Study Abroad Program Handbook

**Costa Rica**

**January 7-25, 2018**

**CO 2031/3031: Leadership and Small Group Communication**



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# A NOTE OF WELCOME

Welcome to the January 2018 Study Abroad Program to Costa Rica! I am sure you will find this program to be fun, engaging and educationally rewarding. We will experience first-hand, the music, dance, food, art and language of the Costa Rican people. The program will offer you rich opportunities to engage with the people, the environment and the exotic wildlife of Costa Rica. You will be encouraged to discover and appreciate connections between cross-cultural experiences, academic concepts, and your own identity. The course, “Leadership and Small Group Communication will examine the design, management, and leadership roles within local organizations and community settings.

We begin our journey in San Jose, the capital of Costa Rica. It is a bustling city and we will spend a few days exploring several attractions, including Museums, the central market, neighboring barrios, and San Pedro, the university district. We will also tour the Central Valley and visit Cartago, the spiritual center of Costa Rica. From San Jose, we head to the small mountain community of San Luis, located right next to the Quaker settlement of Monteverde and near the “Tico” village of Santa Elena. We will stay on a college campus (affiliated with the University of Georgia) which operates on principles of sustainability, and students will spend two nights with a Costa Rican family, a consistent highlight of the trip. The next phase of our program takes us to Samara Beach located on the Pacific coast. We will also contribute to the communities we are visiting through service projects. We return to the U.S.A. on Thursday, January 25PPthPP from Liberia airport, a two hour van trip from Playa Samara.

This handbook contains important information about our itinerary, the course, academic expectations, and what is required of each student as a participant in this program. Please take time to read over these materials carefully. We look forward to seeing you at our **Mandatory Orientation Meeting:**

**Friday, December 15**P15**th**PP **from 10:00 a.m.-1:00 p.m. (the day before graduation)**

Pura Vida!

**Ken Gobbo**, Program Director

**Liza Burns**, Academic Director

# Travel Details

The flights for this program are still being worked out, but it can be assumed that the group will leave from either Boston’s Logan Airport or Newark Airport in Newark, New Jersey on Sunday, January 2PPndPP. We will return from Liberia airport in Liberia, Costa Rica on Thursday, January 25P5thPP. We will communicate flight details via email (and post them on the Costa Rica Program website) as soon as we have them.

### Travel-Day Questions

Program Director Contact Information: Ken Gobbo (603) 852-2737 cell phone

Academic Director Contact Information: Liza Burns (802) 380 9040 cell phone

Landmark Security: 802-387-6899, for emergency

Please see the following for any questions regarding airline travel:

* Transportation Security Administration travel information: 32T[32TUUhttp://www.tsa.gov/traveler-information](http://www.tsa.gov/traveler-information)UU32T
* US State Department travel information: 32T[32Thttp://travel.state.gov/content/passports/english/country/costa-rica.html](http://travel.state.gov/content/passports/english/country/costa-rica.html)32T

# Contact & Emergency Information

## At Landmark College

### Landmark College Vice President for Student Affairs

Michael Luciani

Office: 802-387-6713

Cell: 603-398-7781

Email: mluciani@landmark.edu

### Landmark College Security & Security Office

802-387-6899 (24 hours)

### Landmark College Director of International Education

Peg Alden

Office: 802-387-6821

Cell: 802-490-4515

Email: palden@landmark.edu

### Program Director

Ken Gobbo

Office: 802-387- 6704

Cell: 603-852-2737 (U.S. only and Costa Rica when reception is available)

Email: kgobbo@landmark.edu

### Academic Director

Liza Burns

Office: 802-387-6752

Cell: 802 380 9040 (U.S. and Costa Rica when reception is available)

Email: lburns@landmark.edu

## In-country

Both Ken Gobbo (Program Director) and Liza Burns (Academic Director) will be accessible via cell phone numbers above when and where reception is available

Emergencies/Ambulance in Costa Rica: 911

Tourist police in Costa Rica: 2286-1473

Report a fire in Costa Rica: 911 or 118

# ITINERARY

Study Abroad programs are dynamic, flexible, adaptable, CHANGEABLE. We are still finalizing plans and details. Plan for adjustments as we travel and learn together!

**THE FOLLOWING CALENDAR IS TENTATIVE AND SUBJECT TO CHANGE**!

**January 2018**

Sunday, January 7 Flight to San Jose, CR

Monday, January 8 9:00-11:00 Communications Class (ILISA classroom)
12:00Lunch @ ILISA café
1:00 Culture and Safety Orientation at ILISA
2:00 City Tour/ Museo de Oro
Dinner on own

Tuesday, January 9 9:00-11:00 Communications Class (ILISA classroom)
12:00Lunch @ ILISA café
1:00-3:00 Spanish class Survival basics
3:00-4:00 Group meeting
Group Dinner

Wed., January 10 9:00 Community service downtown San Jose
Afternoon group lunch and trip through central valley to Cartago
Dinner on own

Thursday, January 11 9:00-11:00 Communications Class (ILISA classroom)
12:00Lunch @ ILISA café
1:00-3:00 Spanish class Survival
Dinner on own

Friday, January 12 9:00-11:00 Communications Class (ILISA classroom)
12:00Lunch @ ILISA café
1:00-3:00 Spanish class Survival
3:00 Museum and Market trip
Group Dinner
Pack

Saturday, January 13 Bus to UGA in Monteverde
1:30 Campus Orientation
6:00 Dinner
7:00 Film

Sunday, January 14 7:30 Breakfast
8:30 Communications Class
10:00 Homestay orientation
11:00 class meetings
12:00 Lunch
2:00 Cooking lesson in local home
4:00 Class meeting time
6:00 Dinner
7:00 History and Culture talk

Monday, January 15 6:20 Milk Cows (optional)
7:30 Breakfast
8:30 Coffee farm tour
12:30 Lunch with family – service project – coffee picking
2:00 Walk back to UGA
4:00 van to Home stay
Dinner at Homestay / Night at Homestay

Tuesday, January 16 At Homestays

Wed., January 17 1:00 Return from Homestays
2:00 Debrief Homestays
6:00 Dinner
7:00 Film

