

Study Abroad Program Handbook

New Zealand

July 6-28, 2018

Intercultural Communication (COM2051)

Intercultural Competency: Theory to Practice (COM3051)



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A Note of Welcome

Welcome to the New Zealand Program 2018! We are so excited that you will be joining us on Landmark's maiden study abroad voyage to New Zealand. We expect this to be an exciting and enriching new experience for all of us...students and directors alike.

This program is designed so that we will have some predictability and routine (i.e. we will be housed for our entire 3 weeks at Pacific Park in Tauranga on the east coast of the north island) and some adventures (i.e. multiple day-trips that will allow us a close look at the culture and history of the area). The program design will challenge us to work, live and explore together as we dive into the curriculum that will be offered in your Intercultural Communication or Intercultural Competency course. We are working closely with [Kuaka](#), a group of New Zealand-based international educators, to supplement your classroom instruction with hands-on experiences in the community. We could not be more excited about the program that we have to offer you.

This handbook will provide critical information about the course, packing, and student expectations. Please take time to read over this information carefully. We look forward to seeing you at our Mandatory Orientation Meeting on Friday morning, May 18. Stay tuned for details.

Cheers!

Peg Alden

Program Director

Geoff Burgess

Academic Director

Travel Details

Travel plans are still being worked out. Stay tuned for more details. Once we have our final arrangements you will be informed via email and the plans will be posted to the New Zealand Program website. PLEASE NOTE THAT NEW ZEALAND STUDENTS WILL BE TRAVEL BACK TO THE U.S. TOGETHER, BUT WITHOUT A DIRECTOR.

Travel-Day Questions

Geoff Burgess, New Zealand Academic Director – traveling with students from the U.S. to New Zealand on July 6

Cell: 802-451-6820

Peg Alden, Australia Academic Director – will meet the group when they arrive in Auckland. Peg will also be traveling with students who are going on to the Australia program from New Zealand on July 28

Cell: 802-490-4515

Please see 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/costa-rica.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

Landmark College Campus Safety

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

Program Director: Peg Alden (see above)

Academic Director

Academic Director: Geoff Burgess
Landmark College Office, Putney VT: 802-387-6768
Email: gburgess@landmark.edu
Cell Phone (in USA and Australia): 802-451-6820

In-country

Emergencies/Fire/Ambulance: 111 (triple zero)
Tourist police: 111
Medical assistance: 111

Itinerary

(Tentative) Itinerary for Summer 2018 New Zealand Study Abroad Program

The details of our adventure together are still being solidified. We will be housed at the Pacific Park Holiday Park in Tauranga our entire 3 weeks. The course will involve local outings on many afternoons and longer, full-day outings each Wednesdays.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 1	2	3	4	5	6 NZ group departs U.S.	7
8 NZ group arrives Auckland and drives to Tauranga	9 Class in a.m.	10 Class in a.m.	11 Full-day outing (to Rotorua)	12 Class in a.m.	13 Class in a.m.	14 (optional) Trip to Hobbiton
15 Down day	16 Class in a.m.	17 Class in a.m.	18 Full-day outing (Maori experience)	19 Class in a.m.	20 Class in a.m.	21 (optional) Full-day outing
22 Down day	23 Class in a.m.	24 Class in a.m.	25 Full-day outing	26 Class in a.m.	27 Class in a.m.	28 NZ group drives to Auckland and leaves NZ

Optional outings will take place on Saturdays.

Course Syllabus

COM 2051 Intercultural Communication

Study Abroad: New Zealand - Landmark College
Summer 2018

Instructor: Geoff Burgess

Email: gburgess@landmark.edu

Office Hours: by appointment

Course Description:

Culture is the context for all communication. Students explore the ways in which cultural values, attitudes and assumptions are reflected in the communication process. The process begins with a self-analysis of one's own cultural identities and communication styles. Students then examine verbal and nonverbal communication patterns from a cross-cultural perspective and determine how differences in perception, values, and world-view may lead to misunderstandings. Students work toward refining their oral communication skills by participating in group projects and preparing oral presentations.

Class Times: As this is an intensive study abroad trip, class times may vary depending upon the circumstances that present themselves. Students should assume that most all of their energy for the duration of the program will be spent on course related activities.

