they need to contact you in an emergency.

### PRECAUTIONS TO TAKE WHILE TRAVELING

#### Safety on the Street

Use the same common sense when traveling overseas that you would at home. Be especially cautious in or avoid areas where you are likely to be victimized. These include crowded subways, train stations, elevators, tourist sites, market places, festivals and marginal areas of cities. Do not use shortcuts, narrow alleys or poorly-lit streets. Whenever possible, do not travel alone at night.

Avoid public demonstrations and other civil disturbances.

Keep a low profile and avoid loud conversations or arguments. Do not discuss travel plans or other personal matters with strangers.

Avoid scam artists. Beware of strangers who approach you, offering bargains or to be your guide.

Beware of pickpockets. They often have an accomplice who will:

- bump into you or jostle you
- ask you for the time or directions
- point to something spilled on your clothing
- distract you by creating a disturbance

A child or even a woman carrying a baby can be a pickpocket. Beware of groups of vagrant children who create a distraction while picking your pocket.

Wear the shoulder strap of your bag across your chest and walk with the bag away from the curb to avoid drive-by purse-

snatchers.

Try to seem purposeful when you move about. Even if you are lost, act as if you know where you are going. When possible, ask directions only from individuals in authority.

Know how to use a pay telephone in your host country and have the proper change or token.

Learn a few phrases in the local language so you can signal your need for help, the police, or a doctor. Make a note of emergency telephone numbers you may need: police, fire, your employer, and the nearest U.S. embassy or consulate. **Use the emergency contact card provided by Experiential Education & Career Services.** If you are confronted, do not fight back. Give up your valuables. Your money and passport can be replaced, but you cannot.

### **Safety in Your Residence**

Keep your door locked at all times.

If possible, do not leave money and other valuables in your room while you are out.

Let someone know when you expect to return if you are out late at night.

If you are alone, do not get on an elevator if there is a suspicious-looking person inside.

Beware of what you need to do in case of a fire. Be sure you know where the nearest fire exits and alternate exits are located. Count the doors between your room and the nearest exit. This could be a life saver if you have to crawl through a smoke-filled corridor or hallway.

### **Safety on Public Transportation**

If a country has a pattern of tourists being targeted by criminals on public transport, that information is mentioned in the Consular Information Sheets under the "Crime Information" section. The same type of criminal activity found on trains can be found on public buses on popular tourist routes.

**Taxis:** Only take taxis clearly identified with official markings. Beware of unmarked cabs.

**Trains and Buses:** Well organized, systematic robbery of passengers on trains along popular tourist routes is a serious problem. It is more common at night and especially on overnight trains.

If you see your way being blocked by a stranger and another person is very close to you from behind, move away. This can happen in the corridor of the train or on the platform or station.

Do not accept food or drink from strangers. Criminals have been known to drug food or drink offered to passengers. Criminals may also spray sleeping gas in train compartments.

Where possible, lock your compartment. If it cannot be locked securely, take turns sleeping in shifts with your traveling companions. If that is not possible, stay awake. If you must sleep unprotected, tie down your luggage, strap your valuables to you and sleep on top of them as much as possible.

Do not be afraid to alert authorities if you feel threatened in any way. Extra police are often assigned to ride trains on routes where crime is a serious problem.

### **How to Handle Money Safely**

Do not flash large amounts of money when paying a bill. Make sure your credit card is returned to you after each transaction.

Deal only with authorized agents when you exchange money, buy airline tickets or purchase souvenirs. Do not change money on the street.

If your possessions are lost or stolen, report the loss immediately to the local police. Put local police and other numbers in spaces on your JWU emergency card you carry with you. Using your phone camera, you should take a picture of both sides of the JWU emergency card. Keep a copy of the police report for insurance claims. After reporting missing items to the police, report the loss or theft of:

- credit cards to the issuing company
- airline tickets to the airline or travel agent
- passport to the nearest U.S. embassy or consulate

### **How to Avoid Legal Difficulties**

When you are in a foreign country, you are subject to its laws and are under its jurisdiction. You are NOT protected by the U.S. Constitution.

You can be arrested overseas for actions that may be either legal or considered minor infractions in the U.S. Be aware of what is considered criminal in the country where you are.

**Drug Violations:** More than 1/3 of U.S. citizens incarcerated abroad are held on drug charges. Some countries do not distinguish between possession and trafficking. Many countries have mandatory sentences - even for possession of a small amount of marijuana or cocaine. A number of Americans have been arrested for possessing prescription drugs, particularly tranquilizers and amphetamines, which they purchased legally in certain Asian countries and then brought to some countries in the Middle East where they are illegal. Other U.S. citizens have been arrested for purchasing prescription drugs abroad in quantities that local authorities suspected were for commercial use. If in doubt about foreign drug laws, ask local authorities or the nearest U.S. embassy or consulate.

**Photography:** In many countries you can be harassed or detained for photographing such things as police and military installations, government buildings, border areas and transportation facilities. If you are in doubt, ask permission before taking photographs.

*Be flexible. Plans will change and stories will be created!*



## *Safety Assessment*

**Experiential Education & Career Services reviews Travel Warnings, Travel Alerts, and country-specific information issued by the U.S. Department of State, which we share with every student before their program starts, along with notices from the Center for Disease Control (CDC).**

Experiential Education & Career Services also consults with partner institutions, internship employers abroad and university officials to help university personnel make informed and prudent program decisions. For students already abroad, Experiential Education & Career Services, GeoBlue, Campus Safety and Security, and university administration have developed a crisis management plan to coordinate crisis response efforts between students, faculty advisors, parents, JWU administration, police, health care providers and insurance providers. In addition, students need to make safe travel decisions regarding how they conduct themselves in a foreign country with different cultural norms and laws.

### **Travel Warnings**

Travel Warnings are issued to describe long-term, protracted conditions that make a country dangerous or unstable. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.

Maintain a high level of vigilance, be aware of local events, and take the appropriate steps to bolster personal security. Monitor the local news and maintain contact with the nearest U.S. Embassy or Consulate.

### **Travel Alerts**

Travel Alerts are issued to disseminate information about short-term conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert.

**Experiential Education & Career Services will not allow students to travel to countries that have been issued a travel alert.**

## **U.S. CONSULATES HELP AMERICANS ABROAD**

There are U.S. embassies in more than 160 capital cities of the world. Each embassy has a consular section. Consular officers help U.S. citizens abroad.

**JWU will register all international internship students who are U.S. citizens with the U.S. embassy or consulate. We strongly recommend that international students register with their respective embassy or consulate abroad.**

## ***Emergency Services from Consulate or Embassy***

### **Replace a Passport:**

If you lose your passport, a consul can issue you a replacement, often within 24 hours. If your passport has been stolen, report the theft to the police and get a police declaration before going to the consulate.

### **Help Find Medical Assistance:**

If you get sick, you can contact a consular officer for a list of local doctors, dentists, and medical specialists, along with other medical information. If you are injured or become seriously ill, a consul can help you find medical assistance and inform your family or friends.

### **Help Get Funds:**

Should you lose all your money and other financial resources, consular officers can help you contact your family, bank, or employer to arrange for them to send you funds.

### **Visit In Jail:**

If you are arrested, you should ask the authorities to notify a U.S. consul.

### **Help In A Disaster/Evacuation:**

If you are caught up in a natural disaster or civil disturbance, you should let your relatives know as soon as possible that you are safe, or contact a U.S. consul who will pass that message to your family through the State Department. U.S. officials will do everything they can to contact you and advise you. However, they must give priority to helping Americans who have been hurt or are in immediate danger. In a disaster, consuls face the same constraints you do - lack of electricity or fuel, interrupted phone lines, closed airports.

### **Help In an Emergency:**

Your family may need to reach you because of an emergency at home or because they are worried about your welfare. They should call the State Department's Overseas Citizens Services at 1-888-407-4747. The State Department will relay the message to the consular officers in the country in which you are traveling. Consular officers will attempt to locate you, pass on urgent messages, and, consistent with the Privacy Act (see below), report back to your family. This will be helpful to you if you are traveling independently before or after your study abroad program.

## **PRIVACY ACT**

The provisions of the Privacy Act are designed to protect the privacy rights of Americans. Occasionally they complicate a consul's efforts to assist Americans. **As a general rule, consular officers may not reveal information regarding an individual American's location, welfare, intentions, or problems to anyone, including the family members and Congressional representatives, without the expressed consent of that individual. Although sympathetic to the distress this can cause concerned families, consular officers must comply with the provisions of the Privacy Act.**

For more information, contact Overseas Citizens Services by calling 1-888-407-4747 (from overseas: 202 501-4444).

