

**Study Abroad Program Handbook**  
**The Netherlands**  
**May 26-June 16, 2018**  
**Comparative Education (EDU 2011)**



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## **A Note of Welcome**

Dag (Hello)! Congratulations on being a member of our Netherlands Program '18 group! For our three weeks, we will live in the vibrant university town of Leiden, which is situated in the area of The Netherlands called South Holland. Leiden is a small city of about 120,000 people. It has scenic canals and parks, and buildings dating back to the 14<sup>th</sup> century. The North Sea and its beaches are nearby, and both Amsterdam and Rotterdam are 30-50 minutes away by train.

Ann has planned an exciting course for you with class activities that will immerse you in the local culture and educational community. Our class days will be full, but there will also be opportunities for you to explore outside of class. In The Living and Learning Center (LLC), our Webster University housing, you'll live in a shared studio with a kitchenette. We'll have a few group meals together to share Dutch cuisine, but you will be responsible for most your meals.

The first class for Comparative Education will take place at our orientation on May 11, the Friday of finals. Please note that this Orientation 5/11/18 (morning) is mandatory.

Ann and I are excited to have this opportunity to explore Dutch culture and education with you. We've both lived in The Netherlands—Ann as a high school student, Liza taught at international schools for five years. We look forward to seeing you on May 11, 2018 (check email for details) to get this exciting experience started!

Tot ziens,

Liza Burns and Ann McCloskey

## **Travel Details**

The flights for this program are still being worked out, but it can be assumed that the group will leave from Boston's Logan Airport on May 26 and return to Boston on June 16<sup>th</sup>. The group will travel with Liza Burns to The Netherlands, back return to the U.S. without a director, since both Liza and Ann will be staying in the Europe. We will communicate flight details via email (and post them to The Netherlands Program website) as soon as we have them.

## **Travel-Day Questions**

Liza's cell phone number is 802-380-9040. She will have access to this phone until the flight takes off for the Netherlands.

Please see the following sites for any questions regarding airline travel:

- Transportation Security Administration travel information:  
<http://www.tsa.gov/traveler-information>
- US State Department travel information:  
<http://travel.state.gov/content/passports/english/country/netherlands.html>

# **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](mailto:mluciani@landmark.edu)

### **Landmark College Campus Safety Office**

802-387-6899 (24 hours)

### **Landmark College Director of International Education**

Peg Alden  
Office: 802-387-6821 pre-departure  
Cell: 802-490-4515 pre-departure  
Email: [palden@landmark.edu](mailto:palden@landmark.edu)

### **Program Director**

Liza Burns  
Landmark Office: 802-387-6752 pre-departure  
USA Cell: 802-380-9040  
In-country Cell: If different from USA cell above, the NL number will be communicated once we're in The Netherlands.  
Email: [lburns@landmark.edu](mailto:lburns@landmark.edu)

### **Academic Director**

Ann McCloskey  
Landmark Office: 802.387.6793 pre-departure  
[AnnMcCloskey@landmark.edu](mailto:AnnMcCloskey@landmark.edu)

### **In-country**

Emergencies/Fire/Ambulance: Dial 112  
Non-Emergency Medical assistance: 0900.8844

# Itinerary

## The Netherlands Program 2018

### Week One

Arrive The Netherlands Sunday May 27, 2018

Webster University & Leiden Orientation, welcome dinner

Class Begins

School visit #1

Day Trip: Enkhuizen to the Zuiderzee Museum (historic village) & Walking Tour of Amsterdam: traditional Dutch group dinner

(Optional week-end activity: visit to the Ann Frank House in Amsterdam)

### Week Two

Classes Continue

School visit #2 and #3

Visit to Madurodam (miniature Dutch park) near The Hague

(Optional week-end activity: visit to another Dutch city TBD)

