SMITH COLLEGE IN HAMBURG
2016-17 STUDENT HANDBOOK
GENERAL CONTACT INFORMATION

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GERMANY
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Director:  Jocelyne Kolb
Professor of German Studies
jkolb@smith.edu

Associate Director:  Jutta Gutzeit, M.A.
jgutzeit@smith.edu

To call Germany from the U.S., first dial the international and country codes: 011 49. Remember that Germany is six hours ahead of the East Coast. Noon in Northampton is 6 p.m. in Germany.

Smith College Office for International Study
Northampton, MA 01063
Tel: (413) 585-4905
Fax: (413) 585-4982

Dean for International Study:  Rebecca Hovey
rhovey@smith.edu

Asst. Dean for International Study:  Lisa Johnson
ldjohnso@smith.edu
If you are experiencing a minor inconvenience or challenge, we ask that you please communicate with your program directors by email or voice message on the office phone.

For serious emergencies only, contact these individuals or offices in order of availability:

**Professor and Director, Jocelyne Kolb**
Cell: 01573 955 28 64 (for emergencies only)
Home: (040) 44 76 66

**Associate Director Jutta Gutzeit** (if Frau Kolb is unavailable)
Cell: 0174 680 72 50 (for emergencies only)

**Smith College Campus Police** (yes, they are available for you even when you are abroad!)
24-hour call line: 413-585-2490 (remember to dial (001) if needed)
Ask for message to be relayed to Dean Rebecca Hovey or Dean Julie Ohotnicky

**Smith College Office for International Study** (available during business hours, 8:30-4:30 p.m. EST)
(001) if needed, then: 413-585-7598 or 413-585-4905

**U.S. Consulate in Hamburg:**
Phone: (040) 411 71 100
Address: Alsterufer 27/28
20354 Hamburg, GERMANY

**U.S. Department of State** – for major crises only
From overseas: (001) 202 501 4444
From the U.S.: 1-888-407-4747

Important insurance information for you to have handy in a medical or political emergency:

**AIG/Travel Assist** (for emergency medical information, evacuation or repatriation)
1-877-244-6871 (from U.S. & Canada)
1-715-346-0859 (overseas collect)
travelassist@aigbenefits.com
Policy holder: Five Colleges, Incorporated
Policy number: GTP 9144090

**Basic Safety Tips**

- Keep your cell phone with you and charged.
- Travel with a friend, or tell someone where you are going if on your own.
- Keep a copy of your passport and insurance card on you.
- Avoid large crowds and demonstrations. (Protests can turn violent unexpectedly.)
Fall Orientation (full-year students only)
Tuesday, September 6   Year students arrive in Hamburg between 8 a.m. and 6 p.m.
Wednesday, September 7   Official opening meal in the Director’s apartment
Thursday, September 8   Smith College Orientation Program begins
Sat, Sept. 10 – Sun, Sept. 11   Activities in and around Hamburg
Tue, Oct. 4 – Fri, Oct. 7   Trip to Berlin
Mon, Oct. 10 – Fri, Oct. 14   Orientation programs at the University of Hamburg
Sunday, October 16   Smith Orientation Program ends

Fall/Winter semester
Monday, October 17   First day of classes in the Wintersemester
Friday, November 4   Last day to drop / add a course
Friday, December 16   Last day to change grading option to S/U
Sat, Dec. 24- Sun, Jan. 8, 2017   Weihnachtsferien (Christmas Vacation)
Friday, February 3   Last day of classes in the Wintersemester
Friday, February 10   All coursework for Wintersemester due

Spring Orientation (spring students only)
Thursday, March 2, 2017   Spring semester students arrive in Hamburg between 8 a.m. and 6 p.m.
Friday, March 3   Welcome meal at the Director’s apartment; Smith Orientation begins
TBA   Trip to Berlin
Sunday, April 2   Smith Orientation Program ends

Spring/Summer semester (all students)
Monday, April 3   First day of classes in the Sommersemester
Friday, April 21   Last day to drop / add a course
Sat, June 3 – Sun, June 11   Pfingstferien (Pentecost Holiday Vacation)
Friday, June 2   Last day to change grading option to S/U
Friday, July 14   Last day of classes in the Sommersemester
Tuesday, July 25   All coursework for Sommersemester due
Monday, July 31   Program ends; students must vacate residence halls

The Director’s supervision begins on arrival in Hamburg on September 6, 2016 (or March 2, 2017 for spring students) and extends to the end of the academic year, July 31, 2017. Neither the Director nor Smith College are responsible for students prior to the official opening of the orientation session, during regular vacation periods, or after the official end of the second semester.