Taken from the DEPARTMENT OF STATE PUBLICATION 10942

## ***How to Prepare for an Emergency***

- Attend Internship Orientation and one-on-one sessions with your Ex Ed Coordinator to receive:
  - student Guide to Internship (or International Internship)
  - internship Emergency Contact Card (international and domestic)
  - information on emergency steps and communication channels
- Update/Verify information on jwuLink:
  - Emergency contact
  - Work Experience address (should be your residential address during internship)
  - Alternative email
- Take a cell phone picture of both sides of your Internship Emergency Contact Card which includes –
  - GeoBlue Insurance Phone # and Policy # (for international internships)
  - Disaster & Evacuation Services Phone # (within US and outside US)
  - Overseas Citizens Services of the Bureau of Consular Affairs #
  - JWU Safety & Security Phone # by campus
- Always check your JWU email for emergency instructions
- Research the government emergency procedures for your location
  - Typically this can be found on the state government website (i.e. [www.ri.gov/alerts/](http://www.ri.gov/alerts/))

## **Additional Preparation Info for Students on International Internships**

- Students will be enrolled in the JWU Travel Management System; this system will notify the US Embassy in the country you are visiting so that you will receive emergency alerts from your wildcat.jwu.edu email account
- Look up the emergency contact #s by country (i.e. 911) [http://www.travel.state.gov/content/dam/students-abroad/pdfs/911\\_ABROAD.pdf](http://www.travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf)
- Look up the contact info for U.S. Embassy or Consulate - [www.usembassy.gov](http://www.usembassy.gov) and [www.travel.state.gov/content/passports/english/emergencies.html](http://www.travel.state.gov/content/passports/english/emergencies.html)

Make sure your family has a means to contact you via cell phone or email

- If they cannot locate or speak with you, they can call the Office of Overseas Citizens Service in Washington D.C.:
  - Business hours (888) 407 - 4747
  - After hours (202) 647 - 5225
- The State Department will relay the message to the consular officers in the country you are located:
  - Consular officers will try to locate you and pass on any urgent messages
  - If you wish, they will then report back to your family on your welfare

## **What to do in Case of an Emergency**

- If you are in immediate danger or harm, call the emergency contact number for that country
- Follow local government instructions
- Locate your JWU Emergency Contact Card and GeoBlue Insurance card (International Internships)
- It is imperative that you contact your family, notify your Experiential Education coordinator, and your internship site supervisor to confirm your safety

**The international internship program defines responsible use of alcohol with the following descriptions:**

1. You abide by the laws of the country or state in which you are living
2. You do not miss any scheduled event because of the effects of alcohol consumption
3. You do not become ill due to the effects of alcohol consumption
4. You do not engage in inappropriate behavior towards other individuals as a result of alcohol consumption
5. You do not engage in destructive behavior toward property as a result of alcohol consumption
6. You do not engage in behavior that causes embarrassment to the other interns, internship site or the in-country host(s) as a result of alcohol consumption
7. Students in a group do not facilitate/encourage or ignore a fellow student who is abusing alcohol
8. Providing alcohol to persons under the legal drinking age is illegal and against policy

With an interest in preserving a quality educational environment and maintaining positive relationships with our international partners, the Experiential Education & Career Services Office takes the following behaviors very seriously:

- Endangering the health of oneself or another person
- Destruction/damage to property
- Disorderly conduct
- Behavior that would offend or frighten a reasonable person
- Violating federal, state, local laws, or laws within the country student is interning
- Interfering with student learning or with the mission of the university
- Adversely affecting the security of the university community, local residents or property, the internship site, or the integrity of the educational process
- Under the "Dress and Manners" policy, students are required to exhibit courtesy and dignified behavior at all times, especially when representing the university

**Your failure to comply may subject you to disciplinary sanctions, up to and including suspension or dismissal from the university. The JWU Student Code of Conduct can be found in the Student Handbook. Please visit the Events & Shortcuts tab on [link.jwu.edu](http://link.jwu.edu), go to Student Agreement and click on Student Handbook.**

### ***JWU Student Code of Conduct***

*While on international internships, students are responsible for following the conduct code. This page summarizes the guidelines detailed in your Student Handbook.*

The purpose of the Student Code of Conduct and the Conduct Review Process that supports it is to help the university maintain a safe, healthy and positive campus community and online environment for living, learning and working where individuals act lawfully and in compliance with university policies and rules, and act with honesty, integrity, civility and respect for themselves and others and for the university community and the communities in which we live.

**Any behavior that is inconsistent with these goals, whether on-campus or off-campus, whether during periods of enrollment or at any time before final graduation, is prohibited and constitutes a violation of the Code of Conduct. If a student is removed from the international internship program, the removal is immediate. However, the Student Review Process will take place upon return to the home campus.**

Conduct that violates this Code of Conduct includes (but is not limited to):

1. Harming or Endangering Yourself or Others
2. Bias and Harassment
3. Sexual Misconduct

4. Drugs

5. Alcohol

6. Theft and Abuse of Property

\*International Internship note: includes international hosts and site visit properties

7. Failure to Comply and Interference

- Failure to comply with the directions of a university representative (including Resident Directors and Resident Assistants) acting in the performance of his or her duties
- Interference with any member of the university community in the pursuit of the university's mission or purposes

8. Dishonesty

9. Other Prohibited Conduct

- Disorderly conduct
- Any other actions that would violate federal, state or local laws
- Conduct which interferes with student learning or with the mission of the university
- Conduct which would adversely affect the security of the university community, local residents or property, the name of the university, or integrity of the educational process

## ***JWU Drug & Alcohol Policy***

In accordance with the Federal Drug-Free Workplace Act and Drug-Free Schools and Communities Act, Johnson & Wales University prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Possession or use of alcoholic beverages anywhere on university property is prohibited except for legal use at events, operations, programs, premises or facilities sanctioned by the university. Unlawful for these purposes means in violation of federal, state or local statutes, regulations or ordinances. Workplace is defined as either university premises or any place where university business is conducted away from university premises. Educational setting includes both university premises and approved educational sites off campus.

Possession or use of illegal drugs, narcotics or drug paraphernalia is absolutely forbidden. Johnson & Wales may impose sanctions on students and employees for violations of this policy up to and including dismissal, termination of employment and/or referral for prosecution. Johnson & Wales is not and cannot be considered a protector or sanctuary from the existing laws of the local, state and/or federal government.

## **University Sanctions**

Disciplinary sanctions which may be imposed on a student found to be in violation of the above policy include, but are not limited to, revocation of certain privileges, community service, conduct warning, conduct probation, fine or restitution for loss, suspension or dismissal from the university and/or university housing, and referral to alcohol education classes. The university also reserves the right to notify parents of violations by students who are under the applicable legal drinking age. Please see the Student Code of Conduct and Sanctions for more information.

## **Alcohol and Its Effects**

Alcohol abuse is defined as any drinking that harms or endangers the drinker or other people. It can be a single episode or a regular pattern. Alcohol consumption causes a number of marked changes in behavior. Thought processes are slowed as alcohol numbs and destroys brain cells.

## **Symptoms of Drug Abuse**

The key is change. It is important to watch for any significant changes in physical appearance, personality, attitude or behavior. Behavior signs include a change in overall personality or attitude with no other identifiable cause; a general lack of motivation, energy or self-esteem; sudden oversensitivity, temper tantrums or resentful behavior, moodiness, irritability or nervousness.

## **Possible Effects of Drug Abuse**

Narcotics (opium, morphine, heroin) may cause euphoria, drowsiness, respiratory distress and nausea. Depressants (barbiturates) may cause slurred speech, disorientation and drunken behavior without the odor of alcohol. Stimulants (cocaine, amphetamines) may cause increased alertness, increased blood pressure and pulse, insomnia and loss of appetite. Hallucinogens (LSD, mescaline) may cause illusions, hallucinations and poor perception of time and distance. Cannabis (marijuana, hashish) may cause euphoria, relaxed inhibitions and disoriented behavior.



## JWU's Substance Abuse Prevention Program

Several programming initiatives and alternatives are available to help students examine their own behavior related to alcohol and other drugs (AOD):

- Counseling Services provides an assessment of AOD usage for all students who seek counseling.
- Referrals to community resources are available for individuals with more long-term or complex needs. A number of AA/NA/Al-Anon groups hold meetings close to campus and in the larger local community.
- Counseling and Health & Wellness offer AOD prevention through programming efforts with various student groups and Student Affairs departments.
- Counseling and Health & Wellness also collaborate with Student Conduct to provide educational and other resources for students with problematic drinking behavior and drug use.
- A number of programming initiatives take place each year.

## State Penalties for Drug and Alcohol Offenses

Johnson & Wales University students are subject to state criminal prosecution and penalties for drug and alcohol offenses, including:

- possession or delivery of marijuana, cocaine, heroin, LSD or PCP
- possession of a needle and syringe
- driving under the influence of alcohol and/or drugs
- driving under the influence, death resulting

Criminal penalties for drug and alcohol offenses can include:

- mandatory drug or alcohol counseling
- alcohol and/or drug treatment
- driver retraining
- suspension or loss of driver's license
- community service
- fines ranging from \$200 up to \$1,000,000
- imprisonment for various periods of time up to life imprisonment

## Strategies to Reduce Risk

- Know your drink alcohol content
- Understand the impact of your Blood Alcohol Content (BAC)
- Alternate with water, eat before and during drinking alcohol,
- keep track, set a limit, quality over quantity, or choose not to drink at all

## How to Help a Friend

Recognize signs of alcohol poisoning/overdose

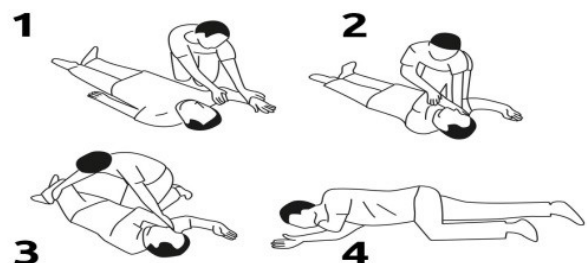
- Depressant Overdose/Alcohol poisoning: vomiting, incoherent, slow heartbeat/pulse/breathing, blue lips, gurgling/raspy breathing, choking/gurgling sounds, pale face, limp body.
- Stimulant Poisoning: extreme agitation/anxiety, foaming at mouth, very rapid heartbeat/pulse, elevated body temperature, quick/shallow breathing, chest pain/pressure, choking/gurgling sounds, throwing up.
- Stimulant Overdose: collapsing/passing out, shaking/seizure, heart attack, stroke

Stay with them.