Thursday, January 18 7:30 Breakfast
Day trip Quaker school and farm and Monteverde Reserve and San Luis
Lunch in town on own
6:00 Dinner at UGA
7:00 Class or study time

Friday, January 19 7:30 Breakfast at UGA
8:00 Service Project Lunch on Project
3:00 Return to UGA
6:00 Dinner at UGA
7:00 Class or study time

Saturday, January 20 Group Activity TBD

Sunday, January 21 7:30 Breakfast
Depart to Samara
Walking Tour Samara
Dinner on own

Monday, January 22 Breakfast
Class/ Group Presentations
Dinner on own

Tuesday, January 23 Breakfast
Class Group Project Workshop
Dinner on own

Wed., January 24 Class/ Group Presentations
Afternoon: Free/packing
Group Dinner

Thursday, January 25 Depart for US from Liberia Airport

Friday, January 26

Saturday, January 27 Convocation at Landmark.

Sunday, January 28

Monday, January 29

Tuesday, January 30 Classes begin at Landmark

# Syllabus

(Tentative – Draft)

Leadership and Small Group Communication

CO 2031/3031 – J-Term, Costa Rica 2018

Professor: Liza Burns

Phone: 802-380-9040

e-mail: lburns@landmark.edu

Office hours: By appointment

**Prerequisites**

Full time status in the Landmark College credit program
Successful completions of EN1011, a FY course, and 1000 level CO course
Additional 3000 level prerequisites- successful completion of EN1021 and three 2000 level courses with C grade or better

**Course Description**

This course examines the leadership of small groups including how they are created, designed, and managed. Students will observe the leadership and organization of teams in a variety of organizations in different cultural and community settings. During this three week course students will participate in case studies that allow them to observe leaders and, or groups in several institutions. In addition, students will have the opportunity to try out leadership and small group participation in several classroom exercises, service work and experiential activities. The factors that affect the success of teams will be studied, such as styles of leadership, interpersonal communication and the structure of groups. In addition to studying the organizations during the case studies, the professor will help the students to build community as a class, and students will be expected to function as a team. By the end of the course students will have an understanding of the theory and processes of personal, group, and team behavior so that participation in large and small groups can be more effective, efficient, and enjoyable.

Leadership and Small Group Communication is a bi-leveled 2,000 and 3,000 level course. Students taking the 3,000 level course will read two additional articles and will conduct research based on their field work. They will choose a problematic issue related to their field work, such as rural education, poverty, destruction of the rainforest, etc. After studying their selected issue, 3000 level students will write a paper that reflects their research, describes their selected topic, and proposes a visionary plan of action to solve their selected problem. In addition, 3000 level students will use a rubric created by the professor to assess the leadership style of one leader observed during the case studies. 3000 level students will present their leader assessment and final paper to the 2000 level students during class.

**Course Materials**

* ***Communicating in Groups: Application and Skills*** *10th edition* by Adams and Galanes Available in the bookstore approximately- ($85.00) For online text-($46.75).
* ***(recommended) Costa Rican Spanish: Phrasebook and Dictionary***, Vladisavljevic, B., Kohnstamm, T. B., & Lonely Planet Publications (Firm). (2013). Footscray, Vic., Australia: Lonely Planet Publications.
* Course handouts and Student Handbook for the Program
* (recommended) 3-ring binder to hold handouts and student handbook
* Journal note pad for taking notes on field trips and for keeping a journal
* 2 flash drives to submit journals if not using handwritten journals

**Course Structure**

Class time: Mini-lectures, group work, one film, and discussions on the topics indicated on the course schedule for that week. students will be expected to have read the assigned chapters.

Small Group Work: Throughout the program we will take part in service learning activities and case studies. Students will reflect in journals and be expected to participate actively in formal class discussions debriefing the projects and case studies. **3000 level** students will be expected and to assume increasing responsibility for leading the group particularly during the “Group Meal” project and the “Recreation Day” project.

**Assignments and grading**

**Group meal project:** The first major project of the course will be for students to work in teams to plan, shop, prepare, and clean up one group meal. **3000 level** students will lead the teams with assistance to complete the project.

**Quizzes:**
The course will have three multiple choice and short answer quizzes. Questions will come from lectures, readings and discussions. Students will be allowed to use two pages of written or typed notes that they have taken while actively reading the text. The notes must be on paper. Computers will not be allowed during the quizzes. The professor will read the questions aloud. **3000 level** students will have one brief essay question in addition to the regular quiz questions.

**Research & Reflection:**
**3000 level:** Near the end of the course, Students will select a Costa Rican problem that concerns them, such as poor postal and delivery services, deforestation, sea turtle egg poaching, population growth, rural poverty and education, etc. Once students select their topic they will research and learn more about the problem identified. They will use information from our field work during the case studies and from internet research. The first half of the paper will be a report from field work and from the literature about the problem. The second half of the paper will be an essay envisioning oneself as a leader and member of a group problem solving task force. Students will imagine that that they have a vast sum of money as a resource to hire people and to buy what is needed to resolve the problem. They will write an essay detailing how they think the problem can be solved. The paper will be a minimum of four pages, #12 font, double spaced), and it will include APA style in-text citations and references. Students will present their paper to the class on the final day.

**Final Group Presentations:**
**2000 level:** Students will write an essay (minimum of four pages, #12 font, double spaced) that reflects on what they have learned in the course. They will include at least four terms from the course text, ***Working in Teams.*** The essay will include actual experiences, such as the homestay, working on the service projects, talking to leaders, or fieldtrips. Citations and references should be included if work is borrowed from the text. Students will present the essay to the class on the final day.

**Case Studies/Class Projects:**
As a class, we will visit and/or undertake the following projects and case studies:

* Group meal preparation and clean up – San Jose
* Homestays- San Luis
* Sustainability, Fabricio Camacho- UGA- San Luis
* Coffee Farm and Service work- San Luis
* Monteverde Friends School, Consensus/Decision Making- Monteverde
* Recreation project – Playa Samara
* Other projects to be determined

The aim of these projects and case studies is to learn more about styles of leadership and to volunteer our help. After each visit, students will reflect in their daily journal and participate in daily discussions about what we are learning. They will focus presentations and reflections on observations regarding: the styles of leadership observed, what was learned, and the service work that they did. The case study projects will give the opportunity to practice team work and leadership in the field. Grades will be given to each individual.

