

Seville, Spain

Michigan-Cornell-Pennsylvania

Student Handbook

Academic Year 2009-2010

TABLE OF CONTENTS

INTRODUCTION	1
PROGRAM OVERVIEW.....	1
U.S. CONTACT INFORMATION & GUIDELINES IN CASE OF EMERGENCY.....	2
University of Michigan Students.....	2
Emergency	2
Cornell University Students.....	2
University of Pennsylvania Students.....	3
Program Center Mailing Address.....	3
Fax Use	3
Center Computers & Email access.....	3
MICHIGAN-CORNELL-PENNSYLVANIA PROGRAM CENTER	4
Program Staff in Seville	4
2009-2010 Program Calendar	5
Fall Semester 2009	5
Spring/Winter Semester 2010	5
Arrival and Settling In.....	6
2009-2010 SEVILLE PROGRAM CENTER COURSES	6
Fall Semester.....	6
Winter/Spring Semester.....	7
Cultural Pro-Seminar	7
Course Requirements	7
Fall Course Requirement	8
Winter/Spring Course Requirement.....	8
Course Selection.....	9
Grades	9
Grade Changes	10
Posting of Credits	10
University of Michigan Students: Academic Credit and Course Approval.....	10
Before Program Departure	10
During the Program	10
After the Program Concludes	11
Cornell University Students: Academic Credit and Course Approval.....	11
University of Pennsylvania Students: Academic Credit and Course Approval.....	11
Columbia University Students: Academic Credit and Course Approval.....	11
Course Structure and Attendance.....	12
Program-Sponsored Activities	12
UNIVERSITY OF SEVILLE	12
Spanish University System	13
University Libraries and Other Libraries in Seville	14
APPLYING FOR A STUDENT VISA.....	14
University of Michigan Students.....	15
Cornell University Students.....	15
University of Pennsylvania Students.....	15
Columbia University Students.....	15
TRAVEL TO SEVILLE	15
HOUSING	16
Independent Housing Arrangements for Academic Year Students.....	16
The Spanish Home Stay	16
Manners and Etiquette	18
Electricity Use.....	18
Food	18
Visitors.....	19
Use of Host Family's Phone	19
CELL PHONES	19

PACKING	19
Clothing	20
Toiletries	20
Books	20
Electrical Appliances	21
Laptop Computers	21
Miscellaneous	21
MANAGING AND BUDGETING YOUR MONEY	21
ATM Cards	22
Debit Cards	22
Traveler's Checks	22
Credit Cards	22
American Express	23
TRAVEL DURING THE PROGRAM	23
Local Transportation	24
Intercity Trains	24
Buses	24
Air Travel	24
Automobile Rental	24
HEALTH AND RELATED ISSUES	24
Insurance	24
Some Coverage Benefits	25
Coverage in the U.S.	25
Extended Insurance Coverage	25
Health Emergencies	25
Medical Coverage for Cornell Students	25
Medical Coverage for Penn Students	26
Prescription Medications	26
Immunizations	26
Avian Flu	26
Contraception, STD's & Counseling Services	26
EMERGENCY PROCEDURES & STAYING SAFE	27
DIVERSITY IN SPAIN	28
SUGGESTED READING & VIEWING	28
USEFUL WEBSITES.....	29
Travel	29
Media	30
EMERGENCY CONTACTS.....	31
Outside the U.S.....	31
Michigan-Cornell-Pennsylvania Program Center	31
American Embassy in Madrid.....	31
American Embassy in Barcelona.....	31
Within the U.S.	31
OIP Study Abroad Advisors.....	31

INTRODUCTION

Congratulations on your acceptance to the University of Michigan-Cornell University-University of Pennsylvania Academic Year Program in Seville, Spain. You are about to participate in what may be the highlight of your undergraduate career and an experience that may well affect decisions and goals long after you have finished your undergraduate education. This handbook is designed to help prepare you for this experience and, we hope, help you to enjoy your time abroad to the fullest. It is intended for students from all three universities who will be participating in the program during Fall 2009, Winter/Spring 2010 or Academic Year 2009-2010. Supplementary information, specifically regarding procedures and policies at each of the three schools, will be provided by the study abroad offices at Michigan, Cornell, and Penn. In addition, in June and November, shortly before the program begins, you will receive a letter from the program director that gives last-minute details about your arrival and the first few weeks of the program. You should plan on bringing all of these materials with you to Spain so that you can refer to them as needed.

Some of the best ways to prepare for your program abroad is to learn as much as possible about the program, Spain, and Seville prior to departure. Among other things, this means visiting your university study abroad office and reviewing information about the program; taking additional courses in Spanish; talking to faculty, former students, or study abroad staff familiar with the site; and reading books, including novels and historical studies, about Spain. Another great information source is the website created by Seville staff and students: www.mcpsevilla.com.

It is unrealistic, however, to expect that you will be able to prepare yourself completely. There will be situations you will not have anticipated. Some of them will be pleasant surprises, while others may be less positive experiences. In either case, your sensitivity and flexibility are the most important skills you can bring to dealing with these new situations and will determine in great part the quality of your time abroad. As a former program student remarked, "It doesn't matter what you expect, it won't be what you expect!"

Please read this handbook carefully and become aware of all aspects of the program before you travel abroad. Do not forget to take it with you when you leave for Spain, as it serves as a useful reference for any questions or concerns that may arise once abroad.

PROGRAM OVERVIEW

The program in Seville is designed to provide Michigan, Cornell, and Penn students with an immersion in Spanish culture and the Spanish university system. Program participants are required to have completed the equivalent of five semesters of college-level Spanish prior to the start of the program. Once in Seville, students will take a combination of program center-based courses and University of Seville courses. All students live in home stays during their first semester with the program, and may either remain with their home stay or arrange their own housing if they remain in Seville for a second term. The home stay introduces students to Spanish family life and to a range of social interactions that they would not otherwise experience. The program is thus as much about cultural immersion as it is about language acquisition.

U.S. CONTACT INFORMATION & GUIDELINES IN CASE OF EMERGENCY

UNIVERSITY OF MICHIGAN STUDENTS

Office of International Programs

1712 Chemistry Building

930 North University

Ann Arbor, MI 48109-1055

Phone: (734) 764-4311

Fax: (734) 764-3229

Website: www.lsa.umich.edu/oip

Email: oiip@umich.edu

Administrative matters and program advising:

Andrea Lofquist, Study Abroad Advisor

Phone: (734) 615-9015

Email: lofquist@umich.edu

Financial matters:

Nancy Jablonski, Financial Coordinator

Email: nancyjab@umich.edu

EMERGENCY

Emergencies only, during non-business hours:

Nicole LeBlanc, OIP Assistant Director

(734) 915-7571 (cell)

Daily On Call Study Abroad Advisor

(734) 846-8462 (cell)

During non-business hours, in case of emergency only, please call OIP (734) 764-4311 for contact information. In the evenings and on weekends, our office message will give you the names and telephone numbers of OIP staff who can assist you. OIP provides assistance in case of emergencies due to serious personal problems, political, or health crises. Emergency medical evacuation coverage is included with your HTH Worldwide Health Insurance. Should you require evacuation, contact HTH using the information on your insurance card.

CORNELL UNIVERSITY STUDENTS

Cornell Abroad

300 Caldwell Hall

Ithaca, NY 14853

Phone: (607) 255-6224

Fax: (607) 255-8700

Office hours: MWThF 9:00 a.m. - 4:00 p.m.; T 10:30 a.m. - 4:00 p.m.

Website: www.CUAbroad.cornell.edu

In the event of an emergency during non-business hours (threatening health and/or safety), please call the Cornell Police Department at (607) 255-1111. Please let them know that you are trying to get in touch with Cornell Abroad so that they will alert the appropriate on-call study abroad staff member.

Academic questions

Kristen Grace, Cornell Abroad Associate Director

Email: kag7@cornell.edu

Phone: (607) 255-6224

Administrative questions

Libby Okihiro, Student Services Coordinator

Email: ero2@cornell.edu

Phone: (607) 255-6224

Program payment and financial matters

Kathy Lynch, Financial Services Coordinator

Email: k116@cornell.edu

Phone: (607) 255-6224

UNIVERSITY OF PENNSYLVANIA STUDENTS

Office of International Programs
University of Pennsylvania
3701 Chestnut Street, Suite 1W
Philadelphia, PA 19104-3199
Phone: (215) 898-9073 Fax: (215) 898-2622
Website: www.upenn.edu/oip
Office Hours: MTWThF: 10:00 a.m. – 5:00 p.m.

In the event of an emergency during non-business hours (threatening health and/or safety), please contact Penn Campus Security at (215) 573-3333. Please refer to the "Practical Penn Abroad Handbook" for more detailed information on staying healthy and safe while abroad.

Administrative, academic, or financial questions
Danielle Scugoza, Penn Abroad Overseas Program Manager
Email: dscugoza@upenn.edu
(215) 898-1652
(215) 898-9073

PROGRAM CENTER MAILING ADDRESS

Centro Michigan-Cornell-Pennsylvania
Paseo de las Delicias No. 3, 2 derecho
41001 Sevilla, ESPAÑA
Office hours: Monday—Thursday: 9:00 a.m.-7:00 p.m.
Friday: 9:00 a.m.-5:00 p.m.
Website: www.mcpsevilla.com
Email: evim@telefonica.net
Phone (from U.S.): 011-34-95-422-3351
Fax (from U.S.): 011-34-95-456-1319

Please do not send any packages to the program center if there is a chance they will arrive before you do! Program staff recommends against using UPS or FedEx due to high surcharges package recipients are required to pay before receiving their items. DHL, however, is acceptable.

FAX USE

The Center fax machine is intended for necessary communication between the Center and Michigan, Cornell or Penn. It is used for the program's administrative business and to clarify academic issues for the participants. It is not intended as a means of communication for your family and friends back in the U.S., except in the case of an emergency. Students should scan and e-mail documents rather than expecting to use the Center's fax machine.

CENTER COMPUTERS & EMAIL ACCESS

The Michigan-Cornell-Penn Center is wireless. It is recommended that students bring laptops with them to Spain. Read about personal laptop use under "Packing" below. Alternatively, students may use computers at the Michigan-Cornell-Penn Center to access the internet. Email and Skype are typically the best way to communicate with academic advisors, friends and family back home. More information about email use at the Center will be given to students during onsite orientation. In order to maintain an atmosphere conducive to the language pledge (see below), students are prohibited from using Skype or any other internet program that requires students to speak English while in the center.

While the program tries to provide participants with many of the amenities available at their home campus, not everything is feasible. Therefore, you should not expect to have the level of access to computer facilities to which you are accustomed on campus at home. Students at the University of

Seville do not have access to any email, and even word processing capability is limited. Students who depend heavily on online computer use may wish to investigate “cyber-cafes” in Seville, which typically charge about \$3.00 per hour of use.