OFFICIAL HOLIDAYS in GERMANY
Monday, October 3   Tag der deutschen Einheit (Day of German Unity)
Sunday, December 25   Erster Weihnachtstag (First Day of Christmas)
Monday, December 26   Zweiter Weihnachtstag (Second Day of Christmas)
Sunday, January 1   Neujahrstag (New Year’s Day)
Friday, April 14   Karfreitag (Good Friday)
Sunday, April 16   Ostern (Easter)
Monday, April 17   Ostermontag (Easter Monday)
Monday, May 1   Tag der Arbeit (Labor Day)
Thursday, May 25   Christi Himmelfahrt (Ascension)
Sunday, June 4   Pfingstsonntag (Pentecost)
Monday, June 5   Pfingstmontag (Pentecost Monday)
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Welcome to the Smith Program in Hamburg,

The satisfactions of study abroad come not only from the academic program but also from the experience of living in a European setting and, in Hamburg, of getting to know students from many countries. We will help you to make informed decisions about your academic program and personal welfare and serve as liaisons between Smith College and local German academic and governmental institutions.

Adapting to daily life abroad may not be easy; it requires diplomacy and self-discipline as well as a sense of humor. Students should not anticipate a smooth, predictable continuation of the same kind of experience they enjoy in the U.S. or on their campus. They will need to make changes in habits and patterns of everyday living that may seem trying at first. For those who meet these challenges with good grace and curiosity, their reward is the invaluable insight and appreciation acquired from thinking and living in another culture.

Summer/Winter Papers

Before arriving in Hamburg, all students must write two papers in German, each of one-to-two pages in length:

* The first paper ("Wie bereite ich mich auf das Jahr in Hamburg vor?") should be submitted by Sunday, July 10, 2016 (or Tuesday, January 10, 2017 for spring students).

* The second paper ("Wie stelle ich mir mein ideales Jahr in Hamburg vor?") is due Wednesday, August 10 2016 (or Friday, February 10, 2017 for spring students).

Both papers should be sent as an attachment to hamburg@smith.edu.

Professor Jocelyne Kolb
Residence Hall Contracts

The Studierendenwerk (housing organization) will send residence hall contracts to students via email. Please read the contract and housing regulations for your dormitory, and sign and return the contract in a timely manner. Please save the housing regulations for future reference.

Residence Permit

- **Citizens of the United States:** Participants on the Smith College Program Abroad in Hamburg who hold a U.S. passport will enter Germany as a tourist. This permits them to remain in Hamburg for a maximum of three months before they must apply for a Residence Permit (*Aufenthaltstitel*) in Hamburg. During the first meeting of the Orientation Program, the Director or the Associate Director will help students complete the necessary paperwork for the *Aufenthaltstitel*. A student who enters Germany prior to the designated arrival date for the program may be responsible for obtaining a residence permit herself or himself (although the program will pay for it). Permits normally include permission to work part-time during the semester and full-time during semester vacation.

- **Citizens of European Union Countries:** Citizens of European Union Countries do not need a residence permit (*Aufenthaltstitel*).

- **Citizens of Other Countries:** Non-U.S. and non-E.U. citizens are required to apply for and receive a visa (*Visum*) through the German Consulate in Boston or the German Consulate in their home country prior to arrival in Germany. The visa application cannot be submitted more than 90 days in advance of the program start date; students must plan their visa application and travel carefully.

PACKING: WHAT TO BRING TO HAMBURG?

Former students always suggest that one bring as little clothing as possible! However, rain apparel (an umbrella, a good raincoat, and waterproof footwear) is essential. As one might expect, winters sometimes can be cold in Hamburg, and winter clothing is necessary. The weather between October and April is nonetheless on average a bit warmer and rainier than in Northampton; heavy snow is unusual. Dress at the University is casual (but not as casual as at Smith), and should be appropriate for city living. Bedding is provided by the residence halls, but towels are not.

**Carry-on luggage:**

In your carry-on luggage be sure to pack the following:

- your passport
- about €100, including at least one €10 bill
- essential medication
- basic toiletries and a change of clothes, in case your luggage is lost
- your laptop, if you are bringing one, and an **internet cable** for the dorm
Shipping

We do not advise shipping personal belongs to Hamburg. If you choose to do so, however, you may send suitcases or heavy cardboard boxes to yourself at the address of your dormitory (Studentenwohnheim). Your packages must arrive after you do; do not send anything that will arrive in Hamburg before the designated arrival day, since such packages will be sent back to the U.S. (at considerable inconvenience and expense). The Smith Center in Hamburg cannot accept packages or store students’ luggage or personal effects. In order to avoid a trip to the customs office and expensive fees, it is important to write ‘used clothing’ on the customs declaration form; it is advisable not to insure the packages for a high sum (if at all). Medications cannot be sent through the mail from the U.S. to Germany.

