

COLUMBIA UNIVERSITY | OFFICE OF GLOBAL PROGRAMS

Paris

GLOBAL SCHOLARS PROGRAM
SPRING 2012 HANDBOOK



"If you are lucky enough to have lived in Paris as a young man, then wherever you go for the rest of your life, it stays with you, for Paris is a moveable feast."

Ernest Hemingway

"You can't escape the past in Paris, and yet what's so wonderful about it is that the past and present intermingle so intangibly that it doesn't seem to burden."

Allen Ginsberg

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INTRODUCTION

The Columbia Global Scholars Program (GSP) offers highly motivated students from all disciplines an opportunity to investigate global issues through a French and European lens. GSP students are expected to engage in the conceptual framework and the multi-disciplinary focus of the Colloquium while developing their own disciplinary interests and building a range of linguistic, investigative, archival, new media, expository, and other skills necessary to develop new knowledge through individualized research projects.

The program is based at Reid Hall, Columbia University's Global Center for Europe. For over a century, its long and distinguished past of intellectual, artistic, and cultural exchange has earned it a significant place in the relationship between France and the United States. Currently, Reid Hall also serves as an educational center for several other American universities and for scholars from around the world, and it hosts hundreds of events annually including lectures, film screenings, art exhibits, concerts, and conferences.

Built before the French Revolution, Reid Hall was home to a porcelain factory, the first Protestant school in France (Keller Institute), The American Girls Club, and a hospital before it was bequeathed to Columbia University in 1964. It is located on the Left Bank in the lively Montparnasse district (6th *arrondissement*) within walking distance of the Luxembourg Gardens as well as the Latin Quarter and various branches of the University of Paris. The grounds of Reid Hall include a beautiful private interior courtyard and gardens, a small reference library, a computer room, classrooms, two large conference rooms, and administrative offices. Reid Hall is open six days a week (Monday through Saturday) and has a wireless network.

PROGRAM EXPECTATIONS

A successful study abroad experience hinges almost entirely on your positive predisposition to learn in an unfamiliar academic and social system. It is not expected that you will understand everything immediately. What is expected is your personal investment of hard work and your open-minded attitude.

We hope you will be an eager and willing learner. You are encouraged to take a proactive approach to learning and to engage voluntarily in activities that complement the formal curriculum and that will reinforce your language and cultural skills. We encourage you to be respectful of your hosts and their culture, and to be mindful of customs which may be sometimes different from yours.

GETTING STARTED

We encourage students to discuss any problems, issues or questions with the program staff directly. To best assist you with your questions, please note that prior to departure your main point of contact is the Office of Global Programs. Once in your host country, your point of contact is the Resident Director and his/her staff.

THE STAFF AND THEIR CONTACT INFORMATION

New York

If you should have any questions regarding the program prior to your departure, please feel free to call us. Ask for Lindsey Schram or Scott Carpenter.

Michael Pippenger, *Dean of Undergraduate Global Programs* (212-854-2559)
Fay Ju, *Associate Director* (212-854-6333; fjj1@columbia.edu)
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Paris

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Fax: (011.33.1) 43.20.52.96 (Columbia ROLM phone: 53.52.96)
<http://columbiaprograms.reidhall.com>

PROGRAM CALENDAR

Students should plan to arrive in Paris no later than the day before orientation begins and leave Europe no earlier than the last day of the program. Most students like to depart the U.S. on Friday night and arrive on Saturday morning, giving them the weekend to move in and prepare for the upcoming semester. You may move into your housing as early as January 2nd if you would like to have some time in Paris before the program starts. If you choose to arrive early, you should be prepared to be independent during this period.

Please note that all students will be required to take *at least* one course classified as a French university course. The academic calendar may be different for each institution and you will be required to follow the course calendar as determined by each institution (and individual professor).

Last day to arrive in Paris	January 8
Mandatory orientation	January 9 – 12
Colloquium	January 19 – May 10
Skills Workshop (every two weeks)	February 1 – May 16
Language practicum	January 13 – March 7
Sciences Po courses	January 21 – April 23
Final registration: All courses	February 20
Winter break at Sciences Po	February 27 – March 5
Easter Monday	April 9
Spring break at Reid Hall	April 16 – May 1
Holiday: Fête du travail	May 1 (Tuesday)
Sciences Po: final written exams	May 2 – May 16
Holiday: Fête de la Victoire 1945	May 8 (Tuesday)
Holiday: Ascension	May 17 (Thursday)
Sciences Po: final oral exam	May 21 – May 25
Holiday: Pentecôte	May 28 (Monday)
Individual Summer Research	June/July
Oral presentation of research project	July 27
Columbia Global Scholars Conference: Presentation, submission of final research project	mid-September

NOTE ON TRAVEL PLANS

*****Please do NOT plan weekend trips until you have finalized your course registration. Some classes meet on Fridays and you will not be allowed to miss class because you have planned travel in advance. You need to WAIT to plan your travel until your courses are set.*****

A special note about religious holidays: if activities are planned during particular holidays, the staff will make every effort to accommodate students' religious needs. If you have any questions, please feel free to contact us.

PREDEPARTURE MEETING

Students are REQUIRED to attend the pre-departure meeting. The details about the meeting will be sent as soon as they are confirmed.

YOUR MAILING ADDRESS

In Paris, please send your personal mail and packages to:

c/o Global Scholars Program in Paris at Reid Hall
Reid Hall
4, rue de Chevreuse
75006 Paris
FRANCE

You should use this address throughout your stay.

Please be aware that mailing packages to Paris can be quite expensive. **Anyone sending you a package should be certain to indicate that there is “no commercial value” for the enclosed items.** Otherwise, you may have to pay significant taxes on items received. Read the section on “Shipping to Paris” for further information.

PRE-DEPARTURE LOGISTICS

Before you leave, you are responsible for completing the steps below which are described in detail in this section of the Handbook:

- Acceptance Materials (submitted to Columbia’s Office of Global Programs by stated deadlines)
- Passport
- Campus France Registration
- Consulate Appointment for student visa
- Tuition Payment
- Financial Aid
- Health and Medical concerns
 - Check-ups
 - Insurance
- Flight arrangements
- Housing

ACCEPTANCE MATERIALS

All acceptance materials are due as specified online. It is extremely important that you return the forms to us by the deadline. If you have any difficulties, please contact the OGP office.

PASSPORT

If you do not have a passport, please apply for one immediately. You will need to have a passport before you can apply for your student visa. If your passport is set to expire within ninety days of your planned return date, you will need to renew it before applying for a visa. Many of the larger cities have passport agencies. Check <http://travel.state.gov> for more information.

STUDENT VISA

PLEASE READ THE INSTRUCTIONS BELOW VERY CAREFULLY.

All students require a LONG STAY student visa to study in France, *UNLESS* they are a citizen of an EU member country since EU citizens do not need to apply for a visa.

There are **two parts** to the visa process:

1. Campus France registration
2. Applying for the visa at the French Consulate.

You must register with Campus France before going to the consulate, but you can (and should) schedule your appointment at the consulate before you have completed the Campus France process. Most French consulates in the U.S. now require that you schedule an appointment online. In August, consulate appointments fill up quickly and you should go online and schedule your visa appointment **6 weeks** before you plan to go to the consulate.

Please note that while we can advise you regarding the visa requirements, Columbia has no influence over the visa process and cannot help you obtain your visa.

Please read all instructions very carefully and act promptly. The entire visa process takes at least six weeks, but you should allow extra time in case there is a problem. **Do not delay the visa process.** Both Campus France and the French Consulate can become extremely busy at peak times of the year and you may have a hard time obtaining an appointment and getting your visa. It will take **a minimum of 3 weeks** for the Campus France process and at least **a week** to get your visa from the consulate once you have submitted your paperwork

If you are **not a U.S. citizen**, check your local French consulate's website regarding a visa for your stay in France immediately. You may not need a visa or it may take longer to obtain a visa. If you hold an EU passport, you do not need to apply for a visa.