Prerequisites:

Full time status in the Landmark College credit program

Successful completions of WRT1011, a FY course, and 1000 level CO course

Course Learning Goals: Students will	General Education Goals	Assignments/Activities
Gain an understanding of key concepts in the field of intercultural communication	Think critically, reason soundly, and develop and apply problem solving strategies across the academic disciplines.	Homework- reading review questions Cultural Self-Assessment paper
Explore characteristics of communication among specific cultural communities	Communicate with clarity, coherence and persuasiveness through written, oral and other modes of expression.	Presentations- observations & interviews Projects- pluralism, globalism, tourism, mass media
Identify and understand various challenges inherent in intercultural communication and explore ways to productively meet these challenges	Communicate with clarity, coherence and persuasiveness through written, oral and other modes of expression.	Homework- journal entries Presentations- cultural background Projects- pluralism, globalism, tourism, mass media
Develop a greater awareness of your own cultural identity and the unconscious cultural values,	Understand the complexities of multiple communities, including educational, cultural and	Homework- reading review questions & journal entries Cultural Self-Assessment paper

assumptions, and attitudes that influence your interactions with others	geographic, and respect different perspectives and diversity.	Presentations- observations & interviews
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Required Texts:

Course Pack designed by the instructor

“New Zealand-Culture Smart!: The Essential Guide to Customs and Culture” by Ljiljana Ortolja-Baird

Grading: Full assignment descriptions/rubrics as well as drop-boxes can be found on the Canvas course web site

15% Participation

Because of the experiential nature of this course, attendance, punctuality, and participation are required for all class meetings and activities.

15% Homework

Daily assignments will include guided reading review questions and journal entries.

15% Cultural Self-Assessment paper

Topic: Describe how you define yourself as a cultural being and show how that affects your communication style. (Keep in mind, cultural self-assessment is not a process that has an end.)

25% Presentations

Class presentations will be given based on research on background elements of New Zealand culture as well as from structured observations and interviews.

30% Projects

In small groups students will focus on and collect information on a unique aspects of New Zealand culture and communication. After consolidating evidence from various sources, students will provide a summative analysis to the class.

Letter grades will be assigned as follows:

A	100 – 93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59 and below

A – work demonstrates exceptional understanding

B – work demonstrates good understanding

C – work demonstrates adequate understanding

D – work demonstrates limited understanding

F – work demonstrates little or no understanding

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.

- Ask questions! There are no “stupid” ones, either in class or on field trips.

- Forgive others' mistakes, as well as your own.

- 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 alcohol, or other substance, use that you might choose to engage in when not with the class group.)

COM 3051 Intercultural Competence: Theory to Practice

Study Abroad: New Zealand - Landmark College
Summer 2018

Instructor: Geoff Burgess
Email: gburgess@landmark.edu
Office Hours: by appointment

Course Description:

Intercultural competence refers to the ability to interact effectively with persons of different cultures. It requires an integration of awareness, attitude, knowledge, and skills and can be realized with a facility for cultural self-assessment, sensitivity to cultural differences, and awareness of the dynamics inherent when cultures interact. Ultimately this results in forming relationships across cultural boundaries and with improved decision-making and social engagement/work performance in multi-cultural settings.

Intercultural competence is not simply visiting and learning about another culture, but to think critically about one's own culture and to acquire *the process of coming to understand* a new culture which can be used to adapt to a variety of cultures.

Class Times: As this is an intensive study abroad trip, class times may vary depending upon the circumstances that present themselves. Students should assume that most all of their energy for the duration of the program will be spent on course related activities.

Prerequisites:

Successful completion of EN1021 and three 2000 level courses with C grade or better

Course Learning Goals: Students will	General Education Goals	Assignments/Activities
Gain an understanding of key concepts in the field of intercultural communication	Think critically, reason soundly, and develop and apply problem solving strategies across the academic disciplines.	Homework- reading review questions Cultural Self-Assessment paper
Explore characteristics of communication among specific cultural communities	Communicate with clarity, coherence and persuasiveness through written, oral and other modes of expression.	Presentations- observations & interviews Projects- pluralism, tourism, mass media
Identify and understand various challenges inherent in intercultural communication and explore ways to productively meet these challenges	Communicate with clarity, coherence and persuasiveness through written, oral and other modes of expression.	Homework- journal entries Presentations- cultural background Projects- pluralism, tourism, mass media
Develop a greater awareness of your own cultural identity and the unconscious cultural values, assumptions, and attitudes that influence your interactions with others	Understand the complexities of multiple communities, including educational, cultural and geographic, and respect different perspectives and diversity.	Homework- reading review questions & journal entries Cultural Self-Assessment paper Presentations- observations & interviews

Required Texts:

“Intercultural Competence: Interpersonal Communication Across Cultures 7thed.” by Myron Lustig and Jolene Koester

“New Zealand-Culture Smart!: The Essential Guide to Customs and Culture” by Ljiljana Ortolja-Baird

Grading: Full assignment descriptions/rubrics as well as drop-boxes can be found on the Canvas course web site

15% Participation

Because of the experiential nature of this course, attendance, punctuality, and participation are required for all class meetings and activities.