ARRIVAL IN HAMBURG

Students must arrive in Hamburg on the arrival day (see calendar) and make their way to the Smith Center between 8 a.m. and 6 p.m. (see instructions below). If you are on the same flight as other students, it may make sense to share a taxi, although the driver will usually not take more than three passengers, and may not have room for luggage for more than two.

At the Smith Center, you will receive your keys, cell phone, transportation pass and additional information. The staff in Hamburg will make every effort to accompany students to their residence hall after they arrive at the program center.

Residence hall rooms will be available to students on the Smith College program beginning on their arrival date (see calendar), but not earlier. If you wish to arrive before this date, you are responsible for accommodations at your own expense. Reservations should be made well in advance.

Directions to the Smith Center

By taxi: The simplest way to get from the airport or the main train station (Hauptbahnhof) to the Smith office is by taxi, which will cost €20-25 from the airport, or €10-12 from the station (remember to tip the driver 10 - 15%). You can catch a cab outside the airport or the train station. Ring at Apt. 109 (Smith College Office) or at Apt. 210 (Director’s apartment).
FEES AND EXPENSES

The comprehensive fee paid to Smith College includes:

- all tuition and fees related to matriculation at the University of Hamburg, including German National Student Health Insurance that is valid in Germany and in several other European countries;
- a linguistic and cultural orientation program;
- residence hall room rental for the duration of the academic program only;
- meal stipend (Kostgeld) during the Orientation Program, and on a monthly basis thereafter;
- tutorial assistance (including linguistic correction assistance for term papers written in German);
- Semesterticket for public transportation anywhere within Hamburg (U-Bahn, S-Bahn, bus, regional train and ferry);
- a cell phone;
- accommodations, transportation, admission fees and some meals on program excursions, including a three night trip to Berlin during Orientation;
- certain cultural events and group tours during the Orientation Program and during the semester in Hamburg;
- study abroad medical insurance;
- medical evacuation and repatriation coverage.

Students must budget for personal expenses including international airfare, books and supplies, phone calls, medical expenses not covered by insurance, and personal travel.

- **Books and Course Materials:** Students are responsible for the purchase of all books, materials, and supplies needed for course work. Please take this into account when budgeting funds for the year. Past students report spending less than €100 each semester on books and supplies.
- **Phone calls:** Students will receive a cell phone from the program, but they are responsible for the cost of their calls.
- **Spending Money:** The amount of money you spend on small necessities, phone charges, entertainment, and travel will depend on your lifestyle. Hamburg is not as expensive as some other European cities, and most students report living comfortably on their Kostgeld.
- **Banking:** Students must open a personal checking account (Girokonto) at a bank or the post office during the first week after their arrival in Hamburg. The Kostgeld will be automatically deposited into students’ checking account at the bank or the post office every month.
ACADEMIC PROGRAM

The Smith in Hamburg program is intended to give students the opportunity to be international students at the University of Hamburg; it is not simply an American college term set in Germany. To be comfortable and successful in what may appear to be an impersonal, foreign atmosphere at the University of Hamburg, it is imperative that students be self-sufficient, resourceful, motivated, and capable of living and working independently. A good command of the German language, both oral and written, is obviously essential as well.

Language Pledge

By accepting the offer to study on the Smith College program in Hamburg, you have made a commitment to speak the language of the host country at all times: at the program center, during excursions and other program events, with the Director and Associate Director and with the other program participants. This will have huge and immediate effects on your language skills and, by extension, on the quality of your experience abroad.

HAMBURG ORIENTATION PROGRAM:

GERMAN 260 Orientation Program in Hamburg, 2 credits

The Orientation Program has three main goals:

- to ensure daily practice in spoken and written German needed for study at the University of Hamburg
- to offer a comprehensive introduction to current affairs in Germany (political parties, newspapers and magazines, economic concerns)
- to offer extensive exposure to the cultural and social life of Hamburg and its environs. Students are also introduced to German academic prose style, and to a characteristic German form of academic oral presentation, the Referat.

Orientation classes meet Monday through Friday at the Smith Center. Additional classes, group meetings, and supplemental lectures on a variety of topics will be held on selected afternoons. The Orientation Program culminates in the presentation of a Referat on a topic related to each student’s academic area of concentration.