Part I: CampusFrance Registration

NOTE: Once you submit your application online and Campus France receives your documents and payment, you should receive a confirmation email from them within three weeks at your personal Campus France account. Send all emails and inquiries through your Campus France account.

1. Logon to the following Campus France website: <http://usa.campusfrance.org>. Please do not access Campus France through any other site.
2. Click: *"Required Steps (Note: you must read before proceeding)"* in upper left box.
3. Select: *"I have already been accepted to a program in France. What do I do?"*
4. Select: *"I am participating in and exchange (study abroad) program."*
5. **READ** the instructions
6. **At the BOTTOM of the page is the "Exchange Student User Guide." DOWNLOAD and SAVE or PRINT this guide to use as you complete your application. READ IT CAREFULLY. Pay close attention to the items near the bottom with warning notes.**
7. **IMPORTANT: Campus France tells you not to use your school address. However, if you intend to apply at the consulate near your school, you must use your school address.**
8. Complete Campus France registration online (URL is in the User Guide). Print out the verification of your Campus France account and save this paper. Although you will have the Campus France account, it is a good idea to have this document in case of difficulties.
9. You will receive a copy of your acceptance letters (one in French and one in English) from the Office of Global Programs in mid-June once you have completed your housing questionnaire. After you receive these letters send copies of them and a money order for \$70 with your Campus France ID written on it to

the address below. You **MUST** get the money order from the bank or the post office and you cannot pay in any other way (no personal checks, no cash, etc). Be sure to make a copy for your records. Send to:

Campus France
4101 Reservoir Road NW
Washington, DC 20007

10. **MAKE SURE** you have also completed the online application. A complete application includes the sections where you enter your personal information (“Create Account”) and the sections where you enter your education, language skills and goals. You do not have to complete “My Procedures.” **BE CERTAIN** to validate your entries.
11. Once Campus France has received both your online application and your supporting documents with payment, they will email **two** confirmations to your Campus France personal account: one for payment (Quittance) and one that is a confirmation email. Normally, the two emails arrive at the same time. If you receive the quittance email without receiving the confirmation email, then it means something in your online application isn’t complete. Please go back to your online account and make sure you have completed and validated all parts that are required. You should print out the PDF version of quittance, in case you need it at the consulate. You **MUST** receive the confirmation email before going to the consulate or you will be turned away.

IMPORTANT NOTES:

- All correspondence with Campus France should be conducted through your Campus France personal site. They respond to mail sent through the site in a timely fashion. You can check the status of your registration process by looking at the green bars at the top of your personal site. In order to begin the visa process at the consulate, all bars except for the ones labeled “Education” and “Visa Decision” must be green.
- When completing the Campus France questionnaire, it tells you to use your permanent address, not your school address. However, since you have most likely lived at your school address for the past 6 months and/or for the majority of the year, you can use EITHER address. The consulate you choose will depend on where you will be when you need to apply for the visa. For instance, if you live in California and go to school in NY, then you will most likely need to apply for the visa in California and should use your permanent address on Campus France. Please note that rules vary by consulate, so if you have any doubt, please contact the OGP.
- The address on your acceptance letter must be within the jurisdiction of the consulate where you apply for your visa. Please make sure of this and request a new letter if the address isn’t correct.
- *Make certain you record the EXACT DATE you send your documentation to Campus France. They file things by postmark date, so you need to be accurate so they can find it if there is a problem.*
- You need to pay \$70 to Campus France and \$70 to the French consulate when you go to pick up your visa. **Do not pay the full amount specified in the Campus France application itself.**
- When the online application is complete, the first bar has two dates: one for the creation of the account and one for the completion of the account. If there is not a second date, then you are missing information in the application or you haven’t validated.

Part II: Obtaining the Visa at the French Consulate

Step 1: Determine which consulate you will apply at for your visa. You may apply at the consulate that represents the jurisdiction over where you live or study. **Most students apply at their place of study and this is now preferred by the consulate. If you are using the one that represents your place of study, please put your school address on all visa forms.**

Step 2: Schedule an appointment. Most consulates now require that you schedule an online appointment. Since appointments at many consulates fill up quickly, please make an appointment as soon as possible for no later than a month before you are scheduled to leave. The New York Consulate only allows you to make appointments 6 weeks in advance. Once you have submitted your visa paperwork, the processing will take five to ten days, so you will need to both choose your consulate (home or school jurisdiction) and your timing appropriately. **Do NOT wait for your Campus France registration to be completed before scheduling your appointment at the consulate.**

Step 3: Read the visa application instructions on the consulate’s website *carefully*. You are applying for a “Long Stay Student Visa.”

Step 4: Gather all supporting documents and complete the visa application.

Step 5: Go to your visa appointment and submit all materials. Do **NOT** be late. Please make the appropriate number of copies of all of your visa materials. Bring any requested copies with you to your appointment, since the consulate will not make copies for you under any circumstances.

Sometimes the consular officer with whom you are meeting will request additional materials. In this case he/she will normally tell you when you may return. Since the consulates are generally very difficult if not impossible to reach by phone, please ask any questions you might have at your appointment.

You must also pay a visa fee of \$70. You can pay this fee at the consulate by credit/debit card or cash. Your visa will not be issued without this payment.

APPLICATION INSTRUCTIONS FROM THE FRENCH CONSULATE IN NEW YORK

For your information please find instructions from the French consulate in New York which issues visas to residents of New York, New Jersey, Connecticut, and Bermuda only. **Please keep in mind that other consular offices may have slightly different regulations. Also keep in mind that the consulate may CHANGE the requirements so you MUST check their website before applying.**

Consulat Général de France

Visa Section

10 East 74th Street

New York, NY 10021

Tel: (212) 606-3601

Fax: (212) 606-3620

Web: www.consulfrance-newyork.org

E-mail: visa@consulfrance-newyork.org

Visa section open: Monday–Friday, 9 am –12:30 pm

Please check the requirements before you go to the consulate to make sure you have everything and BE ON TIME or they will not let you in. You should plan on the first visit taking 1.5 – 2 hours, so take a book and comfortable shoes. All students apply for the Long-stay student visa, which is good for up to one year. All required forms are on the consulate website.

To obtain a visa, you *generally* need to supply the following. Please make photocopies of your documents for yourself and also be sure to make the requested number of photocopies for the consulate (usually at least one copy of each document, but read the consulate website carefully.) You will not be able to make photocopies at the

consulate. ***The consulate has a PDF of the required documents under Long Stay Student Visa – that is the list you should use.*** The list below is only for guidance and may not be correct once you are ready to apply.

- **Proof of registration from CampusFrance** (this will come to you as an email at your CampusFrance personal account.) Be sure to take it with you.
- **Passport** signed and valid for a period of three months beyond the applicant's last day of stay in France with blank pages so that a visa may be affixed.
- For ***non-U.S. citizens only***: A USA residency card (Green Card) or I-551 stamp, or a valid USA visa with I-94, IAP66 or I-20 were applicable or an Advanced Parole, which must be valid for at least 30 days beyond the last day in France.
- **Completed Schengen (EU) visa application** and requested number of copies and photos. This form can be found on the consulate website.
- Proof of your student status (Student Identification card or attestation from your School or University in the USA).
- A **letter of admission** from the school which the applicant plans to attend in France. *Provided by the Columbia's Office of Global Programs in late June for Fall/Academic Year participants and mid-November for Spring participants. Please contact the OGP if you need this letter sooner.*
- **Financial Guarantee** you will need the following:
 - *If your parents are providing your financial support in France*
 - Notarized Financial Guarantee Form (see Reid Hall Acceptance Materials site for the form) certifying that the applicant will be granted a monthly allowance of at least \$600 for the duration of his/her stay in France.
 - A copy of the personal bank statement of the provider must be attached or proof of personal income of at least \$600/month for the duration of the stay in France.
 - *If you will use your own personal funds to support yourself in France*
 - A personal bank statement or notarized letter from the bank showing that you currently have the equivalent of at least \$600/month in your account or that there are regular monthly deposits that will cover that amount.
 - *If you will use Financial Aid funds to support yourself in France*
 - Request a signed copy of your support letter. You must take this with you to the consulate. This functions as your proof of personal income. It should have the date and amount of your refund disbursement.
- **Complete itinerary or handwritten letter with your arrival/departure dates:** Reserve a flight that shows the dates you will enter and leave France. Bring the itinerary to the consulate. Open ended tickets are not acceptable. You do not need to PURCHASE the ticket to show your itinerary; simply create an itinerary showing your name and proposed dates on a search engine like Kayak or through a travel agent. You may also submit a letter giving your intended departure and return dates.