Use recovery position.

Don't introduce food/water.

Call for help. Program emergency numbers into your phone!

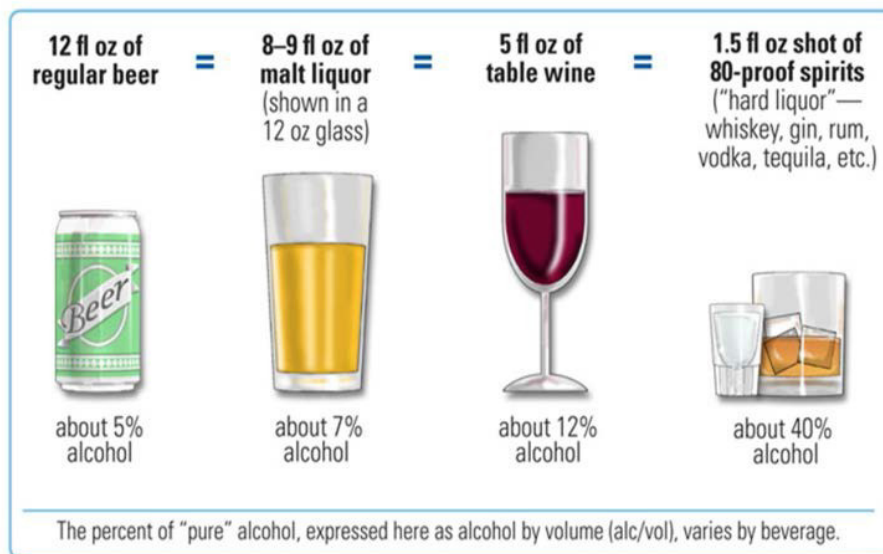


While on international internships, students are typically in countries that have a lower drinking age. The university does not enforce the U.S. drinking age. You must abide by the local age limit. For legal-age drinkers, we expect responsible use of alcohol at all times.

In addition, you must comply with:

- The laws of the country in which you are located
- Any instructions, rules and regulations of any landlord, host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services involved in the program
- The provisions of your participation agreement

## Standard Drinks



## Blood Alcohol Content (BAC)

<b>BAC Chart for Men Approximate Blood Alcohol Percentage</b>										
<b>Drinks</b>	<b>Body Weight in Pounds</b>								<b>Only Safe Driving Limit</b>	
	<b>100</b>	<b>120</b>	<b>140</b>	<b>160</b>	<b>180</b>	<b>200</b>	<b>220</b>	<b>240</b>		
<b>0</b>	.00	.00	.00	.00	.00	.00	.00	.00	.00	<b>Impairment Begins</b>
<b>1</b>	.04	.03	.03	.02	.02	.02	.02	.02	<b>Driving Skills Affected – Possible Criminal Penalties</b>	
<b>2</b>	.08	.06	.05	.05	.04	.04	.03	.03		
<b>3</b>	.11	.09	.08	.07	.06	.06	.05	.05		
<b>4</b>	.15	.12	.11	.09	.08	.08	.07	.06		
<b>5</b>	.19	.16	.13	.12	.11	.09	.09	.08		
<b>6</b>	.23	.19	.16	.14	.13	.11	.10	.09		
<b>7</b>	.26	.22	.19	.16	.15	.13	.12	.11	<b>Legally Intoxicated – Criminal Penalties</b>	
<b>8</b>	.30	.25	.21	.19	.17	.15	.14	.13		
<b>9</b>	.34	.28	.24	.21	.19	.17	.15	.14		
<b>10</b>	.38	.31	.27	.23	.21	.19	.17	.16		

<b>BAC Chart for Women Approximate Blood Alcohol Percentage</b>										
<b>Drinks</b>	<b>Body Weight in Pounds</b>								<b>Only Safe Driving Limit</b>	
	<b>100</b>	<b>120</b>	<b>140</b>	<b>160</b>	<b>180</b>	<b>200</b>	<b>220</b>	<b>240</b>		
<b>0</b>	.00	.00	.00	.00	.00	.00	.00	.00	.00	<b>Impairment Begins</b>
<b>1</b>	.05	.05	.04	.03	.03	.03	.02	.02	<b>Driving Skills Affected – Possible Criminal Penalties</b>	
<b>2</b>	.10	.09	.08	.07	.06	.05	.05	.04		
<b>3</b>	.15	.14	.11	.10	.09	.08	.07	.06		
<b>4</b>	.20	.18	.15	.13	.11	.10	.09	.08		
<b>5</b>	.25	.23	.19	.16	.14	.13	.11	.10		
<b>6</b>	.30	.27	.23	.19	.17	.15	.14	.12		
<b>7</b>	.35	.32	.27	.23	.20	.18	.16	.14	<b>Legally Intoxicated – Criminal Penalties</b>	
<b>8</b>	.40	.36	.30	.26	.23	.20	.18	.15		
<b>9</b>	.45	.41	.34	.29	.26	.23	.20	.17		
<b>10</b>	.51	.45	.38	.32	.28	.25	.23	.21		

## ***Sexual Misconduct and Relationship Violence Abroad***

### **What you need to know**

Your international internship experience will be an exciting and memorable part of your Johnson & Wales University education. Learning about the culture and customs of your host country is an important part of preparing for this experience. You should also be prepared for potentially problematic issues that may arise abroad, including sexual misconduct and relationship violence. **The university prohibits sexual misconduct and relationship violence on and off-campus, which may include dating violence, domestic violence, stalking, sexual assault, sexual harassment and sexual exploitation.** These offenses constitute violations of university policy, including the Prohibited Discrimination and Harassment (including Sexual Harassment) Policy, the Sexual Assault and Relationship Violence Policy and the Student Code of Conduct. Johnson & Wales University expects all members of its community to conduct themselves in a respectful and professional manner on- campus, off-campus, even while abroad.

### **What you should do after an incident of sexual misconduct or relationship violence**

If you believe you are the victim of sexual misconduct or relationship violence (including dating violence, domestic violence, stalking or sexual exploitation), you are encouraged to take the following steps:

- GO TO A SAFE PLACE
- SEEK MEDICAL ATTENTION IF NECESSARY
- SEEK THE ASSISTANCE OF LOCAL LAW ENFORCEMENT AUTHORITIES
- CONSIDER CONFIDENTIAL COUNSELING SERVICES

If you need confidential advice and/or would like to talk to a counselor to receive support and information we encourage all students on JWU study abroad, regardless of campus, to call the Johnson & Wales University Counseling Services (001-401-598-1016). Counselors will keep any information you share with them confidential and will not be required to disclose this information to other university officials.

### **PHONE NUMBERS**

All international internship students, regardless of campus, can use the following resources:

Counseling Services (CONFIDENTIAL):

**001-401-598-1016**

**001-888-222-4805** (4:30pm - 8:30am EST)

JWU Campus Safety & Security

(NOT CONFIDENTIAL):

**001-401-598-1103** (24 hrs/day)

## ***Understand your Reporting Options***

### **We understand that this is a difficult topic.**

You have several options for filing a report of Sexual Misconduct or Relationship Violence. You may pursue all, some or none of these options. If you choose to report, you are not required to file a report immediately.

#### **CRIMINAL COMPLAINT**

You may file a criminal complaint by contacting the local police. A criminal complaint is governed by applicable local criminal statutes and may lead to criminal sanctions for the alleged perpetrator.

#### **UNIVERSITY COMPLAINT**

You may wish to initiate a university complaint. A university complaint is governed by university policies. Contact Campus Safety & Security to begin the process. If the alleged perpetrator is a university student, the complaint will be resolved through the Student Conduct process. Potential sanctions may include suspension or expulsion for the respondent. Complaints of this nature against members of faculty or university staff are handled by the university's Human Resources Department.

### **Think about cultural differences**

Consider that the people living in your host country may interact differently with each other, in ways to which you may not be accustomed. You might notice differences in meanings of body language, and in the way people dress. Often, standards of dress, especially for women, may be more strict and conservative. Behavior that might be considered sexually harassing in the United States may be considered ordinary and acceptable in another country. Be observant, note these differences, and develop an understanding of your culture and that of the host country. Understand that some people may have very limited knowledge of the United States besides what they experience from the media. They may exhibit stereotypical views of the U.S. and its citizens, and it may take some time for some people to understand that these stereotypes do not apply to all U.S. citizens.

In the U.S., our laws require, and people expect individuals to be treated fairly and equally, without regard to their gender, race, religion, etc. In other countries, these expectations may not be the same and such laws may not exist. Attitudes toward lesbian, gay, bisexual or transgendered people may be more or less tolerant than in the U.S. Inform yourself of what to expect in your host country. This is especially important in regards to law enforcement authorities. Be aware of cultural and social attitudes toward sexual misconduct and relationship violence and victims of such crimes, as they may vary greatly in different countries.

Your Experiential Education & Coordinator will be able to assist you with questions before you depart. While abroad, if you feel unsafe or uncomfortable by attitudes or conduct that you think are directed at you because of your gender, race, religion, sexual orientation, or for any similar reason, reach out to your Experiential Education & Coordinator for support and assistance.