Note: Internet access is not available in all of the home stays.

MICHIGAN-CORNELL-PENNSYLVANIA PROGRAM CENTER

The Michigan-Cornell-Pennsylvania program has its own program center and offices located in downtown Seville, easily reachable by public transportation or on foot. The location is attractive and convenient, directly across from the *Torre del Oro* along the bank of the Guadalquivir River. The University of Seville’s main campus is a ten-minute walk from the center, and students can easily get between the two sites for classes.

The program center occupies the third floor (*segundo piso* in the Spanish system) of a building on *Paseo de las Delicias*. Its facilities include a large classroom (located on the first floor), computer lab, a library with hundreds of books available for student use, and offices for the program director and program coordinator. The center serves as a focal point for various activities—studying, checking email, discussing concerns or issues with program staff members, and receiving mail. In addition, program courses, tutorials, and lectures take place there.

Students must understand that this is a Spanish immersion program and should be prepared to speak Spanish at all times in the Center, and preferably in all contexts throughout the entire stay. Accordingly, students must sign a Center Spanish-only language pledge, strictly enforced by program staff: "*Me comprometo a hablar únicamente en español mientras me encuentre en el Centro del programa Michigan-Cornell-Pennsylvania. Entiendo que si no cumplo con este compromiso el personal del Centro puede pedirme que abandone las instalaciones.*" In order to maintain an atmosphere conducive to the language pledge, students are prohibited from using Skype or any other internet program that makes students speak English while in the center. Fortunately, after a brief period of adjustment, most students appreciate the value of the Spanish-only pledge and willingly comply.

PROGRAM STAFF IN SEVILLE

Program Director: Dr. Eva Infante Mora is responsible for overall administration of the Center, including day-to-day management of the program, student advising, liaison with the University of Seville, and supervision of program faculty and staff. Dr. Infante, a native of Seville, holds a Ph.D. in Arabic and Islamic Studies from the University of Seville, and an M.A. from the University of Michigan. She has been with the program since 1997.

Program Coordinator: Luisa Alvarez-Ossorio Piñero has been with the Center since 1997. Among other responsibilities, she handles student housing, paperwork for student registration, visa extensions, and other official matters. She is a graduate of the University of Seville.

Program Assistant: José Luís Caño (Pepe) is a graduate student in history at the University of Seville and has been with the program since 1999. Among other responsibilities, he assists the Director and Coordinator with maintenance of the program library, and organization of cultural activities and student excursions.

Faculty-in-Residence: This is a rotating position among faculty members from the three consortium universities. These visiting faculty members teach one class, advise students and contribute to the overall life of the program. They also represent the home universities to the University of Seville. In the fall term 2009, Davydd Greenwood, professor of anthropology at Cornell University, will be in residence and teach a center course. In the winter/spring term 2010, a professor from the University of Michigan will be in residence and will teach a center course.

Davydd J. Greenwood is Goldwin Smith Professor of Anthropology at Cornell University. In 1996, he was named Académico Correspondiente de la Real Academia de Ciencias Morales y Políticas. While at Cornell, he has served as director of various international and European centers. His current work focuses on political economy, industrial democracy, and community development in Spain, Norway, and the U.S.

2009-2010 PROGRAM CALENDAR

FALL SEMESTER 2009

24 August.....	Arrival in Seville
26 August-18 September.....	Pro-seminar
11-13 September.....	Trip to Madrid
14-17 September.....	Registration
21 September.....	Classes start at the Center and the University
12 October.....	Día de la Hispanidad—national holiday
26 October.....	Pass/Fail deadline
1/2 November.....	Día de los Difuntos—national holiday
6/7 December.....	Día de la Constitución—national holiday
8 December.....	Día de la Inmaculada Concepción—national holiday
14-18 December.....	Final exams (Fall students only)
18 December.....	End of Fall semester*
19 December-6 January.....	Christmas break
7 January.....	Classes resume

* No Fall student can leave the program before this date. According to the official University of Seville calendar, fall semester finals and year-long partial exams take place in January. However, fall-only students must finish all required course work, and arrange with their Spanish professors to take finals for University of Seville courses prior to Christmas break. No Fall-only student may leave the program before December 18, 2009, and all fall-only students must leave their home stays by January 1, 2010. Academic year students must take their fall exams with the Spanish students, by the end of January or early February, following the same academic calendar as local University of Seville students.

SPRING/WINTER SEMESTER 2010

10 January.....	Arrival in Seville (Spring/Winter students only)
12 January-5 February.....	Pro-seminar (Spring/Winter students only)
22-24 January.....	Trip to Madrid (Spring/Winter students only)
1-4 February.....	Registration
8 February.....	Classes start at the Center and the University
15 March.....	Pass/Fail deadline
28 March-4 April.....	Semana Santa—vacation
19-25 April.....	Feria de Abril—vacation
24-28 May.....	Finals exams at the Center
1 June.....	Finals exams begin at the University of Seville**

** There is no official date for the end of the Spring/Winter semester at the University of Seville. Final exams take place during the month of June. No student can leave the program before the date of his/her last final exam at the University. Students will not know their exact final program date until they select their University of Seville courses.

Important Note: Students are advised to purchase an airline ticket that charges only a nominal fee for changing their return date, as the end date of the program is contingent upon each student's exam schedule at the University of Seville.

Important Note: Home stays are paid through two days after a student's last exam. See section on home stays below for information on optional winter/spring term independent housing arrangements.

ARRIVAL AND SETTLING IN

When fall students arrive in late August, and winter/spring students arrive in early January, they go directly to a centrally located hotel in Seville where they have an opportunity to meet program staff and fellow program participants.

During this time you are given important information about procedures to follow in case of an emergency. You are given a telephone number to reach program staff and information about procedures to follow if telephone communication is unavailable during an emergency. For your own safety, and for the sake of your home university staff, onsite staff and family members back home, pay close attention to this information and be prepared to follow the instructions given.

The program coordinator meets with students during the first days to discuss the home stay and make appropriate placements. Throughout this time the program director, program coordinator, and program assistant are available to answer questions and concerns.

2009-2010 SEVILLE PROGRAM CENTER COURSES

Detailed course descriptions and syllabi are also online: www.mcpsevilla.com/centroCursos.htm

FALL SEMESTER

1. **Seminario Cultural** (Pro-seminar): Mandatory for all students, the *Seminario Cultural* serves as an orientation to Spanish culture and university system. Students will be placed into levels for grammar sections. The remainder of the pro-seminar consists of guided cultural discussions, visits to museums and other local attractions, longer excursions, and sessions designed to introduce students to daily life in Spain. The *Seminario Cultural* concludes with a week excursion to Madrid.
2. **De la idea al texto, taller de redacción en español** (Prof. Juan A. Muñoz Andrade): Any student may take this advanced writing course, but it is mandatory for students who were given this as a condition of their acceptance into the program. The program may require that certain students take this course if their performance in writing and grammar during the *Seminario Cultural* indicates it is needed. This course is designed to develop students' comprehension and composition, and will include written composition of distinct styles and formats (poetry, prose, news articles, opinion articles, argumentative, narrative, etc.). Students will combine concepts of style and composition with practical application of grammatical structures, necessary vocabulary, and self-editing in an effort to develop distinct styles of written communication.
3. **Historias de amor: Pasión, deseo y muerte en la literatura contemporánea** (Prof. Mercedes Comellas): The principal objective of this seminar-style course is to trace the myth of love in Spanish contemporary literature, observing its evolution and its historical and literary symbolism in the western world. Students will demonstrate the method of appreciating distinct testimonies of Spanish literature, observing possible viewpoints and commentaries. Additionally, the course will contribute to a students' improved capacity for lecture and written and oral expression in the Spanish language.
4. **Las políticas culturales en España: Identidades regionales, diferencias culturales, y contiendas políticas** (Prof. Davydd Greenwood): This course examines how anthropologists and other social researchers and the general public use ethnography, the analysis of cultural symbols (including physical symbols, rituals, and key events), and legal and economic analyses to understand Spain. Once a highly centralized nation-state, but now composed of 17 "autonomous communities" all vying for attention and resources from the central government, Spain's politics move uneasily between the idioms of social democracy and regional cultural rights. Students will learn to see the ways the various parties in the play of cultural politics in Spain make use of cultural materials and assertions about ethnic, historical, and regional identities to forward their present interests within their regions and beyond. Students will analyze cultural political events as they develop techniques of engaging in cultural analysis in various venues, including first-hand ethnography, the print and visual media, symbolic events (rituals, demonstrations, protests), and the analysis of social science and historical texts.

WINTER/SPRING SEMESTER

1. **Seminario Cultural** (Pro-seminar): See above description.
2. **De la idea al texto, taller de redacción en español** (Prof. Juan A. Muñoz Andrade): See above description.
3. **Grandes maestros del arte español: Desde el Renacimiento al siglo XX** (Prof. Emilio Gómez Piñol): This course serves as an introduction to several great Spanish artists, taking advantage of students' time in Seville, one of the main monumental cities in Spain. The course will focus on historical-cultural connections of various works of art in addition to the styles and values of the artists. The course will combine theory with visits to la Catedral, el Museo de Pinturas, or other exhibitions in or around Seville. Course topics will include: the Renaissance and architecture; El Greco and Toledo; sculpture, imagery, and religious manifestations from Berruguete to Montañés; Baroque naturalism of Ribera and Zurbarán; Velázquez; Goya, reason and subjectivity; Gaudí, visionary; Picasso and Dalí, 20th century vanguards; and recent decades of abstract art and hyper-realism.
4. **Literatura Española actual: Desde la posguerra hasta nuestros días** (Prof. Pilar Bellido Navarro): This course will focus on modern literary history, beginning with literature produced since the democratic transition of 1975, which has led to a modern literary movement with innovative visions of the world, declarations of respect of liberties, cultural, linguistic, and ideological differences. During the course, students will develop: a coherent vision of the last thirty years of contemporary Spanish literature, an understanding of the artists' social thoughts, a familiarization with a basic bibliography, an appreciation for distinct literary works. Course topics will include: sociopolitical context of the democratic transition; development of a cultural industry; public theater and the recovery of historical memories; the post-modern novel, narration, intimacy, and experimentation; poetry and silence, ethical-aesthetic, and new Andalusian poetry.
5. **Taller de escritura creativa** (Prof. Miguel Nieto Nuño): The course will place emphasis primarily on writing, both through in class exercises and out of class assignments, and secondarily on reading and/or editing another's work. Course objectives include: to deepen knowledge of syntax and lexicon in Spanish language; to acquire an aesthetic knowledge of Spanish language; to develop habits of personal writing in the Spanish language; to learn the process of creating and constructing a narrative; and to create brief literary works, such as haikus, poetry, stories, and dramatic scenes. Course topics include: situation and dialogue, internal voice, rhythms, realism, symbolism, expressionism, heroes and antiheroes, fictional characters, arguments, drama, and conflict.
6. Course title **to be announced** (Michigan Professor)

CULTURAL PRO-SEMINAR

All students will spend the first month of their program in the Spanish pro-seminar. The pro-seminar is a period of intensive study of Spanish culture, history and language, the purpose of which is to improve students' language skills, facilitate cultural adaptation, and prepare students for enrollment in classes at the University of Seville. The pro-seminar will include visits to the University and its libraries as part of an introduction to Spanish culture and academic system. The pro-seminar will conclude with a visit to Madrid.

