# Contact Information

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Office Tel: 22.328.50.72  
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When calling from the US, add 011 41. When calling from another European country, add 00 41. When calling from Switzerland, add 0.

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**Smith College:**  
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ljohnso@smith.edu
### 2015-16 ACADEMIC CALENDAR

The Smith Center in Geneva is closed in July and during the first two weeks of August.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, 21 August, 2015</td>
<td>Arrival in Geneva</td>
</tr>
<tr>
<td>Monday, 24 August, 2015</td>
<td>Fall Orientation courses begin</td>
</tr>
<tr>
<td>Friday, 11 September, 2015</td>
<td>Fall Orientation courses end</td>
</tr>
<tr>
<td>Monday, 14 September, 2015</td>
<td>Fall classes begin at University of Geneva</td>
</tr>
<tr>
<td>Monday, November 16, 2015</td>
<td>Last day to opt for S/U grading or to drop a class</td>
</tr>
<tr>
<td>Friday, 18 December, 2015</td>
<td>Fall classes end at University of Geneva**</td>
</tr>
<tr>
<td>Sunday, 20 December, 2015</td>
<td>Housing ends for fall-semester students</td>
</tr>
<tr>
<td>Saturday, 19 December, 2015 -</td>
<td>Winter vacation</td>
</tr>
<tr>
<td>Sunday, 10 January, 2016</td>
<td></td>
</tr>
<tr>
<td>Monday, 11 January, 2016 -</td>
<td>University of Geneva fall examination period (full year students</td>
</tr>
<tr>
<td>Friday, 12 February, 2016</td>
<td>only), approximate dates (TBA)</td>
</tr>
<tr>
<td>Friday, 29 January, 2016</td>
<td>Arrival in Geneva for spring semester students</td>
</tr>
<tr>
<td>Monday, 1 February, 2016</td>
<td>Spring Orientation classes begin</td>
</tr>
<tr>
<td>Friday, 19 February, 2016</td>
<td>Spring Orientation classes end</td>
</tr>
<tr>
<td>Monday, 22 February, 2016</td>
<td>Spring classes begin at University of Geneva (all students)</td>
</tr>
<tr>
<td>Friday, 25 March, 2016 –</td>
<td>Easter vacation (spring break)</td>
</tr>
<tr>
<td>Sunday, 3 April 2016</td>
<td></td>
</tr>
<tr>
<td>Monday, April 25</td>
<td>Last day to opt for S/U grading</td>
</tr>
<tr>
<td>Friday, 3 June 2016</td>
<td>Spring classes end at University of Geneva</td>
</tr>
<tr>
<td>Monday, 6 June, 2016 –</td>
<td>University of Geneva examination period approximate dates (TBA)</td>
</tr>
<tr>
<td>Friday, 24 June, 2016</td>
<td></td>
</tr>
<tr>
<td>Sunday, 26 June, 2016</td>
<td><strong>Official end of the program</strong>. Housing and insurance coverage ends</td>
</tr>
<tr>
<td></td>
<td>for all students. ***</td>
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</tbody>
</table>

Do not make travel plans at the end of either semester until you have confirmed the dates of all your exams with your professors and with the Resident Academic Director. Last minute changes in exam schedules are frequent. You are responsible for knowing about these changes and for being present at all your exams. No exceptions are made to this program policy.

**Fall-semester students must choose university courses carefully and plan to complete all academic work by the end of December, prior to departure.**

***In the spring, students may stay in their rooms until that date, but no later.
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Welcome to Smith in Geneva 2015-16

This Student Handbook is intended to guide you through some of the early decisions that will shape the kind of experience you will have abroad. A commitment to studying away from the United States means increased personal responsibility for your own education and life. As the Resident Academic Director, I am available to help you make informed choices about your academic and personal welfare. I will work closely with our faculty liaison on campus, Howard Gold, with our partners at the University of Geneva and the Graduate Institute and with related Swiss authorities. Together with the Associate Director, Elsie Chantre, I will be happy to offer advice and assistance throughout the year. However, it is primarily up to you to make your year or semester in Geneva a fulfilling experience.

The primary reason for your trip is study, but your rewards will come just as much in the form of cultural enrichment and personal growth, which are intangible, but last for life.

Prepare yourself mentally for a period of exploration, adjustment, and insights learned through (at times, difficult) experience. Keep an open mind, try to put your own habits and preferences into perspective; be prepared to explore another language and culture. If you are a track A student, be prepared for an intense but rewarding program where the challenge will be to manage work and studies, English and French, different worlds and a demanding rhythm of work. If you are a track B student, be ready to open yourself to a different academic system and another mentality. In any case, don’t forget that you will be in a French speaking country. Use your French as much as possible before you arrive, and of course once you are in Geneva. Do not be afraid of making mistakes! Studying and using another language on a daily basis is a true challenge and an experience which will open your horizons.

Please read this Handbook thoroughly. Leave one copy of it with your parents at home, and bring another copy with you when you come to Geneva. If your parents wish to visit you, please advise them not to come during the first or last months of the semester, when you will have orientation session, new courses to register for and adjust to, or examinations to prepare. A good time for a visit might be late November, or early April, or before or after the program.

Neither Smith College, nor the Resident Academic Director, nor the Associate Director is responsible for program participants during vacations, during the period between a student’s last final exam of the fall semester and the official start of the spring semester, or after a student’s last examination at the end of the spring semester.

Have a wonderful time in Geneva! And remember that I am here to help you to fully profit from your time abroad.

Geneviève Piron
PRE-DEPARTURE INFORMATION

Visas
The Office for International Study at Smith College will coordinate a group visa application process. You will be notified by the Office for International Study (OIS) when your visa has been approved. That will be the time for you to send your passport to the Swiss Consulate in New York for visa issuance. Alternative arrangements for visa issuance can sometimes be made, but you must have your Swiss visa before you arrive in Geneva. The visa (multi-entry) should be issued for 3 months starting on August 7, 2015.

Packing: What to bring to Geneva
Weather in Geneva is generally milder than in Northampton, but it does get very cold, windy, and occasionally snowy in the winter. Make sure you have a warm coat. Bedding is provided by the student residences, but towels are not, so bring your own or plan to purchase them early in your stay.

If your luggage is lost upon arrival, give the airline the address and the phone number of the Smith Center in Geneva. See Section B for more advice about packing.

Packing: Carry-on luggage
In addition to basic toiletries and a change of clothes, pack the following items in your carry-on luggage, so they are easily accessible at the airport and upon arrival at the Smith Center:

- your passport with visa
- essential medication
- about 100 Swiss francs (CHF), in small bills, for incidental expenses and travel to the Smith Center. You can change money at the airport upon arrival. *ATMs are available after exiting the baggage claim area.
- your laptop (if you are bringing one) with a plug adapter for Switzerland (you can also purchase one in Geneva). Note that the electricity in Switzerland is 220 volts (in the US, it is 110). Most laptops work with either 110 or 220, so a plug adapter is all you need.
- A phone charger if you are bringing your cellphone. Please note that you will need a plug adapter for Switzerland (an adapter for EU countries will not work in Switzerland).
Packing: Main luggage

It is recommended that students pack smartly in order to avoid paying excess baggage charges. Make sure you check your airline’s baggage allowance (for example 23 kilos for a Swiss Airlines economy flight). Apart from certain **prescription medication** almost everything you will need is available in Geneva in one form or another. However, prices are high, so try to pack thoroughly without going overboard (and exceeding the baggage limit!).