### **Applicable policies can be found here:**

**[www.jwu.edu/about-jwu/equity-and-compliance-services.html](http://www.jwu.edu/about-jwu/equity-and-compliance-services.html)**

#### **Prohibited Discrimination and Harassment (including Sexual Harassment) Policy:**

<http://catalog.jwu.edu/handbook/generalinformationandpolicies/discriminationandharassment/>

#### **Sexual Assault and Relationship Violence Policy:**

<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/>

#### **Student Code of Conduct:**

<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/>



## While Abroad

### Calling Home

#### Skype

Skype is free and very easy to use while abroad. It gives you easy access to connecting with your family, friends and the university. It works from computer to computer using a microphone and/or headphones (video options are available). The program can be downloaded from [www.skype.com](http://www.skype.com).

You can also use Skype to call someone's cell phone or home phone for a small fee. However, calling from one Skype account to another is free. All international rates are listed on Skype's website.



#### Facetime

If you have a smartphone, you most likely have Facetime as a feature. This is a free service you can use to call home. This feature only works when both parties have a smart phone.

#### Temporary SIM Card

GSM customers can avoid sky-high roaming charges by replacing their American SIM cards with cards from their destination countries. Overseas SIM cards can be purchased before you travel from companies like Cellular Abroad ([www.cellularabroad.com](http://www.cellularabroad.com)) and Telestial ([www.telestial.com](http://www.telestial.com)) or at local shops in foreign countries. Your American phone must be unlocked if you want to use it with another SIM card. Call your phone company and have it unlocked prior to departure.

#### International Calling Card

Having a calling card that can be used internationally is a great back up option!! By purchasing a pre-paid phone card, you can call home at a set rate without racking up charges. Phone cards are available from a variety of vendors, both online and at local retailers. Your current phone company might have an international phone card that you can use. Shop around for a phone card prior to purchasing one---you want to get the best deal possible and one that has the widest calling range.

#### Using Your Existing Phone Plan

Roaming is the ability of a cell phone user to make and receive calls when outside of their own coverage. This type of roaming refers to the ability to move to a Foreign Service Provider's Network. Broadly speaking, international roaming is easiest using the GSM standard, as it is used by over 80% of the world's mobile operators. However, even then, there may be problems, since countries have allocated different frequency bands for GSM communications. **This option is often very expensive! Contact your current phone company for more information.**

### Electricity & Voltage Converters

For information by country, visit the Global Electric and Phone Directory at [www.worldstandards.eu/electricity](http://www.worldstandards.eu/electricity)

#### Voltage

With a few exceptions, every country in the world uses 110 Volt (110-120 V) or 220 Volt (220-240 V) electricity/outlets. 110 is the common voltage in North America, Central and some parts of South America & the Caribbean. 220 voltage outlets are used about everywhere else including popular destinations like Europe, Korea, Singapore & Thailand. Some countries use both types. Many new appliances, such as laptops, have dual-voltage capabilities (they use both 110 and 220 V).

#### Plugs

Many countries have a multitude of electrical outlet configurations, and the plugs needed for these outlets are different. To be safe, you should bring all required adapters.

- o **Adapter Plugs:** An adapter allows a dual voltage appliance, converter, or transformer to be plugged into a wall outlet that is different from the pin configuration on the appliance, converter, or transformer.
- o **Converters:** If your appliance(s) uses 110V electricity and you are traveling to one with 220V electricity, you need a “step down” converter or transformer which converts 220V to 110V. If your appliance(s) is 220V and you are traveling to a country with 110V electricity, you need a “step-up” converter or transformer. Most electronic stores like Radio Shack and Staples have these items. **Unless you have purchased your electronics outside of the U.S., you will need a “Step Down” converter.**
- o **Transformers:** A transformer works in the same way as a converter, but the main difference is that a converter cannot operate electronic devices with chips and circuits. Laptop or DVD players are common products that will not operate with a converter. **When in doubt, buy a transformer. It is more expensive but operates all electronics.**

**Adapter Plug** for Continental Europe



**Converter** for Continental Europe



If your electronics run on the same voltage and hertz as the country you are visiting, then all you need is an adapter plug. This is often the case with laptops and cell-phone chargers. However, check your electronics, and ask a professional before you purchase your adapter, converter or transformer. If you are only trying to convert a small appliance, such as a hair dryer or electric shaver, consider buying a new one overseas.

**Transformer** for Continental Europe



## How Much Money Should You Take?

1. Know the exchange rate of your country. [www.gocurrency.com](http://www.gocurrency.com)

2. Create a budget based on the following:

- Are meals provided by your site while you’re working? Plan for all other meals.
- Is housing provided? If not, figure the cost of housing based on your housing research.
- Location transportation to and from your work place.
- Other expenses such as laundry, souvenirs, and daily spending money.
- If you are planning on any excursions, research travel costs using public transportation, entry fees, etc.

3. Cash & Credit Cards

- Get a minimum of \$200 changed into foreign currency before leaving the U.S.
- Travelers’ checks in U.S. dollars - Safer than carrying cash, if these are stolen they can be canceled and replaced. When overseas, exchange into foreign currency at banks or AAA offices. An extra exchange fee will be charged.
- Credit cards - Cards give you the best exchange rate at that moment in time. They are also a safer way to travel than having large amounts of cash, because they can be canceled if stolen. Plan to use your card as often as possible.
- ATM/Debit cards - A good way to get foreign currency in a pinch. Watch out for extra fees by the foreign bank AND by your bank! Call and ask your bank about international bank affiliates or suspending any extra fees if possible.
- Call your credit/debit card company to tell them you are traveling, so they do not freeze your card due to “unusual” purchases.

## Research Your Purchasing Power Abroad

Know how much your money can buy.

	South Korea		Europe		Costa Rica		Australia	
Dinner on avg.	KRW 17,474	(\$15)	€25	(\$28)	CRC 9073	(\$17)	AUS\$20	(\$16)
Lunch on avg.	KRW 11,649	(\$10)	€20	(\$25)	CRC 7302	(\$14)	AUS\$10	(\$8)
Breakfast on avg.	KRN 6000	(\$5)	€10	(\$12)	CRC 4270	(\$8)	AUS\$6	(\$5)
1 bottle of water	KRN 789	(\$.68)	€1,5	(\$1.15)	CRC 717	(\$1.40)	AUS\$2.61	(\$2)

## ***Health Abroad*** **Traveling with Medication**

- \_\_\_\_\_ Check US Government country-specific information sheets and the embassy for medication restrictions. Some US over-the-counter drugs or heavy prescriptions may be confiscated overseas.
- \_\_\_\_\_ Do you have enough medication for your entire program?  
(Mailing medications/controlled substances is NOT a good idea.)
- \_\_\_\_\_ Ask about generic names/dosages for your medications. This may help with matching your prescription to the available drugs provided overseas.
- \_\_\_\_\_ Take all medications in original packaging with prescription.
- \_\_\_\_\_ Work with your doctor to adjust medication schedule for time-zone change.
- \_\_\_\_\_ Talk to your airline about where to pack your prescriptions and/or syringes.

### ***Managing Your Health Abroad***

**Notify your local campus Center for Academic Support (CAS)** if there are any physical, learning or dietary allergies for which you need special accommodations while interning abroad. Please share the CAS documentation with JWU Experiential Education & Career Services so that we can share your requests with your employer in a timely fashion to ensure the proper support is available.

#### **INSURANCE**

- Know what you have and how it works.
- Locate local doctors who speak English in advance of departing the US.

#### **PHYSICAL HEALTH**

Make sure you are fit and well and aware of your body prior to departing the country.

- **Physical Check-up:** If you haven't seen your doctor in a while, it is best to complete a physical and eye exam.
- **CDC Report:** Review the Center for Disease Control link on the Study Abroad Resources page to learn what suggested health precautions you are urged to consider for the region of the world you are visiting.
- **Travel Clinic:** Visit a regional Travel Clinic to discuss your health and any Center for Disease Control (CDC) suggested precautions.

#### **MENTAL /EMOTIONAL HEALTH**

**Cultural Adjustment Cycle:** Familiarize yourself with the Cultural Adjustment Cycle. You will be out of your normal climate, eating new foods, discovering that simple daily tasks can become unexpectedly complex, and you are without your typical support network.

While living abroad, mood swings can be more dramatic. Health issues that have been under control can very easily act up in unexpected ways when you travel. In addition, your sense of identity can start to change while traveling. Do you walk around now saying in your head "I am a US citizen" or "I like carrots not squid" or "I feel like an inarticulate, goofy adult-child that is completely misunderstood"? Identity shifts can and often do happen as a result of travel. It can be challenging and liberating and... challenging. In the highs and lows, and restructuring of your physical and mental reality, you may be surprised at what physical and emotional health issues can surface. This is all normal. Everyone will go this in their own way.

**Be proactive:** Talk with your doctors and counselors about your internship abroad plans. Be aware and give yourself appropriate tools to work through the harder moments.

## Student Health Insurance & Safety

### Insurance Information *(subject to change yearly)*

Below is the insurance plan purchased by Johnson & Wales University for all students who pursue international internship or study abroad opportunities. This insurance plan cost is covered by the university as part of the student's normal tuition and no additional charges or fees are incurred by the student. Please take special note of the policies and procedures and coverage that is provided.