Students are expected to participate fully in all classes, excursions, and activities during this period. Credits for the pro-seminar are treated somewhat differently by each of the three partner schools: U-M students will receive 3 credits; Penn students will receive 1 credit unit, and Cornell students are required to participate fully in all of the pro-seminar classes and activities as part of the 15 credits they can expect to receive for the semester. Full-year students, for obvious reasons, enroll in the pro-seminar only in the first semester of their stay in Seville.

COURSE REQUIREMENTS

All courses are taught in Spanish. The pro-seminar will count as one course. Fall students will take five courses including the pro-seminar. Winter/spring students must take the pro-seminar plus five courses. Program center courses are similar in style to courses taught on a U.S. university campus, while courses

at the University of Seville provide direct contact with local students and a different university system.

FALL COURSE REQUIREMENT

All students will begin with the pro-seminar, after which they must take four additional courses to complete the fall semester, one of which must be taken at the program center, and three of which must be taken at the University of Seville.

WINTER/SPRING COURSE REQUIREMENT

All new students will begin with the pro-seminar, after which they must take five additional courses to complete the term, 1-2 of which must be taken at the program center, and 3-4 of which must be taken at the University of Seville. Continuing students will not take the winter/spring pro-seminar, and must take five courses, 1-2 of which must be taken at the program center, and 3-4 of which must be taken at the University of Seville.

Fall and winter/spring students should attend at least two extra courses for which they will register during the first two weeks of class at the university, and then narrow down their final list once they have read the syllabus, listened to the instructor's lecture style, pronunciation, and so forth. Students can also use this two-week period to get approval from home campus advisors if necessary. The program center fax machine and email can be used for these academic needs. Students must make final decisions about dropping courses two weeks after the beginning of classes.

You may enroll in almost any course offered at the University of Seville, provided you have the necessary academic background. Students typically take classes in the facultades of philology, history, psychology, communications and labor relations, and have been very successful in these classes. Political science does not exist as an area of study but many students find appropriate classes in history and other areas. Some students have had difficulties taking courses in economics and business administration because it is a very challenging and demanding facultad. You need to be aware that some facultades restrict courses a visiting student can take (such as first year courses in some facultades). Classes in the fine arts are unavailable. If there is a course that you must take while on the program, you should check with your study abroad office and the Program Director to see about possible restrictions.

Many of the courses offered at the University of Seville are full academic year courses (the course runs for two semesters), even though many of the facultades are in the process of changing to the semester system. If you are planning to take an academic year course for only one semester, you must obtain permission from professors (some professors do not like the idea of giving a grade for half the material). Fall-only students who take a year-long course for the fall semester will need to negotiate an early exam before Christmas. Please note that the instructors at the University of Seville are not obligated to comply with requests for special exams or dates. If the instructor for a course is not willing to make special arrangements for you, you should have other course choices available as alternatives. Year-long students who take academic year courses should follow the regular schedule of exams for the Spanish students.

At the end of the semester, you will have an exit interview with the Program Director to talk about your experience in Seville. This is the chance for her to verify your class schedule and make sure that you have completed all course requirements at the University. It is essential that you finish all course work and requirements before leaving Seville at the end of the program. The program does not take any responsibility for providing you with a grade if you leave with work unfinished. As with an incomplete in the U.S., an incomplete in Seville becomes a failing grade on your transcript in time. Work not completed before departure from Seville will result in a failing grade. Only in case of extraordinary circumstances such as documented medical incapacity, can a student receive a temporary grade of incomplete.

COURSE SELECTION

Each school asks that you plan your course of study before you leave campus. Students from each campus should be sure to fill out the following documents:

- Michigan**..... OIP Advisor Approval Form for Study Abroad
- Penn** Proposed Course of Study Form and Graduation Worksheet
- Cornell**..... Proposed Course of Study Approval Form

On these forms, students list a tentative selection of courses and then seek approval from the undergraduate chair or advisor in each department where credit is sought. All courses selected should be appropriately rigorous in academic content. Each home university reserves the right to award or deny credit accordingly. The Program Director is available to clarify and advise on this subject. Remember, also, that in order to grant departmental credit for a course, some departments require that you show the syllabi, reading lists, and your notes and papers when you return from Seville. Do not discard these items at the end of the term.

After you have consulted with your advisors about your courses, you will begin the second step in the pre-selection process, which entails corresponding with the Program Director about your center and university course selections. The program website provides pre-selection instructions and other information to assist with the process: www.mcpsevilla.com/laUniversidadPreseleccion.htm. After arrival in Seville, you will meet with the Program Director to review the courses you have chosen and to discuss any needed adjustments.

In addition to course descriptions found on the website, some limited resources are available at the program center for use in finalizing your course selections at the University of Seville. These include some department schedules and syllabi. However, you may also need to do some research on your own by consulting class schedules (posted outside the office for each of the *facultades*) and attending first classes for copies of syllabi, etc. While you may find it frustrating that you are not able to totally arrange your schedule in advance, please keep in mind that within the Spanish system, where Spanish students take courses in a single department and in a prescribed order, this does not pose a problem. It is the Americans students, who want to take courses in different departments, and sometimes in two or more *facultades*, that do not fit the system.

GRADES

All grades earned during the program will be reported to your home study abroad office. (Cornell students' transcripts will appear with the Spanish grade only.) Grades at the University of Seville range from 10 (the highest) to 0 (the lowest). Grades will be converted according to the following scale:

Universidad de Sevilla/Centro		U-M / Cornell / Penn
Category – Translation	Mark	Grade
<i>Sobresaliente</i> – “Outstanding”	9.25-10	A
	8.75-9.24	A-
<i>Notable</i> – “Very Good”	8.25-8.74	B+
	7.50-8.24	B
	6.75-7.49	B-
<i>Aprobado</i> – “Pass”	6.00-6.74	C+
	5.00-5.99	C
<i>Suspenseo</i> – “Fail”	4.00-4.99	D
	0.00-3.99	E (F)

Students wishing to take a class pass/fail while abroad should check with their study abroad office and departmental advisors regarding specific requirements. Cornell students may not take courses pass/fail. U-M and Penn students will be notified in Seville of the deadline to submit a pass/fail request.

GRADE CHANGES

In Spanish universities, students do not contact faculty to ask for changes in their grade. Final grades are final. Students on the Michigan-Cornell-Penn program are expected to follow this practice and accept their grades as final. In extreme cases where students believe there may have been an error in calculating their grade, students may discuss this with the Program Director. The Program Director can seek clarification from the professor to confirm whether the grade is indeed accurate. Please note that students are responsible for all their assignments and that the Program Director does not have the power to change a grade.

POSTING OF CREDITS

Cornell, Michigan, and Penn have different policies regarding how courses, credits, and grades earned in Seville are reported and recorded on student transcripts. The study abroad office at your home university will provide more information. In general, all students should expect significant delays before final grades from courses taken at the University of Seville reach their home university. Year-long course and winter/spring course grades sometimes take 3-5 months to reach the U.S.

UNIVERSITY OF MICHIGAN STUDENTS: ACADEMIC CREDIT AND COURSE APPROVAL

BEFORE PROGRAM DEPARTURE

University of Michigan students are registered as full time students while studying in Seville. Prior to leaving for Seville, U-M students are required to register for 12 credits of **STDABRD 459 section 001-UM at Universidad de Sevilla, Spain**. Year-long students must register separately for each term they are in Seville, following their normal U-M registration periods.

In order to apply courses towards concentration, minor, or LSA distribution requirements, students must work closely with their academic advisors. Prior to departure, students are required to meet with both concentration and general advisors and complete the *Advisor Approval Form for OIP Study Abroad*.

U-M does not assign course equivalencies to determine credit for courses taken abroad. Rather, it recognizes that a particular course may be used to satisfy a range of requirements and students may wish to apply credit for a specific course in different ways. This policy allows students the maximum amount of flexibility in course selection and is intended to encourage enrollment in classes in a wide range of departments and disciplines at the host university.

Students must remember that they cannot receive any academic credit for courses taken in areas for which there are no corresponding academic departments offered for credit at U-M. For instance, physical education classes taken abroad do not receive academic credit at U-M.

DURING THE PROGRAM

Students are strongly encouraged to keep in contact with their academic advisors while abroad, especially if/when preliminary course selections change. When emailing advisors, students may wish to cc the OIP so that a record can be maintained with the *Advisor Approval Form for OIP Study Abroad*.

If you plan to take a course or courses on a pass/fail basis, use the pass/fail form found on the [OIP Download Center](#). For pass/fail guidelines, please review the academic policy guidelines in the LSA bulletin, as these apply to study abroad as well: www.lsa.umich.edu/bulletin/chap4/.

Students are encouraged to keep all applicable course materials, which may be required for final approval of course selection. Applicable course materials include: syllabi, bibliography, reading lists, course descriptions, written assessments (essays, projects, assignments, exams), and notes.

AFTER THE PROGRAM CONCLUDES

Courses will appear on students' official U-M transcript as in-residence credit (not transfer credit). The courses will appear on your official academic record and count towards total credit hours required for graduation.

The OIP will receive students' transcripts directly from Seville, and will process them with the Office of the Registrar. Course titles will be translated into English and grades will be converted according to the grade conversion scale appearing below. All courses will appear as sections under the general heading, STDABRD 459 section 001- U-M at Universidad de Sevilla, Spain. Grades will appear on students' official transcript, but will not be averaged into U-M students' cumulative GPAs.

Please note students should anticipate a delay in receiving an updated U-M transcript due to the difference between the academic calendars of U-M and the Universidad de Sevilla. Fall transcripts are typically processed the following April. Winter transcripts are typically processed the following October. Students should contact the OIP if they have questions about this special calendar.

Students are encouraged to confirm final approval with academic departments after the courses appear on the official U-M transcript. This process typically goes smoothly for students whom have met with academic advisors before departure and have kept in contact with academic advisors while abroad.

CORNELL UNIVERSITY STUDENTS: ACADEMIC CREDIT AND COURSE APPROVAL

If for any reason your course selection differs from the course you listed on your Proposed Course of Study form, you must notify your faculty advisor and the study abroad advisor in your Cornell college. If you are seeking major credit for courses taken in Seville, you should seek preliminary approval from the department in question; the final award of major credit comes only after your grade report from abroad is received at Cornell. You will finalize your course selection after arrival in Seville.