**ARRIVAL IN GENEVA**

You are responsible for making your own travel arrangements. Fall and year-long students must arrive in Geneva no later than **Friday 21 August 2015**, before 4 PM. Spring semester students must arrive no later than **Friday 29 January 2016**, before 4 PM. Early arrivals are possible and are often a good option but you are responsible for making your own housing arrangements. We will provide you with your residence manager’s contact details and give you suggestions for accommodation. Please note that all residences accept students one day early free of charge. Additional extra nights are at your own expense.

**Going from the airport to your residence and then to the Smith Center.** The easiest way to do this is to catch a cab outside the airport and make your way directly to your residence. The ride will cost you approximately 45-50 CHF. Make sure to keep the receipt, so we can reimburse you! At your residence, get your room keys and drop off your luggage, then come to the Smith College Center, located at 16, **Boulevard Georges-Favon**, using the walking directions that we will mail you about a week before you arrive.

The **Smith Center** is located at the corner of **Boulevard Georges-Favon** and **Rue de la Synagogue**, opposite the pink and grey Synagogue, and within easy walking distance of all the residences. The building has a big 16 on top of its glass front door. Ring the Smith College doorbell outside, and we’ll open it for you. Then take the stairs and go up to the 2nd floor to find our office. The Resident Academic Director and Associate Director will be there to welcome you with croissants, pains au chocolat, coffee, tea and other refreshments. At the Smith Center, you will receive general information on Geneva, your bus pass for the first month, money for a cell phone or a SIM card, and your own key to the Center. Afterwards, you will be able to go back to your residence to settle in and rest before meeting for an early group dinner. The following day, we will gather for a general meeting at the Smith Center.
FEES AND EXPENSES

The comprehensive fee paid to Smith College includes:

- all tuition and fees related to matriculation at the University of Geneva and its associated institutions;
- a three-week linguistic and cultural orientation;
- housing in a residence hall from the start of the program to the end of the term;
- a daily meal stipend during orientation and when classes are in session;
- a contribution of 50 CHF to a cellphone or cellphone plan;
- a half-price reduction on all train tickets within Switzerland (includes reductions (25%) for train fares to Austria and Germany);
- a Geneva public transportation pass (trams and buses) for the first month;
- transportation, admission fees and some meals on program excursions;
- reimbursement of entrance fees and tickets to cultural activities (theatre, dance, museums, films) up to 150 CHF per semester;
- study abroad medical insurance;
- medical evacuation and repatriation coverage.

Students must budget for personal expenses including international airfare, books and supplies, phone calls, public transportation within Geneva after the first month, and personal travel not covered by the program. **Students should also keep enough money to cover for medical or other emergencies** (a medical visit in Geneva costs about 120-250 CHF; it will be reimbursed by the insurance in US dollars to your US address).

**Books and supplies:** Past students report spending 50 to 100 CHF for course readers, books, and supplies each semester. Most courses post readings online, and students can also accessed course materials at the library for free.

**Cell phone:** You will receive funds (50 CHF) to organize your cell phone as you wish; to buy an inexpensive phone for use in Geneva, with a SIM card to which you can add call time as needed, or to buy a plan for your own smart phone. Make sure your phone is not “locked”! Most phones are no longer locked and can be used abroad but you will need to check this with your US service provider ahead of time.

**Spending money:** Most students report they are able to live comfortably and cover the expenses listed above on their meal stipend. However, be aware that Geneva is an expensive city. Because personal tastes vary so widely, it is hard to estimate how much you might spend. Full year students in particular may need to budget for travel between semesters.

**Banking:** Your food stipend will be deposited directly in your US bank account at the beginning of each semester. You may wish to use an ATM card linked to your US checking account to withdraw funds. Students report that ATM machines work very well. However, make sure you know your bank’s conditions and rates for use abroad. Some banks charge high fees to make cash withdrawals and for currency exchange. Make sure you investigate this in advance. It is also important to have a
PIN that is compatible with Swiss ATM’s. You PIN code should be 6 digits – numbers only. A debit card will not work in shops in Switzerland if doesn’t have a chip (and PIN code).

**ACADEMIC PROGRAM**

The Smith College program in Geneva offers you the opportunity to study at the University of Geneva. While Smith College maintains a Center in Geneva, the facilities at the Center are intended to help students bridge the gap between the American and the local social and academic cultures, not to simulate the environment of an American campus.

Please be aware that the European university education system is very different from the American one. To feel comfortable and be successful at the University of Geneva you will need to be self-sufficient, resourceful, motivated, and capable of living and studying independently.

**The Language Pledge**

By accepting the offer to study in Geneva under the auspices of Smith College, you have made a commitment to learn and improve your French, and to use French at the Smith Center and during group activities, whenever possible, and to the extent possible.

**Orientation in Geneva**

- **Fall:** 24 August – 11 September 2015 (for all incoming students in the fall)
- **Spring:** 1 February – 19 February, 2016 (for spring-semester students only)

Orientation is an intensive immersion period, with classes and cultural events taking place four or five days a week. Although some fatigue is normal at this early stage, you should prepare yourselves to be fully engaged in this three-week experience.

Beginner and intermediate students of French will work on French oral and written expression while gaining knowledge of the city. More advanced French students will combine courses taught in French on Swiss and Geneva history, as well as French classes (*perfectionnement*) based on the “Literary Geography of Geneva” (exploration of the city, readings, writing). Orientation classes are graded and include quizzes, short papers, oral presentations, exercises, and exams. There will also be cultural excursions, discussions, and visits in Geneva and the surrounding area during orientation. **These excursions, discussions, and visits are mandatory.** Students earn a letter grade and 2 credits for satisfactory completion of the orientation program.

Information sessions on the particularities of the Swiss university system, cultural life in Geneva, and internships will also be organized by the Resident Academic Director. In addition, students will meet...
individually with the Resident Academic Director to discuss academic-year classes, issues regarding university life in Geneva, and any other concerns during the early weeks in Geneva.

There is no official vacation break between the end of the orientation and the beginning of classes at the University in the fall or spring.

**ACADEMIC YEAR IN GENEVA**

- **Fall Semester:** 14 September – 18 December 2015 (exams until 12 February, 2016)
- **Spring Semester:** 22 February – 3 June 2016 (exams until 24 June, 2016)

**Course Load**

**Track-A** students do an intensive non-credit internship (usually 3-4 workdays a week, for a total of 20-25 hours). In addition, they earn 14-16 Smith credits for their academic work. This includes a 4-credit French course at the Smith Center, a 4-credit course on international organizations, also taught at the Smith Center (the core course of Track A); a 4-credit Practicum in International Organizations, and one or two additional courses at the University (up to 4 credits). Track A students whose French is native or near native are sometimes allowed by the Resident Academic Director to replace their mandatory French language class with an appropriate equivalent course at the University.