**Journals:**
After each case study or project, Students will make a journal entry given question prompts by the professor. **2000 level** students will weave in at least one concept from the course and **3000 level** students will weave in at least three course concepts.

**Formal Discussions**:
There will be several formal, graded discussions. The professor will guide students into meaningful discussion following films, case studies, the homestays and some of the readings.

**Short Exercises**:
Short-term, homework assignments will be given, especially at the beginning of the Program.

**Participation**:
Student participation in the course is important and expected. A grade will be given four times. Rubrics are included in Canvas and the course packet.

**Recreation Day Project**:
Near the end of the course, students will be given a sum of money (to be announced). For this project students will work as a team to decide how to use the money. Grades will be given based on satisfaction of the whole team, teamwork and use of decision making tools such as discussion and consensus.

### Grading Criteria Table

|  |  |  |
| --- | --- | --- |
| **Category of Assignment** | **Specific Assignment** | **Weight** |
| Journal & Class Projects: | * Case studies
* Work at facility
* Follow-up presentation
 | 35% |
| Final Group Presentation | * Research Paper
* Final Reflection Essay
 | 25% |
| Formal Discussions | * Film discussion
* Case study/project discussions
* Reading discussion
 | 10% |
|  Quizzes | * Quizzes
 | 20% |
| Participation | * See rubric to be graded four times
 | 10% |

## Important College/Class Policies

**Attendance**:
Attendance is REQUIRED. Because of the experiential nature of this course, attendance, participation and punctuality are required for all class meetings. Being late will result in points being deducted from your participation grade. Absences, except for truly urgent and documented reasons, are unacceptable. Contact us immediately if you are not going to be in class.

**Submission of Work**:
Work is to be submitted via flash drive or on paper. We expect to have unreliable internet in many of our locations; therefore, we cannot expect to be able to use e-mail or Canvas.

**Late Work:**Written assignments are due no later than the date and time specified by the teacher. Any work submitted after that time is late and may have up to 5 points per day deducted for each day the assignment is late.

**Student Code of Conduct**:
Successful completion of this course requires that you follow the Landmark College attendance policy and that you adhere to the student code of conduct as outlined in the Landmark College Student Handbook (available on the intranet).

<http://intranet.landmark.edu/student_life/handbook.cfm#code>

**Digital Devices**
During class, unless permission is given, all digital devices will be turned off. Failing to turn off digital devices when asked will result in points deducted from participation grade. If a student refuses to turn off digital devices during class, you may be asked to leave the class and to take an absence for the day.

**Academic Honesty/Dishonesty/Plagiarism**You are expected to strive for honest and professional presentation of their work and to give credit to others when works or ideas are borrowed. Time will be given in the course to learn what plagiarism is and how to avoid it. For more information on the policies of this college see:

<http://www.landmark.edu/academics/meet-faculty/academic-policies1/academic-dishonesty-and-plagiarism/>

**Policy on Classroom Recording**You are allowed to record in the classroom for study and review.  Any student concerned about the creation of classroom recordings should speak with the instructor about the concerns at the outset of the course. If you record this class, you must abide by the numerous rules and regulations under the law, and you must inform the other you and the professor that you are recording.

**Accommodations**If you need accommodations, please contact Michael Luciani. More information is available on Sharknet: <http://www.landmark.edu/campus-life/dean-of-student-affairs/request-for-accomodations>

## Leadership and Small Group Communication - Goals for 2031

|  |  |  |
| --- | --- | --- |
| **Course Goals & Outcomes:** | **Assessment: 2000 level** | **GEN ED/BA LST Goals** |
| Express an understanding of the key concepts of effective leadership  | * Three quizzes based on the text & classes
* Journaling following each case study. For each entry, students will be given guiding questions and one course concept that must be included in each journal entry.
* Final reflection paper including terms from the class (guiding questions and a list of terms will be provided).
 | **Gen ED:**5. Communicate with clarity, coherence and persuasiveness through written, oral and other modes of expression. |
| Demonstrate how to motivate and lead others | Observation of teamwork and participation during team activities and service work. (Participation rubric) | **Gen ED:**4. Understand the complexities of multiple communities, including educational, cultural, and geographic, and respect different perspectives and diversity. |
| Explain and exhibit constructive ways to deal with conflict | * Observation of teamwork, participation (Participation rubric)
* Quiz two
 | **Gen ED:**2.Think critically, reason soundly, and develop and apply problem solving strategies across the academic disciplines. |
| Participate in team work and effective problem solving  | Observation of teamwork and participation  | **Gen ED:**5. Communicate with clarity, coherence and persuasiveness through written, oral and other modes of expression. |
| Identify strategies to manage the stress of leadership, such as mindfulness, rest, and relaxation | * Graded discussions
* Journals
* Quiz one
 | **Gen ED:**8. Develop an understanding of how physical, social, and emotional wellness affect learning and contribute to personal and community well-being.  |
| Compare and contrast your own culture and co-cultures with that of a different culture to practice examining multiple perspectives  | * Graded discussions
* Journals
* Final reflection paper
* Final presentation of reflections
 | **Gen ED:**4. Understand the complexities of multiple communities, including educational, cultural and geographic, and respect different perspectives and diversity. |
| Develop and articulate a vision of leadership and define actions that might resolve a current, local, national or international problem |  | Gen ED:5. Communicate with clarity, coherence, and persuasiveness through written, oral, and other modes of expression. |