**JOHNSON & WALES UNIVERSITY  
2017-2018 STUDENT ACCIDENT AND SICKNESS INSURANCE PLAN  
FOR  
STUDY ABROAD AND INTERNATIONAL INTERNSHIPS  
(Please Keep this Description for Reference)**

All students enrolled in an approved Johnson & Wales Study Abroad or International Internship Program are automatically enrolled in the Student Injury and Sickness Insurance Plan. The major schedule of benefits for the plan is as follows:

	Limits Eligible Participant
<b>MEDICAL EXPENSES</b>	
Coverage Year Limit	\$100,000
Coverage Year Deductible	\$100,000
EMERGENCY MEDICAL EVACUATION	Maximum Benefit up to \$250,000 per Coverage Year
EMERGENCY FAMILY TRAVEL ARRANGEMENTS	Maximum Benefit up to \$1,500 per Coverage Year
REPATRIATION OF MORTAL REMAINS	Maximum Benefit up to \$25,000 per Coverage Year
ACCIDENTAL DEATH & DISEMBERMENT	Maximum Benefit: Principal Sum up to \$10,000

**SCHEDULE OF BENEFITS  
MEDICAL EXPENSE BENEFITS**

COVERAGE A – MEDICAL EXPENSES	Plan Limits
Physician Office Visits	100% of Reasonable Expenses
Inpatient Hospital Services	100% of Reasonable Expenses
Hospital and Physician Outpatient Services	100% of Reasonable Expenses
Emergency Hospital Services	100% of Reasonable Expenses

*\* For more detailed information, visit [www.geobluestudents.com](http://www.geobluestudents.com)*

JWU will automatically enroll you in the GeoBlue insurance coverage for your international internship at no additional cost. If you plan to do independent travel outside of the dates that you are covered for your internship, you may extend your coverage online using a credit card:

- Visit the GeoBlue website at [www.geobluestudents.com](http://www.geobluestudents.com)
- Enter your Group Access Code: (GeoBlue will email you your code) in the box on the right side of the home page titled "Students"
- Follow the steps provided. Be sure to indicate that this is a "renewal" as you will already be enrolled.
- Enter the required travel and payment information to extend your coverage.

## Safety Information

### For Non-Emergency care:

To schedule an appointment, members can simply find a participating provider or hospital through the Member Hub or app, view the provider profile and contact the office directly. After the member makes an appointment, contact GeoBlue to provide the doctor's office with the information required to arrange Direct Pay. For optimal service, request Direct Pay at least 48 hours prior to your appointment; this is necessary when scheduling follow-up appointments as well. In many countries, providers will request payment at the time of the visit unless Direct Pay has been arranged.

While it's often easier to set up your own appointments, we can help when members are unsure about where to seek care. To request help scheduling a convenient, cashless office visit with one of GeoBlue's trusted English-speaking doctors, contact GeoBlue 24/7 at +1-610-254-8771.

### For Emergency Care:

In an emergency situation, members should ALWAYS seek immediate medical care, THEN contact GeoBlue once the situation has stabilized. When a member is receiving inpatient care, GeoBlue case managers and medical directors will coordinate the assessment of the medical condition with local medical personnel, using the latest medical standards to determine whether the member should be evacuated to a higher level of care.

### How to Contact GeoBlue for Assistance:

GeoBlue  
One Radnor Corporate Center  
Suite 100  
Radnor, PA 19087 USA

+1.844.268.2686 (toll-free inside the U.S.)  
+1.610.263.2847 (outside the U.S.)  
customerservice@geo-blue.com

Please carry your Student Insurance Accident and Sickness Insurance card at all times!

### How to file a claim:

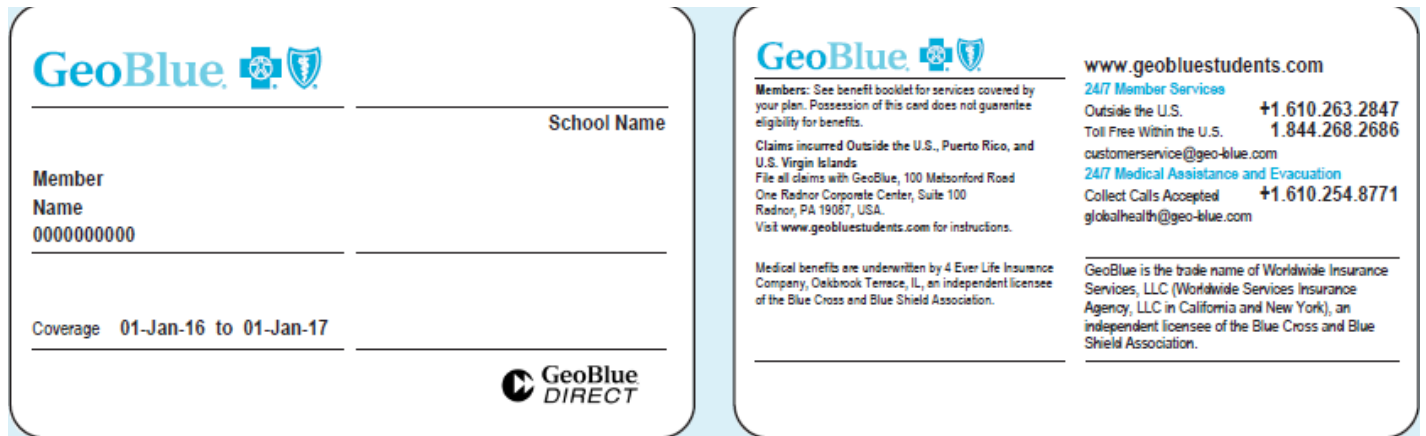
GeoBlue's goal is to process your claim within 48 hours of receipt. The following steps will assist them in promptly processing your claim. Submitting an incomplete form will result in delays in the payment of your Claim.

1. Complete the claim form in full each time you are seen for a new Sickness or Injury. Answer all questions, even if the answer is "none" or "N/A."
2. Bills submitted must include the original detailed physician's bill, including:
  - o Patient's Name
  - o Insured's name
  - o Charges incurred
  - o Diagnosis
  - o Date of service
  - o U.S. claims only - Federal Tax ID Number of the provider -- you may need to ask the provider for this.
3. If there are no physician's charges, such as when services are rendered at a Student Health Service (SHS), you will need to ask the physician or provider to complete Part B of the claim form indicating the date seen and the diagnosis. Please include the full name and address of the provider. Part B of the claim form is found on the reverse side of the form.
4. If another health insurance plan is the primary payer, you must include a copy of the other plan's Explanation of Benefits (EOB) when you submit your claim form.
5. Be certain that the name on the bill you are submitting is the same as that which is indicated on your ID card. If not, please enclose a short note of explanation.
6. Automobile Coverage - Benefits payable under this Plan will be coordinated with any other automobile. Benefits under our Plan will also be coordinated with benefits provided or required by any no-fault automobile coverage statute, whether or not a no-fault policy is in effect. This Plan will be applied on a secondary basis to any state mandated automobile coverage for services and supplies eligible for consideration under this Plan.
7. All claims must be filed with our office within the twelve (12) month period from the date of the incurred expense.

## How to Enroll in the Plan

Eligible Participants and their Eligible Dependents will be enrolled into this program through their International Program Administrator designated by Johnson & Wales University.

## Carry Your Identification Card



A GeoBlue identification card is provided to each international internship participant prior to departure. You or your Plan Administrator will receive it in the mail, or by email from GeoBlue prior to departure. Emergency phone numbers are listed on the reverse side of the card.

It is important to keep this card with you at all times. It enables you to access information about your insurance plan on the web, to verify coverage for doctors and hospitals and to have the emergency phone number listed on the reverse side of the card handy in the event of an emergency. We recommend taking a picture of it for your phone, as backup.

International Internship participants should contact GeoBlue Customer services for a replacement card, or if you have registered on the geo-blue.com website, you can print a replacement card if needed. Your Program Administrator also has the ability to print you a replacement card.

## Notifying Others

When possible, be sure to inform your family, site supervisor and your Experiential Education Coordinator of your status.

## Non-Medical Assistance

For non-medical situations in which you require assistance, your first point of contact should be your site supervisor or other related personnel at the internship site. If further assistance is needed, you should contact your Experiential Education Coordinator. For national safety concerns, immediately contact the closest US Embassy.