15% Homework

Daily assignments will include guided reading review questions and journal entries.

15% Cultural Self-Assessment paper

Topic: Describe how you define yourself as a cultural being and show how that affects your communication style. (Keep in mind, cultural self-assessment is not a process that has an end.)

15% Presentations

Class presentations will be given based on research on background elements of New Zealand culture as well as from structured observations and interviews.

20% Special Project

3000 level students will conduct a study of New Zealand as a model of a bicultural society. In particular, students will examine how Maori values and practices have been integrated into environmental management. In addition, this study will include the challenge for New Zealanders of maintaining cultural integrity while delivering cultural tourism.

20% Projects

3000 level students will lead small groups to focus on and collect information on a unique aspects of New Zealand culture and communication. After consolidating evidence from various sources, students will provide a summative analysis to the class.

Letter grades will be assigned as follows:

A	100 – 93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59 and below

A – work demonstrates exceptional understanding

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C – work demonstrates adequate understanding

D – work demonstrates limited understanding

F – work demonstrates little or no understanding

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.

- Ask questions! There are no "stupid" ones, either in class or on field trips.

- Forgive others' mistakes, as well as your own.

- 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 alcohol, or other substance, use that you might choose to engage in when not with the class group.)

Besides the policies described in the Study Abroad handbooks, students should be aware of the following:

Landmark College Student Code of Conduct:

The following standards of conduct are examples and general expectations for all student members of the Landmark College community:

1.Honesty: Students will exhibit honesty in academic endeavors and in all aspects of campus life.

2.Safety: Students will make a commitment to contribute to a safe, clean, congenial, and productive learning environment.

3.Understanding: Students will make a commitment to understand their own strengths and challenges, and to work towards academic and personal growth.

4.Respect for Others: Students will show respect for the feelings, time, efforts, and physical well-being of others, and for their capacity for growth.

5.Respect for Property: Students will show respect for the property and materials of Landmark College as well as the personal property of all members of the Landmark community.

6.Respect for Community: Students will respect the rules and regulations of Landmark College and its governing bodies, and the laws of the State of Vermont and of the United States.

Academic Dishonesty and Plagiarism

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 where intellectual honesty is respected. Academic dishonesty, which includes the inappropriate giving or receiving of aid during any test situation, is a clear violation of academic integrity.

To plagiarize is to give the impression that a thought or a piece of writing is original, when, in fact, it was borrowed from another. A form of academic dishonesty, plagiarism is a violation of intellectual integrity and academic responsibility.

The individual student is responsible for ensuring that his or her work does not involve plagiarism. Ignorance of the nature of plagiarism or of Landmark rules may not be offered as a mitigating circumstance. Students with questions on matters of plagiarism should consult their English course instructor and the instructor of the course for whom they are preparing work.

The minimum penalty for plagiarism is no credit (recorded as a zero for the purpose of determining the student's course grade) in the unit of work in which plagiarism has occurred. The maximum penalty for first offense plagiarism is failure for the course in which the plagiarism occurred; in cases of repeated offense, suspension or expulsion from Landmark may be imposed. No opportunity may be granted to make up or otherwise fulfill the requirements of the unit of work involved. A student suspended from Landmark may not transfer to Landmark any course credits earned at other institutions during the period of suspension.

Useful Websites

Websites

100% Pure New Zealand: www.newzealand.com

Lonely Planet – New Zealand: www.lonelyplanet.com/new-zealand

Destination New Zealand: www.destination-nz.com

Packing Tips

Clothes

See packing list

Valuables & Electronics

Do not bring anything that cannot be replaced because of cost or sentimental value. You will need a laptop for academic work. New Zealand (and Australia) electricity runs 240v/60hz while American electricity run 110v/50hz. Be sure to purchase a 3-pin adaptor/converter for any electrical items you bring.

Baggage

Plan to bring one suitcase (if more than 50 lbs, you may be subject to additional luggage fees) and one carry-on backpack. If you can't comfortably walk with all your luggage around the block and up a flight of stairs, you are bringing too much.