### Week Three

Classes Continue

Dutch Educational Level panel

Career interviews & presentations

Day trip: biking to North Sea, group lunch

Final Group Dinner

Depart from Amsterdam Saturday, June 16<sup>th</sup> 2018



# EDU2011 SYLLABUS

**Course Number/Title:** EDU2011 Comparative Education

**Semester:** Study Abroad/Summer I 2018 (in the Netherlands)

**Credits:** 3

**Professor:** Ann McCloskey

E-Mail: [annmccloskey@landmark.edu](mailto:annmccloskey@landmark.edu)

**Typical class meeting times:** 9:30-12:30 weekdays, with full day field trips a couple of times throughout the three weeks and some additional field work some afternoons. (Occasionally, a school visit may be scheduled in the morning, with classroom time extended past the lunch break. In other words, class meeting times may vary.)

This is an intensive three-week, 3-credit course. Students should assume that most of their time and energy for the duration of the three weeks will be spent on course related activities.

## Required Reading:

Kubow, P.K. & Fossum P.R. (2007) *Comparative Education: Exploring Issues in International Context*. Upper Saddle River, NJ: Pearson. (purchase via Amazon: some new and many used copies available)

De Rooi, M. (20014) *The Dutch, I presume?* N & L Publishing. (can purchase via LC bookstore)

## Course Description:

The primary goal of this course is to help students understand the historical, cultural, political, and economic forces that shape educational issues. Although several countries will be examined, the emphasis will be on the national educational system of the study abroad host country (the Netherlands, in 2018). The course will focus on the following core issues in order for students to compare education across two cultural contexts:

- The Purpose of Schooling
- Educational Access and Opportunity (including access/opportunity for students who learn differently)

This course fulfills the requirement of a 2000-level education course for a Concentration in Education (for A.A. students). It can also fulfill one of the electives needed for a Minor in Education (for B.A. students), and it can fulfill the alternative study requirement for students pursuing a Bachelor Degree in Liberal Studies.

**Prerequisites:** WRT1011; EDU1011 or EDU1001; a 1000 level social science or education course

**Learning outcomes for students:**

1. Identify and explore some of the relationships between education and society.
2. Draw connections between Dutch cultural values and the NL education system, synthesizing information from cultural text readings and field based learning.
3. Demonstrate an understanding of how similar educational issues manifest themselves in diverse cultural settings.
4. Suspend judgment to examine multiple perspectives on educational issues.
5. Apply educational terminology to international educational issues.
6. Compare how learning differences are treated in two different cultures (the U.S. and the Netherlands).
7. Collect information through multiple sources (library research, interview, observation).
8. Present research findings in oral and written formats.

**Expectations of students in class and on field trips:**

- Respect individual and cultural differences among classmates. This means accepting others' opinions and perspectives, even when they differ from your own. Using respectful language in class and on field trips is critical to creating a safe learning environment.
- Everyone is entitled to an informed opinion. This means that when disagreeing with another member of the class, it is important to explain why.
- Come to class prepared, having done the reading. I will come prepared to teach. I see this as a verbal contract we all make with each other.
- Attend field trips with an open mind, working on setting ethnocentric attitudes aside.
- Consistently employ "classroom behavior" on all field trips and during all group activities. Much of the learning in this course is experiential; whenever the class is together (whether in the classroom, on a field trip related to course content,

sharing a meal, or on an optional weekend field trip) appropriate classroom behavior is expected.

This includes abstaining from the use of alcoholic beverages or illegal drugs of any nature. (No, marijuana use has not been legalized in the Netherlands. It has simply been de-criminalized and is therefore tolerated only in certain settings. It will **not** be tolerated during class, field trips, or any other group activity.)

- Ask questions! There are no “stupid” ones, either in class or on field trips.
- Forgive others’ mistakes, as well as your own.

### **Additional expectations of students while on study abroad:**

- Remember that when visiting a foreign country you are viewed as a representative of your country and culture. This is your chance to dispel myths of impolite and loud American behavior.
- Whether with your study abroad group or not, it is expected that you will exercise safety and caution. (This extends to any substance use that you might choose to engage in when not with the class group.)