NOTE: Students in Cornell's College of Arts and Sciences must take all courses in liberal arts subjects (subjects which if they were taught at Cornell would be taught in the College of Arts and Sciences. Only with permission **in advance** from the college may you be able to take one non-Arts course per semester (in business, engineering, law, etc.)

Cornell students remain registered at Cornell while they study in Seville. You will be registered for placeholder credits (or "dummy" credits) while you are abroad; when your grade report is received at Cornell the courses titles and grades of all courses for which you enrolled will be entered on your Cornell transcript. In most cases you will receive 15 Cornell credits for completing a normal full course load in the program.

UNIVERSITY OF PENNSYLVANIA STUDENTS: ACADEMIC CREDIT AND COURSE APPROVAL

Penn students should contact the Office of International Programs for more information on academic policies pertaining to Penn requirements.

COLUMBIA UNIVERSITY STUDENTS: ACADEMIC CREDIT AND COURSE APPROVAL

Students from Columbia University should contact the Office of Global Programs for more information on academic policies pertaining to Columbia requirements.

COURSE STRUCTURE AND ATTENDANCE

The pro-seminar and all other classes at the Center follow the American system. You are required to attend class, participate in the discussions and prepare daily work. Your attendance record will be reflected in your final grade.

There are differences between how class attendance is viewed in the American and Spanish university systems. American universities function on the basis of daily preparation by students, so as to better enable them to follow the instructor's lecture and participate in discussion. The advantage of this system is that the student becomes more interested in the subject, and because of the daily preparation, prepares for the final examination as the semester progresses. The study that takes place before the U.S. final examination tends to be a review, not learning of the material for the first time.

Many Spanish university classes are very large and there is little discussion or participation, especially in the first three years of a degree program. The instructor lectures and may not be aware of, or care, who attends class. Usually there are no quizzes, no credit for participation, no oral report or other ways of accumulating grades through multiple assessments. Within this context, students are graded solely on their performance on a final exam. Final examinations tend to be exhaustive and based on the material given in class and reading lists students cover independently. European students are more likely to miss classes than American students; however, they are used to the system and adept at preparing for finals. They are also less grade-conscious than Americans, and under less pressure to pass a course the first time they take it, because they have up to six opportunities to pass the course later. You will not!

Upper-division elective courses called *optativas* are somewhat similar to U.S. university courses. They tend to be smaller and sometimes the format is like that of a seminar, with opportunities for discussion. *Optativas* are a semester in length and have been popular with many program participants.

Tempted as program students may be to follow the example of Spanish colleagues, they should not skip class. Most American students do not know Spanish as well as their Spanish counterparts, and they generally cannot grasp the lectures or readings as quickly. Students who miss classes must work doubly hard to recover and understand the material, and they risk failing the course. Repeatedly failing to attend class, whether in Center or university courses, may be grounds for dismissal from the program.

PROGRAM-SPONSORED ACTIVITIES

Each semester, the program center organizes several excursions, invites lecturers, and plans other special activities for program participants. After the pro-seminar each semester, the program organizes a brief trip to Madrid for students during the pro-seminar.

Academic year students will not be permitted to attend the activities or excursions for the winter/spring pro-seminar, including the trip to Madrid. Academic year students will be invited to attend certain functions place during the winter/spring pro-seminar, as a way of welcoming new students to the program and helping them adapt to life in Seville. At the Program Director's discretion, and subject to availability, academic year students may participate in certain activities or excursions, if they cover the cost of their participation.

Occasionally students ask to be reimbursed for excursions and cultural events that were covered by their program fees and that they did not attend. Please understand that you are expected to participate in all such functions and, if any foreseen or unforeseen situation prevents your attendance, the program will not be able to reimburse the fees associated with the event.

UNIVERSITY OF SEVILLE

The University of Seville is one of the oldest universities in Spain. The royal warrant for its establishment was granted in 1502, ten years after Columbus set sail for what was to become known as the New

World. In its first years, the university was housed in a building near the Cathedral and *Reales Alcazares*, and consisted of just four *facultades*: theology, medicine, civil and canon law, and liberal arts. A nearby *colegio* provided housing for the entire student body of fifteen. Today, the university boasts an enrollment of more than 32,400 students and a faculty of 1,550, divided between seventeen *facultades*. The main university building, in central Seville and convenient to the program center, houses the *facultades* of law, history and geography, and philology, the principal schools in which program students are most likely to take courses. This building was once a tobacco factory—the same one where the heroine in Bizet’s opera *Carmen* was employed. Other *facultades* (communication, psychology, pharmacology, physics, chemistry, the language institute, economics and business administration, fine arts, biology, education, mathematics, medicine, architecture, industrial engineering, and nursing) are located elsewhere in the city and can be reached by bus.

SPANISH UNIVERSITY SYSTEM

As is true in most of Europe, the majority of universities in Spain, including the University of Seville, are public rather than private institutions. Of the fifty-plus universities in Spain, all but four are state-controlled, receiving virtually all their funding from the government and offering programs of study whose structure and requirements are centrally mandated. Choosing a university is a very different process for Spanish students than for Americans, with admission being less selective, but with a higher attrition rate than in the U.S. Moreover, Spanish students are required to attend a university within the region in which they reside. The principal advantage of the system is that the cost of a university education is relatively low for every Spanish student who qualifies, tuition costing only a small fraction of what it does in the U.S., even at U.S. public institutions. Many Spanish students can and do continue to live at home during their university years.

Another important contrast is that Spanish university students are far more specialized in their studies than their American counterparts. They apply and are admitted to a specific school (*facultad*) at a university and choose a major department from within that *facultad*. All of their courses are taken in that particular department, usually in a set sequence, and there are few or no opportunities for electives. Most degree programs take four to five years to complete, at which time a *licenciatura*, considered roughly equivalent to a master’s degree in the United States, is awarded. Many students, however, fail to complete their programs of study.

In addition to Spanish students and other Americans studying at the University of Seville, a significant number of students are from European Community countries. Known as ERASMUS students (European Action Scheme for the Mobility of Students), they are part of a large exchange program that sends thousands of EU university students abroad to other EU universities for a term or year.

In prior years the Spanish university year extended from October through June. However, in part to expand and facilitate opportunities for ERASMUS exchanges, there has been a drive to standardize various aspects of the EU university systems, including a gradual shift forward in the Spanish academic calendar, to more closely resemble the academic year in the U.S. Similarly, while many courses, especially in fields such as law, used to be offered on a year-long basis, the number of single-semester courses has begun to increase.

Spanish university students are expected to work independently and are only rarely subject to the continuous evaluation (quizzes, short papers, etc.) to which American students are accustomed. Most courses are lecture courses, and discussion sections are rare. Accustomed to small classes, assigned readings, and opportunities during class to speak about the material with their professors, American students may initially feel that the Spanish university system is not as demanding as the American one. This is very deceptive, however, and to have a successful academic experience, it is necessary to attend all lectures (even if your Spanish peers do not) and keep up with your work outside of class. In some subject areas, you will find you need to do extra research to keep up with Spanish students that typically have more background through previous study. In addition, you will need to compensate for any linguistic shortcomings by paying careful attention to what is said in class and learning to take good notes. You

may find it valuable to ask Spanish students in class for help—you are likely to find them very generous with their time and even willing to lend their notes.

There is also a strong contrast between the U.S. and Spain with respect to the philosophy that underlies the grading system: Spanish students are not graded on a curve (i.e., are not assessed in comparison to other students in the course), but rather are evaluated against an abstract standard of what constitutes excellent performance. Only a small fraction of Spanish students receive the highest marks, and there is much less emphasis on grades or on accumulating a high overall academic average. In general it is enough to pass a course—most marks are in the range of *aprobado*--and any mark above 4.9 is considered passing. The grading scale, from 1 to 10, is given below:

10.....	Matricula de Honor	Honors
9.....	<i>Sobresaliente</i>	Superior
7-8	<i>Notable</i>	Good
5-6	<i>Aprobado</i>	Pass
0-4	<i>Suspenso</i>	Fail
NP.....	<i>No Presentado</i>	Incomplete

Universities in Spain do not usually provide housing for their students, and many students continue living with their families while at university and afterwards. Students whose families do not live within commuting distance of the university often live in town at one of the *colegios mayores* (residence halls) which are privately run and house students from different institutions together. In Madrid, some of these *colegios mayores* are similar to dormitories on U.S. university campuses; in Seville, however, they tend to be more traditional and somewhat restrictive—a number are run by religious organizations and have strict rules, including curfews.

UNIVERSITY LIBRARIES AND OTHER LIBRARIES IN SEVILLE

There is a central library at the University of Seville, the *Biblioteca del Rectorado*, located in the main building (tobacco factory). Each *facultad* has its own library, but access is limited and hours tend to be shorter than libraries in U.S. universities. Locating and retrieving materials for research papers may also take longer than at home. Most libraries in Seville, as in Europe in general, have closed stacks where you are not allowed to search for books yourself, but instead must leave the name of the book and its call number with the librarian, who will locate the book and bring it to you. In general, library hours are from 9:00 to 13:00 and from 16:30 to 19:00, Monday through Friday.

The program center library houses approximately 1,000 volumes, including basic reference books in a variety of fields. It is open the same hours as the center.

The public library and the library at the *Escuela de Estudios Hispanoamericanos* (which has an excellent collection on the Americas) are also available to you. Both libraries will issue you a library card upon application. The *Archivo de Indias*, for which Seville is well known, has an important collection of documents which may be useful for certain research projects.

APPLYING FOR A STUDENT VISA

All U.S. citizens that participate in the Michigan-Cornell-Penn Program in Seville must obtain a student visa before traveling to Spain. You must contact the consulate with jurisdiction over the state in which you reside to obtain the necessary visa applications and instructions. In some cases it is possible to use the consulate associated with the state in which your university is located, but this must be verified with the consulate itself. It is your responsibility to inform yourself of the requirements and to get your own visa. Some consulates will not process visa applications before or after certain dates, and the process can take several weeks, so it is very important to check the requirements early, to learn such details. Generally one or two visits to the consulate are required, so students must plan accordingly. Students who are NOT citizens of the U.S. may well have different visa requirements and should check with the

Consulate for information. In some cases they may be able to get information about visas from the Spanish consulate in their country of citizenship.

One of the documents necessary for the student visa is a letter stating that you are enrolled in a full-time program. Your study abroad office will provide you with such a letter, closer to the date when you should apply for your visa. You will also be required to submit a doctor's letter indicating that you are in good mental and physical health, and in some cases, you may be required to present a statement or record from the police department indicating a record of good conduct.

When entering Spain, make sure that the official stamps your passport on the same page as your visa. The student visa is good for 90 or 180 days, so once you are in Spain, the program staff will help you extend it for the length of your program.