- **Visa fee** payable by credit card. This fee changes according to the rate of exchange—check with your consulate. As of February 2011 the rate for a long term student visa is 99 € (\$134), but the cost of applying to CampusFrance is deducted, so you pay \$64.

IMPORTANT NOTE: In Paris, all students must apply for a *titre de séjour* regardless of the type of visa they have. When you apply for your visa in the States, you will receive a form entitled, "Visa de Long Séjour - Demande d'Attestation OFII", with your name and an official French consulate stamp. Some consulates (the D.C. Consulate, for example) have this form online and require it with your visa materials. Other consulates (the New York consulate) will give you the form when you apply for your visa.

In order to finalize the *titre de séjour* process, you must bring the following with you to Paris:

- The OFII Form
- Copies of your passport, visa, and the airport stamp (please make sure your passport is stamped at the airport). If you come through another European country, the stamp of that country will be used as your date of entry onto European soil.
- 2 valid passport-style photos

Once at Reid Hall, you will complete the process of obtaining the correct status, which will take from 6 to 10 weeks. **Students are not allowed to leave the French territory during this period.** As part of this process, you will be required to have a medical exam (55 €).

TUITION PAYMENT INFORMATION

You will receive an e-bill for your tuition as usual. Pay the bill as if you were at Columbia or Barnard.

FINANCIAL AID

Please review your financial aid situation with your designated financial aid advisor. For Columbia students, your advisor can be found in 618 Lerner in the Office of Financial Aid. Sometimes this can take several appointments, so make sure you go early.

If you anticipate the late receipt of financial aid funds, you may want to provide a relative or friend in the U.S. with the necessary power of attorney to endorse bank loan checks and other items for deposit into your home college account. If some of the financial aid funds are designated for your use overseas, you should let your financial aid advisor know that your checks should be sent to you in Paris or to your designated power of attorney. **Do not wait until one or two weeks before you go to Paris to make sure that your finances are in order.** Check with your financial aid advisor now to guarantee that you will have your money in Paris when you arrive.

HEALTH AND MEDICAL PREPARATION

YOUR HEALTH

Before you go abroad, it is wise to make sure you are in good health both physically and mentally. A general physical check up is required in order to complete the Health and Emergency Contact Questionnaire and Medical Form. Visits to your dentist and any other specialists that you are using (ie: eye doctor, allergist, etc) are also

recommended. In addition to confirming your health situation, you can also follow up with your doctor about necessary prescriptions and immunization recommendations.

If you have a medical condition that can be aggravated by the local environment, consult your doctor about the best way to deal with it. If you have a medical condition that cannot be easily identified (ie: diabetes, epilepsy, severe allergies), you may want to consider wearing a medical alert bracelet.

If you have a documented learning or physical disability that requires an accommodation, please note that you will need to supply a letter outlining what the accommodation is from the appropriate office on your campus.

You should plan to bring your medical history and prescriptions including the generic drug names. Try to bring an adequate supply of any prescription medication you take or make sure that you can arrange to obtain your medication overseas. The generic drug names of your medication would be used to find the equivalent in France. NO PRESCRIPTIONS SHOULD BE MAILED TO FRANCE.

The Health and Emergency Contact Questionnaire and Medical Form are designed for you to let us know about any conditions that might impact your time abroad. Full disclosure allows the program to be familiar with your medical history in cases of emergency and also allows the program to assist you as needed.

Please be in touch with the Office of Global Programs with any questions or specific needs with which we can help. The earlier you contact us, the earlier we can assist you with any issues. Each program has a list of English-speaking or recommended doctors, facilities, and other medical personnel which can be shared with you at any time.

SUPPORT FOR STUDENT MENTAL HEALTH

The GSP offers exciting academic and personal challenges, including the experience of adapting to another culture. The cultural adjustment process requires psychological flexibility in the face of different customs, beliefs, and living conditions. These new situations may trigger “culture shock” while studying abroad, marked by symptoms such as sad mood, anxious thoughts, homesickness, and difficulties eating and sleeping, to name a few. Students who are currently managing a mental health condition are encouraged to discuss any concerns with their health professional and/or the administrators of their program. The Health and Emergency Contact Questionnaire and Medical Form are designed to support students in making choices regarding their mental health; full disclosure on health forms is required to aid in this process.

Columbia has identified counseling resources in Paris. However, students can best prepare for a positive experience by developing a set of healthy coping strategies that they can utilize while on the program.

In consultation with your doctor/counselor, try to determine the appropriate care that might help you with your time abroad. Questions to ask might include: How should you follow up on treatment while abroad? Can you keep in touch with him or her while you are abroad either by email or by telephone? Should you continue with regular counseling while you are overseas? Does s/he have any referrals for you? Have you discussed coping strategies? Is there anything that the program can do to assist (think about how your condition might be affected by academics, living situation, etc)? If you are on medication, can you arrange with your doctor and the insurance company to bring enough medication with you? If you can't, how will you get a new supply of medication?

IMMUNIZATIONS

No immunizations are required to enter France. The Centers for Disease Control recommend preventive measures you need to take while traveling in Western Europe depend on the areas you visit and the length of time you stay.

For more information, please call them at 1-888-232-3228 or check their website at: <http://www.cdc.gov/travel>

The following vaccines may be recommended and you should discuss these options with your healthcare provider to determine whether or not they are needed.

- **Routine** Recommended if you are not up-to-date with routine shots such as, measles/mumps/rubella (MMR) vaccine, diphtheria/pertussis/tetanus (DPT) vaccine, etc.
- **Hepatitis B** Recommended for all unvaccinated persons who might be exposed to blood or body fluids, have sexual contact with the local population, or be exposed through medical treatment, such as for an accident, even in developed countries, and for all adults requesting protection from HBV infection.
- **Rabies** Recommended for travelers involved in activities that might bring them into contact with bats, such as cave exploration (spelunkers).

Keep in mind that it might take one to two months to administer the entire course of some immunizations.

MEDICAL INSURANCE

While you will be enrolled in the mandatory French student insurance, it is essential that you carry your personal medical insurance with overseas coverage in order to ensure that you are fully covered. Proof of coverage may be required by some consulates in order for you to get your visa. All GSP students automatically receive emergency service coverage through ISOS (see below). This coverage is adequate for the consular requirement requesting repatriation and emergency evacuation.

For many college students, including those on the Columbia University Student Medical Insurance, the medical coverage obtained through their school includes overseas coverage for two periods, the fall term or the spring/summer terms (usually through August 31). Other students may be covered through their parents' medical insurance.

Please check carefully to make sure that you have proper overseas coverage that is effective from the date of your arrival in France. If you are not covered you may purchase Columbia University Student Health Insurance. Barnard students are not eligible to purchase Columbia University Student Health Insurance and must follow the guidelines established by their school regarding medical insurance.

The following organizations offer various types of insurance for travelers:

CISI	www.culturalinsurance.com
Haylor, Freyer, & Coon	http://www.haylor.com/
HTH Worldwide	www.hthstudents.com
Marsh	www.InternationalPlans.com
T.W. Lord Associates	www.TWLord.com
Worldwide Risk Management, Inc.	www.worldwiderisk.com

The above listings are provided for your information and are not a comprehensive list. Please determine your needs and review your options carefully. Columbia University has no affiliation with the above and do not endorse any of them as the sole providers for the program. Participants are free to make their own arrangements.