Excursions: On several weekends, the group will take trips or excursions to places of interest in Northern Germany. An extended excursion to Berlin is planned for the fall and spring orientation programs.

Orientierungseinheiten (for full-year students)

In early October, students are encouraged to participate in the orientation programs offered by academic departments at the University of Hamburg. Few departments offer orientation sessions at the beginning of the summer semester, hence they are not included in the spring program orientation.
Credit

Participation in all Orientation Program activities and excursions is mandatory. Students earn two Smith College credits and a Satisfactory/Unsatisfactory grade upon successful completion of the Orientation Program. Guest students should check with their home institution to find out whether these credits are transferable.

THE ACADEMIC YEAR

Wintersemester: October to January

Sommersemester: April to July

When planning your courses, remember that it is possible and sometimes even necessary to change courses after arrival in Hamburg. The program will support the choices you make after consulting with your major advisors and with the director, but the program cannot guarantee the realization of those choices. It is therefore useful to cultivate an attitude of flexibility and to keep in mind that for most students, the greatest challenge is the elimination, not the choice, of classes.

Normal Course Load

Each semester in Hamburg, students enroll in four courses consisting of a required course in the German language held at the Smith Center, optional Smith Center courses, and courses at the University. Each course is taken for 4 credits and for a letter grade. In order to obtain credit, a paper or several papers (normally a total of 10 pages) or a written examination in German – to be determined in consultation with the Director and with the course instructor – is required for each course.

German Language Courses

As part of the normal course load, students are required to successfully complete the upper-level language and culture course (GER 310) designed for the Smith Program in Hamburg Program. This helps exempt students from the rigorous language screening at the university. Students who place into GER 290 in the Wintersemester must enroll in GER 310 in the Sommersemester.

Students who fulfill the language requirements of the University of Hamburg TestDaF certificate with at least 15 points or who have a DSH certificate and submit the language certificate by October 15 or March 15 do not need to take a German language class at the Smith Center. They should consult with the Director or Associate Director about this option.

GERMAN 290 Language on Location I: Current Topics, Recurrent Issues, 4 credits, Jutta Gutzeit, fall semester.

Building on work done in the orientation program, this course refines written and oral skills by examining everyday and academic challenges along with current topics in German media. Emphasis in class is on building practical vocabulary and mastering grammatical structures (corresponding to CEF level B1). Fall semester.
**GERMAN 298 Language on Location II: Culture, Society, Environment**, 4 credits, Jutta Gutzeit, spring semester.

This course builds on the written and oral skills covered in 290 or the spring orientation program by exploring current cultural and social issues in Germany, particularly contemporary approaches to environmental issues. Emphasis in class is on grammatical structures (corresponding to CEF level B2) and expanding vocabulary, and includes a general introduction to German academic writing.

**GERMAN 310 The Academy and the Environment**, 4 credits, Jutta Gutzeit, fall and spring semesters.

The objective of this course is to improve written and oral skills, building on work done during the orientation program or in the fall semester. Students learn to employ complex grammatical structures (corresponding to CEF level C1) and expand their vocabulary while investigating current social and cultural issues. Emphasis is on academic challenges, such as composing a German term paper (*Hausarbeit*), and environmental challenges, as discussed in German media. Prepares students for (optional) TestDaF exam.

**Regular Academic Courses**

In addition to German 290 and 310, students select courses from the options below in consultation with the Director. These courses may be substituted for courses required for the German Studies major or minor at Smith College.

**A. Courses at the Smith Center in Hamburg:** Courses are offered each semester at the Smith Center. These courses meet the normal Smith College standards for 4 credit academic coursework and are taught by regular faculty at the University of Hamburg or by other experienced German faculty members.

**GERMAN 270 German History and Culture from 1871 to 1945**, 4 credits, Rainer Nicolaysen, fall semester

This course covers the Wilhelminian Empire, the Weimar Republic, and the Third Reich. For the Weimar Republic, the focus will be on the political, economic, social, and cultural issues the republic was facing. For the Third Reich, we will focus on the establishment of dictatorship, the persecution of Jews, everyday life in Hitler Germany, World War II, resistance and opposition, and the end of the Third Reich.

**GERMAN 280 Theater in Hamburg: Topics and Trends in Contemporary German Theater**, 4 credits, Jutta Gutzeit, fall semester

This course offers an introduction to the German theater system through concentration on its historical and social role and its economics and administration. We will study the semiotics of theater and learn the technical vocabulary to describe and judge a performance. Plays will be by German authors from different periods, but occasionally include other texts as well. Attendance at four or five performances is required; tickets are provided by the program.
GERMAN 320 Germany 1945-1990: Politics, Society, and Culture in the Two German States, 4 credits, Rainer Nicolaysen, spring semester

This course, which provides a continuation of GERMAN 270, will cover the postwar period of occupation, the founding of two German states, German-German relations during the Cold War, and the reunification of Germany. Includes historical analysis, reading of selected literary works and screening of films. Prerequisite: 270 or permission of the instructor.