Any questions you have about the visa application process, or entry into Spain, should be directed to the Spanish consulate in your jurisdiction.

Spanish Consulate in Chicago

180 N. Michigan Suite 1500
Chicago, IL 60601
Phone: (312) 782-4588
Fax: (312) 782-1635
conspainchicago@sbcglobal.net
www.consulate-spain-chicago.com/

Spanish Consulate in New York

150 E. 58th Street
New York, NY 10155
Phone: (212) 355-4080
Fax: (212) 644-3751
cog.nuevayork@mae.es
www.maec.es/consulados/nuevayork

UNIVERSITY OF MICHIGAN STUDENTS

OIP provides a batch visa submission process to U-M students. If you participated in the batch visa submission process, be sure to retrieve your passport and visa from OIP before leaving for Seville. OIP will notify you when your passport is available to be picked up. OIP will mail your passport to you only if you have provided written permission and a pre-paid envelope.

If you did not participate in the batch visa submission process, be sure to retrieve your passport and visa from the Spanish Consulate before they close for holiday. OIP *may* be able to retrieve your passport from the Chicago Consulate only if you a) receive permission from the Consulate (via email), b) provide this email to OIP, c) provide a legal representative cover letter to OIP, and d) turn in the passport retrieval form to OIP.

CORNELL UNIVERSITY STUDENTS

The visa process will be explained in full at your pre-departure meeting. There is a possibility of a batch visa submission to the New York Consulate in November for fall and year students only.

UNIVERSITY OF PENNSYLVANIA STUDENTS

Penn students should contact the Office of International Programs for more information.

COLUMBIA UNIVERSITY STUDENTS

Students are responsible for applying for and retrieving the student visa from the New York Consulate.

TRAVEL TO SEVILLE

There is no group flight to Spain, and each student is expected to make his or her own travel plans to arrive in Seville for the beginning of the program. Most flights from the United States to Europe are overnight flights, arriving early in the morning the following day. Before departure it is a good idea to

purchase Euros in the United States for arrival; make sure to plan ahead for this, as it takes most banks approximately two weeks to get foreign currency. You normally can purchase Euros at the Seville airport, unless you arrive at an off-hour when the exchange booths are closed. You may also be able to withdraw Euros from an ATM at the airport. Keep in mind, though, that most airport exchange services do not give the best rate of exchange, so it is preferable to obtain Euros prior to leaving the U.S.

All participants should plan to fly into Seville (airport code: SVQ), if possible, and plan accordingly when making plane reservations. You will probably have to take one or two connecting flights, but it can be simpler to fly into Seville than to travel by train from Madrid with a lot of luggage. When you check your luggage for your flight, make sure that it is checked through to Seville. It is possible to do this even if you begin your travel with one airline and conclude with another. This will prevent you from having to go through customs in Madrid or another city before you reach Seville; it is a much simpler process in Seville, where the airport is relatively small.

Upon arrival in Seville, students must make their way to the hotel where program staff will be waiting. In June and November, the Program Director will send a letter of welcome with the hotel name and address, how to take a taxi to the hotel, and other important instructions.

HOUSING

INDEPENDENT HOUSING ARRANGEMENTS FOR ACADEMIC YEAR STUDENTS

For academic and cultural reasons, home stays are the preferred housing arrangement for program students. Year-long students may, however, make their own housing arrangements for the second semester. Students who choose to live on their own must make that decision by November 1, and must move out of their home stay by January 1. If students decide later to change their housing arrangements from a home stay, they must be granted permission by the Program Director, Eva Infante, and they must meet all of their financial obligations with their current home stay. Since home stays are paid in advance, there may be significant financial consequences for students who decide on independent housing after the November 1 deadline.

Note for Cornell students: Cornell permits the independent housing option only if students will be living with native speakers of Spanish. Cornell considers the housing arrangements in Seville an important part of the learning experience, especially in language learning.

Students electing independent housing for the second semester must realize that they are responsible for securing alternate housing arrangements. Program staff will not make arrangements, nor will they act as intermediaries on any issues or problems related to independent housing, such as a dispute with the landlord. Independent housing means that each student is responsible for finding his or her own housing, signing the rental contract, arranging rent payments with the landlord, dealing with repairs and maintenance, paying any required security deposit, making all payments, settling disputes with landlords or roommates, etc. Once a student has moved out of the program-arranged homestay, the program is not obligated to provide a host family to the student should they want to return to host family housing.

Students who elect second semester independent housing should consult their home institution to determine if and how second semester housing costs paid in advance to the program are recoverable.

THE SPANISH HOME STAY

Within a few days of arrival in Seville, all program participants will move to their Spanish home stay. You should be aware that this is a boarding situation, for which the program pays, and not a free exchange like one might find in a high school program. While the families do have some interest in the cultural aspects of housing an American student, there is a clear economic motive driving the relationship. The Program Coordinator works diligently to assure student placements are comfortable, by visiting the homes and interviewing the families. She does her best to meet student needs and preferences using

the information gathered from the housing form students submit before arrival. Students are also interviewed about housing-related issues during the first days at the hotel in Seville, and will learn about their particular housing situation at this time. The program will make every effort to house students according to their preferences, but students should be aware that it may not be possible to accommodate all needs and preferences.

Though hosting a university student is a favorable financial arrangement for a Spanish family, most students find that they develop a friendly relationship with their host families. This is not something you should take for granted, however, and it may take a concerted effort on your part. It may be some time before you feel accepted, but in the meantime you should take advantage of the benefits available to you, such as the opportunity to eat Spanish food, practice speaking Spanish, watch Spanish television, and observe Spanish customs. While you are not expected to perform any household chores, and you will not be held to a curfew, will be expected to comply with certain family rules, such as making your bed daily, calling if you will be late for a meal, etc. This is common courtesy, and will go a long way in establishing a comfortable and friendly atmosphere at home.

Most host families house two program participants, who share a double room. Single rooms are very difficult to obtain, and the program has only limited single placements. Although the program generally does not place more than two American students in one home, you may find that there are Spanish students also living with the host family or American students from other programs. A typical host family will not necessarily include two parents or children your age. Students often find their host is a widow or a divorcee who houses students to supplement her income.

Most home stays are in apartment buildings, generally within a twenty to thirty-minute walk from the program center and the main campus of the University of Seville. In some cases, you will need or may prefer to take a bus. Seville is a large city, so you can expect to be further from the center of campus than in Philadelphia, Ithaca, or Ann Arbor. However, under no circumstances will you be placed outside the public transportation system. Seville does not have a subway, although one is currently being built, but because it is usually sunny and warm, it is pleasant to walk or take the bus to get around the city.

You can expect certain basic amenities from your housing situation. The agreement that the Michigan-Cornell-Penn program makes with the families stipulates that your room have certain basic facilities, such as decent lighting, a table or desk for studying, a bed and a closet. You should be allowed one hot shower per day, and your laundry will be done for you. Most houses and apartments in Seville lack central heating and in the winter you are likely to find it colder in your homes than outside. Be prepared to dress and sleep in more clothes than you would at home.

Your hosts are asked to prepare three meals a day for you, and to put aside a meal for you when you are not able to be there. Many host families will wait for you to arrive to begin eating, so it is essential that you let your hosts know when you are not going to be home for a meal! Establishing an easy, friendly relationship with your hosts is best done during mealtimes, so the program encourages you to be present for meals in the home whenever possible.

Cultural and personal differences will naturally surface as you and your host family get to know one another, and the best advice we can offer is to communicate. If something is not going well, whether it is disappointment that you were not included in a family activity, or a more concrete problem, it is best to discuss it as soon as possible. If you experience problems, you are welcome to talk to the Program Coordinator or the Program Director about them. It is important to discuss your concerns before they escalate and build up to an impossible level. Program staff will work with you and your host family to remedy legitimate complaints, but please understand that personality conflicts are not a valid reason for terminating a housing arrangement.

Unless based on immediate student safety or security issues, moves from a host family can be made only after you and your hosts have discussed the problem, the Program Coordinator has discussed the issues with the family, and when appropriate, after a ten-day warning has been given to the family.

Students will incur financial penalties if they insist on being moved even after reasonable mediation efforts have been made, and when a host family has complied with the rules for hosting and with proposed solutions to the problem. There may also be financial penalties if a new housing assignment is required due to unreasonable or inappropriate behavior on the student's part.

When making housing assignments, the Program Coordinator does her best to place students in situations that will best meet their needs. However, her priority in placing students is to consider dietary and medical needs first, and it may not be possible to accommodate all of housing preferences. Your flexibility and openness will make your time with the family and the program much more comfortable and enjoyable.

MANNERS AND ETIQUETTE

A small gift for your family when you first arrive helps to establish a friendly relationship between you and your hosts. Since you will not know who you will live with prior to departure, it is best to bring a gift appropriate to share with an entire household, such as a food item typical of your home town. Other occasional gestures of appreciation after you arrive, such as a bouquet of flowers, will help to set a friendly tone. And remember to tell your hosts how much you appreciate them! As part of your daily routine, bid family members "good morning" and "good night," and ask them about their health, their work, etc. It may seem formal, but it will help to establish a comfortable relationship. (Spaniards tend to be more formal—especially in comparison to Americans.) They are likely to take an interest in you and your activities in return.

ELECTRICITY USE

Electricity is considerably more expensive in Europe than in the U.S., and Americans tend to be wasteful in its use. Turn lights off when you leave your room, take shorter showers or baths, and conserve energy as much as possible. Never leave electric appliances running while you are gone. It is essential to the success of your home stay experience that you develop these good habits early during your stay. Due to high rates of service, internet connections may not be available in all home stays.

FOOD

The food may be different from what you are used to, both in the way it is prepared and in the varieties of food. Eating new things and experiencing new tastes are part of exploring a new culture, and Spain is no different from many cultures in the pride it takes in its cuisine. If you have serious dietary restrictions due to allergies, please make this clear in the housing request form you submit to your study abroad office. If you have particular food preferences, please let your hosts know, but remember that you are expected to try to conform to the family as much as possible, including at meal times. When your hosts prepare a meal that you enjoy, make sure to compliment them, and you will be likely to be served that dish again!

For those students with restrictive diets, the program coordinator will try to find home stays that can accommodate your needs. Please be aware that very strict vegetarians (vegans) and kosher eaters will find it extremely difficult to maintain their dietary regimens during their stay in Spain. Very few Spaniards eat only vegetarian or kosher foods, and not all families are willing to make special meals for students living with them. If you are strictly vegan or Kosher, it may be necessary for you to supplement your diet at your own expense, to maintain a proper nutritional balance.

Please remember that you must be flexible at mealtimes and eat what you can of the meal. As a matter of courtesy, you should remain at the table until everyone has finished. Students with additional questions or concerns about dietary matters are encouraged to talk to the study abroad office well in advance of the start of the program.