If you are unable to contact your site supervisor or International Experiential Education Coordinator or it is outside normal business hours, you should contact **Campus Safety & Security. Take a Picture and cut out the contact information below:**

JOHNSON & WALES UNIVERSITY		Campus Safety & Security
Providence Campus	401-598-1103	<a href="http://www.jwu.edu/providence/safety">www.jwu.edu/providence/safety</a>
North Miami Campus	305-892-7011	<a href="http://www.jwu.edu/northmiami/safety">www.jwu.edu/northmiami/safety</a>
Denver Campus	303-256-9500	<a href="http://www.jwu.edu/denver/safety">www.jwu.edu/denver/safety</a>
Charlotte Campus	980-598-1900	<a href="http://www.jwu.edu/charlotte/safety">www.jwu.edu/charlotte/safety</a>

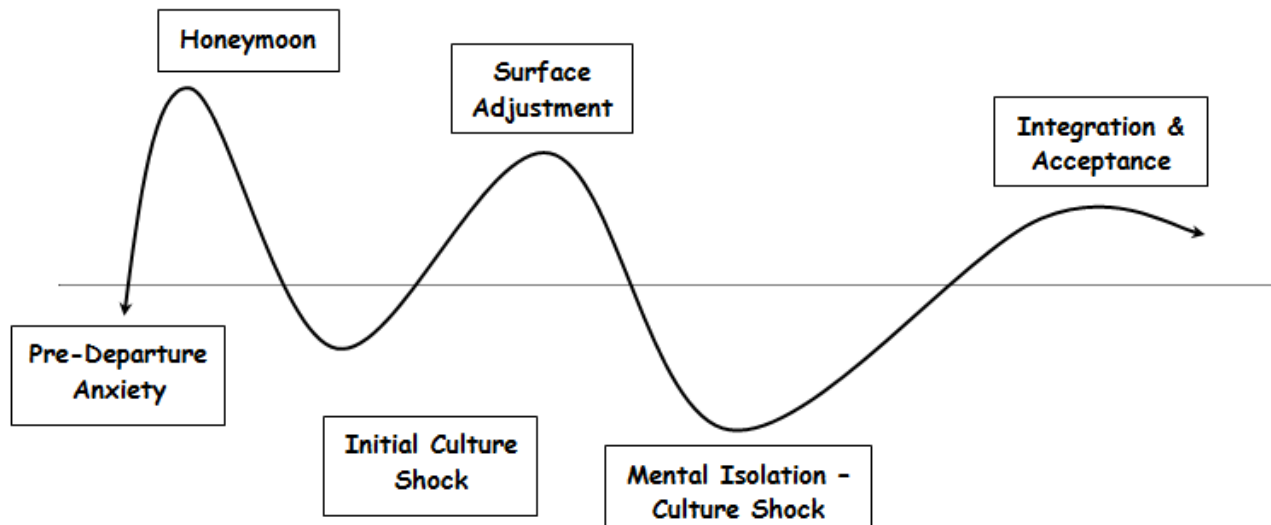
JOHNSON & WALES UNIVERSITY		Emergency Services Card
Geo Blue	800-257-4823	
Disaster & Evacuation Services	(Toll-free within the U.S.)	610-254-8771
		(Collect outside the U.S.)
Geo Blue Worldwide	888-243-2358	
Certificate # 4EL-1034-A-16		<a href="http://www.geobluestudents.com">www.geobluestudents.com</a>



# Cultural Adjustment

Adjusting to your new Home (Adapted from Bring Home the World by Stephen Rhinesmith pp. 54-57.)

We are creatures of habit much more than we realize. Transplantation to another culture results in a loss of cues which guide our daily actions and decisions. Regardless of our tolerance, broad-mindedness, and empathy for the new culture, the loss of familiar props will result in some degree of frustration.



## Pre-departure Anxiety:

Logistical concerns are priority. While preparing to live or work overseas, people often experience anxiety over their inability to handle the new opportunity. Many people anticipate cultural differences but do not really know what to expect or how they will react to adjustment problems.

**Indicators:** Insomnia, less interest in current activities

## Honeymoon:

Arrival fascination and excitement: changes in routine are exciting and the new world is fascinating. Expectations for the experience are high. With lots of arrival introductions, the visitor is often overwhelmed with being the focus of attention and activity. S/he is shown a level of respect and concern which might be quite uncommon back home.

**Indicators:** Insomnia, stomach queasiness

## Initial Culture Shock:

The novelty of the new culture wears off after a few weeks. Unexpected problems with housing, transportation, food, language and new friends are common. Along with a sense of disenchantment, people may start questioning their own values and those of the host country.

**Indicators:** Tired, restless, irritable, crying, impatient, minor health problems

## Surface Adjustment:

After the initial "down" feelings, an adjustment takes place and people settle in to the new environment. Language skills improve and navigation through every day activities becomes easier. A fresh sense of curiosity and eagerness to try new experiences are common.

**Indicators:** Sense of accomplishment

## Mental Isolation:

At some point, the novelty wears off completely and the difficulties remain. Frustration increases and a new, more pervasive sense of isolation can set in. Separation from family and friends creates loneliness. Individuals may feel little stimulus to overcome the deeper and more troublesome difficulties. There may be unresolved conflicts with friends, hosts, or peers.

**Indicators:** Fatigue, colds, headaches, boredom, lack of motivation, hostility towards local people and customs, crying, lack of self-confidence

**Integration and Acceptance:**

People begin to reconcile who they are within the local culture, and recognize changes within themselves, including changes in their values. A routine is established. There is a renewed interest in the host culture and a more constructive attitude. Having found an ease with the language, new friends, and society in general, people feel adapted to the host culture and in equilibrium with the host country. Deeper differences between self and others become understandable. Ways of dealing with these differences are found.

**Indicator: Normal health**

**Return Anxiety:**

Finally settled in, the thought of leaving familiar friends, faces, new traditions and the new community raises anxieties similar to those felt during Pre-Departure Anxiety. The visitor begins to sense how much s/he has changed. People back home might not understand this "new" person with new awareness and feelings. This is a time of confusion and considerable pain due to the breaking of close bonds with no promise of renewal in the future.

**Re-entry Shock:**

Back home again, the contrast of old and new may come as a shock. Travelers have changed with their experiences, and it will probably be difficult for family and friends to accept many of the changes. In addition, the returnee may not have anticipated changes which have taken place during their absence. There is surprise at having to get "reacquainted" with home. Returnees face the problem of adjusting to being "one of the crowd" again, while longing for the friends left behind. Returnees often find that no one is as interested in the details of their stay abroad as they feel they should be. Returnees are often frustrated by their inability to describe adequately the depth and nature of their experience abroad.

**Indicator: Depression**

**Reintegration:**

Returnees must get involved in new activities and begin to integrate their experience and learning of the recent past into a plan for the future. They develop an understanding of self, home society and future development.

*Adapted from Rhinesmith, S. (1986). Bring Home to the World. New York: Walker & Co.*

## Cultural Adjustment Tips

Recognizing irritation as a symptom of culture shock will enable you to deal more effectively with the situation. Acknowledge the irritation and ask yourself why this aspect of the culture annoys you but seems perfectly natural and agreeable to the citizens of the host country. Your success in changing the negative facets of culture shock to the positive side of challenge depends on your developing a new set of attitudes before and during your travels. Check yourself periodically on the following attitudes to assess your progress in intercultural adjustment:

1. Maintain an attitude of curiosity and eagerness to learn.
2. Be quick to observe and slow to judge.
3. Don't be afraid to make mistakes, and learn to accept "corrections" graciously.
4. Be generous in showing appreciation.
5. Be adaptable. "Try it, you'll like it."
6. Keep a sense of humor, especially about YOURSELF.
7. Go to learn, not to teach.
8. Show a sincere consideration for others.
9. Be cooperative and willing to compromise.
10. Be yourself...enjoy yourself!

**Some specific coping strategies include:**

1. **Accept the fact that you are in a period of transition.** Give yourself time to adjust, and be patient with your self. You will not be able to hold yourself to your normal standards, whether emotional, spiritual or relational.
2. **Be creative and flexible.** You're going to need to do many of the things you've always done to maintain your emotional health. However, you may find that schedules and patterns you've used in the past don't work anymore. You will need to find ways to compensate and creatively seek a new routine even when it seems very difficult.
3. **Keep a journal.** Besides dates and places, writing about emotions and awareness helps keep a sense of perspective.
4. **Find a few supportive people.** Don't feel shy about asking for help.
5. **Explore.** Resist the temptation to withdraw from new situations. Find a map, strike out on your own, explore the territory. Observe people closely, and try to pick up subtle nuances. Always make safe decisions!
6. **Visitors from home.** Once you feel confident enough to host family or friends, it is good to have visitors. Having them see a part of your new world and sharing the new experience together, helps maintain common ground once you do return home after traveling.
7. **Evaluate your goals.** Setting personal goals before leaving helps you target your learning. Assessing your goals from time to time while traveling keeps you focused and grounded.
8. **Hobbies and outside activities.** Think about how you can engage in hobbies or activities that interest you. These activities will help your sanity, as well as help you "see" the host culture better. EXERCISE! Run, swim, walk...you gotta do it.
9. **Remember this is only temporary.**
10. **KEEP YOUR SENSE OF HUMOR!!!**



## ***Cultural Assumptions/Values***

This section outlines some commonly held American values and how they may differ from those in the cultures you will experience while abroad. Awareness of your own values will help you to recognize differences in others' values and to suspend judgment so that you can appreciate the reasons behind these differences.

### AMERICAN ASSUMPTIONS/VALUES

- a) People are isolable individuals
- b) Personal growth and change are valuable and desirable
- c) Individuals have control over their own life circumstances
- d) Personal problems are often soluble through greater understanding of their origins and/or through remedial action undertaken by the individual
- e) "Professional" people can help others solve their problems
  - i. People (counselors) can be genuinely interested in the welfare of strangers
  - ii. People (counselors) can be dealt with as occupants of roles
- f) Open discussion of one's problems can be beneficial
- g) Emotional disturbances have their root in the individual's past
- h) People are more or less equal
- i) Males and females are more or less equal

### CONTRAST - AMERICAN ASSUMPTIONS/VALUES

- a) People are integrally related with other people
- b) Conforming to time-tested ways of behaving is desirable
- c) One's life circumstances are directed by external forces (political, economic, social)
- d) Problems are fated to occur, and fate may or may not remove the problem
- e) Personal growth and change are valuable and desirable
  - i. Only one's close friends and relatives can be trusted
  - ii. Other people are dealt with as whole people
- f) It can be dangerous to reveal oneself to others
- g) Emotional disturbances have their root in external forces or situations
- h) There is a hierarchial ranking of people in society
- i) Males are superior

Adapted by Gary Althen from E.C. Stewart (1975), *American cultural perspective*. Washington, D.C.: Society for International Education, Training, and Research, 1975.