Packing List

Essential gear:

- ☐ Passport
- ☐ Color copy of passport (in suitcase)
- ☐ Student ID Card
- ☐ Carry-on/Backpack for airplane, day trips
- ☐ 3 ½ weeks-worth of prescription medications in original bottles (keep in carry-on luggage)
- ☐ Extra prescription glasses/contacts
- ☐ Laptop
- ☐ Camera
- ☐ Alarm clock (battery operated)
- ☐ Electricity adaptor/converter
- ☐ Toiletries (toothpaste, shampoo, etc.)
- ☐ Sun lotion
- ☐ Comfortable walking shoes
- ☐ Swim suit (there is a hot tub at Pacific Park)

Course Supplies:

- ☐ Course book
- ☐ Notebook for journaling, notes, observations
- ☐ Pencils, pens, highlighters

Clothing:

- ☐ Comfortable clothing that can be worn in layers: shorts, skirts, T-shirts, long sleeve shirt
- ☐ Pair of pants
- ☐ Light jacket for wind/rain
- ☐ Bathing suit
- ☐ Sweater for chilly nights
- ☐ Comfortable walking shoes
- ☐ Flip flops/sandals (communal bathrooms down hall from rooms)

Optional:

- ☐ Sun hat/cap
- ☐ Cell phone & charger

Tips for the Traveler

Passports and Visas

You must have a passport (valid for 6 months AFTER your return to the U.S.A.), but you do not need a visa for our 3-week trip to New Zealand.

Money Matters and Suggested Budget

Currency in New Zealand is the New Zealand dollar (NZD). Check exchange rates online; currently (March '18) NZD \$1 – USD \$0.72. Many places in AU will accept MasterCard/Visa; however, you should plan to have more than one way to access funds. It is advisable to budget/withdraw cash from an ATM once a week. An international banking fee will apply each time you use an ATM.

Students should plan to spend a minimum USA\$150 on groceries per week. This will vary based on eating preferences and could be much more if you plan to eat out rather than cook at Pacific Park, where you will have kitchen facilities available for your use.

Personal spending will also vary widely depending on lifestyle. A minimum estimate would be to budget USA\$200 dollars per week in addition to the food budget. This estimate does not include personal travel, gifts, or frequent dining out.

Water and Food

Tauranga is a modern city with clean water many options for purchasing food.

Housing

We will be housed at [Pacific Holiday Park](#) for the entire 3 weeks that we are in New Zealand.

For the first week students will be housed in two-bedroom “motel” units that will sleep 3-4 students. Each unit has a kitchenette where students can prepare their meals. During this first week, we will also have access to the “conference center” for classes and group meals.

The second and third week students will be housed together in the Beach Lodge. A facility with 6 bedrooms, 3 bathrooms, a lounge and kitchen.

Bed linens and towels are included.

IMPORTANT NOTE: PACIFIC PARK IS AN ALCOHOL AND SMOKE-FREE ENVIRONMENT

Communication

Students will have access to wifi for a fee (1 GB: \$5NZD, 3 GB: \$10NZD, 10 GB: \$25NZD), so email and Skype/Facetime communication is available. Mobile/cell phone use while in New Zealand is optional. Before you leave the U.S., be sure to check with

your cell phone carrier to explore international rates/plans. If you want to use What's App your home recipients of your phone calls need to also sign on for that phone app.

Time

Tauranga is 17 hours ahead of the east coast in USA. Therefore, if it is 11:00 AM in Boston, it will be 4:00 AM TOMORROW in Tauranga.

In-country Transportation

While in New Zealand, we will be traveling by van (with a hired driver) and public bus. All program-related travel will be paid for by the program. Students will be responsible for any personal travel.

Weather

Although July is New Zealand's "winter" our destination on the east coast of the north island is often referred to the "winterless north". We can expect temperatures in the high 50's and low 60's

Electricity

New Zealand electricity runs 240v/60hz while American electricity run 110v/50hz. Be sure to purchase an adaptor/converter for any electrical items to bring. Do not forget to bring phone charger cord if you are using a cell for alarm/camera/communications.

Health and Immunizations

We will not be traveling to remote areas of New Zealand, but we will be traveling into National Parks. Make sure you are up-to-date on routine vaccines before every trip. These vaccines include measles-mumps-rubella (MMR) vaccine, diphtheria-tetanus-pertussis vaccine, varicella (chickenpox) vaccine, and polio vaccine.

For some people, other vaccines are recommended. Check with your doctor about any other vaccines that may be advisable for you. See more information here:

https://wwwnc.cdc.gov/travel/destinations/traveler/none/new-zealand?s_cid=ncezid-dgmq-travel-single-001

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

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

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.