## Leadership and Small Group Communication - Goals for 3031

|  |  |  |
| --- | --- | --- |
| **Course Goals & Outcomes:** | **Assessment: 3000 level** | **GEN ED/BA LST Goals** |
| Express an understanding of the key concepts of effective leadership  | * Three quizzes based on the text, readings, & classes
* Journaling following each case study. For each entry, students will be given guiding questions and three course concepts that must be included in each journal entry.
* Final research paper: Students will conduct field research during the case studies and research challenging issues they witness. They will conclude the paper with a visionary (shows forethought and creativity) leadership plan of action to solve the selected problem.
* Leader assessment/analysis. Given a rubric each 3000 level student will assess one leader observed during the case studies. The leadership assessment analyses will be presented to the class.
 | **Gen ED:**5. Communicate with clarity, coherence and persuasiveness through written, oral and other modes of expression.**BA/LST:**5. Apply ethical reasoning to solving problems. |
| Demonstrate how to motivate and lead others | * Observation of teamwork and participation during team activities and service work \*(Rubric will show increased expectations for 3000 level students).
* Given assistance, 3000 level students will be expected to lead the “Group Meal Project” and the “Recreation Project”.
 | **Gen ED:**4. Understand the complexities of multiple communities, including educational, cultural, and geographic, and respect different perspectives and diversity.**BA/LST**6. Engage in community-based activities that demonstrate civic responsibility. |
| Explain and exhibit constructive ways to deal with conflict | * Observation of teamwork, participation \*(Rubric will show increased level of expectations for 3000 level students)
* Quiz two
* Brief essay response to a case study in conflict (in addition to quiz 2)
 | **Gen ED:**2.Think critically, reason soundly, and develop and apply problem solving strategies across the academic disciplines.**BA/LST**5. Apply ethical reasoning to solving problems.a. Recognizes ethical issues when considering problems.b. Considers the consequences of possible actions in solving problems. |
| Participate in team work and effective problem solving  | * Observation of teamwork and participation (Rubric will show increased expectations for 3000 level students.)
* Brief essay response to case study in problem solving (in addition to quiz 3)
 | **Gen ED:**5. Communicate with clarity, coherence and persuasiveness through written, oral and other modes of expression.**BA/LST:**5. Apply ethical reasoning to solving problems.A. Recognizes ethical issues when considering problems.B. Considers the consequences of possible actions in solving problems. |
| Identify strategies to manage the stress of leadership, such as mindfulness, rest, and relaxation | * Graded discussions
* Journals
* Quiz one
* Brief essay response in addition to quiz one
 | **Gen ED:**8. Develop an understanding of how physical, social, and emotional wellness affect learning and contribute to personal and community well-being. **BA/LST:**Communicate with a sense of audience and purpose. |
| Compare and contrast your own culture and co-cultures with that of a different culture to practice examining multiple perspectives  | * Graded class discussions
* Journals
* Final research paper
* Final presentation of research paper
 | **Gen ED:**4. Understand the complexities of multiple communities, including educational, cultural and geographic, and respect different perspectives and diversity.**BA/LST**:2. Use critical thinking to examine multiple perspectives on issues. 3. Understand the impact of culture on values assumptions, and worldview. |
| Develop and articulate a vision of leadership and define actions that might resolve a current, local, national or international problem | * Final research paper
* Final presentation of research paper
 | **Gen ED**:5. Communicate with clarity, coherence, and persuasiveness through written, oral, and other modes of expression.**BA/LST**1. Draw connections across multiple disciplines to integrate learning.2. Use critical thinking to examine multiple perspectives on issues.  |
| Demonstrate an awareness of your own cultural biases and create solutions that consider the culture of others  | * Final research paper
* Final presentation of research paper
 | **Gen ED**1. Sustain an ongoing process of self-reflection, self-awareness and self-advocacy that leads to both self-understanding and the successful management of the skills and strategies of a life-long learner.

**BA/LST**2. Use critical thinking to examine multiple perspectives on issues. 3. Understand the impact of culture on values assumptions, and worldview. |

# Useful Websites & Books

Lonely Planet: Costa Rica (travel guide book)

## San Jose websites

KAPS Place hotel:32T[32Thttp://kapsplace.com/](http://kapsplace.com/)32T

## Monteverde websites

University of Georgia, Costa Rica campus. 32T[32Thttps://dar.uga.edu/costa\_rica/index.php/site/amenitiesdetail/wireless/campus](https://dar.uga.edu/costa_rica/index.php/site/amenitiesdetail/wireless/campus)32T32T

Monteverde Friends School (MFS): 32T[32Thttp://mfschool.org/about-mfs/](http://mfschool.org/about-mfs/)32T

## Samara Beach websites

Samara Beach Inn: <http://www.hotelsamarainn.com/>

## Spanish Support websites

32T[32Thttp://www.studyspanish.com](http://www.studyspanish.com)32T

32T32T<http://www.spanishspanish.com>

32T32T<http://www.landmark.edu/news/learn-new-languages-with-mango> 32T32T

# Packing Tips

## Clothes

Travel LIGHTLY! Stick to the Lists!

Plan for RAIN! EXPECT TO GET WET AND DIRTY!

Bring work clothes that can be worn exclusively during service projects.

LAUNDRY IS LIMITED. Be prepared to wear clothes WELL, before cleaning them.

Temperatures range from between 50–90 degrees. Bring clothes that can be layered and that dry quickly.

## Valuables & Electronics

Leave jewelry and other valuable items at home!

**You will need a laptop, netbook or iPad for coursework, but make sure it is insured!**

## Baggage

Bring ONE suitcase and ONE carry-on (backpack).

50 pounds MAXIMUM or you will be charged for extra weight!

Bring a suitcase with wheels.

Practice carrying your luggage around the block. If you can’t do it, you are packing too much!

Pack an empty bag (optional), for souvenirs, gifts, and purchases.