**Track-B** students earn 16 Smith credits each semester. They take a 4-credit French language course at the Smith Center (unless advised by the Resident Academic Director to take an equivalent course at the University), then choose 3-4 Smith or university courses, depending on credit weight of the courses. Some Track-B students also sometimes choose to do a non-credit internship (8-10 hours a week) on top of their 16-credit academic work.

Students spending only the fall semester in Geneva need to choose their classes at the University of Geneva very carefully, to ensure that they can complete all academic work by the end of December, prior to the official end of the semester (January/early February). This requires special permission of the instructors and the Resident Academic Director.

**Smith Courses**

**A. French Language**

These courses are tailored to meet the language needs of the students in the group and to provide a continuous language support throughout the semester or year. They also help exempt Smith program students from the rigorous language screening normally required of all non-native French speakers by the University of Geneva.
A 4-credit low-intermediate French course meeting for a total of four hours per week will be available each semester of the 2015-2016 academic year for Track A students with only one semester prior study of French. Students with intermediate or advanced French will be able to take courses on translation, or French cultural and literary topics. These classes meet for a total of three hours per week and carry four credits each.

B. Humanitarians, Humanitarianism(s) and Humanitarian Interventions

Davide Rodogno, Ph.D., Fall and Spring, 4 credits

This class explores the history and politics of humanitarian interventions and humanitarian actions. It engages with the ideological and plural meaning of the term humanitarianism, and with the inherent tensions, contradictions and ambiguities of several humanitarian and development ideologies and practices. The seminar examines the role of individual - secular and religious - as well as institutional actors, both governmental and non-governmental. It is designed to debunk a number of commonplaces about ruptures and continuities in contemporary international history and politics, and aims to provide students with critical – not cynical – tools to understand the subject matter. **This seminar is required of all Track A students, but is also open to Track B students on a space available basis.**

C. Practicum in International Organizations

Mentors, Fall and Spring, 4 credits

Track A students complete an independent study project in conjunction with their internship. They normally choose a research topic related to an international issue or organization where they are interning. They meet regularly with a mentor (an advanced graduate student or recent Ph.D.) from the Graduate Institute for International Relations and Development, who has expertise in that area. Students produce a 20-25-page research paper, which they present and defend orally in front of the group and assembled mentors at the end of the term. **This Practicum is required of all Track A students.**

University of Geneva courses

The University of Geneva is a French-speaking university that offers a very small number of courses in English. Program participants are enrolled at the Faculty of Social Sciences at the University of Geneva. However, they can take courses and seminars in Humanities (**Faculté des Lettres**), The Global Studies Institute, Psychology (but this **faculté** requires an advanced level of French) and the **École de langue et civilisation françaises**. Students with a 3.5 GPA or higher may sometimes be allowed to take one course at the Graduate Institute of International and Development Studies (IHEID), where most courses and seminars are taught in English. Please note that a number of
seminars and all lab courses are closed to Smith program participants due to a shortage of space at the University and the IHEID.

Because academic offerings of the University of Geneva are finalized only just before the beginning of the academic year, you will need to wait until you arrive in Geneva to set your course schedule in consultation with the program Director. It is important to have discussed a tentative course program with your major academic adviser at your home institution as well as with the Geneva Program Faculty Liaison before your departure. Departmental course offerings at the University of Geneva can be consulted online at:

http://wadme.unige.ch:3149/pls/opprg/w_rech_cours.debut

Examinations

Most courses at the University of Geneva and its associated institutes are semester-long, with exams held in January/February and in June. Regular University examinations, conducted by the professors who teach the courses, are often oral exams of varying length; they are given in the language of the course. They may cover any subject touched upon during the course. Fall-semester students, who leave Geneva before the official examination period, can only enroll in courses where final examinations or coursework can be completed in December. The Resident Academic Director will assist fall-semester students in finding courses.

Do not make travel plans for the end of either semester until you have confirmed the dates of all your oral and written exams with your professors and with the Resident Academic Director. Last minute changes in exam schedules are frequent; you are responsible for knowing about these changes and for being present at all your exams. No exceptions are made to this program policy.

Non-credit internships

The Geneva program encourages all students to participate in non-credit internships during their semester or year abroad, and to profit from exposure to the professional work environment as a means of connecting academic interests to possible careers. Be advised, however, that the market for internships in Geneva is highly competitive. The Resident Academic Director and the Internship Coordinator will try their very best to help you, but students also need to show flexibility, and be willing to explore possibilities other than their “dream internship.” Please note that students are not allowed to contact international organizations directly, but must go through the Resident Academic Director and the Internship Coordinator, who will make sure that all internships fall within the parameters established by the program and the Swiss immigration and labor laws.

Track A students: The Resident Academic Director and the Internship Coordinator will assist all Track A students in finding internships suited to their needs and interests. These internships are fairly intensive and take 3-4 workdays per week. The application process for all Track A students (whether fall or spring), starts in the spring prior to departure. Students consult the official list of organizations that have provided internships to Smith program participants in the recent past (if you
are interested in an organization that is not on the official list, please inform the Resident Academic Director right away. They then submit a European-style CV and the list of their 3 top internship priorities by **April 13** for fall 2015, or by **June 1** for spring 2016. Track A internships are finalized during the orientation period, or in the first weeks of the semester.

**Track B students:** Less intensive internships (1-2 workdays a week) are also possible for Track B students. The application process for these internships also takes place in the spring prior to departure and are **subject to the same deadlines** (see above).

**Summer internships.** Only students with a European passport may work or intern in Switzerland in the summer after the official end of the program. Other students cannot work or hold summer internships unless they are being sponsored by an organization willing to go through the immigration and labor procedures to obtain a work permit. This process takes at least 3 months. UN organizations abide by different rules, but neither Smith College nor the Director are responsible for helping you to make arrangements outside the framework of the program. You cannot use Praxis or any internship funding without having made sure that you are abiding by the Swiss immigration and labor laws that require a work or internship contract and/or work permit.

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**ACADEMIC POLICIES**

**Credit**

Smith policies require that you take at least 16 credits per semester while abroad (normally these convert to four 4-credit courses). This, with two credits for the orientation session, will result in a total of 34 credits for the year. With the permission of both the Resident Academic Director and the Dean for International Study, you may earn up to 38 credits for the year. Only in extenuating circumstances, requiring the permission of the Resident Academic Director, the Dean for International Study, and the Class Dean, may you carry fewer than 16 credits in a semester (you will still be expected to complete 32 credits for the year). No courses are awarded more than four credits unless approved by the Dean for International Study.
Grades

Grades earned during each term abroad are recorded on Smith College transcripts. For Smith students these grades count in the calculations of the grade point average, for Latin Honors, and for membership in Phi Beta Kappa. Other colleges and universities may treat study abroad grades differently. If you are a guest student, please consult with your home institution.