VISITORS

If family or friends plan to visit you during your study in Seville, the program can provide suggestions on accommodations in the city. Plan early, especially if your visitors wish to come during *Semana Santa* or *Feria* when hotel space will be at a premium. Do not plan to have visitors stay with you at your home stay, and be mindful that visitors should not disrupt your normal class schedule.

USE OF HOST FAMILY'S PHONE

The program strongly recommends participants get their own cell phones. However, if you choose not to get a cell phone, please be courteous with regard to use of your home stay host's phone. Landline telephones are extremely expensive in Spain. A call from Spain to the U.S. costs nearly three times as much as a call from the U.S. to Spain. All host families do have telephones, but you will find that family members, especially young adults, frequently use public phones outside the home, and more often nowadays cell phones, for outgoing calls. Even local phone calls in Spain are expensive, and phone bills do not provide a breakdown of calls such as we are accustomed to here. We suggest that when you first arrive you ask your host family if you are permitted to make outgoing calls from the home. For international calls from your family's home, you **MUST** have a calling card of some kind. Additionally, please limit the amount of time that you spend on the phone so that the family is able to make and receive their own calls.

There are various plans which allow you to call internationally at reasonable rates. AT&T, MCI, and a number of other companies have toll-free numbers that you can dial direct from Spain to connect with an operator in the U.S. There are also arrangements which give low rates to one or two particular numbers, or at particular times of day. It may be more inexpensive for friends and family to call you rather than the reverse, but please remind them that if they call you, they must be mindful of the six (or more) hour time difference between Spain and the U.S. so that such calls do not disrupt your hosts. Investigate the various calling options before you leave the U.S. and, if you do not already have one, obtain a telephone calling card before you go.

CELL PHONES

For purposes of safety and convenience, the program highly recommends students have cell phones in Spain. You most likely will not be able to use your current cell phone in Europe, and you should check with your carrier to verify coverage and international roaming surcharges. Most students find it convenient to purchase cell phones (*móviles*) once in Spain for communicating with each other, and with friends and family at home. It may be most cost effective for parents and friends at home to call you. Prices and calling plans vary, but there are some affordable options which you can look into upon arrival. Common cell phone providers include Vodafone, Orange, and Movistar. The program staff and previous program participants can offer advice, but the final choice will be yours. Program staff will maintain a list of cell phone numbers for use in contacting students in an emergency. You must inform the Center of your cell phone number and any changes to it.

Vodafone: www.vodafone.com/hub_page.html

Orange: <http://movil.orange.es/>

Movistar: www.movistar.es/particulares/index.html

PACKING

Rules and regulations governing luggage change, so the program recommends you talk with your travel agent or airline to inform yourself of current policies. We strongly recommend you not take more than the allowed luggage, as it is expensive to pay for excess baggage, and even if you choose to do this, you will still be responsible for getting your belongings to the hotel, to your home stay, and then back again, at the end. If you have excess baggage sent via post office parcel post (the only reasonably priced option for mailing large items), it will take six to eight weeks to arrive. Large packages or trunks will not be delivered to you. A notice of arrival will be delivered with instructions on how you can pick up packages.

This normally involves a trip to the main post office and an extended wait in line. You must then pay customs duty on the items.

Students often bring as many clothes and other personal items to Spain as they would take to campus in the U.S., and then find themselves with luggage too heavy to carry and filled with the wrong things. Below are some suggestions of what to take with you to Spain and what you can easily leave home. The best and simplest advice is to pack light. Remember that you will need to be able to carry everything that you bring by yourself, and that what you leave behind will be waiting for you when you return. Anything that is not absolutely necessary for your time abroad should be left at home. By packing light, you will find it easier to carry your luggage around airports and bus and train stations, to move in and out of the hotel and your host family apartment, and to travel before and after the program. The following test is recommended: 1) Lay everything you think you will need out on your bed; 2) Remove half of what is there; 3) Pack what is left in your suitcase; 4) When you are already tired, walk around the block and up some stairs while carrying the suitcase and your carry-on items. This will closely resemble what you will experience while traveling. If at this point you do not think you can handle your bags, then remove more items. Remember, you will want to have room to bring home things you will buy while you are in Spain.

CLOTHING

Clothing that you wear in the U.S. will be generally appropriate in Spain, and you should feel comfortable with what you would normally choose. Styles in Spain are a bit dressier than in the U.S., but Seville is a little more casual than Madrid. Jogging and athletic attire are worn for exercise purposes but normally not as casual street attire. There may also be occasions such as a visit to the theater or a nice restaurant when you will want to dress a bit more formally than usual, so men should bring at least one sports jacket, tie and nice pants, and women should bring at least one nice dress and pair of shoes.

Bring clothes that can be mixed, matched and layered. Seville can be very warm in the fall and spring, so pack light clothes for these warmer days. While the winter in Seville is mild compared to Ann Arbor, Ithaca, or Philadelphia, it is still necessary to take winter clothes with you that you can layer. Outside, the weather in winter is likely to be milder than at home (it seldom goes below freezing), but inside, with central heating either limited or non-existent, you will want to wear more than in the U.S.. It may well feel colder inside than out! You should take warm sweaters, a medium- to heavy-weight coat, gloves, scarves, winter pajamas, and even long underwear or sweats if you get really cold at night. Past participants say slippers or warm socks are a must; wood or marble floors can be VERY cold. Sturdy, comfortable walking shoes are also essential, as you will be doing a lot of walking in Spain on cobblestoned streets and uneven sidewalks.

Your host family will probably do laundry once per week. Spanish washing machines are a little hard on clothes, so select sturdy items, and try to bring clothes that do not need ironing. While families have washers, they are not likely to have dryers, so in the winter when it is cold and sometimes rainy, clothes may take several days to dry. You may want to bring two sets of sweats and other slow-to-dry items.

TOILETRIES

Toothpaste, hair products, dental floss and other items are expensive in Spain. You may be able to find the American brands you like, but you will pay more. Students from past years have specifically recommended bringing deodorant, contact lenses and contact lens fluid from home. Thankfully, toiletries brought and used during the semester create space in your luggage for your return home. Women students are also encouraged to bring feminine hygiene products with them to Spain, as brands and costs will vary in Spain.

BOOKS

You may wish to bring a guidebook to Spain and Europe with you, as English-language books are likely to be more expensive abroad than at home. Students particularly recommend the Let's Go series and the

Lonely Planet publications. Although you may want a Spanish grammar and dictionary (English-Spanish, Spanish-English, or Spanish-Spanish), we do not recommend that you bring these with you. The program center has Spanish grammar books that can be purchased for approximately €45, composition books €37, and workbooks for €23, while many bookstores in Seville carry dictionaries. Rather than bring a dictionary with you, wait and see what your needs are and choose from among the selection in Seville bookstores.

ELECTRICAL APPLIANCES

The standard electric current in Europe is 220 volts/50 cycles; the standard electric current in the US is 110 volts/60 cycles. Electricity is very expensive in Spain, outlets are fewer, and you will find it difficult and inconvenient to use American electrical appliances. Electrical items brought from home will need to be adapted for European current and electrical outlets by use of both a transformer and a converter plug, which allows you to plug an American item into a European wall socket. Past participants have felt it is better to purchase electric hair dryers, curling irons, and shavers in Spain, thereby solving both the transformer and converter problems. For some items, such as radios and clocks, battery-operated may be the best way to go; even with an adapter these items may break and are usually cheaper to replace than fix. If you purchase a transformer, you should buy one that converts 125 volts to 220 volts and reaches 1500 watts.

LAPTOP COMPUTERS

Since the Center provides wireless connection to the internet, and it has become more common for cybercafés to provide connections for laptops, students who own laptops are encouraged to bring them this year. A computer is an expensive piece of equipment and liable to theft when you are traveling, it is strongly recommended that you have it insured for any potential loss or damage. While most laptop computers have internal transformers, you should discuss this with the manufacturer and take the proper measures to protect your machine; low quality power transformers can end up damaging your laptop.

MISCELLANEOUS

Your new Spanish friends and family will be curious about your lifestyle and family in the U.S., so bring some photographs—they are nice to have not only to show others, but for yourself as well.

All living situations provide towels and bedding, so you will not need to bring them. Past participants have recommended you bring a sleeping bag and an extra towel if you plan to travel cheaply, because some youth hostels do not provide these items.

MANAGING AND BUDGETING YOUR MONEY

Banking and other money matters are your responsibility. Please budget and manage your money carefully because the Michigan-Cornell-Penn program does not have the means to aid you if you find yourself without funds.

The program fee you pay your home university covers the costs of your home stay (including laundry and meals), program excursions, and other program-related events. Before you leave for Spain, you should plan how to handle your money during your term or year abroad. You will need to budget for expenses such as local transportation, toiletries, social activities, any meals taken outside your home stay, and any additional travel. The Spanish banking system can be cumbersome, and there can be long delays in transferring money to a local account in Seville. We therefore do not recommend that you open an account with a Spanish bank.

The overall cost of living abroad can be higher than at home because you are in an unfamiliar environment and will be confronted with an almost endless array of entertainment possibilities. Spanish students, because of the lack of part-time employment, have very little spare cash. They and others may

assume that, because you are an American, you have a great deal of money. With tact you can avoid playing into their stereotypes. It is a good idea to check your bill at restaurants, bars, and stores. It is important not to flaunt the cash you may be carrying with you. Entertaining yourself in Seville does not have to be expensive.

In Spain, the person who does the inviting normally offers to pay the bill. “Dutch treat” is an American custom. This rule may vary within the college student population, but you should be aware of it. If your Spanish friends treat for a round of drinks or coffee at a café, you should take your turn to treat them to the next round or the next time you meet for coffee.

The following sections describe various options for managing your money while in Seville.

ATM CARDS

Both the Plus and Cirrus systems operate in Spain, as elsewhere in Europe. Many students find this the easiest way to get money—their parents deposit funds in their account at home, and they withdraw it in Spain. Typically, ATM withdrawals give very good exchange rates, better than traveler’s checks, but you will be charged a transaction fee by your bank at home, and should therefore try to make fewer, but larger withdrawals each time. If you plan to use an ATM card, make sure that your particular ATM card account is accessible in Spain and that you have an international PIN. Also, you may be limited to using your ATM card for your checking account only, as savings account withdrawals may not work. It is a good idea to have a parent’s name on your account and to bring a spare copy of your ATM card with you, in case the first gets damaged.

DEBIT CARDS

Debit cards operate in much the same way as ATM cards, withdrawing money from a bank account (often a savings account); they also can be used as credit cards, and thus serve two functions. As with an ATM card, you should make sure you have an international PIN number. Be aware too that there are sometimes limitations on how often or how much (or how little) you can charge/withdraw using a debit card. Determine this limit before you go, so that you avoid last-minute, unpleasant surprises.