## Packing List

**Essential gear:**

* Passport & Student ID Cards
* Flashlight & Head lamp, preferred with batteries
* Watch or battery-operated Alarm clock
* Day bag (backpack) for hiking and around town
* 3 weeks’ worth of ALL Medicines!
* Toiletries, including sun block (Calamine, Tylenol, Benadryl, bandaids)
* Bug repellent with Deet
* Extra contacts or glasses
* Sunglasses
* Camera, MP3
* Memory Cards, batteries, plugs for all electronics
* Spending money ($300-$500)
* ATM card/credit card
* Water bottle, with strap
* Ziplock bags
* “American” gift for homestay family

**Course Supplies:**

* Journal, Handbook
* Spanish phrase book/dictionary
* Flash Drive
* Highlighter, pens, pencils

**Clothing:**

* 1 Raincoat/parka/poncho
* 2 Light sweaters or sweatshirts
* 4-6 quick-dry (or light) t-shirts
* 3 quick-dry (or light) long sleeve shirts
* 2-3 pairs of quick-dry shorts
* 2-3 pairs of long light pants (include a pair of jeans or work pants)
* 6-8- pairs of socks
* 12-14 pairs of underwear
* Light sleepwear
* Bathing suit
* Hiking boots or work shoes
* Casual shoes for walking/beach, etc.
* Sandals—waterproof preferable
* Flip-flops
* Hat and/or bandana
* 1 Small, portable umbrella
* 1 Towel
* Work gloves for service projects

**Optional:**

* Snacks-- protein bars, nuts, etc.
* Art supplies
* Woolite laundry soap
* Activities-- Frisbee, cards, games, etc.
* Binoculars

# Tips for the Traveler

**Establish a regular place on your person or carryon luggage for your passport and medication while traveling. While in country Establish a location for your passport and medications while in a hotel- Keep that place regularly- Use safety deposit boxes in room when available- practice opening and closing box before you lock your valuables- When in town -carry a PHOTOCOPY of your passport – not your original document**

## Passports and Visas

Upon entering Costa Rica, you must declare certain items from abroad and pay a duty on the value of those articles if they exceed the allowance established by Costa Rica's customs service. Check with the nearest Costa Rican embassy for details. Note that goods and gifts purchased at shops abroad are not exempt from duty or sales tax; "duty-free" merely means that you need not pay a tax in the country of purchase. Upon returning home, you must similarly declare all articles acquired abroad and pay a duty on the value of articles in excess of your home country's allowance. In order to expedite your return, make a list of any valuables brought from home and register them with customs before traveling abroad, and be sure to keep receipts for all goods acquired abroad.

Citizens of US, Australia, Canada, Ireland, New Zealand, South Africa, and the UK **need a valid passports** to enter Costa Rica and to re-enter their home countries.

Costa Rica does not allow entrance if the holder's passport expires in under six months; returning home with an expired passport is illegal and may result in a fine.

Your passport is an expensive and valuable document. It is your responsibility to make sure that it is kept in a safe and secure place. It is always a good idea to keep it in a plastic ziplock bag along with other items, such as traveler’s checks and money. All of these items should be carried on your person in a money pouch or belt.

Photocopy the pages of your passport with your photo and entry stamp as well your traveler's check serial numbers, and any other important documents. Carry one set of copies in a safe place, apart from the originals, and leave another set at home.

If you lose your passport, **immediately notify your group leader and the local police** and the nearest embassy or consulate of your home government. To expedite its replacement, you will need to know all information previously recorded and show ID and proof of citizenship. In some cases, a replacement may take weeks to process, and it may be valid only for a limited time. Any visas stamped in your old passport will be irretrievably lost. In an emergency, ask for immediate temporary traveling papers that will permit you to re-enter your home country.

##

## Money Matters and Suggested Budget

US dollars are widely accepted, but the currency in Costa Rica is the colon. There are approximately 550 colones to the dollar. The program cost for the trip covers all transportation expenses, tuition, entrance fees, lodging and most, but not all, meals. **You will want to bring personal spending money** for meals, gifts and souvenirs, as well as for other incidental expenses such as snacks and personal care items. US dollars should be clean (no markings) and untorn. We recommend between $400-$500, depending upon your personal spending patterns.

We recommend that you avoid carrying large sums of cash and instead bring a debit card which has been cleared for international use. Make sure to tell your credit card company the dates you will be out of the country.

### Credit and Debit cards

Costa Rican banks have an established system of ATMs throughout the country, but mostly in cities and more tourist frequented areas. Visa cards on the Plus or Star network are by far the most common, while MasterCard on the Cirrus network is also available.

LEAVE COPIES OF ALL IMPORTANT INFORMATION AND DOCUMENTS WITH SOMEONE AT HOME, INCLUDING PASSPORT NUMBERS. BRING A COLOR COPY OF YOUR PASSPORT TO THE AIRPORT TO GIVE TO THE PROGRAM DIRECTOR

## Water and Food

Drinking the tap water is generally safe in San Jose and the other major cities, where we will stay. In out of the way places, however, we recommend drinking bottled water or other bottled beverages. Beverages with ice are also something to be avoided unless coming from a well-established hotel or restaurant.

Uncooked foods, including salads, are to be avoided in areas where sanitation may be a question. Also, avoid fruit in these areas unless it has been peeled.

## Housing

After 6 nights in a hotel in San Jose, we’ll head to Monteverde where we’ll stay on a college campus (affiliated with the University of Georgia). The UGA campus is ALCOHOL FREE. Students will get to spend two nights with a Costa Rican family and experience their home life. Our last destination is Samara, a small beach village, where we’ll stay in accommodations provided by Samara Beach Inn.

## Communication

**Most cell phones will work in Costa Rica.** If you are not able to use your cell phone, the next best bet is to buy a CHIP card. There are two types of cards: \*197 for local calls, and \*199 for international calls. Telephone cards are readily available in most supermarkets, pharmacies, street stands and other places. Remember that the country code for the US is: 001. Calling home (to the US) would be: 001 + area code + phone number.

Internet service is available in our hotel in San Jose and throughout the trip. Weather conditions can interrupt service at times, however, and overall the service is not as reliable as it is at Landmark College.

## Time

Costa Rica’s time zone is the same as Central Time Zone (one hour behind Eastern Standard Time)

## In-country Transportation

We will be traveling in private buses throughout the country.

## Weather

Temperatures can range between 50-90 degrees. Monteverde can be cool and rainy; Playa Flamingo will be hot and dry. Bring clothes that can be layered and dry quickly.

## Electricity

Costa Rica uses the same 110 Volt AC at 60 Hz electricity supply as we do here in the US. That means our two pronged plugs will work just fine in Costa Rica.

## Health and Immunizations

The most common ailment most travelers experience is a mild upset stomach and possibly some diarrhea due to dietary changes. Usually a Peptol-Bismol will take care of any stomach discomfort. Imodium will help with the diarrhea but not necessarily cure it.