### **Major Assessments and Grade Weights:**

- **Reading Quizzes:** A series of seven quizzes throughout the three weeks test for comprehension of the major concepts presented in the text book. An additional three quizzes on culture, given during the first week, are based on the readings assigned in the secondary text. Ten quizzes in total=**20% of course grade (2% for each quiz grade)**
- **NL Education Panel:** In pairs or small groups, students are assigned to a level of education (elementary, secondary, college) and research both the structure of and issues faced by that level of education, as well as issues related to the overall system of education in the Netherlands. Findings will be presented in a panel format, at the end of the second week of classes. **20% of course grade**
- **Culture/Education Paper:** This assignment requires first keeping a journal in which learnings about cultural/historical information are documented and reflected upon, in terms of the possible implications that these cultural/historical patterns have for contemporary education in NL. Students will formulate a question about the impact of culture on education, due well before the final paper, which is then due towards the end of the program. Because this paper is

the major writing assignment for this course, emphasis in grading will be on the academic nature of the writing, including APA citation style. **20% of course grade (with a portion of this grade earned by submitting a well stated question by its due date)**

- **NL Career Project:** Each student focuses on a particular career and researches the education/training process for attaining this career in the Netherlands. This project involves gathering information via interviews and observations, as well as doing more text-based research. Findings will be presented via power point presentations to the class on the final day of the program. Some students might work in pairs. **20% of the course grade**
- **Active engagement & Participation:** Students are expected to participate in all aspects of the course including class discussion, individual/group activities, and field trips. The quality of one's participation is as important as showing up. **20% of the course grade**

**See Canvas for due dates for assignments**

### **Course policies:**

- All **assignments** are to be completed and submitted/presented **on time** to receive full credit.
- **Laptop (and other technology) use:** The use of laptop computers in the classroom will be restricted to particular class meetings. Class notes will be taken using a pen or pencil and notepaper, rather than on a laptop.
- **Arriving to class on time** is imperative to earning full credit for a quiz. Each of **seven reading quizzes** based on the primary text is worth 2% of the final grade in the course and are taken at the start of class; quizzes are meant to encourage preparedness for and timeliness to class, as well as active engagement with readings and with class lectures and discussions. These reading quizzes can be re-taken at the end of class, as a way of encouraging full engagement during class. Grading details for quizzes will be explained on the first day of class. Quizzes must be taken in pen, with end of class changes made in the left margin. (The three culture quizzes, based on the secondary text, are taken just once in class, after summaries of those readings are presented by students.)
- It is the student's responsibility to contact the instructor regarding an **absence**. Absences have a more detrimental impact on participation grades when not communicated to the instructor.

## **College policies:**

### **Classroom Behavior Expectations**

"All students and staff of Landmark College are members of a unique educational community; whose goal is to enable each student to tap his or her full potential for success. Such a challenging goal requires tremendous individual effort on the part of each student and cooperative effort on the part of each member of the Landmark community. The guiding principles of the Landmark community include hard work, respect for others and oneself, honesty, personal accountability, and careful organization of time and materials."

More information on the Student Code of Conduct can be found on page 3 of the [Student Handbook](#).

### **Classroom Recording Policy**

For the purposes of private academic study and review, students may record class lectures and discussions using analog or digital technology, including audio, video, still photos, and other forms of capture technology. Such recording must be included as part of your final portfolio. In addition, students who wish to make such recordings will be required to sign an acknowledgement form that they understand and will comply with the guidelines set forth in Landmark's [Classroom Recording Policy](#).

### **Academic Honesty and Plagiarism Policy**

"As an academic community, Landmark strives to instill and foster intellectual honesty and integrity. Effective evaluation of student work can occur only in an environment in which intellectual honesty is respected. Academic dishonesty is a clear violation of academic integrity and academic responsibility."