Found in Horner, d. & Vandersluis, K., et al. *Cross-cultural counseling*. In G. Althen (Ed.), *Learning Across Cultures*, Washington, D.C.: NAFSA, 1981.

<u>Factor</u>	<u>Western-American</u>	<u>Other</u>
<b>Family structure</b>	Nuclear	Extended
<b>Age</b>	Not valued	Revered
<b>Role of women</b>	Relatively liberated	More traditional
<b>Authority</b>	Suspect	Accepted ; circumvented
<b>Prestige</b>	Earned	Prescribed
<b>Sex (male/female)</b>	Free ; open	Taboo ; reserved
<b>Mobility</b>	High	Low
<b>Education</b>	Universally available	Limited availability
<b>Religion</b>	Judeo / Christian	Islamic / Buddhist / Hindu
<b>Attitude toward change</b>	Receptive	Resistant / Receptive
<b>Sense of history</b>	Limited	Strong
<b>Attitude toward ancestors</b>	Little knowledge	Known ; revered
<b>Role of nature</b>	Man domination	Nature domination / harmony
<b>Protocol</b>	Informal	Formal
<b>Privacy</b>	Important	Little emphasis
<b>Verbal greetings</b>	Casual	Formal
<b>Interpersonal</b>	Direct	Indirect
<b>Eye contact</b>	Direct	Indirect
<b>Individualism</b>	Focus on individual	Focus on group
<b>Money</b>	Fixed price	Bargaining / Fixed
<b>Work</b>	Work for work's sake	Usually no value in itself / Valued
<b>Efficiency in productivity</b>	Highly valued	Not valued
<b>Time</b>	Precisely measured	Not a primary consideration
<b>Concept of space</b>	Space desired	Variations / Often closer

## Communicating Across Cultures

Communicating with individuals from different cultures can be difficult. Below are some tips to help you communicate more easily:

1. **Relax** – what are you communicating non-verbally?
2. **Avoid asking yes/no questions.** Open-ended questions facilitate better dialogues.
3. **Avoid slang,** abbreviations or in-group terms.
4. **Use written information and other visual aids** to assist in explanations when needed.
5. **Silence can be good.** Relax into silence to allow the other person time to think. This allows for cultural difference in communication turn taking.
6. **Pay attention.** Try to clear your mind of its preoccupations so you can concentrate on what is being said.
7. **Set your assumptions and values aside. Suspend judgment.** Try to hear not just what the other person is saying, but what s/he means or intends. This may require you to ask a lot of questions. Try to recognize that the other person has understandable reasons for thinking and behaving the way s/he does. You will have more success in communicating if people know you are trying to understand them, rather than evaluate them.
8. **Be complete and explicit.** Be ready to explain your point in more than one way, and even to explain why you are trying to make a particular point in the first place. Give background and provide context to make it clear where you are coming from. Much of meaning is derived from context and communication, and is more successful when all involved know what the context is.
9. **Pay attention to the other person's responses.** Notice verbal and nonverbal reactions and if you sense puzzlement, keep trying to explain.
10. **Ask for verification.** After you have spoken, try to get confirmation that you have been understood. Ask the other person to restate some of what you have said. It does not work to simply ask if the other person understood. Most people will say "yes" whether they understand or not.
11. **Paraphrase.** After listening to the other person, but before you make your own comments, restate what you heard and what you thought s/he meant. Only after being reassured that you have heard correctly should you add your comment.
12. **Be alert to different meanings** being assigned to certain words, phrases, or actions. Sometimes you will think you understand what the other person is saying, and suddenly realize you do not. When this happens, stop your conversations and discuss any points of misunderstanding.



# Returning Home

## When You Return

After spending 3 months, 6 months or even a year in a foreign country, returning to the United States can be challenging and in many ways taxing to students. You may find that your experiences abroad have changed you in a big way and that you have new perspectives on life, culture, and perhaps the way things are done. In many cases, friends and family may have a difficult time understanding your new perspectives.

This is known as “Reverse Culture Shock.” Reverse Culture Shock as described by the Center for Global Education ([www.studentsabroad.com/reentrycultureshock.html](http://www.studentsabroad.com/reentrycultureshock.html)) is the understanding that a student will be able to pick up right where s/he left off upon their return home to the U.S., and that nothing has changed at home while s/he was away.

To try and help you through the “Reverse Culture Shock,” we have adapted content from the *Study Abroad Handbook from the Center for Global Education* which outlines what to expect through each stage.

### Stage 1:

Usually begins before leaving your host country. This is characterized by feelings of returning home and making the preparations to return home. This stage also finds you realizing it is time to say goodbye to friends abroad and the place you have called home for 3-6 months. Goodbye parties, packing, and travel woes can exacerbate this.

### Stage 2:

Also occurs prior to your return home. This stage is usually characterized by feelings of excitement and the anticipation of seeing friends and family. These feelings may feel very similar to those you experienced in your predeparture phase when you were prepping to travel to your host country. The length of this stage varies from person to person and the experiences they encounter upon arrival home. Generally, this phase is either extended or shortened based on the interest of family and friends in hearing of your experiences. Many times, you should be prepared that people are not as interested as you may have expected them to be, or they will listen for a short time and are ready to move on to the next topic of conversation.

### Stage 3:

Due to the final pieces of the above stage, you may find yourself feeling frustrated, angry, alienated, or even lonely and disoriented by your once familiar surroundings and not understanding why you have these feelings. You may become quickly irritated with others and U.S. culture in general, and you may find yourself feeling less independent than you were just a few weeks or even months earlier while abroad.

### Stage 4:

This stage occurs when you find yourself gradually readjusting to life at home and U.S. culture. What seemed alien to you upon arrival will again start to feel normal, and you will fall back into old routines again. Things may not be the same because of your new attitudes, beliefs and habits. You will now see things in a new light and a different perspective. The main thing to try in this stage is to incorporate the positive aspects of your international experience into your daily life in the U.S.

To make the transition easier, JWU Experiential Education & Career Services recommends the following:

**Reflect on your experience:**

- Ask yourself how you have changed.
- What is important to you now and what is not?
- What was your favorite experience abroad?
- What surprised you the most about your experience?
- What did you appreciate the most?
- What would you like to bring with you into your daily routine now that you are home in the U.S.?

**Stay Connected:**

- Stay in touch with friends you made while abroad
- If you studied a language while abroad, continue learning - take a class at JWU or purchase a program like Rosetta Stone
- Continue to stay connected to your host country - read newspapers/online articles, listen to music, make local cuisine, and participate in other cultural aspects you enjoyed from your host country
- Inform your JWU Experiential Education Coordinator of your experiences
- ***Meet with a Career Advisor to update and add your international experience to your resume***

**Get Involved on Campus:**

- Ask your Experiential Education Coordinator how to be a resource to future students traveling to your country and site
- Be a peer mentor/"buddy" at the International Center - help mentor an international student
- Join an intercultural club
- Volunteer in local and community groups that help or promote other cultures
- Sign up for another international internship or study abroad experience



**International Participation Agreement and Release  
Johnson & Wales University – International Internship  
THIS DOCUMENT CONTAINS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND BEFORE SIGNING.**

An international internship gives selected students a unique opportunity to gain hands-on training and work experience at an international internship site while earning academic credit. To be selected, students must meet certain eligibility requirements including, but not limited to a minimum GPA, and a high level of professionalism and career focus. Students should discuss the eligibility requirements with Experiential Education & Career Services.

Students are not directly supervised by the university during the international internship and all housing and travel arrangements and expenses including but not limited to airfare, housing, meals, passports, visas, work permits, and spending money are the sole responsibility of the student.

As a condition to being allowed to participate in an international internship, you must agree to and comply with this Participation Agreement and Release (the "Participation Agreement").

**STUDENT AGREEMENTS AND RELEASE:**

***By signing this Participation Agreement, I acknowledge and agree that the terms and conditions set forth in this Participation Agreement apply to any and all travel that I may participate in through the Program.***

I am a student at Johnson & Wales University (the "university"), and I wish to participate in an international internship. I certify that I am at least 18 years old and that my participation in an international internship is wholly voluntary. I understand that I can satisfy my internship requirements at the university by participating in an internship in the United States, and that I am not obligated by the university in any way to complete an internship outside of this country. I agree to the terms and conditions set forth in this Participation Agreement as follows:

***Health and Safety:*** I have consulted a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems, which would preclude or restrict my participation in an international internship. I understand that if I am a student with a disability, and I would like to make a request for a reasonable accommodation, I must do so by contacting the university's Center for Academic Support no later than two months prior to my date of departure. I further understand that if I have a dietary or other request that is not associated with a disability, I must contact Experiential Education & Career Services no less than two months prior to my date of departure. Due to the nature of the international internship, the university may not be able to grant my request(s). I agree that (a) the university is not obligated to attend to any of my medical or medication needs and I assume all risk and responsibility thereof, and (b) the university may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety, including, without limitation, placing me in a hospital or in the care of a local doctor, consenting to medical care on my behalf or transporting me back to the U.S. by commercial airline or otherwise. I agree to pay all expenses relating thereto, including, without limitation, any emergency medical treatment, ambulances, hospitals or any other charges incurred and release the university from any liability for such actions. I agree that the university is not responsible for the cost or quality of any medical treatment or care that I may receive. Should a medical emergency require that I depart from the international internship early, I understand that I may be able to receive medical credit for tuition from the university. I understand that it is my obligation to contact Student Financial Services for more information.