As most of our excursions will be outdoors, please remember to dress appropriately, and have sunscreen and bug repellent on hand.

Travel with at least one other person at all times.

We recommend the following vaccines are up to date:

* Tetanus
* MMR (for measles, mumps, and rubella)
* DTaP or Td (for diphtheria, tetanus, and pertussis)

OPV (for polio)

* Seasonal flu shot
* Typhoid (oral vaccine should be completed at least one week prior to travel)
* Hep A (getting the first of this 2-shot, hepatitis A series prior to travel will offer some immunity)
* HBV (for hepatitis B)

Incidences of either Dengue Fever or Malaria are extremely rare in Costa Rica. To avoid mosquito bites in general, however, we recommend the use of insect repellent with Deet, and wearing long-sleeve, light colored clothing, especially during the dawn and dusk hours.

IF YOU HAVE ANY HEALTH PROBLEMS, NO MATTER HOW MINOR OR EMBARRASSING, INFORM ONE OF THE GROUP LEADERS SO THEY CAN ASSIST YOU WITH FINDING THE APPROPRIATE MEDICATION AND/OR TREATMENT

For more information on health while traveling in visit the U.S. Center for Disease Control (CDC) website at:

32T32T<http://wwwnc.cdc.gov/travel>

### Zika Virus Update (posted to Landmark digests 7/1/16)

Landmark College Health Services is following the development of the spread of Zika virus. The CDC has issued a health alert and a travel advisory for travel to the affected areas which nearby, at present, include the Commonwealth of Puerto Rico, the U.S. Virgin Islands, American Samoa, most of the Caribbean, and most of Central and South America.

Zika virus is spread by two types of mosquitoes: Aedes aegypti and Aedes albopictus**.  The Vermont Department of Health reports that they have not found these mosquitoes in Vermont**. There is speculation that, as temperatures increase, Ae. Albopictus mosquitoes could move into Vermont.  We do have other mosquito and tick-borne illnesses, however, so taking precautions to prevent mosquito and tick bites is appropriate.

**Zika virus illness is usually mild** with symptoms lasting from several days to a week. Many people will have no symptoms at all.  Severe disease requiring hospitalization is uncommon.  If you’ve traveled to an area where Zika virus is active and you develop a febrile illness, you should get checked out.  **There is no specific treatment for Zika; treatment is symptomatic and the illness typically resolves on its own in about a week**.  Symptoms might include fever, rash, headache, joint or muscle pain, and conjunctivitis (eye redness).  Rarely, complications can occur so anyone experiencing neuromuscular weakness, vision changes or hearing loss should seek care.

**Pregnant women or women who could become pregnant are advised to avoid travel to areas with active Zika virus transmission at any time during their pregnancy** as the Zika virus is linked to a birth defect called microcephaly.  Women who live in or must travel to areas with Zika should use extra precautions to guard against mosquitoes.

**Zika can also be spread through sexual intercourse from a male to his partner.  People who travel to areas with active Zika transmission should abstain from sex or use latex condoms for about six months after travel.**

**Steps you can take to minimize your risk include**:

-          Wear clothing that covers arms and legs

-          Use mosquito netting over beds, cribs, etc.

-          Ensure screens are intact

-          Use air conditioning and/or fans when able

-          Treat clothing and camping gear with permethrin (do not apply to skin)

-          Use mosquito repellant such as Off (DEET), oil of lemon eucalyptus, picaridin

-          Minimize standing water

Visit 32T[32Thttp://www.cdc.gov/zika/index.html](http://www.cdc.gov/zika/index.html)32T32T or Health Services (802-​387-6753) for more information or questions.

# Landmark College Conditions of Participation

## Health and Safety

In a Study Abroad program, as in other settings, participants can have a major impact on their own health and safety through the decisions they make in preparation for and during the program.

**41T41TParticipants should:**

Read and carefully review all materials issued by Landmark College and any partnering institutions that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host countries.

Consider your health and other personal circumstances when applying for or accepting a place in a program. Note: Some programs may require students to participate in physically demanding activities. If the student feels that s/he is unable to participate due to health concerns, s/he may consult with program leaders to determine an appropriate alternative activity.

Make available to the Program Director accurate and complete physical and mental health information that may relate to your ability to participate safely in the study abroad program and any other personal data necessary in planning for a safe and healthy study abroad experience, and for responding to an emergency situation. This is in addition to information already provided to the Landmark College Health Office.

Assume responsibility for all elements necessary for your personal preparation for the program, and participate fully in all orientations.

Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.

Inform parents/guardians/families and other relevant people about your participation in the Study Abroad program, provide them with emergency contact information, and keep them informed on an ongoing basis.

Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program, and obey host-country laws.

Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions.

Promptly express any health or safety concerns to the Program Directors and/or other appropriate individuals.

Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.

Accept responsibility for your decisions and actions.

Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.

Follow the program’s policies regarding keeping program staff informed of your whereabouts.

**Other important notes on safety**

We will be living and working in San Jose for the first week of the program. While it is one of the safer Latin American capitals it is important to take precautions as you would in any city. There is petty crime in the center of the city. Be sure all purses and back packs should be zippered closed and have short straps when possible. Keep your wallet in a front pocket and be discrete- Avoid showing large amounts of cash. Carry a PHOTOCOPY of your passport and only the cash that you will be using that day. Leave your actual passport in your room. Do not wear (or bring) expensive jewelry. Keep your phone in your pocket. If you use earbuds, keep wires under your shirt if possible. If you feel yourself being jostled., pushed or pinched between several people , protect your things and get out of the crowded situation as best as you can.

It is better not to wander around the city at night. If you choose t go out DO NOT GO ALONE. Always go with at least one or two others who you know. Go with another student you know well. Taxis are in expensive in San Jose- If you go out at night TAKE A CAB! everywhere – do not use public transport at night and do not wander on foot around the city at night.

We will have access to good medical care if needed, but it may be difficult or not possible to replace medications while we are in country. Keep track of your meds and be sure to arrange for a sufficient supply before you depart.

The water is safe to drink in San Jose.