The Swiss university system grades on a scale of 1-6, which converts to Smith grades as follows:

<table>
<thead>
<tr>
<th>Swiss grade</th>
<th>Smith grade</th>
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</thead>
<tbody>
<tr>
<td>6 - 5.50</td>
<td>A</td>
</tr>
<tr>
<td>5.25 - 5</td>
<td>A-</td>
</tr>
<tr>
<td>4.75</td>
<td>B+</td>
</tr>
<tr>
<td>4.50 - 4.25</td>
<td>B</td>
</tr>
<tr>
<td>4</td>
<td>B-</td>
</tr>
<tr>
<td>3.75</td>
<td>C+</td>
</tr>
<tr>
<td>3.50 - 3.25</td>
<td>C</td>
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<td>3</td>
<td>C-</td>
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<tr>
<td>2.75</td>
<td>D+</td>
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<tr>
<td>2.50</td>
<td>D</td>
</tr>
<tr>
<td>2.25</td>
<td>D-</td>
</tr>
<tr>
<td>Below 2.25</td>
<td>E</td>
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Satisfactory/Unsatisfactory Grading Option

While enrolled on your Smith program abroad you are expected to take all courses for letter grades. In order to request taking a course with the S/U option, you must:

a) confirm with the appropriate department chair that the course will count in the major, if indeed it is a “major” course;

b) seek, prior to the ninth week of the semester, permission to do so from the Resident Academic Director, the Dean for International Study, and the Class Dean. Please remember that at Smith College a maximum of 16 credits taken S/U may be counted towards the degree.

If approved, you will need to fill out the S/U application form from the Smith College Class Dean’s webpage, sign it and ask your Resident Academic Director (as instructor and adviser) to also sign it. The Resident Academic Director will fax it or scan/email it to the Office for International Study. The form is available at: [http://www.smith.edu/registrar/documents/ChangeofGradingOption.pdf](http://www.smith.edu/registrar/documents/ChangeofGradingOption.pdf)

Guest students must confirm with their home school advisers that the S/U option is acceptable.
Extensions

In extenuating circumstances, the deadline for work due may be extended beyond the end of the semester with the approval of the Resident Academic Director and the Dean for International Study, with notice to the Class Dean. The Resident Academic Director and Dean for International Study will determine a specific date and time for submission of the material.

Advising

The Resident Academic Director, in consultation via e-mail with your on-campus adviser and the Geneva Faculty Liaison, serves as your major adviser in Geneva, helping you to select and then approve your courses. It is your responsibility to ensure that courses taken in Switzerland will count towards your major (if you intend them to be). The Resident Academic Director will work closely with you to facilitate these conversations. Prior to departure, please consult with your major adviser, make sure that she or he will be available during your time abroad (and if need be find the names of his or her replacement), and be prepared to provide the Resident Academic Director with your adviser’s e-mail.

Attendance

You are expected to attend all classes and take all scheduled exams. Classes are generally held Monday through Friday; some Saturday sessions are possible. Unless group excursions are planned, Saturdays and Sundays are free days for travel and individual plans. You may not begin official vacations early or extend them beyond the given dates.

Language Courses and Independent Study

Credit is not awarded for a beginning modern foreign language course (other than French). Given the value placed on study within the local academic context, students may not engage in independent study or special studies.

Smith College Policies

Unless otherwise indicated in this handbook, all Smith College policies published in the Smith Bulletin apply to the Smith programs abroad.
SMITH ACADEMIC HONOR CODE

The regulations and requirements of the Smith College Academic Honor Code apply to all students on the Smith College programs abroad. The Smith College community at home and abroad maintains that any evasion of the spirit of the Academic Honor Code constitutes a violation of the Code.

The Smith College Academic Honor Code is found at: http://www.smith.edu/sao/handbook/socialconduct/honorcode.php

The Honor Code requires you to practice intellectual honesty in all oral and written work. You may seek the advice of a faculty member or a tutor regarding written work; you may seek assistance from friends and native speakers about a limited number of specific linguistic problems. You may not submit work that is not your own. You may not submit work that has been translated, rewritten, or significantly revised by a third party. When quoting from secondary sources, you must follow the format suggested by the relevant instructor; in case of continuing doubt, you may consult with the Resident Academic Director.

Examples of specific infractions of the Honor Code particularly relevant to students abroad include:

- the submission of a paper that is not your own work;
- the submission of a paper for more than one course;
- the use of outside sources—websites, secondary materials, another student’s findings—without proper attribution;
- receiving extensive assistance from a member of a host family or a friend;
- using translations or published notes without specific permission from the instructors;
- Unless specifically authorized, you may not read in translation a work that has been assigned in a language other than English. If you have any doubt about any question of intellectual honesty, please consult the Resident Academic Director.

Suspected infractions of the Honor Code should be reported to the Resident Academic Director. In cases of clear violation, the Resident Academic Director will inform the Dean for International study and the case may be referred to the Dean of the College.

LIVING IN GENEVA

Housing

Students staying for the entire academic year will live in suites in a co-ed international student residence hall, in a single room with a shared kitchen and bathroom. Semester students will live in residences of different types, in shared rooms, sometimes arranged in suites, with shared kitchen and bathrooms. Bedding is provided, but towels are not. Coin-operated laundry facilities are on site. Washing and drying are expensive in all dorms! Kitchens in suites are fairly well equipped, and
each student has designated cupboard and refrigerator space. Student residence hall rooms are available for use from the start of the program until the last day of the semester.

The benefits of study abroad come not only from the academic program but also from living in a European context and, in Geneva, by getting to know students from throughout Switzerland and many other countries. The more flexible you can be, the more likely it is that you will be happy with your living situation.

**Dining:** Most students find it most economical to cook for themselves. All students have shared kitchen facilities with some cooking utensils and dishes, though you may want to purchase a few things. It’s a good idea to learn some French vocabulary for food items and shopping before you leave home and to bring along your favorite recipes.

**Receiving mail:** You may receive mail, including packages, at your residence. You can only receive letters at the Smith Center. Any mail sent to you at the Smith Center must be addressed with your name followed by “c/o Smith College” or the post office will not be able to deliver it. Do not send anything that will arrive in Geneva before or after you leave.

**The Smith Center:** The Smith Center houses the offices of the Resident Academic Director and the Associate Director. There are two classrooms and a small library equipped with computers, printers and Wi-Fi. Smith courses meet at the Center, and students often study at the Center between classes, or in the evenings. Students are welcome to use the small kitchenette to make tea or coffee or snacks.

You will receive a key to the Smith Center and can use it at any time. **Please be respectful of building residents and of office quiet hours beginning at 9:30 pm.** Always be courteous towards people you meet in the building, whoever they may be, and always say “bonjour Monsieur,” or “Bonjour Madame” (unless they are about your age, in which case a simple but cordial “Bonjour” will suffice).

There are resources such local newspapers and current events listings at the Smith Center, as well as travel guides and other books left by previous students.

**Libraries:** The Smith Center has a small library, including an array of dictionaries and grammar books. There are several libraries at the University of Geneva, as well as at the United Nations and the Graduate Institute. During the Orientation Session, you will receive a student card from the University of Geneva that gives you access to most academic libraries in Geneva.

**Computing Facilities in Geneva:** The Smith Center has four PCs with internet access for student use, as well as a laser printer and a scanner. Residence halls are equipped with high speed internet connections and the city of Geneva has wireless as well, so a laptop computer with WIFI is very useful.