Columbia University Student Health Insurance:

The Columbia Student Health Insurance provides a range of coverage while students are in the United States and abroad. The plan also provides special travel benefits through Assist America Program.

Spring/Summer coverage covers mid-January through the end of August.

For more information, please go to www.health.columbia.edu and click on Health Insurance.

NOTE: Make sure you ask your insurance carrier to provide you with a certificate stipulating the full period of coverage (beginning and ending dates).

EMERGENCY SERVICES

International ISOS (ISOS) is the world's largest medical and security assistance company, maintaining health clinics and remote-site medical facilities across five continents. All students will be covered by ISOS which will provide world-wide assistance in the event of an emergency that requires special evacuation and repatriation services or immediate medical intervention.

ISOS is NOT health insurance. Please maintain your own health insurance plan. Requests for reimbursement for medical care received while abroad should be submitted to your health insurance provider.

ISOS services include:

- pre-trip information on travel health issues
- emergency message transmission
- emergency evacuation
- medically supervised repatriation
- companion ticket for medical repatriation
- medical monitoring
- online travel security information

In order to use their services, you will need Columbia's International ISOS membership number: **11BSGC000064**.

You will receive more information and an ISOS card at the onsite orientation.

For more information go to <http://www.internationalsos.com>

ISOS 24-Hour Alarm Centers

If calling from Europe, CIS, Africa or the Middle East:

London, England

24 hours: 44-20-8762-8008 (call collect where available)

FLIGHT ARRANGEMENTS

The program does not include a group flight and we do not make any flight arrangements. It is your responsibility to reserve your own flight to Paris. You are required to arrive in Paris in time to attend the orientation.

Be sure to find out if you can change your return date in case you decide to travel after the program instead of returning home and how much that would cost. Be aware that if you have an open return (ie: no return date) or want to change your return home, flights are often full at the end of the semester, so plan accordingly.

WHAT TO BRING

Documents: Make sure you have the following documents with you in Paris. Do not pack them in your luggage, but keep them with you on the plane: passport, airline tickets, copies of visa application materials, medical insurance policy information, Reid Hall and host family contact information.

Weather: The climate of Paris is moderate. Extremes of very hot or very cold weather are uncommon and generally short-lived, although there have been more extremes recently. Typically, there are long stretches of damp, cool, drizzly weather similar to that of London and Seattle. Keep in mind that Paris apartments, stores, etc. are generally not heated or cooled as much their American counterparts.

Toiletries: If you favor a particular American brand of soap, shampoo, and toothpaste, you are advised to bring these items with you to France.

Medication and prescriptions: You may want to bring a sufficient supply of over the counter medication since many pharmaceutical products may be expensive or unavailable over the counter in France and other countries.

If you regularly take any prescription medications, please bring along an adequate supply as well as a written prescription with the generic name of the medication. It is very difficult to have prescription medicine mailed to you from the States. Check the customs regulations <http://www.ambafrance-us.org/spip.php?article791> If you have any questions, please feel free to contact the Office of Global Programs.

Electronic Equipment: Try not to bring too much electronic equipment since the electrical supply in France is 220V, 50 Hz but anything requiring 240V will work. The U.S. supply is 110V, 60 Hz AC. Most plugs have two round pins so adaptors which can be purchased at any hardware store can be useful.

You should bring your laptop if you have one. Most laptops are set up for both 110/220. (Check the information under “input” on the computer’s power-cord.)

General Comments: Plan to bring as little as possible to facilitate travel. You will probably also purchase some things while you are there so you want to make sure that you leave room for these.

SHIPPING TO PARIS

If you feel that you cannot limit your items to what your airline allows, you can consider shipping boxes to Paris but this can be both expensive and labor-intensive. It may be worthwhile to bring everything with you on your flight and simply pay the extra luggage fee that the airline charges for any pieces over the number that you are allowed. If you plan to ship clothes or books to France, send them in care of yourself to the Reid Hall address where they will be stored until you arrive. **Do not send more than two small-to-medium-sized boxes.** Reid Hall has very limited large storage, so please try to avoid this option. Certain packages are subject to tax and cannot be accepted by the Reid Hall receptionist. They will be returned to the post office, where they will be stored for up to

two weeks. **Be sure to include with your package a customs declaration marked “personal effects—no commercial value” otherwise you will have to pay hefty duty taxes. Never indicate a value on the customs declaration.**

United Parcel Service (UPS) charges substantial customs fees. Choose instead one of the competitive international shipping companies such as DHL Worldwide Express or Federal Express. Check the yellow pages under Delivery or Freight for a list of shipping companies. Call the company directly for information and rates for delivery to Paris. Be sure to ask whether the company will deliver to Reid Hall, or if you must pick up the parcel(s) at the airport. Also specify insurance costs and duty tax. This will depend on the value you declare on the contents. Be careful—duty tax and value-added tax for goods valued higher than \$50 can be substantial and must be paid before delivery.

IN PARIS – ACADEMICS

ACADEMIC PROGRAM

The spring semester begins with a four-day orientation that introduces students to practical, cultural, and academic life in Paris. Following orientation, all GSP students are enrolled in an eight-week language practicum designed to provide intensive language training and the critical tools necessary to undertake coursework in French. In addition, they are enrolled in the Colloquium and skills workshops at Reid Hall, and in two courses at Sciences Po.

The centerpiece of the academic program is the Colloquium, taught and facilitated by a Columbia professor, which focuses on a pertinent global issue such as inequality, sustainability, biodiversity, poverty, human rights, climate change, migration, geopolitics, etc. Topics may vary on an annual basis depending on the expertise of the faculty involved. The Colloquium is organized to enable students to develop interdisciplinary research proposals in line with their academic interests. It includes four Master Classes, which are conducted by visiting professors, to teach the students and advise them on their individual projects. Workshops dedicated to building research skills accompany the work conducted in the Colloquium.

During the summer immediately after the spring term, students carry out their Supervised Research Projects under the supervision of the Colloquium professor, in consultation with a Columbia faculty advisor and local advisors. Research can take place in France or, depending on the nature of the project, in another European country, or even potentially in another region such as the Eastern Mediterranean or Africa.

Each GSP student who has successfully completed the spring term will receive a scholarship that will help cover expenses related to summer research (two months): room and board, research-related fees, local travel, airfare, etc.

Students earn 17 points of Columbia credit for successfully completing the program of study.

COURSES

GSP CORE COURSES

- **French Language Practicum.** 3 points. *Instructor: Claude Rouquette*

This mandatory course helps students gain language proficiency in order to complete coursework and research in France. Special attention is paid to practical vocabulary for both academic and daily living applications.

- **Colloquium: Topics in Equality: Middle Classes in a Historical and Global Perspective, History H4968.** 4 points. *Instructor: Victoria de Grazia*

This course sets up the history of the middle classes historically and globally with an eye to unpacking how the Modern West made them such a central figure of its own kind and of world well-being, stability, and progress. The approach incorporates multidisciplinary perspectives and history, novels, and other literatures to understand the making and periodic crises of Western middle classes (meaning Western Europe and the United States) and to evaluate the impact of the emergence of new middle classes in Asia since 1990's on our Western-dominated concepts and narratives.

Master Class Visiting Professors: Shamus Khan, Reinhold Martin

- **Supervised Research.** 4 points. *Instructor: Victoria de Grazia, in consultation with faculty advisors, Master Class professors, and the GSP tutor*

In addition to receiving individual supervision, students meet weekly during the spring in six workshops, co-taught by specialists in both Paris and New York (through skype), to develop research concepts and skills (e.g., data collecting, archival work, exposition), in order to develop their projects for independent summer research.