## Services

The Landmark College Study Abroad fee covers all scheduled program expenses including international air and most in-country ground transportation, accommodations, tuition, admission fees to scheduled places of interest, and some group meals.

Participants are expected to pay for all personal expenses, including some meals, snacks, laundry, passport fees, and other miscellaneous travel expenses. Students may also be required to purchase textbooks and other course supplies depending on their program.

## Independent travel

Participants are expected to use the transportation arranged by Landmark College between the points of departure and return. Participants who choose to travel independently during the program during non-course-related times must inform the Country Director in writing of his/her planned itinerary, including a full itinerary with time and date of departure and return, mode of travel, contact information of the places staying at, phone numbers, etc. Students are generally discouraged from changing plans to travel back to the U.S. independently, but if they choose to do so, they must inform the Program Director and the Director of International Education in writing of their plans not to return on their scheduled flight.

Landmark College and its employees assume no responsibility for the individual once s/he has separated him/herself from the program.

It is strongly recommended that all students inform their parents/guardian when making independent travel arrangements.

## Non-sanctioned activities

Students choosing to participate in non-sanctioned activities during their free time at any point in the program release the College from all responsibility and liability associated with such activity. Landmark College strongly discourages participation in dangerous activities, and strongly recommends parents/guardians be consulted regarding the advisability of any potentially dangerous activities.

## Leaving the program

Landmark College Study Abroad students who leave their scheduled program at any time without informing the Program Director in writing and obtaining his/her approval may be subject to disciplinary action, including immediate suspension or dismissal from the program and direction to return to the United States, as detailed in the Intervention Procedures – see below. Landmark College and its employees have no responsibility for the individual once s/he has separated him/herself from the program. All travel expenses associated with an early departure will be borne entirely by the participant.

## Air transportation

Landmark College arranges for the ticketing of scheduled international air transportation and program-related in-country air and ground transport for the participant through commercial airlines or travel agents. Participants agree that Landmark assumes no responsibility or liability for death or injury to the participant or for loss of or damage to property (including baggage) resulting from the provision of air transportation and other services. The passenger contract issued by the airlines will constitute the sole contract between the airline and the passenger.

Landmark College reserves the right to change the air transportation dates, times, prices, and itinerary, and to make aircraft substitutions. Any additional costs resulting from such changes will be borne solely by the participant.

Landmark College will designate the times and ports of departure for group transportation during the program and will arrange for assembly at the designated times and places. Each participant is solely responsible for any missed connections due to his/her failure to assemble in a timely manner. Landmark College will not be liable for the cost of alternate transportation arrangements, or for any losses resulting from the participant's failure to use the designated transportation.

## Travel delays and unexpected layovers

Students traveling to and from the host country will be responsible for all expenses (meals, hotel, transportation, etc.) associated with unexpected delays in travel, including overnight layovers due to, but not limited to, inclement weather, flight cancellations and airport closures. Due to changes in airport security regulations, students may be required to contact the associated airline to book new reservations following an unexpected layover or flight cancellation. In programs where the entire group is returning to the Landmark College campus together, the Program Director may choose to provide hotel rooms for students at the College’s expense.

If an unexpected layover results in the student’s decision to separate voluntarily from the group, the student will be responsible for making his or her own travel arrangements, and releases the College from any associated potential responsibility.

## Identification

Prior to departure for the host country, students are required to submit a color photocopy of the first page of their passport. The expiration date should be at least 6 months after the group flight is scheduled to return to the U.S. Upon departure, participants must present a valid passport for international travel and other purposes such as accommodations, in-country travel, and positive ID.

## Lost passports

Students who lose their passport assume sole responsibility for all action and costs associated with arranging for a replacement passport. If this results in missed travel connections, the student will consult with the program leaders as to the most appropriate course of action. If it is determined that a program leader must remain with the student to assist in securing a replacement passport, the student will be assessed those costs associated with the delay, including those that may be assessed to the program leader as a result of their staying behind. This includes, but is not limited to, airline penalties, ground transportation, accommodations and meal expenses. In such situations, the College will attempt to contact the student’s parent/guardian to inform them of the situation.

## Fee amounts

Fees, as quoted in Landmark College's program materials, have been established based on all known circumstances at the time of calculation, and no changes are expected. However, Landmark College reserves the right to make adjustments in these fees based on fluctuations in travel costs, including the costs associated with unexpected layovers and fluctuations in the valuation of U.S. currency. In the event of a fee increase, the participant will be provided with a reasonable amount of time, not less than ten (10) days from the date of notice, in which to withdraw. In the absence of notice of withdrawal, the participant will be committed to any adjusted program fees.

## Intervention Procedures

Students participating in a Landmark College Study Abroad Program are bound by the same rules and subject to similar intervention procedures and sanctions as outlined in the most current version of the Landmark College Student Handbook. This section states additional or different rules and procedures Landmark College has determined are appropriate in the context of Study Abroad programs. In the case of conflict between the provisions of this Addendum and the provisions of the Landmark Student Handbook, the provisions of this Addendum will control.

Program Directors, and in their absence, Academic Directors, have the authority to implement these procedures, including imposing sanctions ranging from an informal warning to the immediate dismissal from a Study Abroad program. Disciplinary sanctions imposed during a Study Abroad program are intended for the duration of the Study Abroad program. In some cases students may be summoned for an administrative hearing or conduct board proceeding upon their return to the Landmark College campus for additional disciplinary action, which additional action may have consequences on the student’s general status as a student at the College outside the context of the Study Abroad program. Program Directors have the option of consulting with or deferring judgment to an appropriate Landmark College administrator.

Some Landmark College Study Abroad programs are held in conjunction with, and on the campus of a partnering institution. Students are expected to know and abide by the rules and regulations of those institutions, with the understanding that failure to do so may result in interventions by both Landmark College faculty as well as representatives from the partnering institution.

The following are some examples of behaviors that would likely initiate a disciplinary intervention. The Program Director or Academic Director may initiate an intervention at their own discretion for behavioral or safety-related issues that are not listed here.