B. Academic Courses at the University of Hamburg

Students normally take courses at the University of Hamburg at the level of the Grundstudium. Recommended course types include: Proseminar, Seminar I, Übung, Praktikum, and occasionally a Vorlesungen or Seminar II but generally not Hauptseminare or Oberseminare. Students will be given linguistic assistance (Korrekturhilfe) on all term papers written in German for courses at the University. Korrekturhilfe is not available for papers written in English.

Tutorial Support: The Program provides a tutor for a course taken at the University if an individual student or a group of students needs the course to fulfill a major requirement. Students must notify the Director and decide by the third week of classes whether they would like a tutor.

Architecture Courses at the Hafen City University: Students majoring in Architecture may apply for admission to a course in this area at the new Hafen City University in Hamburg. Students interested in taking a course in architecture should prepare a portfolio of their work.

Laboratory Science Courses: Students who will need science courses with an accompanying laboratory should consult with the Director about specific requirements before arriving in Hamburg.

ACADEMIC POLICIES

Submission of papers

Two copies of each paper submitted for a course must be given to the Director, who will then send one of them to the course instructor. Students may not leave Hamburg at the end of either semester until all their academic obligations have been completed.

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 2 credits for the orientation session, will result in a total of 34 credits for the year. With the permission of both the 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 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 4 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.)

**Conversion Table for German Grades:**

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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 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 need to download the S/U application form from the Smith College Class Dean’s webpage, sign it and ask your Director (as instructor and adviser) to sign as well. The form then needs to be faxed or scanned/emailed 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 Director and the Dean for International Study, with notice to the Class Dean. The Director and Dean for International Study will determine a specific date and time for submission of the material.

Advising

The Director, in consultation via email with your on-campus adviser, serves as your major adviser in Hamburg, helping you to select and then approving your courses. It is your responsibility to ensure that courses taken in Germany will count towards your major (if you intend them to be). 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 Director with your adviser’s email.

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.

Music Performance and Studio Art Courses

Music performance courses and studio art courses are normally not offered at European universities. Music majors and studio art majors should consult with the Director, who will attempt to find suitable alternatives, although in certain areas options are limited. For music majors and minors, and for studio art majors, lesson and studio fees are often covered by the program.

Language Courses and Independent Study

Credit is not awarded for a beginning modern foreign language course. Given the value placed on study within the local academic context, students may not plan on arranging 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 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 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 Director.

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

**LIVING IN HAMBURG**

*Photo by Margaret Metzler ’12*
Housing

All housing arrangements are made by the Housing Office (Studierendenwerk) of the University of Hamburg and Smith College. Students must live in University-sponsored housing during the entire year abroad and may not make their own housing arrangements.

University housing is available from the start of the program through the final examination period (including all vacation periods). Upon moving in, students should immediately report any existing damages to the Director and to their residence hall administrator (Hausverwalter). Students will be held personally responsible for any and all damages to the room. At the time of departure from Hamburg, the room must be left clean and tidy; any repair costs will be charged to the student's account. Please note that housing rules of the Studierendenwerk at the University of Hamburg stipulate that it is not permissible to house an overnight guest (male or female) or to “sublet” the room during vacation periods.

Meals

Monthly food stipends (Kostgeld) are provided for groceries and/or to eat at the university cafeteria (Mensa). No meals are served in the residence halls, so students find it most economical to cook for themselves or to share meal preparation with a group of other students in the shared kitchens in their residence halls. Some residence hall kitchens have very basic cookware, and others have none; most students purchase additional cooking utensils. Each student will have a personal cupboard and refrigerator space in the kitchen.

Students may also eat in a university cafeteria (Mensa) located directly on the campus. Various categories of meals are available there, ranging in price from €1 - 5. Weekly menus in the Mensa are available online at: http://www.studierendenwerk-hamburg.de/studierendenwerk/de/essen/speiseplaene/

The Mensa is open Monday through Friday (some Mensas also on Saturday) for breakfast, the noon (main) meal as well as in the evening for supper (but the Mensa is not within walking distance of most residences). Eating in a restaurant is considerably more expensive: even moderate meals begin at €5 - 8.