During the summer, students conduct research and produce a substantial research project, to be presented for further development in July at Reid Hall, and finally in September at Columbia (Morningside Heights).

ELECTIVE COURSES

Final course offerings will be confirmed upon arrival in Paris. Courses are chosen in consultation with the GSP advisors.

- **Supervised Study at Sciences Po (taught in either French or English).** 6 points, *Instructor: TBA*

Depending on the individual's academic interests and linguistic proficiency, students choose two courses (from a preselected list) offered in various departments at Sciences Po Paris. Course numbers, point values, and grades are translated into U.S. terms by the GSP Director. **NOTE:** *Sciences Po reserves the right to withdraw or modify the courses of instruction or to change the instructors as may become necessary.*

Through special permission, if it is deemed that the course offerings at Sciences Po do not address the principal academic interests of the student, a course in the French university system (Paris 1, 4, or 7) can be substituted for one of the courses taken at Sciences Po. Such enrollment is handled on a case-by-case basis.

ADAPTING TO THE FRENCH UNIVERSITY SYSTEM

It is important to realize that the French and American university systems are fundamentally different in structure as well as the type of experiences provided, especially for what a traditional American undergraduate may be

accustomed to. Being aware of some of these differences will help you make an easier transition into the French university classroom.

For research and paper-writing, libraries in the French University system have much more abridged hours than you may be used to at your home university, and may be closed on Sundays. You should count on doing the majority of your work in the day and early evening, or else at your residence.

French professors often provide bibliographical references, but they do not always distribute syllabi for their courses. Students are expected to be autonomous and are responsible for organizing their own work. While professors do not always have specific office hours, students can make an appointment to discuss academic issues. In many cases classes are organized around lectures and work groups of around 20 students (*travaux dirigés*).

The variety of student services or facilities that you may find on your home campus may are not as readily available at a French university.

GRADING AND THE FRENCH UNIVERSITY SYSTEM

You will be expected to attend classes regularly and to fulfil the normal obligations of all French university courses, which may include midterm and final examinations, oral presentations, and papers. At the end of each course, the French faculty member transmits a grade and letter of evaluation for each student to the Director of the GSP. She will translate the French grade and evaluation into the American equivalent and assign a grade which is then entered into webgrade by the GSP Program Coordinator. Grades are normally submitted by mid-July. Students requiring grades immediately upon completion of the semester must make special arrangements with the Program Coordinator of the GSP.

Syllabi, bibliographies, notes, corrected papers, and examinations should be kept for eventual submission to the home university.

TUTORIAL

An academic tutor for the GSP will attend the Colloquium and will assist in conducting the skills workshops. Just as importantly, the tutor will facilitate the students' integration into the university system and research culture of France. He/she will provide advice and guidelines for the writing of term papers, the preparation of oral exams, the use of university resources, student-professor relations, and administrative matters at Sciences Po. He/she will also help the students develop their independent research projects along the way.

More information will be provided at the on-site orientation.

IN PARIS – HOUSING AND FINANCES

HOUSING OVERVIEW

The program has reserved single rooms at the Résidence Lucien Paye, the Africa house of the Cité internationale universitaire de Paris (CIUP). Each private room is furnished with a single bed, closet, desk, storage space, and high-speed internet access. The residence has kitchen access on each floor and general meeting rooms such as a

reading room, a computer room, and a game room. You can read about the housing here:

http://www.ciup.fr/en/les_maisons/residence_lucien_paye

The "Cit  U" houses over 5,000 French and international students and scholars in 40 residence halls situated on a unique landscaped park and located about 30 minutes from Reid Hall by public transportation. CIUP has a vibrant, diverse community and hosts over 800 events ranging from concerts to exhibitions to readings. There is also a wide range of athletic fields for residents to use including a pool, tennis courts, soccer fields, and rooms for dancing and fencing.

PERSONAL FINANCES AND BUDGET

There are different options for bringing your spending money and you may want to consider a mix of the options rather than relying on one source to ensure that you will have immediate access to funds.

Bank Account: All students must open a French bank account in order to facilitate housing, liability and excursion insurance. The account is set up for you using the form provided on the acceptance materials website. Having a bank account is also useful for paying all bills (utilities, cell phone, etc.) The BNP around the corner from Reid Hall provides a free checking account for program students. Representatives from the BNP will be present at orientation to distribute ATM cards, and general information. Please see BNP Instructions for further information.

ATMs: If your bank is on NYCE, Cirrus, or another major Automated Teller Machine networks, you can access funds directly from your home account through ATMs located throughout Paris. You may be charged international transaction fees. Check with your home bank to see if they have an international agreement with certain French banks and whether or not commission fees will be waived (for example, BNP PARIBAS has such an agreement with Bank of America). Most students rely on this option.

Credit Cards: You should bring a major credit card if you have one. They are useful for making large purchases. Cash advances can also be made from banks and ATMs if you have a PIN number (not letters) although there is usually a very high fee involved so it is not recommended that you take cash advances.

Debit Cards: They are widely accepted although most places require a minimum purchase of 15 euros.

Travelers Checks: You can purchase them in various denominations of Euros or US dollars. Some US banks will waive the purchase fee for students. Travelers checks are easy to cash and are a safe way to carry your money overseas.

Once in Paris, you can cash your traveler's checks at the Banque de France—they do not charge a commission. You may also cash them at one of the many bureau de change, but they charge a commission.

Travelers Checks can be purchased at American Express or at Barclays Bank; they can also be purchased them in certain French bank but it may take a few days to get them.

NOTE: keep all records concerning financial transactions, especially those proving the fact that the money you spend in France comes from abroad.

Converting \$ to  : Look for a "bureau de change" that offers the best rates. One "bureau" is located near Reid Hall, at 95 Bd du Montparnasse. The one at 101 Bd Raspail not only posts interesting rates but also accepts some American checks - which may be useful if you don't have a bank account in Paris;

Be vigilant: the commission can be included in the rate or added afterwards.

Don't convert your money in airports or train stations unless absolutely necessary because rates are usually very high.

ESTIMATED EXPENSES

Please remember that each person has individual spending habits and that ultimately, you must decide how much you should bring. Below please find an average of what students have spent in the past. Depending on your living arrangements and own spending habits, you may decide to bring more than is listed below especially if you plan to travel.

Housing	\$900/month
Meals	\$600/month
Miscellaneous	\$700/month
<i>Total</i>	<i>\$2200/month</i>

Books

All required textbooks and readers will be available for purchase in Paris. The cost will most likely be significantly less than what students spend on books in the US. For Reid Hall courses, the professors normally supply a reader for students free of charge.

Meals

There are no meals included in the cost of the program. There are grocery stores, boulangeries, fromageries, and charcuteries where students can buy food supplies for casual dining. Students can save significant amounts of money by shopping at the grocery stores and preparing their own food. Students often bring food into the Reid Hall garden. An international student I.D. or other student I.D. will allow you to eat inexpensively in any cafeteria in the French University system. The Cite U has some restaurants and cafes as well as cooking facilities. You will receive a listing of modestly priced restaurants, cafés, and brasseries at orientation.

Students say:

"Try to cook as often as you can—make a conscious effort to not eat out every meal. You'll save a lot of money this way!"

"The low value of the dollar significantly affected my budgeting. Watch the exchange rate."

"Budget! It goes quickly here."

"Use your ATM card to draw cash. Not only is it safe, it is the cheapest way to change currency."

"I found out that using "Pay Pal" on-line was an easy way to transfer money."

"Find out the daily limit for withdrawals so that you can plan for your rent payment which is usually done in cash."

"La Poste doesn't charge a service fee for American cards..."

"Start up expenses add a lot more than you think they will. My money went fast at the beginning and more slowly toward the end. I charged what I could and used my debit card for cash. They charge small fees and give a fair exchange rate."

“Despite its reputation, it is possible to live in Paris cheaply if you don’t eat in restaurants or buy a lot of clothes, etc. But having a decent amount of spending money is also important because there is so much to take advantage of here! I would recommend looking into jobs like tutoring, babysitting, etc. It makes a difference.”