TRAVELER’S CHECKS

Traveler’s checks are a convenient way to take money with you because they are refundable if lost. After purchasing traveler’s checks, separate the check receipts and keep them in a safe place. Record the check numbers as you cash them so that if they are lost or stolen, you can identify the missing ones. Traveler’s checks can be changed at most banks. Spanish banking hours are from 9:00 - 14:00, Monday – Friday. Banks in Seville are generally not open on Saturdays.

You may find traveler’s checks particularly handy when you first arrive and when traveling to another country. Keep in mind that the exchange rate for traveler’s checks is often lower than for ATM cards, and that banks may also charge transaction fees that give you a poor exchange rate.

CREDIT CARDS

Credit cards such as Visa and MasterCard are widely used in Europe, and are invaluable in a financial emergency. Ask your bank for a PIN identification number that will be valid in Europe and ask them about fees for use with foreign currencies. While we would suggest this only in emergencies, you can go into any Visa- or MasterCard-participating bank in Western Europe, present your credit card, and draw cash immediately or purchase traveler’s checks. Because of the high interest rates and fees charged for cash advances, it is advisable to avoid this method to obtain money unless you have no other option.

In some cases a Spanish merchant may not allow a credit card to be used when the amount being spent is small. For example, it may not be an option to use a credit card to pay for an inexpensive meal in a

restaurant, even though there may be a Master Card logo in the window. Spaniards understand that the card can be used to pay a large bill for a party of guests, but not for lesser amounts. It is wise to ask before assuming you can use your credit card.

At a cardholder's request, most major lenders will issue an additional card in the name of a son/daughter. If you plan to use your parents' credit card account, you should request the additional card early enough for you to have it before you leave, and it should have your name written on it exactly as it appears on your passport. If you elect this method, the line of credit is the same amount as on the cardholder's account, and the monthly bill is also presented to the cardholder.

Citibank has a branch in Seville, among other places in Europe, and students with credit cards and bank accounts with Citibank have found it especially easy to get money through them.

AMERICAN EXPRESS

There is an American Express Travel office in the city of Seville, a short distance from the program center. It is located in the *Hotel Inglaterra, Plaza Nueva nº 7*, phone 421-1617. At the American Express office, you may write checks for up to \$1,000.00 every 21 days; to do so, you must have an American Express Credit Card (green) in your name and personal checks in your name from your account back home. Your parents can deposit money periodically in your account back home; this allows you to avoid any need to transfer funds internationally. You can also purchase American Express traveler's checks at the American Express office. Please note that personal checks cannot be cashed in any bank in Europe.

It is prudent to have more than one way to get funds while you are abroad. An ATM machine may refuse your card (or destroy it), banks are not always open to cash traveler's checks, and you may not find it convenient to get to the American Express office. Therefore, you should have more than one means of accessing funds at any one time.

TRAVEL DURING THE PROGRAM

If you travel outside of Seville during the program, you must provide program staff with your itinerary and contact information prior to departure. Because this policy relates directly to student safety and the program's ability to respond to an emergency, failure to follow the appropriate procedure could result in a student's expulsion from the program. During your first days in Seville, you will be given specific instructions for how to report this information. You will be on your own for any travel prior to the program start date or after your last final exam, so you should establish a plan with your family at home for how you will contact one another, and procedures to follow, in case of emergency during those times.

Once the program is underway, you are expected to attend classes at the program center and at the university. Your travel plans should not cause you to miss classes. The University of Seville calendar includes a number of breaks and long week-ends, some of which are included in the program calendar above. The dates for additional holidays will be provided when available. Schedule your trips during these holiday periods or after the program ends. Students who attempt to arrange schedules with no class on Fridays will find fewer University of Seville courses that fulfill requirements, particularly in Spanish literature and linguistics where most classes meet on Fridays.

You should make wise travel choices in order to fully benefit from your academic and cultural immersion in Spain. Students who spend too many weekends traveling with other Americans, even within Spain, do not show as much improvement in their Spanish speaking skills. And traveling too many weekends may leave little time for homework, or for forming friendships with *sevillanos*. Former student evaluations indicate that students who spent a lot of time traveling, particularly those who traveled a lot outside of Spain, ended up regretting it later.

In sum, we recommend that you make your travel decisions wisely and set priorities carefully, so that you can meet your educational goals and remain safe during your term abroad.

LOCAL TRANSPORTATION

Walking, buses and taxis are the most efficient ways to get around Seville. Bus passes (*bonobus*) are available for ten discounted fares; you will be pleasantly surprised at the savings. In addition, many students take advantage of a local bicycle rental service, or *sevici*.

www.tussam.es/index.php?id=10
<http://en.sevici.es/>

INTERCITY TRAINS

R.E.N.F.E. is the only train company in Spain. The trains vary in quality, price and speed, but most trains take about eight hours from Seville to Madrid. There is also the high-speed train *AVE* that takes about two hours to complete its route, but the price of a ticket is more expensive than regular trains.

Regardless of the type of train or route followed, there are a number of discounts available. Purchasing round-trip train tickets that coincide with *días azules* entitles you to a 20% discount. In Spain, inquire about *Chequetren* coupons, *Tarjeta Joven*, *Tarjeta Turística*, *Interail*, and *Eurotren* passes. Eurail passes are also a good way to travel around Europe, but can only be purchased in the United States. Rail passes often require a supplement for sleeper cars and fast trains.

www.renfe.es/

BUSES

Bus transportation from one city to another tends to be less expensive than rail travel, and sometimes bus travel is faster than traveling by train. *Socibus*, a company based in Seville whose buses travel exclusively to and from Madrid, is the cheapest, with a round trip ticket costing roughly €30.

www.socibus.es/index.html
www.alsa.es/portal/site/Alsa
www.damas-sa.es/

AIR TRAVEL

Air travel is expensive in Europe. Students under 30 years of age are often entitled to discounts through *T.I.V.E.*, depending on the time of year.

www.iberia.com/
www.ryanair.com/site/EN/

AUTOMOBILE RENTAL

The program strongly recommends against renting cars for travel for several reasons. First, it can be dangerous because traffic systems and road signs are different from the U.S. Second, full insurance plus the daily rental rate is expensive. Third, the alternatives are excellent and readily available; Spain has an efficient and reasonably priced transportation system that provides access by train or bus to almost all cities and towns.

HEALTH AND RELATED ISSUES

INSURANCE

All University of Michigan, University of Pennsylvania, and Cornell students participating in the Seville study abroad program are required to be covered by HTH Worldwide health insurance while abroad.

Mandated by the U-M Provost, this international insurance plan is reasonably priced, covers a wide range of conditions and events, and eliminates the need to insure that your own health insurance will provide sufficient international coverage.

Coverage under this plan is required, and the OIP will be responsible for enrolling students in the program. Costs of the coverage are included in the program fee. Cornell and Pennsylvania students will receive information about billing and costs from their study abroad offices.

HTH Worldwide has a website that provides full information about the insurance program and its benefits: www.hthstudents.com.

SOME COVERAGE BENEFITS

- If students use an HTH preferred physician, HTH Worldwide will pay up-front for most medical treatment, eliminating the need to file claims for reimbursement
- Valid entire time abroad, whether in your host country or travelling elsewhere outside the U.S.
- Includes payment for treatment of mental and nervous disorders including drug or alcohol abuse
- Includes most outpatient prescription drugs
- Pre-existing conditions are not excluded
- Includes payment for emergency medical evacuation as well as expenses (up to \$1,500) for a bedside visit by a family member if you are hospitalized
- The website provides links to other important resources available through HTH Worldwide, including drug translations, medical terms & phrases, and CityHealth Profiles (for safety and security in your destination location)
- Each student will receive an insurance card, with important access numbers and contact information.

COVERAGE IN THE U.S.

While the HTH Worldwide insurance plan will provide some continued coverage for when you return home following a condition or injury abroad, this coverage is extremely limited and therefore you should by all means continue whatever current health insurance coverage you have in the U.S.

EXTENDED INSURANCE COVERAGE

If you wish to be covered for a longer period (e.g., to travel outside the U.S. before or after the program), you may enroll for additional days, at your own expense, directly on the HTH Worldwide website. If you wish to purchase new coverage or extend coverage directly outside of the UMICH Study Abroad program, you must sign up directly on the HTH website using the U-M Ann Arbor Online Group Self Enrollment Codes (OGSE): EAL-7718/ Subgroup Code: UMAO. Students will be billed an additional \$5.00 administrative fee for registering for travel before or after their program, plus the daily cost of coverage.

HEALTH EMERGENCIES

In the event of an emergency, students should go immediately to the nearest physician or hospital without delay and then contact HTH Worldwide. HTH Worldwide will then take the appropriate action to assist and monitor the medical care until the situation is resolved. To contact HTH Worldwide in the event of an emergency, call 1.800.257.4823 or collect +1.610.254.8771 or globalhealth@hthworldwide.com.

MEDICAL COVERAGE FOR CORNELL STUDENTS

Cornell students are required to maintain medical insurance abroad that meets the same standards as when they are on campus in Ithaca, and must certify before departure for Spain that they have such

coverage, either through Cornell's Student Health Insurance Policy or, more likely, through their own or a parent's insurance carrier. Also, Cornell students should see their campus advisor for insurance details.

MEDICAL COVERAGE FOR PENN STUDENTS

Penn Students should see their campus advisor for insurance details.

PRESCRIPTION MEDICATIONS

If you require prescription medication, you should bring a supply with you to last the entire time that you will be abroad. Although many medications are available worldwide, they are not always identical in strength or composition to what you take at home. Bring medications in your carry-on luggage, in their original containers, along with a letter from your doctor explaining the dosage, why the medication has been prescribed, and why you are traveling with a large quantity. This is especially important if you enter Spain with medications that are highly controlled due to their tendency to be abused in other contexts.

Note: It is illegal to ship medications to Spain; any medications found will be confiscated and assessed with a heavy fine.

IMMUNIZATIONS

If you plan to travel outside of Spain, please make sure you have had the necessary immunizations. You can learn about associated health issues through the Center for Disease Control: www.cdc.gov/travel/.

AVIAN FLU

Your Resident Director will discuss emergency preparedness in general during your first days in Seville. With respect to avian flu, the program recommends that all students familiarize themselves with current recommendations found on the CDC website www.cdc.gov/travel/. Program Director and/or your home study abroad staff will notify you if there are any cautions related to avian flu that are specific to Spain, or nearby European countries. You should also take measures to protect yourself by remaining informed, checking the CDC website periodically for updates, and taking all recommended precautions.

CONTRACEPTION, STD'S & COUNSELING SERVICES

It is extremely important to be informed ahead of time about the availability of various services and products related to contraception, STDs, and sexual activity. The following information is a brief outline of what you can expect to find in Seville.