Academic dishonesty would include but is not limited to: using sources without proper citation in papers and presentations; lifting phrases verbatim without using quotation marks (i.e. improper paraphrasing)

Academic integrity and responsibility are important in the classroom. In cases of Academic dishonesty, a conversation with the student and professor will convene and the [college policy for Academic dishonesty](#) will be followed.

### **Accommodations Policy**

"Given the unique mission of Landmark College, many academic accommodations that might be customary or required at traditional institutions would not be appropriate at Landmark, because they would alter the College's academic program."

If you need individual accommodations to meet course objectives, please make an appointment with the course professor to discuss your needs within the first week of the semester. Any requests not noted in this time frame will not be considered for this semester.

## Useful Books & Websites

### Books

DK Eyewitness Travel Guide. (2014) *The Netherlands*. New York: DK Publishing,.  
White, Colin, and Laurie Boucke. (2013) *The UnDutchables: an observation of the Netherlands, its culture, and its inhabitants*. 7<sup>th</sup> ed. White Boucke Publishing.

### Websites

Discover Leiden  
[www.Portal.leiden.nl/en/homepage](http://www.Portal.leiden.nl/en/homepage)

The Netherlands--Lonely Planet  
[www.lonelyplanet.com/the-netherlands](http://www.lonelyplanet.com/the-netherlands)

I Amsterdam  
[www.iamsterdam.com/en](http://www.iamsterdam.com/en)

Webster University Leiden  
[www.webster.nl/](http://www.webster.nl/)

## Packing Tips

### Clothes

The Dutch tend to dress a bit more formally than many Americans do. For example, it's unusual to see the Dutch dressed in shorter shorts or sweatpants. Comfortable, casual clothes that you can layer in case of variable weather should be fine for most activities and occasions.

### Valuables & Electronics

- It is strongly recommended that everybody bring a laptop computer, especially if you want to use Kurzweil and/or voice recognition software. Our access to computers at Webster University is likely to be limited.
- Wireless will be available in the lounge of the residence hall, **but not in the dorm rooms**. You need to hard wire into an internet cable in your room. If you have a Landmark computer, you likely do not the appropriate input. You need to bring an adapter that will bridge the internet cable and the USP input on your computer.

- Your computer plug has currency converter, but you will need an adaptor to plug into the NL outlets.
- Do not bring anything that cannot be replaced because of cost or sentimental value.
- Do not bring anything unnecessarily expensive or flashy.
- Your cell phone may not work in The Netherlands. More about this in the **Communication** section.

## Baggage

When definite, flight information will be communicated. Whichever airline we use, there will be a maximum baggage allowance and strict limits for bags allowed on as carry-ons. If you exceed this limit you will be charged extra and will be responsible for paying this fee.

## Packing List

### Essential gear:

- ☐ Passport-- **DON'T** pack it in your suitcase!
- ☐ TWO color copies of passport
- ☐ Student ID Card
- ☐ Enough prescription medication to last the entire trip. **It's important the meds be in their original containers**
- ☐ ATM card and credit card (with PIN # and chip)
- ☐ Battery-operated alarm clock
- ☐ Plug adaptor for all electrical items (most modern electronics have 110-220 voltage converter---older gadgets may not)
- ☐ Extra glasses/contact lenses for those who wear them
- ☐ Bathroom towel
- ☐ Toiletries: shampoo, soap, toothpaste, lotion, etc. (can be bought in Leiden, but it will be more expensive) **Remember there are restrictions on liquids allowed in your carry-on baggage**
- ☐ Enough American money to buy food at US airport, if you need to

- ☐ Laptop computer
- ☐ (Optional) Ethernet-USB adaptor if you want internet in your dorm room (wifi is available in lounge of residence hall)



Edimax EU-4208 USB 2.0 to 10/100Mbps Fast Ethernet LAN Wired Network Adapter for Windows XP/ Vista / 7 / 8 / 8.1, Macbook Air, and Linux (ASIX AX88772B chipset)