IN PARIS – ORIENTATION, ARRIVING IN PARIS, ACTIVITIES, PRACTICALITIES

ORIENTATION

The orientation will introduce you to the academic programs and its policies, provide tips for daily living in France, cover cultural norms and introduce you to the program staff and other participants. Orientation is mandatory for all program participants.

Date:	January 9-12, 2012
Time:	First day: 2:00 – 5:00 pm
Place:	Reid Hall (located on rue de Chevreuse off of Blvd Montparnasse between Blvd Raspail and Blvd Port Royal but closer to Blvd Raspail)
Room:	GSP Classroom (Ground Floor, Classroom 3)
Closest Metro Stops:	Raspail or Vavin; Notre Dame des Champs is a 5 minute walk
Closest R.E.R. stop:	Port Royal

ARRIVING IN PARIS

Your choice of transportation to Paris may depend on the location of your accommodation and its proximity to an R.E.R. or métro station. Check www.adp.fr for more specific transportation information.

FROM THE ROISSY - CHARLES DE GAULLE INTERNATIONAL AIRPORT (ROISSY)

Most students will arrive in Paris at this airport. All details to be found on <http://www.aeroportsdeparis.fr/ADP/fr-FR/Passagers/Acces-Plans-Parking/Paris-CDG/Acces/Transports-En-Commun/>

Airport Shuttle Service (about 25 euros):

We recommend private airport shuttle services, especially with voluminous luggage. These services are considerably less expensive than taxis and much easier than public transportation because they will take you directly to your destination. You must book in advance. For more information and to book the service on-line:

<http://www.parishuttle.com>

<http://www.yellowvanshuttle.com/en/>

<http://www.paris-blue-airport-shuttle.fr>

Or google “Paris airport shuttle”.

Bus

1. **Roissy Bus** : http://www.ratp.fr/fr/ratp/c_22211/roissybus/
2. **Air France Bus (15 euros)** :

Goes to Porte Maillot, Etoile (Arc de Triomphe), and Montparnasse. Just outside the appropriate exit you will find Air France buses leaving every fifteen minutes, taking passengers directly to the center of Paris. Usually, you need to buy your ticket at the ticket office next to the bus stop prior to boarding the bus (if you have cash, you can also buy them on the bus). After the bus drops you off, you may take a taxi (there is a taxi stand nearby), the métro or R.E.R.

Taxi (about 50-70 euros): Taxis can be expensive, especially at night or if traffic is slow, but you may share the ride and the expense with another student. Expect to pay an extra charge per bag for luggage. Travel time is between 30-60 minutes depending on the traffic and the area to which you are going in Paris.

FROM ORLY AIRPORT

All details to be found on <http://www.aeroportsdeparis.fr/ADP/fr-FR/Passagers/Acces-Plans-Parking/Paris-Orly/Acces/Transports-En-Commun/paris-orly-transports-en-commun.htm>

If your flight lands at Orly, Paris' other international airport, you will have the following choice of transport—Train + RER, bus or a taxi. Your journey will be shorter. It will cost around 25-45 euros and take 20-40 minutes depending on the traffic and the area to which you are going in Paris.

Train + RER

ORLYVAL to Antony then RER B to different stops in Paris (9,60 euros for combined ticket): Approximately 30 minute ride to Paris.

Bus

1. **ORLYBUS** (6,30 euros): Approximately 20-30 minute ride to Denfert-Rochereau station in Paris.
2. Air France Bus (11,50 euros): Approximately 35 minute ride to Montparnasse in Paris.

Taxi (about 25 to 45 euros): Taxis can be expensive, especially at night or if traffic is slow, but you may share the ride and the expense with another student. Expect to pay an extra charge per bag for luggage. Travel time is between 30-60 minutes depending on the traffic and the area

FROM A TRAIN STATION IN PARIS

Take the metro, the bus, or a taxi to Reid Hall or your lodging.

INDEPENDENT TRAVEL

If you travel during the program you will be asked to provide the resident director with information about your trip such as your itinerary, and contact information. This information is necessary in case there is an emergency and you need to be contacted.

Please note that independent travel should be limited to days during which there are no program activities planned. Please wait until after you receive the program schedule onsite to make weekend travel plans. Please do not plan any weekend travel until you have arrived in France. Missing class or class activities because of travel plans is not permitted.

COMPUTER FACILITIES

All students will be expected to bring their own laptop computer.

If you have any questions about your own equipment, please consult your own computer company to make sure your laptop is wifi compatible. It is best to deal with this in the U.S. since costs in France are exorbitant.

A small printing room will be available to all students (limited paper and ink provided by the program for free).

All adaptors are compatible with the French electricity system but you need a special plug for French electrical outlets (you can buy these in Paris but it's always cheaper to buy them in the States).

INTERNET ACCESS

- Many public places have free wireless internet access, including public libraries, museums, parks, numerous cafés.
- Reid Hall has complete WIFI coverage (Login and password will be provided through e-mail by the Reid Hall Network Administrator.)
- The rooms at the Cité universitaire have internet access.

CELL PHONES

You will probably want to have a cell phone during your time in Paris. First, check if your existing cell phone can be used in France, whether or not it needs to be unlocked, and what the roaming charges might be.

You can also consider buying a phone in Paris (lowest price 29 euros) with a pre-paid, rechargeable SIM card (5 euros, 10 euros, 25 euros according to use). **Note:** Incoming calls are not charged to your card.

We **do not advise** that you sign a long-term contract (usually 12 or 24 months) with one of the providers as they are very difficult to cancel, contrary to what salespersons may tell you).

More information on current cell phone options will be covered during orientation.

Students say:

"I got a phone through Orange, one of the major French cell phone providers (another is SFR; this all becomes clear fairly quickly once you're in Paris.) I got my phone on a short-term basis, meaning there was no contract involved - I simply stopped using the phone once I returned to the U.S. The phones aren't terribly expensive. They range from maybe 20-40 euros for the phone itself. Then you refill your minutes as needed by purchasing phone cards ("mobicartes") worth 10 euros, 25 euros, etc., which you can buy easily at La Poste or any tabac.

Here is the story of how I got my phone (I enjoy telling it; I consider it to have been a rite of passage). It was my second or third night in Paris, so I was still totally in goofy befuddled foreigner mode. Several of my friends and I decided on a whim to walk into an Orange store, whereupon we realized we would have to pick a Designated Anglophone Sucker to speak with the employees. I got the honors, due not so much to my command of French (negligible at the time) as my willingness to embarrass myself (considerable always). For the rest of the evening, I conducted all my friends' transactions in comically broken French, assisted by an Orange saleslady who was

remarkably helpful and patient considering she was having to explain everything she was saying approximately 65 times. (I got swifter over the course of this conversation. By the end we had gotten it down to maybe 55 times.) In any case, she was excellent; she helped me through the entire process, every step of the way, and after what I remember as a mere 375 hours of talking, my friends and I were equipped with our phones. We were the talk of the store. By the end of our transaction, a small cluster of admiring Orange employees had gathered and - this is true - applauded me. I actually speak French now, but I must say I am still proud of that day."

STUDENT ACTIVITIES

To complement the academic experience, the GSP organizes co-curricular activities directly related to the 2011-2012 theme at Columbia Global Center | Europe: "Inequality(ies)."

Students say:

"Spend time alone. Lonely sometimes yes, but it is the best way to let your eyes and ears open up to Paris. Walk alone around the city, go to a concert, anything. It helps you learn much more!"

"Paris is very student friendly—discounts or free admissions are quite common."

"Make the most of it. You will feel better about spending the last two weeks locked up in your room if you've been out and about beforehand."

"I babysat and taught English informally. I also took dance classes. Next semester I am going to see if I can take free dance classes at one of the universities."

"Don't be shy when it comes to participating in the extracurricular activities. They are good for practicing your French."