***Personal conduct - Compliance with laws, rules and regulations:*** I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, and behavior. I agree to abide by all such laws and standards including, without limitation, laws relating to the possession, use, or sale of drugs. I further agree to abide by the instructions, rules, and regulations of any employer, landlord, host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services involved in the international internship (each, a "Provider"). I understand and acknowledge that the Provider may require me to execute additional documentation before I may participate in the international internship.

I agree that I will comply with all university policies, including the Student Code of Conduct and with the instructions of university and Provider personnel during my participation in the international internship.

I acknowledge that certain rights, freedoms, and protections that exist in the United States may not be available in all foreign countries, including the right to be free from certain forms of discrimination and harassment and the right to due process,

freespeech, and free association. I understand that engaging in activities such as political or union activities or demonstrations while in a foreign country may be dangerous or illegal.

I agree that I am solely responsible at my own cost and expense for any civil, criminal or other legal problems I encounter while participating in the international internship. I acknowledge that the university will not be responsible for providing any assistance or legal counsel if I do encounter legal problems.

**Academic Program:** I understand that the international internship is an academic program, and I will follow all rules and instructions of the academic program, including but not limited to attendance requirements and participation requirements set by the university, the Provider, and/or internship employer. Noncompliance or failure to complete the preparatory or any other aspect of the international internship may result in loss of academic credit without refund, a failing grade, which will be reflected in my transcript, and/or dismissal from the international internship at any time.

**Excursions/Activities:** I acknowledge and understand that during the international internship I may voluntarily chose to participate in activities (hereinafter "Activity" or "Activities") organized by the university and/or by third parties. These Activities may include, but are not limited to industry visits, cultural excursions and adventure activities.

I acknowledge that some of the Activities are physical activities that involve a risk of injury, such as eco hikes, horseback riding, canopy tours (zip lining), swimming, whitewater rafting, hiking, snorkeling, hot springs, water slides, etc. I understand that the Activities may include risks associated with travel to and from the Activity, exposure to elements, weather conditions and other forces of nature, excessive heat, hypothermia, encountering objects either natural or man-made, exposure to animals, insects and/or reptiles, encounters with hazards including rocks, stumps, cobblestones, rough water, water currents and wind, capsizing, jarring movements and speed, uneven ground, trips and falls, equipment malfunctions, human error and the potential of my own negligence and the negligence of others, that could result in significant injury including the potential for permanent disability and death. I agree that the university is not responsible for any loss or injury to person or property that I may suffer or for which I may be liable to another person or entity as a result of my participating in any Activity and/or my travel to and from the Activity and I recognize that the university assumes no responsibility, financial or otherwise, in connection with my participation in and travel to and from any Activity.

**Dismissal from the Program:** I agree that the university has the right to enforce this Participation Agreement and that it can impose sanctions, up to and including immediate dismissal from the international internship, if I violate the Student Code of Conduct or any of the terms or conditions of this Participation Agreement or if I engage in any behavior detrimental to or incompatible with the interest, harmony, and welfare of the university, the international internship, the host company, or the other participants (if any), including, without limitation, any behavior that poses a danger to myself or others, or interferes with the mission of the university, as determined by the university in its sole discretion. I understand that I can be removed from the international internship without due process, and that any violations may also be referred to appropriate university officials in the U.S. for further disciplinary or other action.

If I am dismissed from the international internship (or if I voluntarily leave the international internship), I will leave the international internship site immediately and return home or to another destination selected by me at the earliest opportunity at my own expense with no refund of fees or tuition paid in connection with the international internship. I agree to make my own travel arrangements for my prompt departure from the international internship site.

I understand that the university has an obligation to investigate and respond to reports of violence, sexual misconduct and relationship violence. In the event the university receives a (non-confidential) report of such misconduct having occurred during an international internship, the university will take immediate steps to investigate, generally following the procedure outlined in the JWU Conduct Review Process as outlined to the extent possible. However, when necessary, the university may apply alternative procedures or standards in order to fulfill its obligations and to fit the unique needs and circumstances presented by each international internship experience. For example, the JWU Conduct Review Process permits the university to implement interim measures to prevent the recurrence of any harassment and/or protect the campus community. Such interim measures may involve removing students, who have been accused of violations of the Student Code of Conduct and may pose an ongoing risk, from the educational environment.

When a student participates in an international internship, the university may be limited in its ability to remove students accused of Student Code of Conduct violations from the educational environment while maintaining its oversight and authority over such students. Please note that in such circumstances, the university will take reasonable measures to ensure all students are provided a safe, harassment-free environment, including, if necessary, arrangements for return transportation, pending resolution of the outstanding conduct matter.

**Separation from Group and Independent Travel:** In the event that I become detached from the international internship due to my failure to meet at an assigned time or for any other reason, I agree to immediately contact Experiential Education & Career Services to let the university know that I am safe and whether I plan to return to the international internship site all at my own cost and expense. I understand that I will be responsible for all costs and expenses incurred by the university in its attempts to locate me, if I am separated from the international internship site and do not immediately contact Experiential Education & Career Services. I agree that the university is not responsible for any injury or loss I may suffer when I am traveling independently or am otherwise separated or absent from the international internship site.

**Motor Vehicles:** The university strongly discourages owning or operating motor vehicles during the course of the Program due to the inherent dangers of driving in a country with different traffic laws, driving habits, and regulations relating to insurance. Should I choose to operate a motor vehicle, I recognize that the university assumes no responsibility, financial or otherwise, in connection with such motor vehicle and my operation thereof.

**Program Changes:** I agree that the university may make cancellations, changes, or substitutions in the international internship at any time in the event of emergency or changed conditions, or if the university or the international internship site determines that such changes or substitutions are in the best interest of the university or its participants.

**Risks of International Internships:** I acknowledge that participation in an international internship involves risks not found in study at the university's U.S. campuses. These risks include:

- Foreign political, legal, social, and economic conditions, including strikes, civil unrest, war, terrorism, and criminal activity;
- Risks associated with travel to, from, and within one or more foreign countries, including delays, cancellations, dishonor of reservations, loss of or damage to baggage or other property, injury to person (including death), or other accidents;
- Local medical conditions, including diseases not common in the United States, quarantine, public health conditions, or limited availability of medical services; and
- Other circumstances beyond the control of the university.

I further understand and acknowledge that I can find information about travel warnings and other news related to a specific foreign country at <http://travel.state.gov> and <http://www.osac.gov>. These websites provide descriptions of conditions abroad that may affect safety and security, including specific information and travel alerts.

**Emergency Contact:** I hereby authorize any and all employees of the university, to provide to my Emergency Contact identified below with any and all documents and information related to me, including documents and information that may be contained in the education or other records of the university, including but not limited to medical information and travel scheduling information.

I further consent and agree that the university has the authority to rely on the decisions of my Emergency Contact if deemed necessary with regard to my health and safety. I hereby release the university, its officers, trustees, employees, and agents, from any liability to me or anyone claiming by, through, or under me, which may arise directly or indirectly out of the university's good faith communications with or reliance upon my Emergency Contact. I understand that my participation in an international internship is not conditioned upon my completion of the emergency contact information.

<b>Emergency Contact Name:</b>	<b>Address:</b>
<b>Home Phone:</b>	<b>Cell Phone:</b>
<b>Work Phone:</b>	<b>Email:</b>
<b>Relationship to Student:</b>	

**Assumption of Risk and Release of Claims:** I acknowledge that I have read this Participation Agreement carefully and understand its contents. Knowing the risks involved and in consideration of being permitted to participate in an international internship, I agree, for myself and on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in an international internship. To the maximum extent permitted by law, I release and indemnify the university and its officers, trustees, employees, and agents, from and against any present or future claim, loss, or liability for injury to person (including death) or property which I may suffer or for which I may be liable to any other person or entity, arising in connection with my participation in an international internship.

**Participant Agreement and Release:**

I, \_\_\_\_\_ (print student name), have read this Participation Agreement in its entirety. I understand its contents and agree to all of its terms and conditions. I certify that I will be participating in an international internship with full knowledge and consent. Unless otherwise specified, I agree that I will be personally responsible for any costs, expenses, and debts, which I may incur as a participant in an international internship, including expenses incurred for my medical care, necessities, and transportation back to the United States.

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(Participant Signature)



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## Experiential Education & Career Services

### Downcity Campus

John Hazen White Building, 1st floor  
(401) 598-1070  
M-TH 8:30am-6:00pm (SEPT-MAY)  
F 8:30am-4:30pm

### Harborside Campus

Friedman Center, 1st floor  
(401) 598-4611  
M-TH 8:30am-6pm (SEPT-MAY)  
F 8:30am-4:30pm

*\*Note: Summer hours for Fridays are 8:30am-1:00pm*

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### Experiential Education & Career Services

Downcity (John Hazen White): 401-598-1070

Harborside (Friedman Center): 401-598-4611

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