Transportation

During the first weeks of the Orientation Program, the Program will provide all students with a city transportation ticket. During the rest of the year students will receive, as part of their status as university students, a Semesterticket that entitles them to travel anywhere in Hamburg at any time on public transportation.

The Smith Center

The Smith Center is in the Gästehaus der Universität, just a few blocks from the center of campus. The office is on the first floor, and both the Director and the Associate Director hold regular office hours. The student center is in the basement level, and contains a library/lounge space, a computer/study space, as well as a kitchenette for making coffee and tea. Because of our rental contract, cooking is not allowed in the center, but students often bring their lunch with them to eat there. Students also use the center to meet with each other and, of course, to study.
Libraries

The Smith Center has a small lending library of about one thousand volumes, including an array of dictionaries and grammar books. There are also several libraries at the University of Hamburg, including those of the separate institutes (Seminarbibliotheken), and in the city of Hamburg, including the Zentralbibliothek. During the Orientation Session, you will receive library cards for the Staats- und Universitätsbibliothek at the University of Hamburg and for the Zentralbibliothek in the city.

Receiving mail

Students should arrange to receive mail at their residence halls.

Telephones

Each student will receive a cell phone for personal use, but students are responsible for the cost of their calls and for replacement of the phone if it is stolen or lost.

Computers and Internet Access

A laptop is extremely convenient but not essential. The Smith Center has two well-equipped desktop computers with internet access, a printer and a scanner.

The Smith Center also has wireless internet access for any laptops appropriately configured. Students who bring a laptop will need to purchase an electrical adapter plug to conform to German sockets, as well as a surge protector and an internet cable. Most residence halls are equipped with internet access, but Smith cannot guarantee room assignments with an internet connection.

Internships

During the past few years, more and more participants on the Hamburg program have rounded off their experience abroad by participating in an internship, primarily in Hamburg but occasionally in other German or European cities, at banks, insurance companies, political parties and organizations, non-profit organizations, museums, theaters, hospitals, medical research laboratories, newspapers and journals, architectural offices, schools, etc. Such internships are not provided by the program, and students should be prepared to seek out an internship independently, though the Director and Associate Director, as well as staff at the Career Development Office, will assist students in locating and applying for an appropriate internship (Praktikum). Few options for internships during the semester are available in Germany; it may therefore be necessary to sacrifice all or part of the break between the two semesters or during the month of August in order to complete an internship. Smith students who have located an internship can apply for Smith College funding through the Praxis program; further information and an application for the Praxis program can be found at: www.smith.edu/cdo/praxis.
Accommodations in Hamburg

There are two youth hostels (Jugendherbergen) in Hamburg where one can spend the night relatively inexpensively. Stintfang is the more centrally located hostel.

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<thead>
<tr>
<th>Auf dem Stintfang</th>
<th>Horner Rennbahn</th>
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<tbody>
<tr>
<td>Alfred-Wegener-Weg 5</td>
<td>Rennbahnstrasse 100</td>
</tr>
<tr>
<td>20459 Hamburg</td>
<td>22111 Hamburg</td>
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<tr>
<td>Tel. +49 40 5701590</td>
<td>Tel. +49 40 5701590</td>
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<tr>
<td>Fax: +49 40 313732</td>
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<tr>
<td>Email: <a href="mailto:stintfang@jugendherberge.de">stintfang@jugendherberge.de</a></td>
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<td>(U/S Bahn: Landungsbrücken)</td>
<td>(U-Bahn: Horner Rennbahn)</td>
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If you arrive in Hamburg before the start of the program, luggage storage is available at the main train station or at the airport. Prices are about €5 per day per piece of luggage and opening hours can be found on the websites indicated below. There are also lockers for day use at the train station. The Smith Center does not have space to store the belongings of students who arrive early.

- Train Station: [http://hamburger-hbf.de/services/gepaeckaufbewahrung_hamburg_hbf.html#.Uz1dcVcucbg](http://hamburger-hbf.de/services/gepaeckaufbewahrung_hamburg_hbf.html#.Uz1dcVcucbg)
- Airport: [https://www.hamburg-airport.de/de/gepaeckaufbewahrung_schwerelos_reisen.php](https://www.hamburg-airport.de/de/gepaeckaufbewahrung_schwerelos_reisen.php)

SUGGESTED READINGS

Before coming to Hamburg, do as much reading as possible to strengthen your knowledge of the language and the culture. Recommendations include:

- Newspapers, both American and German: The Welt Hamburger Abendblatt is online at [http://www.abendblatt.de/](http://www.abendblatt.de/) (although part of the articles are only accessible via subscription), the Süddeutsche Zeitung, the Berliner Tagesspiegel, Die Zeit, Der Spiegel—also available online.
- Something about German history, e.g., Peter Watson, *The German Genius: Europe’s Third Renaissance, the Second Scientific Revolution, and the Twentieth Century* (2010).
- Short literary works by authors such as Franz Kafka, Anna Seghers, Ingeborg Bachmann, or Günter Grass, or by more recent authors such as Yoko Tawada, Judith Hermann and Bernhard Schlink.
- A selection of short stories from the eighteenth century to the present can be found in the four-volume anthology *Deutschland erzählt* (Fischer Verlag).
• Grimm’s fairy tales are likewise good choices, or anything that you have already read in English, such as the *Harry Potter* series.
• The books by David Bergmann:
  - *Der, die, was? Ein Amerikaner im Sprachlabyrinth*.
  - *Wie, wer, das? Neue Abenteuer eines Amerikaners im Sprachlabyrinth*.

### REAL TIPS FROM REAL STUDENTS

#### On living in a residence hall:
• *Interact with the students on your floor. Clean up your dishes - they’ll like you for it.*
• *Don’t be shy when meeting your housemates - be friendly and speak German.*
• *Eat in the kitchen. Most people spend at least some time there and it’s a great way to meet people as the housing situation is a little different from Smith’s - people don’t really leave their doors open or spend a lot of time in the hallways.*
• *Be open to new experiences, and ALWAYS do your Mülldienst in a timely manner.*
• *Reach out to the other students but also be patient. German students often take longer to form friendships, but when they do, the friendships are more committed.*
• *Try to interact with the other students on your floor. They can help you get to know the area in which you’re living as well as tell you more about the university.*

#### On learning German:
• *Make friends with your floor mates and don’t automatically revert to English, even if they speak it to you. Make a few friends with bad English who will not be tempted to speak English with you.*
• *I appreciated the language pledge, even though it wasn’t always 100% followed by the students. I really feel that my language skills improved the most outside of the program and away from my fellow JYA students. My German friends and my tandem partner really helped me to bring words into my active vocabulary and to really just get me talking about something I cared about.*
• *Get a tandem partner. My tandem partner really helped me to simply speak German. A lot of my language problems at the beginning of my year here stemmed from the fact that I was insecure about my German. I had the grammar and the vocabulary but I was afraid of making mistakes. My tandem partner really helped me to get over this fear as we would spend half of time helping me practice my German and half the time helping him to practice his English. This created a safe environment to make mistakes and learn from them.*
• *Before you leave, or when you get there, put stickers on things in your room with the word in German. Seeing them every day will reinforce the vocabulary...I had sticky notes covering my room. You wouldn’t believe what I learned.*
• *Always have a pen and paper with you.*
• *I strongly recommend doing German listening exercises.*
On making friends:

- I found that the best way for me to immerse myself in the culture was to find things that I enjoyed doing in the U.S. and find groups of people who had similar interests. I ended up making a lot of friends through a writer's group that met monthly as well as through my courses at the university.

- I met a lot of my friends through friends that had been in Germany for a year or through playing rugby there. If you play a sport or have another hobby, I'd highly recommend continuing it during your stay abroad.

- I would advise that students keep stretching themselves! Don’t hang out with other Smith students or other Americans just because it’s easier. Find a social activity or club that you like and keep returning, be patient, and speak German!

- I would say that future students should be bold in approaching others, not only in the dorms, but also at the university. I met several people through my courses. People are curious about the U.S. and why Smithies come to Germany. It is a lot like coming to college the first year. Try to accept invitations to hang out whenever possible, and don’t be afraid to ask others to hang out or chat or whatever.
PART B: GENERAL STUDY ABROAD INFORMATION

PROGRAM FEES AND BILLING

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 U.S.-based health insurance (see item 15, 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. 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.

FINANCIAL AID

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 College JYA, 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 your 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.

HEALTH INSURANCE, MEDICAL CARE AND WELLNESS ABROAD

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 U.S.-based primary health insurance, and will be *automatically enrolled* in the Smith College student health insurance plan through Arthur J. Gallagher & Co. If you have *another* primary health insurance policy that provides *comparable coverage*, you may *waive coverage* from Gallagher & Co at [https://www.gallagherstudent.com/](https://www.gallagherstudent.com/). However, if you are an *international student* at Smith, you *must* purchase the Smith College student health insurance plan via Arthur J. Gallagher & Co.

**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 ACE American Insurance Company. This cost of this supplemental health care coverage 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 supplemental insurance 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, U.S.-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 U.S.-based health insurance company.