In addition, computer centers (salles d’informatique) at the university are open during most of the week, but not on Sundays. Laptop connections are also available in some university libraries. The United Nations Library also has a computer center with internet, but it is not available on weekends.
**Accommodations for visitors:** The Hotel Bel'Espérance ([http://www.hotel-bel-esperance.ch/](http://www.hotel-bel-esperance.ch/)) is a nice place for family and friends to stay when visiting Geneva. It is modest but clean, well located on the edge of the Old Town, 10 minutes from the Smith center, and has a good breakfast for a reasonable price. A nicer but more expensive hotel where parents have found it convenient to stay is the Tiffany Hotel ([http://www.hotel-tiffany.ch](http://www.hotel-tiffany.ch)), 2 minutes from the Smith Center. Please, note that there are often international conferences and fairs in Geneva and that it is important to make hotel reservations in advance.
PREPARING YOURSELF

Start right now: Learn key phrases, speak French with your friends. Again, don’t be afraid to make mistakes! Try to communicate - it doesn’t need to be perfect! Practice will help you to. Be more at ease and confident.

If you have little or no knowledge of French, try to take a summer course, or a first semester introductory course in the fall before you go abroad (for those of you coming in the spring), or at least try to study on your own, through an immersion language program, or an online course.

Expose yourself to as much French as possible, both now and throughout the summer and fall, for those coming in the spring. Read French language newspapers, magazines; listen to French music; go to French movies or rent French videos, or visit websites in French.

Consult the following newspapers online:

- www.letemps.ch (respected French language Swiss daily)
- www.tribunedegeneve.com (local French language Geneva newspaper)

Let your summer readings contribute to your knowledge of Europe, but also become knowledgeable about the politics, history and society of your own country. Expect to be asked many questions about your home country in the “ambassadorial” role you will be playing, either as an American, or as an International student studying both in the United States and Geneva.

Here is a short reading list of books on study abroad and Switzerland in order to better understand the culture and the history of your future home:


REAL TIPS FROM REAL STUDENTS

On learning French:

- Make friends! It is the best way to practice French. Attend films, go to museums, lectures. All of the cultural activities here are really a great way to improve language skills.
- Try hard. Most people in Geneva speak English so you have to make a concerted effort. Watch TV, movies, read the newspaper and magazines. Keep a notebook where you write down new vocabulary. Write your grocery lists in French.
• This program not only forced me to use French in the classrooms but also in my daily routine, things like going to the grocery store or cooking with roommates allowed me to use and learn new vocabulary and to become more comfortable with the language.
• Get a tandem partner at the beginning of the year and speak in French with your roommates. That alone will help. And read the newspaper daily!

On living in a residence hall:
• Be friendly and social and don’t expect a “dorm” life. People here are very much doing their own thing (they are not necessarily undergrads) and have their own lives, but if you are nice they will hang out and be fun.
• Be someone other people would want to live with - friendly, clean, respectful - from the beginning.
• Be open and outgoing. It helps to invite people over for dinner, spend a lot of time in the common space and cook food together.
• Be friendly! Take advantage of the shared cooking space to talk to people (and get great cooking advice from people with serious skills). All these living spaces are transient, people come and go, but all the more reason to go out and meet them. You never know who you’ll find yourself talking to!

On making friends:
• Apart from traveling, my internship was probably the highlight of my time abroad. Not only was I able to do substantial work for a boss I truly admire, but I was also able to make connections with other international students and found people outside the program with whom I could explore the city.
• While there are certainly drawbacks to the fact everyone in Geneva speaks English and a good number of them don’t even know French, the living experience in Geneva really pushes you to be independent - you learn to budget your money and maneuver Geneva’s expensive daily life, manage your accounts, make your own travel plans, prioritize, cook meals, etc. It’s a beautiful city, though quiet, and a really good place to focus and study. Also, since Switzerland is really in the center of Western Europe, it’s a great “launching point" for any holiday trips you might make to surrounding cities.
• I made incredible friends, who I will always cherish. I think that Geneva is an amazingly livable city, and it gave me the opportunity to view life from a more European perspective. I also greatly appreciated the courses that I took at the Graduate Institute, as I found that they applied directly to and greatly shaped what I hope to do in the future.
Many travelers go through an initial period of euphoria and excitement, overwhelmed by the thrill of being in a totally new and unusual environment. As this initial sense of "adventure" wears off, they gradually become aware of the fact that old habits and routine ways of doing things no longer suffice. They gradually (or suddenly) no longer feel comfortably themselves. If this happens to you, as it is likely to, you will feel like the outsider you in fact are. Minor problems may quickly assume the proportions of major crises, and you may find yourself growing somewhat depressed. You may feel an anxiety that results from losing all our familiar signs and symbols of social intercourse, a kind of psychological disorientation. You will indeed be experiencing what has come to be referred to as "Culture Shock." Such feelings are perfectly normal, so, knowing this and with a bit of conscious effort, you will soon find yourself making adjustments (some quite subtle and perhaps not even noticeable at the conscious level) that will enable you to adapt to your new cultural environment.

There is no clear-cut way of dealing with culture shock. Simply recognizing its existence and your accepting vulnerability to it is an important first step. As long as you know in advance that you will probably fall victim to culture shock at a certain level, you can prepare yourself psychologically to accept the temporary discomfort and turn it into an advantage by learning from it. Remember that you are not the only one experiencing occasional frustration, irritability, and depression, etc. Falling victim to culture shock, in other words, does not imply the existence of any psychological or emotional shortcomings on your part. As Robert Kohls says, "Culture shock is in some degree inevitable... and is the occupational hazard of overseas living through which one has to be willing to go through in order to enjoy the pleasures of experiencing other countries and cultures in depth."

Undergoing culture shock is in itself a learning experience that you should take advantage of. It is a way of sensitizing you to another culture at a level that goes beyond the intellectual and the rational. Just as an athlete cannot get in shape without going through the uncomfortable conditioning stage, so you cannot fully appreciate the cultural differences that exist without first going through the uncomfortable stages of psychological adjustment.
The program fee for all Smith programs is the same as the Smith comprehensive fee. Expenses not included in the fee are your own responsibility (see Section 5: Fees and Expenses). Such expenses include US-based health insurance (See Health Insurance section below), international airfare, books and supplies, passport and visa fees, and personal expenses such as medical expenses, toiletries, phone calls, entertainment, personal travel, and dining out.

Smith uses a paperless E-bill system; paper bills are not sent by mail. You or the authorized user whom you designate will receive automated emails when new billing statements are available, approximately one month before payment is due (on August 10 for the fall semester, on January 10 for the spring semester). Please see the Student Financial Services webpage “Guide to Fees and Payments” for more information about billing and payments at http://www.smith.edu/finaid/guides/feesandpayments/.

Guest students whose home institutions pay part or all of their study abroad costs are responsible for understanding these arrangements, and for giving “authorized user” status to the appropriate person at the home institution.

With rare exception, financial aid is available to Smith College students who wish to participate in a Smith College study abroad program on the same basis as it is to students who wish to study in Northampton. Application for financial aid must be completed before May 1. For questions about Smith financial aid as it relates to study on a Smith Program Abroad, please visit Student Financial Services at http://www.smith.edu/finaid/jya.php.