"I took a yoga class outside of Reid Hall and it was a great experience."

CULTURAL PREPARATION

Understandably the practical and logistical concerns such as getting course approval, purchasing a plane ticket, and making sure your bills are paid will probably consume the few short months that you have prior to your departure. Another aspect to begin thinking about before you depart is how you will adjust in the new overseas environment. In addition to learning as much as you can about France, you may want to consider learning about culture and the process of cultural adjustment. Following please some more information on these topics.

LEARN ABOUT FRANCE

This Handbook purposely does not go into detail about living in Paris because we recommend that you purchase a guidebook about France and read through it. It will answer many of your questions regarding daily living in Paris and France. The Lonely Planets series is recommended as a complete guide for budget travelers. Other useful guides include Let's Go, Michelin Guides, Insight Guides (for more cultural information and less travel information), and Blue Guides (for more historical information). There are many types of guidebooks so please choose according to your own needs.

Talk to those who have been to France, either past participants of the program or French students studying at your university.

Practice your French whenever you get a chance.

Get involved with French activities on campus. For Columbia students, the Maison Française (www.maisonfrancaise.org) offers a variety of activities including conversation cafes, lectures, and weekly movies.

Keep up on the current events of France through the newspaper, news, Internet sites or periodicals such as Time, Newsweek, or the Economist. Check the latest information in the consulate information sheets from the U.S. Department of State at <http://travel.state.gov>.

Suggested Readings:

Sixty Million Frenchmen Can't Be Wrong by Jean-Benoît Nadeau and Julie Barlow, Sourcebooks, 2003.

Au Contraire! Figuring Out the French by Gilles Asselin and Ruth Mastron. Intercultural Press, 2001.

France in the New Century: Portrait of a Changing Society by John Ardagh, Penguin books, 2000

A Concise History of France by Roger Price, Cambridge University Press, 1993.

Cultural Misunderstandings: The French-American Experience by Raymonde Carroll, Carol Volk (trans), University of Chicago Press, 1990

France in Modern Times by Gordon Wright, W.W. Norton, 1995.

France Today by David Ardagh, Penguin, 1990.

French or Foe? Getting the Most Out of Visiting, Living and Working in France by Polly Platt, Distribooks International, 1998

The Flaneur: A Stroll through the Paradoxes of Paris by Edmund White, Bloomsbury Pub Plc, Inc, 2001

The Stones of Balzac, by John Merriman, W. W. Norton, 2002

"Le Monde" - www.lemonde.fr/

"Le Figaro" - www.lefigaro.fr

"Liberation" - www.liberation.fr

"Le Point" - www.lepoint.com

"Paris Match" - www.parismatch.com

Below please find a list of questions that you may want to ask yourself as you prepare to study abroad:

- What are your academic and personal goals?
- What is the perception of Americans in France?
- What are some of the cultural and social taboos of France? What are some unspoken rules?
- Are you familiar with recent pop culture, political and social currents there? Who are the people admired/disliked by the French?
- What is the perception of gender roles in this country and how do they differ from those in your country? Are you prepared to be open-minded on this matter?

- Socially, what are your expectations of the people there? Do you have ideas on how to make friends from France once you've arrived? Is this a goal for you?
- How important is the role of family there and does it differ from that in the U.S.?
- Once you're far away from your friends and family will you have a (healthy!) coping mechanism for when you feel down?
- What is the perception of time in France? What about in the U.S.? Does one stay strictly on schedule there or is the attitude towards time more lax in your host country?
- What is the most common and preferred teaching style where you're from and how might it differ in France? Could you be open and flexible if it differs greatly from what you know and like in the U.S.?
- Are you familiar with the educational system there?
- Might the student-teacher relationship differ? What is the perception of teachers there and what is their role in the culture? Are they extremely respected/revered or thought of basically as equals, and could you relate to your teachers accordingly?
- Do you believe you're able to perceive the things that are different about France as part of the experience of studying abroad, without being too judgmental and/or getting angry?

CULTURAL ADJUSTMENT

Going abroad to study is the chance of a lifetime to master a language, live overseas, gain international experience, and usually learn a lot about yourself in the process. The best way to prepare yourself is through preparation such as researching your host country and talking to people who are from there or who have spent time there.

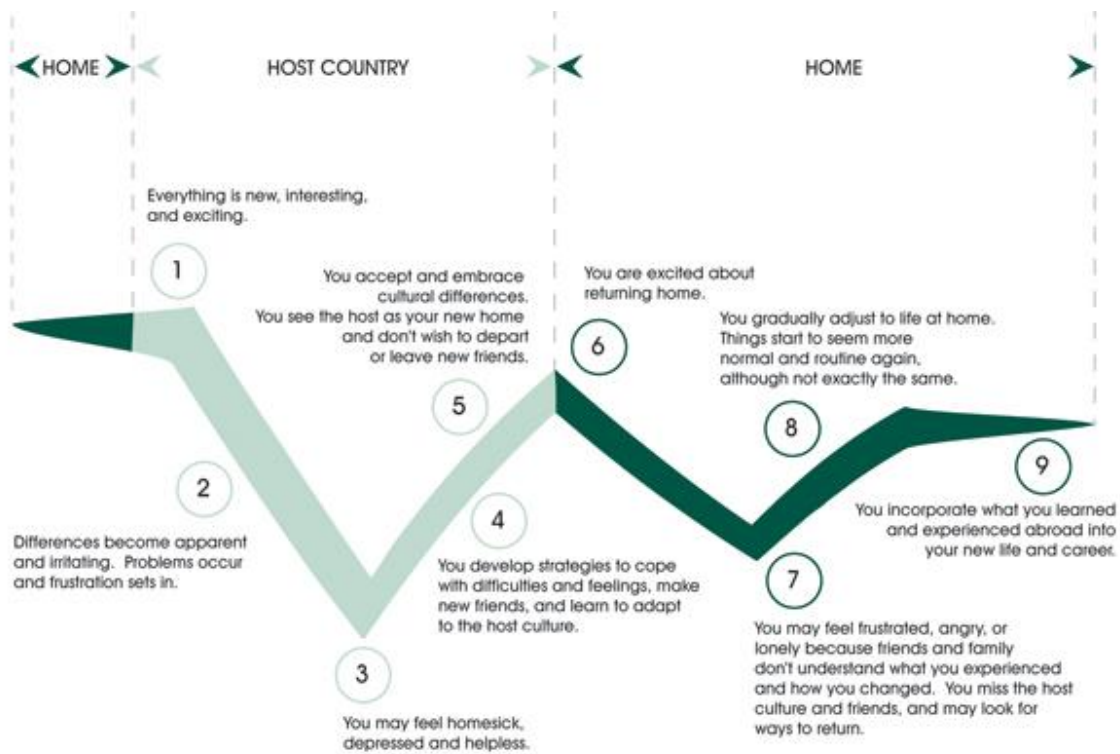
CULTURE SHOCK

Part of adjusting to living overseas usually includes experiencing some *culture shock*, which is a disorientation that occurs from living within a new culture. This disorientation or confusion is caused by a lack of familiarity with patterns and meanings that you take for granted in your own culture. You may feel that you are trying to operate in a world without knowing all of the rules. Feelings of frustration may occur because the situation is ambiguous or doesn't match your expectations. However, gradually you learn to adapt and create a new life within this new environment for yourself.

REVERSE CULTURE SHOCK

It may be surprising to hear that students often experience culture shock upon their return home. The familiar is no longer familiar. You've changed as a result of your overseas experience and you'll be viewing everything and everybody through a different lens. The stages of reverse culture shock are similar to those of culture shock.