You and your family should carefully review the supplemental health insurance plan and be familiar with the coverage it offers. The plan may be downloaded from Health and Safety section of the Smith website at [https://www.smith.edu/studyabroad/safety_insurance.php](https://www.smith.edu/studyabroad/safety_insurance.php). Policy documents will also be sent to you, via email, 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 Guard policy which provides emergency medical evacuation and repatriation coverage. For details, see [https://www.fivecolleges.edu/riskmgmt/intltravel/aigtravelguard](https://www.fivecolleges.edu/riskmgmt/intltravel/aigtravelguard). Benefits are coordinated through the Five-College Director of Risk Management via the 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 U.S.
- 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 U.S. 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.
Medical Care

Health care providers in Europe generally do not directly bill U.S. health insurance companies. You must therefore count on paying your bill at the time of service and on seeking reimbursement from Gallagher & Co’s claims company. (The process is explained in the plan brochure.) Reimbursement checks in U.S. dollars are sent only to U.S. addresses. As stated above, you are responsible for managing your own health insurance claims. The Director and Associate Director will be happy to assist you, but cannot file claims in 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 if it does not work properly, or if new conditions arise, or old problems resurface. If you have medical issues, you should bring with you a copy of your medical history, and you should sign a release with your doctor or with Health Services at Smith College in order to facilitate transfer of your records to a care provider abroad.

If you wear glasses or contact lenses, bring a second pair of glasses or extra lenses, and a copy of your vision prescription as well.

Each program center maintains a list of doctors (general practitioners and specialists, dentists, and English-speaking psychotherapists and psychiatrists) from whom students have received good care in the past. Ask your Associate Director for the list of medical providers.
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. In Europe, for example, the things that constitute solicitation, dating, and a relationship are not what you are familiar with. Americans tend to smile at strangers as a sign of politeness. To others, a woman who looks one in the eyes or smiles is making an explicit invitation. 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 and laptops. 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 either a host family’s home or a university residence is no small feat and is extremely expensive. If you are a victim of a crime, or theft, let the Director know. He or she will provide support and offer advice about reporting to local authorities.

Memorize at least one phone number, such as that of the program office, and learn to use the public telephones in case you lose your cell phone. 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 Director.
- In the event of a large scale crisis such as a natural disaster or a terrorist attack, contact the Director to let him or 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 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 U.S. law or the laws of your home country. This applies to everything from drug possession and alcohol restriction to currency exchanges, dress codes, and drunken driving. 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 U.S. 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 U.S. Department of State web page on assistance to U.S. 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, 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 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 U.S. checking account. Most U.S. 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 €60, for example, rather than two of €30.

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:


You should in any case sign up for online banking so that you can manage your U.S. 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 U.S. 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 interest 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 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 U.S.—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 U.S.
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 U.S. 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 11 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](http://www.statravel.com)) offers a low change fee and good student rates.
- purchase two separate one-way tickets. One-way tickets are usually 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 mid-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 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’re used to.
- You are also likely to do more walking in Europe than you do at Smith: be sure to bring comfortable shoes.

**Personal Travel While Abroad**

When planning to travel outside of your host city (on breaks, on weekends), please inform your Director and send him or her your itinerary so that, in the event of an emergency, your whereabouts are known.
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. Eurail passes must be purchased outside of Europe. If desired, you could have a friend purchase one and send it to you.

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.

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 spring-time visits, when their student has really settled into life abroad, the weather is nice, and travel is less expensive.

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

Additional Pre-Departure Resources

You should register with the U.S. Embassy in your host country and get more advice for student travelers: http://www.studentsabroad.state.gov

For more safety tips, and a “Know Before You Go” video: http://www.saraswish.org/

For a cultural training resource for study abroad: http://www2.pacific.edu/sis/culture/

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**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 summer research projects over a minimum of four weeks in their host country or region. For more information, see http://www.smith.edu/studyabroad/grant_blumberg.php.

Many students remain in Europe after the academic year to pursue an internship. Some of the Smith College program centers have contacts, but you should be prepared yourself to do the legwork necessary to find an internship. You may use your Praxis funds to support an internship abroad. And the Director may also have at his or her disposition other possible sources of post-academic-year support.
RETURNING HOME

Smith students:

- **Housing:** You must carefully watch your Smith email 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](http://www.smith.edu/sao/reslife/lottery_getstarted.php), and, if you have any questions, please contact the Housing Coordinator.

- **Registration:** You will receive instructions via your Smith email 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 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 of 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 Smith College’s Office of the Registrar, at [http://www.smith.edu/registrar/transcript.php](http://www.smith.edu/registrar/transcript.php).