Smith College does not provide financial aid to students from other institutions. If you do not attend Smith but wish to participate in a Smith program, please discuss the matter with the financial aid office at your own institution.

For the time you will be abroad, you ought to consider giving financial Power-of-Attorney (POA) to a parent or trusted friend, so that she or he can take care of financial transactions at home, such as signing financial aid applications, on your behalf.
Insurance

You are covered by a number of different insurance policies that will provide coverage while on your program abroad, while traveling, and upon your return.

**Primary insurance:** As a student on a Smith program abroad, you are required to carry US-based primary health insurance, and will be automatically enrolled in the Smith College student health insurance plan through Gallagher Koster. If you have another primary health insurance policy that provides comparable coverage, you may waive coverage from Gallagher Koster at https://www.gallaghrkoster.com/. However, if you are an international student at Smith, you must purchase the Smith College student health insurance plan via Gallagher Koster.

**Supplemental study abroad insurance:** As a student on the Smith College program, you will also be covered by a supplemental international medical insurance policy from Gallagher Student Health and Special Risk. The cost of this supplemental “Study Abroad Accident & Sickness Insurance Program” is included in the program fee. The policy provides 100% coverage for office visits, and prescription drug coverage at 80% for the period of the program (with certain specified limits). This Gallagher Koster plan will serve as your primary health insurance policy during your time abroad. Expenses not covered by this plan should be submitted to your regular, US-based health insurance provider.

While abroad, you are responsible for paying your own medical bills, for requesting reimbursement by submitting your receipts to the appropriate parties, and more generally for coordinating your health insurance benefits with your US-based health insurance company.

You and your family should carefully review the Gallagher Koster plan and be familiar with the coverage it offers. The plan may be downloaded at www.gallaghrkoster.com/studyabroad. Policy documents will also be sent to you, via e-mail, prior to your departure for the program.

**Other Insurance and Services:** All students are covered by a Travel Accident Policy as well as a Travel Assist policy which provides emergency medical evacuation and repatriation coverage. For details, see https://www.fivecolleges.edu/riskmgmt/intltravel/student_intl. Benefits are coordinated through the Five-College Director of Risk Management via the Resident Academic Director of your program.

- Smith College is not responsible for personal injury or for damage to or loss of personal property. If you want liability, luggage, or other personal insurance, please arrange coverage with your agent before leaving the US.
- Additional health insurance coverage is provided in some program locations according to local law or university regulations. See your program specific section for details.
**Prescription Drugs:** It is your responsibility to thoroughly investigate, well in advance of departure, the availability abroad of the medications you need to maintain good health. In some cases, medications routinely prescribed in the US are illegal in other countries and you may not be able to bring those medications through customs.

Ask your doctor if your medication can be disbursed in quantity, and if so, obtain a supply well before departure. If possible, bring a supply of your medications sufficient to cover your entire time abroad and pack this in your carry-on baggage. If you do take a prescription medication, please also bring a copy of the prescription written legibly in generic terms. As noted above, check the host country’s laws regarding that particular medication, as drug laws vary greatly. If your medication is not available abroad, discuss with your doctor the options regarding other medications.

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**Medical Care**

Health care providers in Europe generally do not directly bill US health insurance companies. You must therefore count on paying your bill at the time of service and on seeking reimbursement from Gallagher Koster’s claims company (the process is explained in the plan brochure). Reimbursement checks in US dollars are sent only to US addresses. As stated above, you are responsible for managing your own health insurance claims. The Resident Academic Director will be happy to assist you, but cannot file claims on your behalf.

Because the insurance plan operates on the basis of payment first, reimbursement later, you must discuss with your family, before leaving for the program, how to handle reimbursement checks. Please be reassured that reimbursement is assured and is usually prompt. In case of an emergency shortage of cash, you may request a temporary loan from the Smith program office. You may arrange for the partial payment of the loan by indicating that the claim be reimbursed directly to Smith College. This is indicated as an option on the Claim Form in the policy documents you will receive.

If your loan is not paid by the beginning of the following academic year, a financial hold will be placed on your Smith account.

**Health and Wellness Abroad**

You should visit your doctors and dentist for routine appointments before departure. If you have a chronic condition, have mental health needs, or take prescription medication, please discuss with your doctor managing your health abroad—in particular how to obtain your medication, what to do
RELATIONSHIPS

The idea of a once-in-a-lifetime foreign romance is charming. But you should be cautious about entering into a relationship while abroad. Each country’s cultural values and rules regarding dating and relationships are different from those you are accustomed to. Please take the time to figure them out before beginning a relationship. You should of course attempt to gain sensitivity to the new culture in which you will be living. But if ever you feel that your personal safety is threatened, forget your cultural sensitivity and remove yourself from an uncomfortable situation. In a cross-cultural relationship, it is perfectly appropriate to share with your partner your own standards of discretion. In all relationships, you should always practice safe sex.

STUDENT SAFETY AND CONDUCT ABROAD

Be smart about personal safety. Use common sense. Do not walk alone at night, drink to excess, accept drinks from strangers, or leave with someone you have just met. Use the buddy system; pay attention to what is going on around you. Avoid demonstrations and large crowds. Take cues from people around you and listen to advice from locals about which areas to avoid.

Theft is the most common crime experienced by students abroad. Students have been pick-pocketed, mugged, and robbed of unattended items such as jackets, laptops and wallets. Safeguard your personal belongings. Leave your passport at home (and carry a photocopy with you); carry only the cash you need for the day. If you must carry a lot of cash, or your passport, use a money belt. Do not carry your passport or other valuables in a purse or backpack that can be easily stolen. Be very careful with the key to your residence: replacing the locks at a university residence is no small feat and is extremely expensive. If you are a victim of a crime, or theft, let the Resident
Academic Director know. She will provide support and offer advice about reporting to local authorities.

Memorize or note down at least one phone number, such as the Resident Academic Director’s or a friend’s on the program, and make sure your cell phone is always charged. Make copies of your passport and other important documents such as your residency permit, visa, credit card, debit card, etc.; leave one copy at home with your family, and one copy in your room in Europe. This will be essential if you need to replace your passport or cancel your credit card.

Smith College strongly urges students not to rent or operate motor vehicles while abroad.

**Emergencies**

- In the event of a medical emergency, seek medical treatment and contact your Resident Academic Director.
- In the event of a large scale event such as a natural disaster or a terrorist attack, contact the Resident Academic Director to let her know where you are and that you are safe. Then, if possible, contact your parents: they will inevitably have heard a report of the incident and will be worried about you. The Resident Academic Director will be in contact with the Office for International Study at Smith, and will contact your family, if necessary.

**Laws of the Host Country**

As a student on the Smith College program, you are also bound by the laws of your host country, just as are local citizens. You are *not protected* by US law or the laws of your home country. This applies to everything from drug possession and alcohol restriction to currency exchanges, dress codes, drunken driving, as well as labor and immigration laws. It is not unusual for violators (foreign or domestic) to receive *prison sentences* for crimes, or to be held in a prison *for several years* while awaiting trial. If you are an American, you are used to hearing politicians speak about “the most powerful nation on earth.” That does not always sit well with our foreign friends. If you violate their laws, America will be powerless to exonerate you.