- ☐ Items for your temporary kitchen (see notes on “housing”)
- ☐ Small gift for your Dutch interviewee as a ‘thank you’

### Course Supplies:

- ☐ Textbook: De Rooi, M. (2014) *The Dutch, I presume?* N & L Publishing. (at Landmark Bookstore)
- ☐ Textbook: Kubow, P.K. & Fossum P.R. (2007) *Comparative Education: Exploring Issues in International Context*. Upper Saddle River, NJ: Pearson. (**only available online**)
- ☐ A few folders for keeping materials organized
- ☐ Pens, pencils, highlighters

### Clothing:

- ☐ Sturdy, comfortable, water-resistant walking shoes
- ☐ Comfortable warm-weather clothing
- ☐ Clothes that can be worn in layers for varying temperatures
- ☐ Rain jacket/windbreaker (it can be rainy and chilly in summer)
- ☐ Warm sweater/fleece jacket
- ☐ Bathing suit (for pool and/or beach)



## **Optional packing for kitchenette:**

(these items can also easily be purchased in Leiden)

- a few ziplock bags
- a few small trash bags
- a small, tight container of dish soap
- a dish towel
- salt, pepper and small amount of spices that you tend to use
- some packets of mayonnaise, mustard, ketchup, etc..

## **Tips for the Traveler**

### **Passports and Visas**

A current passport is required for entrance into The Netherlands (NL). No visa is necessary.

### **Money Matters and Suggested Budget**

Currency in NL is the euro. To check exchange rates, refer to XR Universal Currency Converter ([www.xe.com/ucc/](http://www.xe.com/ucc/)).

ATM/Debit cards cannot be consistently used in NL for purchasing unless they have a chip and you have a PIN. Students will be able to withdraw cash easily from a number of local ATM machines. Because credit cards are often not accepted in many of the smaller grocery stores, restaurants, and shops, most people withdraw money at ATM's and then use cash for spending.

In case of loss or theft, students should have more than one way to access personal funds while in NL-- these will likely be an ATM card and a credit card-- Visa or MasterCard are most widely accepted-- with a PIN number. It's also a good idea to have more than one credit card available-- one can be kept in a wallet and a second can be secured back at the accommodation. Credit cards can be good for emergencies, especially if they can be used to withdraw money with a PIN number (charges will likely apply). Students are discouraged from bringing large amounts of cash.

While student spending varies widely, we would estimate about \$100 per week of spending money in addition to the food budget listed below. This estimate does not include extensive personal travel, gift buying, or frequent dining out at restaurants.

## **Water and Food**

Because students are responsible for the majority of their meals, it is difficult to predict how much money they should budget. This is our estimate of three different levels of food spending:

Students who purchase individual ingredients for their food at the larger food stores or outdoor market and prepare their own food from scratch in their kitchenettes\*: budget \$100/week for groceries.

Students who purchase prepared food at local stores or markets (i.e. a rotisserie chicken or a quiche) but “eat in” at the residence hall: budget \$150/week for groceries.

Students who eat most of their meals out in cafes or restaurants: \$200-\$250/week for food expenses)

Dutch tap water is fine to drink.

## **Housing**

Webster University’s Living and Learning Center (LLC) will house students. This residence is located in the old city center. The LLC is a non-smoking building.

Webster University—Leiden, NL

Galgewater 1

2311VZ Leiden

Phone 31 71 516 8000

Students will stay in open-plan studio flats for two people with no private bedrooms. The LLC offers the following amenities:

- Private facilities (toilet, shower) in each room
- A kitchenette;
- Furnishings, crockery, cooking utensils, bed linen, and blankets. (Note that students must provide their own bath towels)

- All utilities such as hot water, electricity, wifi, and cable television
- Computers and laundry facilities are available in the building at no extra cost
- Cleaning supplies, irons, vacuums, etc. are available for use
- Beautiful enclosed courtyard
- Safe bicycle storage
- Lounge with TV and DVD player

Stocking your home-away-from-home kitchen: Although the kitchenettes come with crockery and cooking utensils you will not have the basic that you may be accustomed to in order make your kitchen function. Some students have found that it is useful to pack up a few small “Tupperware” containers (the refrigerators are small, so small containers are best) with a few “essentials”. This allows you set up your kitchen area quickly and means that you won’t have to buy large quantities of things in-country that you wouldn’t use up in three weeks.