Birth control is widely available in Spain. Both birth control and morning after pills are available at clinics and family planning services. Some pharmacies may have birth control available over the counter. Condoms are also easily purchased in pharmacies and in vending machines in bars, pubs, and in the bathrooms of some University of Seville buildings. Abortion is illegal, and is sanctioned only in cases of rape, incest, fetus malformation, and threat of serious physical or psychological harm to the mother.

Unprotected sexual activity risks exposure to sexually transmitted diseases, including AIDS. The rate of infection has increased more rapidly in Spain than in any other country in Europe in recent years. If you worry that you may have become exposed to HIV, you can be tested in hospitals in Spain; the results are confidential.

There is a range of counseling services in Seville. Family planning services comparable to Planned Parenthood are available, as is counseling in the event of sexual assault. The program will provide you with addresses and telephone numbers for the latter when you first arrive. There are also organizations outside the University of Seville for lesbians and gays that may provide counseling services. In general,

there is much less activism among gays and lesbians than in the U.S.; gays are somewhat more accepted than lesbians.

Useful vocabulary:

birth control	<i>control de la natalidad</i>
condoms.....	<i>condones (o preservativos)</i>
spermicide.....	<i>espermicida</i>
diaphragm	<i>diafragma</i>
birth control pills	<i>pastillas anticonceptivas</i>
morning-after pill.....	<i>pastilla del día después</i>
gynecologist	<i>ginecólogo/a</i>
bladder infection.....	<i>infección de la vejiga</i>
yeast infection	<i>hongos</i>
tampon	<i>tampón</i>
sanitary napkin.....	<i>compresa</i>
menstrual cycle	<i>ciclo menstrual (menstruación)</i>
AIDS.....	<i>SIDA</i>
sexually transmitted disease	<i>enfermedad de transmisión sexual</i>

EMERGENCY PROCEDURES & STAYING SAFE

Spain is generally as safe as the U.S., and in some cases safer. As is true of any large city, however, there are problems with petty thievery in Madrid, and some in Seville. You can avoid many problems by being cautious and remembering the important points about staying safe listed below. While crime, most certainly violent crime, is less prevalent in Spain than in similar-sized cities in the U.S., tourists are always a favorite target of criminals, so please be mindful of your surroundings and belongings at all times.

If an emergency situation related to your health or safety occurs during the program, it is important to contact the Program Director, your study abroad office, and your family at home immediately. This includes the unlikely event of a natural disaster (earthquake) or large-scale emergency (terrorist attack, large building fire) in Seville, or in an area where you are traveling during the program. If you imagine people may be worried about you, they probably are.

Soon after you arrive, your director will give you instructions for how you should contact program staff in case of an emergency. Since you will be on your own if you travel before or after the official program dates, please make plans and discuss emergency procedures with your family for use at these times.

The following is a list of some precautions you can take to ensure your safety:

- Pack lightly so that you do not need help with your things when traveling place to place.
- Do not leave luggage unguarded.
- Do not take anything of real or sentimental value with you; it is not necessary to wear expensive jewelry or watches.
- Do not carry your passport, plane tickets, or large sums of money with you unless these items are necessary for a specific purpose. In Seville the hotel has a safe box in each room that you can use.
- Keep a photocopy of your passport, including the validity page with your picture and signature, in a safe place both in the U.S. and in Spain. Should you lose your passport, it will help to have these copies.
- If you go out at night, do not walk home alone. Men and women should observe this precaution. Stay with a friend and take a cab home, all the way to your door.
- Do not take a purse with you to a club unless it is one you can keep with you at all times.
- Most incidents of crime and injury to students abroad involve alcohol abuse. Do not compromise your judgment or ability to respond to an emergency by drinking excessively.

DIVERSITY IN SPAIN

Spain is a racially, ethnically, and to some extent, religiously diverse nation--although not to the degree you find in some areas of the United States. Spaniards may acknowledge there is discrimination against gypsies and some immigrant groups in their country, but they are less likely to have extensive experiences and interactions with other groups. Regardless of your gender, race, ethnic identity, or sexual orientation, you will find a range of attitudes and responses that may be shaped more by perceptions of you as an American than, for example, as a student of color.

Some students have reported feeling uncomfortable or offended by having been perceived differently than they would normally be on their home campuses. Others have simply pointed out that Spaniards have very different conceptions of identity than we do in the U.S. These situations are not unique to U.S. students studying in Spain; rather they are common in most study abroad experiences. Few have felt that they were mistreated or discriminated against overtly. Most students who were concerned about how they would be treated in Spain had very positive things to say about their experience. Almost all students report they made close and warm friendships among their host families, fellow Spanish students, and peers at the program center.

Due to images portrayed in U.S. movies and television, some people outside the U.S. stereotype young American women as loose and willing sexual targets. Female students should be aware of this potential negative stereotype and not encourage it by dressing or behaving provocatively in public. On the other hand, a passing stare or admiring comment by men is socially acceptable within Spanish culture. Female students should not respond to such public displays of attention, nor should they be offended. The best reaction is to continue about your business as though nothing happened. This topic will be discussed in Seville.

If you are concerned about how you will be perceived and treated while in Spain, we encourage you to speak to past program participants and to share your concerns with study abroad staff before you travel abroad. If you experience problems in Seville, please discuss them with the visiting faculty member, program director or program coordinator.

SUGGESTED READING & VIEWING

Suggested reading:

Helen Wattley Ames.....	Spain is Different
Gerald Brenan.....	South From Granada
Raymond Carr.....	History of Spain
Camilo José Cela.....	La familia de Pascual Duarte
Miguel Délibes.....	El camino
Wenceslao Fernández Flores.....	El bosque animado
José M. Gironella.....	Los cipreses creen en Dios
Gabriel Jackson.....	The Spanish Civil War
Carmen Laforet.....	Nada
Kenny Michael.....	A Spanish Tapestry - Town & Country in Castile
Amando de Miguel.....	Los españoles: Sociología de la vida cotidiana
R. Michael Page.....	Maximizing Study Abroad
Vincente Palacio Atard.....	Nosotros, los españoles
Richard Patee.....	This Is Spain
Michael Perceval.....	The Spaniards
Ramon J. Sender.....	La tesis de Nancy
Tad Szulc.....	Portrait of Spain

These books provide a dramatic glimpse of the history, literature, and magic of Spain and Seville:

Tariq Ali.....	Shadows of the Pomegranate Tree
Paul Bowles.....	Love with a Few Hairs

Paul Bowles	Spider's House
Penelope Casas	Discovering Spain: An Uncommon Guide
Miguel de Cervantes Saavedra ...	Don Quixote de la Mancha
Paulo Coelho,	The Alchemist
Carlos Fuentes	The Buried Mirror
Federico Garcia Lorca	A Season in Granada: Uncollected Poems and Prose
Jane S. Gerber	The Jews of Spain: A History of the Sephardic Experience
John R. Hayes	The Genius of Arab Civilization
Ernest Hemingway	For Whom the Bell Tolls
Hermann Hesse	Siddharta
John Hooper	The New Spaniards
Washington Irving	The Alhambra
Henry Kamen	Philip of Spain
Jesus Maria Lasagabaster, Ed....	Contemporary Basque Fiction
Maria Rosa Menocal	The Ornament of the World – How Muslims, Jews, and Christians Created a Culture of Tolerance in Medieval Spain
Fatima Mernissi	Beyond the Veil
James Michener	Iberia
James Michener	Seville
Craig Storti	The Art of Crossing Cultures

Suggested viewing:

Abre los Ojos
 Los Olvidados
 Belle Epoque
 Mar Adentro
 Jamón, Jamón

There are a number of well-known film directors in Spain today:

Carlos Saura Ay Carmela
 Carmen (Flamenco version of Bizet's Carmen)*
 Outrage (with Antonio Banderas)
 Flamenco (filmed in Seville)
 Blood Wedding
 El Amor Brujo

*For a more traditional version of Bizet's opera, see Francesco Rossi's Carmen.

Pedro Almodóvar Women on the Verge of a Nervous Breakdown
 Flower of My Secret
 Kika
 Tie Me Up, Tie Me Down
 Live Flesh
 All About My Mother
 Talk to Her
 Bad Education

USEFUL WEBSITES

Michigan-Cornell-Penn program: www.mcpsevilla.com/
 Universidad de Sevilla: www.us.es/

TRAVEL

Spain Official Tourist Information: www.spain.info/
 Andalucía Official Tourism: www.andalucia.org/

Seville Official Tourism Site: www.turismo.sevilla.org/paginas_es/portada.asp

Travelling to Spain - practical information:

www.spain.info/TourSpain/Informacion+practica/?Language=es

Youth Hostels in Spain: www.reaj.com/index_en.html

Additional travel schedules and prices: www.eurail.com/

<http://horarios.renfe.es/hir/ingles.html>

www.alsa.es/portal/site/Alsa

www.tussam.es/index.php?id=10

<http://en.sevici.es/>

www.socibus.es/index.html

www.damas-sa.es/

www.iberia.com/

www.ryanair.com/site/EN/

MEDIA

El Pais: www.elpais.com/global/

La Guía del Ocio y entretenimiento de España: www.guiadelocio.es/

El Mundo: www.elmundo.es/

Diario de Sevilla: www.diariodesevilla.es/

EMERGENCY CONTACTS

OUTSIDE THE U.S.

MICHIGAN-CORNELL-PENNSYLVANIA PROGRAM CENTER

Eva Infante, Program Director
Centro Michigan-Cornell-Penn
Paseo de las Delicias N3 2 dcha
41001 Sevilla, Spain
Office: 011-34-954 223 351
Director's Home: 011 34 954 540 525
evim@telefonica.net
*Spain is 6 hours later than U.S.

AMERICAN EMBASSY IN MADRID

c/Serrano,75
Madrid 28006
Phone: 011-34-91-587-2200
Fax: 011-34-91-587-2303
Web: <http://madrid.usembassy.gov>
Email: askacs@state.gov

AMERICAN EMBASSY IN BARCELONA

Reina Elisenda de Montcada 23
Phone: 011-34-93-280-2227
Fax: 011-34-93-205-5206
Web: <http://barcelona.usconsulate.gov/>

WITHIN THE U.S.

OIP STUDY ABROAD ADVISORS

Phone: (734)764-4311
Email: oip@umich.edu
Office Hours: Mon-Fri, 10a.m.-5p.m.
After Hours Emergency Only:
Ms. Nicole LeBlanc, OIP Assistant Director: (734) 915-7571 cell
OIP On Call Study Abroad Advisor: (734) 846-8462 cell

OTHER INFORMATION

Consulate: _____
Local Emergency: _____
Passport #: _____
Other: _____

HEALTH INSURANCE

HTH Worldwide Insurance:
Phone: 1-610-254-8771 (collect)
Phone: 1-800-257-4823
Policy Number: _____