If you are arrested, it is therefore unlikely that the US Embassy, your family, or Smith College will be able to arrange for your release. Your embassy can notify your family and help arrange for legal representation in conformance with the laws of the host country. You might do well to read the US Department of State web page on assistance to US Citizens arrested abroad, at:  
http://travel.state.gov/travel/tips/emergencies/emergencies_1199.html
Alcohol and Drug Policy

If you are of legal age in your host country—the question of “legal age” is complex, but in Europe, if you are over 18, you are “legal”—you may consume (but not abuse) alcohol. If you chose to do so, please remember that you are at all times responsible for your actions. Smith College prohibits the illegal distribution of alcohol to students who are not of legal drinking age in the host country, and prohibits the unlawful use of alcohol in any of its facilities and at any of its activities abroad.

Possession, use, or distribution of any substances that are considered by host country law to be illicit or illegal drugs is prohibited. Please be aware that the possession of drugs is often dealt with very harshly by local and host country law enforcement.

Any alcohol or drug infraction will be considered a grave violation of program policy and may result in a serious sanction, up to and including dismissal from the program.

Student Conduct

As a student on a Smith College program, you are expected to conduct yourself in a manner compatible with the program and its reputation, with local laws and regulations, including labor and immigration laws, and with Smith College’s own regulations. The Smith College Code of Student Conduct is found at: http://www.smith.edu/sao/handbook/socialconduct.php

In cases of academic or personal misconduct, you should know that the Resident Academic Director has the right and responsibility to implement a range of sanctions and in severe cases, in consultation with the Smith College administration, to require withdrawal from the program. In the case of involuntary withdrawal from the Smith College, no credit will be granted and no fees will be refunded.

MONEY AND BANKING ABROAD

To obtain cash abroad, you may wish to use an ATM card linked to your US checking account. However, make sure your PIN does not contain more than 6 digits and does not include non-numerical characters. Most US banks charge transaction fees for this service, but ATMs do offer the most favorable rates of exchange. Be sure to budget for these fees. You should not carry large amounts of cash, but you might consider making one withdrawal of 100 CHF, for example, rather than two of 50 CHF.

Ask your own bank how much they charge for cash withdrawals overseas and whether they limit the amount you can withdraw per day or per transaction. The Bank of America, with several branches in Northampton, waives its ATM fees for banks in the Global ATM Alliance; you might wish to open an
account here. On the Bank of America website there is useful information about making payments overseas:


But, keep in mind that there are no Bank of America branches in Geneva and Switzerland is not part of the Global ATM Alliance.

Whatever bank you use, you should sign up for online banking so that you can manage your US account from abroad. You should notify your bank and your credit card company that you will be abroad for the year, make sure that your PIN will work internationally (ATM machines often have only numbers, not letters), and write down your various access codes in a safe, private place. You will want to instruct your family how to make deposits to your US account, for health insurance reimbursements or in case of emergency.

We also recommend having a credit card as an alternative financial resource. While most Europeans use debit cards for everyday transactions, credit cards can be useful for major purchases such as airline and train tickets (Visa and MasterCard are more commonly accepted in Europe than American Express). Most credit card companies permit cash advances from a bank or an ATM machine (if you have a PIN), but interests rates for such advances are extremely high. Before leaving, after informing your credit card company that you will be in Europe for the year, you should arrange for online statements, as at your bank, in order to manage your account and make payments from abroad.

Please read the specific information regarding money that is provided in the material for your own program.

**Exchange Rates and Budgeting**

Fluctuating exchange rates make advanced financial planning difficult. To allow for fluctuation, you should slightly overestimate the expenses you are likely to incur while abroad. Bookmark an exchange-rate calculator such as www.oanda.com and become familiar with current rates, keeping in mind that what you see online are usually bank-to-bank rates, which are more advantageous than what you will experience. You will soon be able to think in Swiss francs or euros, and will be able to forget about dollar equivalencies. If possible, try not to focus too much on the price of specific, small items; attempt, rather, to modify your spending habits in order to remain within your budget.

Life in Europe, generally speaking, is more expensive than it is in the US—but this does depend on personal spending habits. As a rule, you should understand that in Europe you will spend at least as much per week as you do in the US.

You should think, now, about making travel plans on some weekends and during vacations. Past students reported spending from 300 - 500 € per week on food and lodging while traveling in Europe—not including the cost of transportation.
TRAVEL PLANNING

You are responsible for booking and paying for your travel to the program site abroad. Most flights from the US to Europe leave in the evening and arrive early the next day; be sure to book your travel in order to arrive at the program site on the correct day! If you arrive before the official beginning of the program, you must make your own arrangements for accommodations.

If you are eligible for an airfare stipend, Smith College will notify you in May of the exact amount, which will be sent via check or direct deposit. Most airfare stipends cover approximately one-half the cost of the average ticket to the program location.

Purchasing a round-trip ticket with a return date more than eleven months after the date of purchase is usually not possible. There are various ways to handle this problem.

- purchase a round-trip ticket with the latest return date possible, then change the return date well in advance of the original departure date, and pay the fee for the change. STA Travel (www.statravel.com) offers a low change fee and good student rates.
- purchase two separate one-way tickets. Usually one-way tickets are outrageously expensive, but some airlines do offer competitive one-way rates.


You must not plan to travel until the dates of your academic commitments are firm. In many cases, examination dates vary by course and are not posted until late in the semester. As a student on a Smith College program, you are required to take all scheduled exams, unless you have specific permission not to do so, and you may not leave the program before your academic commitments have been satisfied.

Packing for Study Abroad

- **Pack light.** You need to take less clothing and fewer personal items than you think. You can buy almost anything you need in Europe, though prices will be somewhat higher than those you are used to.
- **Take no more than two moderately sized pieces of luggage and a carry-on bag** for weekend trips. You must be able to carry all your luggage by yourself, possibly up and down stairs, and on cobbled streets where wheeled suitcases become unwieldy. Before leaving, check your airline’s restrictions concerning the size and weight of luggage, and their fees for excess baggage. Label your luggage inside and out with your name and the address of your program’s office.
- If you simply cannot fit your belongings into two pieces of luggage, you will probably find it most reasonable to pay excess baggage charges than to ship items via the post office or FedEx. Shipping personal belongings is not recommended because it may require you to pay taxes and customs’ fees and to retrieve your things at a faraway airport. If you must ship
items, please be sure to list the contents of the shipment as “used personal effects.” Never ship laptops or electronic devices, or medications.

- Europe is becoming more Americanized, but you should know that Europeans still tend to dress up more than Americans. For instance, no European wears pajamas to class! Rather than multiple pairs of jeans, you might want rather to bring only one pair, and to diversifying your wardrobe with trousers and skirts (especially if you plan to pursue an internship or volunteer work). Pack items that work together and can be layered. You are also likely to do more walking in Europe than you do at Smith: be sure to bring comfortable shoes.

**Personal Travel Abroad**

**A. Personal travel while your program is in session**

When planning to travel outside of your host city (on breaks, on weekends) during the official dates of the program, make sure you are reachable by cell phone or e-mail, in the event of an emergency.