These are some of the things that folks have found useful:

- ☐ a few ziplock bags
- ☐ a few small trash bags
- ☐ a small, tight container of dish soap
- ☐ a dish towel
- ☐ salt, pepper and small amount of spices that you tend to use
- ☐ some packets of mayonnaise, mustard, ketchup, etc..

## **Communication**

Once students arrive in Leiden, they’ll be asked to contact their families to report their safe arrival.

We will also be keeping a Netherlands Program Blog found on Landmark College Study Abroad page.

There are a number of ways to stay in touch while abroad.

### **Cell (Mobile) Phones**

Students will need to check with their cell service provider to see if they have an international calling plan. Receiving calls while abroad can be expensive. Receiving text messages can be reasonable if students have some sort of *World Traveler* or *International* plan with their cell service provider. Another option is to buy a cell phone in NL and buy minutes as needed.

To call Leiden from US, dial 011 31 71 (phone number)

To call US from Leiden, dial 00 1 (area code phone number)

### **Email**

Students who bring their own laptops can access the internet in their LLC apartments. It's also possible to email using Webster's public computers.

### **Time**

NL time is 6 hours ahead of Eastern Standard Time in the U.S. So if it's 1:00 PM in Leiden, it will be 7 AM in Putney, Vermont.

The Netherlands, like most of Europe, uses a 24 hour clock, sometimes called "military time" in the U.S. The hours of the day run from 1 to 24 so there's no need to specify AM or PM. So rather than 1:00 PM, a Dutch clock would read 13:00.

NL is quite far north, which makes for long summer evenings. In July, the sun sets at about 10:00 PM (22:00).

## **In-country Transportation**

### **Walking**

Leiden is a great city for walking. From the LLC residence hall, Leiden Centraal Train Station is about a 10 minute walk. The LLC is about a block away from the classroom building.

Shops, markets, groceries, restaurants, and cafes are all a short walk from Webster University.

### **Bikes**

NL has more bicycles than cars and many people commute to work on two wheels. There are many bike paths. For class-related cycling trips, the program will rent bikes for students. Students are welcome to rent a bike for part of or the entire three week program. Bike rentals are about 10 euros per day and 55 euros per week.

### **Trains**

The travel network in NL and throughout Europe is outstanding. For all group and course-related travel, students will be provided with an OVChipkaart travel card. For personal travel, students will need to purchase traditional tickets at the station. All mandatory, course-related group travel is covered in the cost of the program.

### **Weather**

Last summer in Leiden during July and August, the daytime temperature was usually in the 70's and occasionally hit the low 80's. During that same time period, the nighttime

temperatures ranged from chilly 55 to the low/mid 60's. Clouds and drizzle are always possible so be sure to bring a rain jacket.

## **Electricity**

Electricity is 220 volts in NL, which is different than in the US. **An adaptor must be used to plug in all electrical appliances such as laptops, cell phones, and hairdryers.** Plugging in without the proper adaptor will likely result in your appliance being ruined. Adaptors may be purchased before travel in stores like Radio Shack, or at the airport or in Leiden.

## **Health and Immunizations**

No special immunizations are needed for travel to NL, but be sure to be up-to-date on your standard vaccinations.

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

<http://wwwnc.cdc.gov/travel/destinations/traveler/none/netherlands>

# **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.

### **Participants 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.

## **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: <http://www.myisic.com>

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.