* Failure to attend and participate in the required program elements, including classes, trips, course work, etc.
* Failure to comply with reasonable directions of the Program or Academic Director
* Cheating, plagiarism, or any effort to pass in work that is not that of the student enrolled in the program
* The use, possession, or distribution of illegal drugs (by U.S. definition) of any kind
* Use of alcohol to the point where medical or behavioral intervention is necessary
* The misuse or distribution of prescription drugs
* Theft of property, money, etc.
* Assault, including sexual assault as defined by the most current version of the Landmark College Student Handbook
* Harassing behavior, including, but not limited to that of a sexual nature as defined by the most current version of the Landmark College Student Handbook
* Any behavior that puts the group or individual at risk, or that could be determined to be offensive, including drunkenness, vandalism, etc.
* Any violation of Landmark College's Code of Conduct as defined by the most current version of the Landmark College Student Handbook
* Behavior considered potentially detrimental to the health (mental or physical) or safety of the participant or other participants in the program or others in the host country
* Any violation of the rules and policies of cooperating institutions
* Any violation of the host country’s laws
* Any other behavior considered inappropriate for a study abroad/cross-cultural program

If a student is suspended from a Study Abroad program, the student will be separated from the program and will need to return to the U.S. Participants are solely responsible for any additional travel costs that may be incurred as a result of suspension or dismissal from the Study Abroad program. No refund of tuition, travel or other related costs will be made, nor will academic credit be issued. The College will attempt to contact the student’s parents or guardians to inform them of the situation. Following suspension, Landmark College is released from all obligations to and responsibility for the student. Landmark College, at its discretion, may provide assistance, per the student’s request, to attempt to arrange for travel arrangements back home.

Landmark College Study Abroad students are solely responsible for understanding and conforming to all the laws of the host country. When you are overseas you are subject to the laws of that country. U.S. or other citizenship gives you no immunity from local jurisdiction. You should make no assumptions about your “rights,” since in many countries legal procedures are very different from what we may be familiar with at home. Students should further understand that law enforcement and the judicial process, including penalties for breaking the law, are likely to be significantly different than those of the United States.

# Landmark College Safety Statement

Landmark’s goal is to maintain student safety at all times and in all aspects of our Study Abroad Program.

At Landmark College, we believe study abroad is one of the most rewarding and life-changing experiences students can have during their college years. An emphasis on safety is a critical aspect of ensuring that the programs can be successful in their educational goals. We want to share with you information regarding the preparations we take to make Landmark College's Study Abroad programs a safe and rewarding experience.

Thoughtful planning, professional leadership, solid preparation, and contingency planning ensure that our study abroad programs are safe, fun, and productive learning experiences. Please be assured we will continue to make safety the top priority in all our Study Abroad programs.

## Insurance

Each student and leader is provided with an International Student ID Card which provides insurance coverage in a number of areas which includes but is not limited to the following:

* Medical and Dental coverage, including hospital benefits
* Emergency Medical Transportation – including evacuation, and air evacuation if needed
* Travel Document Replacement
* Baggage and Travel Delay
* 24-Hour Emergency Hotline Services – including medical and legal referral, emergency cash transfer, replacement of medication and eyeglasses, embassy and consular services, and interpretation or translation services

A complete description of the coverage, including contact numbers, how to file a claim, and definition of terms, can be found at: 32T[32Thttp://www.myisic.com](http://www.myisic.com)32T

In addition, each student is covered by their Landmark College Student Health Insurance policy (if this was purchased) and/or an individual family policy.

## Staffing

Each Landmark College Study Abroad program is staffed by experienced leaders. Study Abroad Directors are Landmark College employees with extensive experience working with students with learning differences. Program Directors, who are primarily responsible for coordinating in-country logistics and activities, typically have experience living or working in the host country. Academic Directors are Landmark faculty with an expertise in their particular academic discipline. Directors are available to provide students with one-on-one support for academic and student-life issues.

## Communication

Communication is important for the safety and effectiveness of our programs. Study abroad staff based in Putney, Vermont, remain in contact with Program Directors during each trip. A designated primary contact person working at the Putney campus is responsible for fielding questions, requests for information, and managing any emergency situation. The Program Director provides updates to our staff in Putney including notification of safe arrival at the final Program country destination. Students are also encouraged to contact their parents when they arrive in the Program country, and as needed during the trip. Program Directors are accessible by phone, and when possible by Skype, to communicate with students and Study Abroad Program staff working in Putney.

## Important Information

Study Abroad Program staff and faculty check a variety of sources for information pertaining to Program safety, including government and news media websites for current information about health and safety issues. Each student is requested to complete a Study Abroad Health Form in which they are asked information about their personal health history, current health concerns and medications. This information is essential in providing appropriate support to students on Study Abroad.

Students and their families are provided with essential information documents with flight information and itineraries, emergency phone numbers, and contact information for the places they will be staying. This information is also included in the Program Handbook which is available on the program webpage.

We realize that occasionally students make individual and short-term travel plans during a Program. Students are required to leave their itinerary and contact information at any place(s) they intend to visit with the Country Director. We strongly recommend they inform their families of their individual plans to travel separately from the Program itinerary.

## Program Handbook

The comprehensive Program Handbook contains both general information about Study Abroad programs, as well as information specific to each program. The handbook contains all the information listed above as well as:

* Lists of things to do to prepare for the trip, what to bring, what not to bring, and what not to bring back to Landmark College.
* Recommended articles, books, and websites for information about the country and region where the Program will take place.
* The syllabus for the course, a program description, and itinerary.
* Guidelines and information about money, housing, meals and other expenses, and means of communication in the Program country.
* How to access help for academic difficulties or other problems.
* Responsibilities and expectations with regard to Health and Safety.
* The Landmark College Conditions of Participation document includes Intervention Procedures in case of violation of existing Student Codes-of-Conduct, which remain in effect during the Program.

## Orientation

During orientation meetings prior to departure, Study Abroad Directors carefully review such topics as Health and Safety requirements, travel tips, local customs, guidelines for appropriate behavior and dress, as well as laws and policies related to alcohol and/or drug use. The Directors also provide participants with specific safety guidelines to follow, including who to contact for special needs or in case of emergency. Orientations, which are mandatory for all students, are considered the start of the academic course.