Thanks to a number of low-cost airlines in Europe (RyanAir, EasyJet, AirBerlin, etc.), the cost of air travel is now competitive with rail travel, although rail passes can still be a great bargain. For several days or weeks of train travel Eurail can be a good option: http://www.eurail.com/eurail-passes

The Swiss National Railway demi-tariff pass will allow you to travel in Switzerland with a 50% discount (but like life in general in Switzerland, trains are quite expensive). The French National Railway (SNCF) also offers competitive passes (Carte 12-25), something that is especially attractive if you’re planning to travel in France during weekends and vacations. University-organized trips are also cost-effective, and a great way to develop friendships with other students.

Above and beyond the cost of transportation, students report spending from 300 - 500 € per week on food and lodging when traveling in Europe during breaks and holidays. If you plan to travel, you should build these costs into your budget.

**B. Travel before or after the official dates of the program**

If you hold a European passport, you can travel (and work) in Switzerland and in Europe before or after the official dates of the program.

If you hold a U.S. passport, you can remain in Switzerland and in Europe for up to 90 days after your residency permit expires, but only as a tourist (as such, you may not hold a job or an internship).

If you hold a non-US and non-European passport, you are free to travel through Switzerland and Europe during the official dates of the program, but once your residency permit expires, you must comply with immigration laws and leave Switzerland and Europe.

(These regulations are subject to change. For summer internship work regulations, see p.14.)
Visits from Family and Friends

If your friends and family plan to visit you, please encourage them to come only after you have settled into your new life, at least two months after arrival. Past students have enjoyed visits from their family during the winter holiday break; families often plan Easter-time visits, when students have really settled into life abroad, the weather is nice, and travel is less expensive.

Please ask your visitors to arrange their own accommodations. The residence halls cannot accommodate overnight visitors.

Additional Pre-Departure Resources

You should register with the US Embassy in your host country and get more advice for student travelers: [http://www.studentsabroad.state.gov](http://www.studentsabroad.state.gov)
For more safety tips, and a “Know Before You Go” video: [http://www.saraswish.org/](http://www.saraswish.org/)
For a cultural training resource for study abroad: [http://www2.pacific.edu/sis/culture/](http://www2.pacific.edu/sis/culture/)
For more on adjustment and culture shock: [http://www.studentsabroad.com/cultureshock.html](http://www.studentsabroad.com/cultureshock.html)

GRANTS AND INTERNSHIPS

As a student on the Smith College program, you are eligible to apply for an International Experience Grant. You may also apply for a Blumberg Traveling Fellowship, specifically designed for Smith students to conduct four-week summer research projects in their host country or region, provided you are legally entitled to do so (see “Travel outside the official dates of the program” above). For more information, see [http://www.smith.edu/studyabroad/grant_blumberg.php](http://www.smith.edu/studyabroad/grant_blumberg.php).

Only students with a European passport can work or intern in Switzerland in the summer following the end of the program. For other students, summer internships in Geneva or Europe are possible only if the organization for which you work offers you a paid internship and goes through immigration and labor procedures to obtain you a work permit. This usually takes 3 months. You may not use your Praxis or any other internship funding without this permit.

RETURNING HOME

Smith students:

- **Housing**: You must carefully watch your Smith e-mail account in February for information about next year’s housing. With regard to housing, students abroad follow the same timeline as students on campus. You will have to submit your House Decision Form online, and your House Choice Form (if you choose to leave your current house); you will have to
communicate with your housing proxy in advance of the housing lottery. See
http://www.smith.edu/sao/reslife/lottery_getstarted.php, and, if you have any questions,
please contact the Housing Coordinator.

- **Registration:** You will receive a registration code and instructions via your Smith e-mail
account.

- **Evaluations:** As a student on the Smith College program, you are required to complete an
online evaluation of your experience. Some programs require additional evaluations *in loco.*
Smith students who fail to complete their evaluations will have registration holds placed on
their accounts.

- **Grades and Transcripts:** Once the Resident Academic Director of the Smith College program
has obtained all your grades, he or she will send your transcript and an accompanying grade
report to the Office for International Study at Smith in Northampton. Both Smith Center
and local university courses and grades will appear on your Smith College transcript and be
available via BannerWeb. For Smith students, Smith program study abroad grades are
included in the calculation of the GPA.

**Guest Students:**

- **Registration and Housing:** Please remain in touch with the appropriate offices on your own
campuses for instructions regarding housing and registration for the return to campus.

- **Evaluations:** You are also required to complete the online evaluation of the program. The
Office for International Study at Smith will work with your study abroad offices to ensure
completion of the evaluations.

- **Grades and Transcripts:** As a guest student, you will receive an official Smith College
transcript at your home address; a transcript will also be sent to the college office you
specified in your application. To request another official transcripts in the future, contact
Reverse Culture Shock,

by Bill Hoffa [printed with permission]

Just as you will have had to brace yourself for a period of psychological disorientation when you leave the USA, you should know that after your time abroad, you may also have to prepare yourself for a parallel period of readjustment when you return “home.” Why? Simply because, if you have had a full experience living and learning overseas, you are likely to have changed some, while you have been away, so the place you return to may itself appear to have changed, as indeed it might have. Even though these changes are seldom huge, and may not be apparent to others, you are likely to be very aware of them, and this can be confusing, all the more so because it is unexpected.

Immediately after your return, you can probably expect to go through an initial stage of euphoria and excitement. Most people are overwhelmed by the sheer joy of being back on their native turf. But as you try to settle back into your former routine, you may recognize that your overseas experience has changed some or many of your perceptions and assumptions, your ways of doing things, even what it means to “be yourself.” You might have become, in a sense, a somewhat new person. After all, that is what education is all about! But this intellectual and personal growth means that you can expect a period of disorientation as you adjust to the "new" environment at home.

The re-adjustment period is usually rather short-lived, since “home” will never be as "foreign" to you as the foreign environment you adjusted to overseas. Also, your experience of dealing successfully with culture shock abroad will have provided you with the psychological tools for dealing with the challenges of readjustment. Obviously, the more you have changed—often a by-product of the time you were away and how deeply you immersed yourself—the more difficult it will be to have things go back to a previous notion of normality. However, if you are aware of the changes (and seek to learn from them), smooth adaptation is more likely.

As a means of readjusting and staying in touch with the international scene, you may want to consider contacting students who have been abroad, who are currently abroad, or who are thinking about going abroad. There are many ways of maintaining contact with friends you made overseas, foreign and domestic, and also of remaining in touch with the culture you entered and now have left—via letters, e-mail, phoning, magazines, books, etc. and other means. Discussing things and sharing experiences with others is almost always worthwhile. Remembering what it was like for you to have been, for a time, a "foreigner" should inspire you to try to get to know the international students on your campus or others from “minority” backgrounds, who may themselves be feeling some of the same social dislocation and alienation you once felt when you were overseas. The key is to build on the cross-cultural coping skills you now possess and to find conscious ways of integrating your new “self” into your evolving personal and academic life, not seeing it as a “dream” or something irrelevant to your future.