Below please find a graph that outlines the most common stages of cultural adjustment:



COPING WITH CULTURE SHOCK

- Experiencing culture shock to some degree is a normal and not unlike any other transition in your life such as leaving home and going to college. Expect there to be some bumps along the road.
- Take the initiative and learn as much as you can about your host country. Buy guidebooks and maps. Become familiar with your local neighborhood. Try to use your foreign language skills as much as you can.
- Ask questions. Take the opportunity to talk to as many people as you can. Create a loose network of host nationals, expatriates, and other international students in order to gain different perspectives. Try not to spend too much time with expatriates who are unhappy living overseas.
- Try not to spend all of your time sending e-mails home, surfing the Internet, and watching CNN. Try to become more involved with your host culture.
- Cultivate a personal interest while abroad. If you play a musical instrument or sports at home, try to become involved while abroad. Not only will you do something you enjoy but you will probably make new contacts as well.
- Take care of yourself. Eat, sleep, and exercise regularly.

- Especially during the first week or so, take extra care in what you eat. Give your system a chance to adjust to the new foods and spices before venturing out and trying food from street vendors. Drink bottled water or water that has been boiled. Be wary about ice- make sure that it was made from boiled or bottled water. Eat only thoroughly cooked foods and always peel your fruits.
- Keep a journal to record your experiences. Take photos to document your time abroad.
- If you develop a physical problem such as a headaches, stomachaches, or insomnia, you may want to learn how to handle stress by talking to a doctor or counselor.
- If you have trouble coping, talk to friends or a counselor and try to map out a plan of how to address your issues.
- Maintain a sense of humor and don't feel shy about sharing some of your mistakes with friends and family.
- Take a break by going on short trip, getting a massage, or even taking in an English-speaking movie. Treat yourself so that you feel more energized to "return" to your local surroundings.

IDENTITY ISSUES FOR STUDY ABROAD

Students usually find their time abroad to be a transforming experience. In addition to the stimulating academic environment that it provides, living overseas often impacts how students view themselves and the world around them. How am I defined and how do others define me? Characteristics that help to shape oneself such as ethnicity, heritage, nationality, sexual orientation, religion, minority/majority issues, physical appearance, and language may come to the forefront while abroad (or not.). The effect of these issues may be completely different from your experience in your own country. For example, some students may experience more racial tolerance overseas while others feel there is less or that an openly gay man may not feel comfortable being open about his preferences or that women may discover a different gender balance to which they are accustomed. How large a role identity issues play will vary depending on the person and the circumstances. No two experiences are ever alike and most students wouldn't trade their time abroad for anything.

Country specific guidebooks may help you to clarify the cultural components as related to these topics.

If you would like some further information, below please find some web resources. They have been provided for your information and this is not a comprehensive list.

www.miusa.org

Includes resources for people with disabilities.

www.indiana.edu/~overseas/lesbigay/

Includes resources for study abroad students who are gay, lesbian, or bisexual.

GENERAL AND PERSONAL SAFETY

The excitement of travel and the newness of the environment can make it easy to become careless or distracted. The following suggestions are mostly common sense. The idea is to be aware of where you are and what is going

on around you at all times. In preparing for your time abroad, talk to students from the places or who have visited the places you intend to stay. Their insights will prove very helpful.

- Always travel light. You will be less tired and less likely to set your bags down. Never leave your baggage unattended; it contains everything you own. This hold true no matter where you are – in an airport, a hotel, the train station, the beach or library.
- Protect your valuable documents. Make copies and scans of important documents and information and leave it in a separate place.
- Do not agree to meet a person whom you do not know in a secluded place.
- Do not use illegal drugs. You are subject to the laws of the country in which you are traveling. Hundreds of American travelers end up in foreign jails each year as a result of carrying, using or being suspected of using drugs. There is little the American embassy can do on your behalf in these cases and the laws in many countries are more severe than in the U.S. It just isn't worth the risk.
- Avoid demonstrations, especially in politically volatile countries. Read the local newspaper and learn about potential civil unrest. What appears peaceful can suddenly become a dangerous situation, and you could be caught in the middle. By law, foreigners in France are not allowed to participate in demonstrations and can be arrested for doing so.
- Travel with a companion at night and stay in populated, well-trafficked areas. Do not travel to areas of a city or country which the program host has labeled "unsafe." Use common sense if confronted with a dangerous situation. Your personal safety is far more important than any property. In some countries it will be important to have a male companion in the group.
- Try to avoid arriving in unknown towns at night. If you must arrive at night, make sure you have reserved accommodations.
- Plan where you are going in advance and be aware of your surroundings. This is not paranoia – it's good common sense. You know what feels comfortable and what doesn't. If your instincts tell you a situation is uncomfortable, trust them and move along.
- Do not swim at an unfamiliar beach unless you are positive it is safe.
- Stay healthy by eating well and getting sufficient rest. If you become ill, take care of yourself by getting the proper care. Don't be afraid to visit a doctor or hospital because you don't speak the local language. Usually there is someone there who speaks English.
- Learn the traffic signals, patterns and signs when you arrive in a country, even if you are not driving. Many countries drive on the opposite side of the road than the U.S. Be aware of our natural reaction to look to the left and then right.
- Take only taxis clearly identified with official markings and when you get inside, note the cab number. Beware of unmarked cabs. Settle on a price before leaving and pay while in the taxi.

- Theft on public transportation along popular tourist routes is not unheard of. It is most common on overnight trains. Be aware of your possessions when traveling.
- There is risk involved in operating any motor vehicle. It is strongly recommended that students do not drive in another country.
- Many students dress in a way that immediately identifies them as American. It's important to realize that this can bring you unwanted attention. College or fraternity sweatshirts, baseball hats, carrying water bottles and wearing sneakers will highlight the fact that you are American – and some people may resent you for that fact.
- If any of your possessions are lost or stolen, report the loss immediately to the police and other appropriate authorities. Keep a copy of the police report for insurance claims and an explanation. Traveler's check loss must be reported within 24 hours. Also inform one of the program staff members.
- If someone tries to take your purse, backpack, or other property by force, let them have it. Your personal safety is far more important than any property.
- Cameras and cell-phones are the most often lost or stolen items on off-campus programs. Be especially careful not to leave them in a taxi, hotel room, or on a bus.

Again, following these safety precautions will not guarantee your safety, but they reduce your chances of problems.

REGISTER WITH YOUR EMBASSY AND OTHER INFORMATION FROM THE US STATE DEPARTMENT (SMART TRAVELER ENROLLMENT PROGRAM: STEP)

Registration at the U.S. Embassy or Consulate (in the country you are visiting) makes your presence and whereabouts known, in case it is necessary for a consular officer to contact you in an emergency. During a disaster overseas, American consular officers can assist in evacuation were that to become necessary. But they cannot assist you if they do not know where you are. Please take a few minutes to complete the registration form now.

http://www.travel.state.gov/travel/tips/registration/registration_4789.html

Non-American citizens: please check with your country's local embassy about their registration process.

HAVE A GREAT TERM!

Used with a guidebook about France, the Reid Hall Handbook should provide you with what you need to know before going to France. It purposely does not cover information that can be found in a guidebook. As you are all coming from a variety of backgrounds and each of you has a different reason for wanting to study in Paris, we may not have covered all of your concerns. Feel free to call us if you should require any more information.

Our last piece of advice is to prepare for the unexpected and maintain a sense of humor when things don't go the way you expect. Your experience will be what you make of it. We wish you the best for your upcoming studies in Paris! Bon Voyage!

TERMS OF PARTICIPATION

Before submitting your application you agreed to the Terms of Participation which is included here for your reference:

In order to participate in the Columbia in Paris Program, I agree to abide by the following terms and conditions with respect to the program I have selected:

Academics:

I agree to participate fully in the academic program and fulfill the academic requirements by regularly attending classes and completing assignments in a timely manner. I understand that one of the principal purposes of the program is to provide the opportunity to improve my foreign language skills, and I therefore promise whenever possible to communicate in the host country's language to optimize not only my own learning experience but that of my fellow students. I also agree to uphold and maintain the academic standards of Columbia University.

Medical:

I understand that Columbia University may not provide medical and other insurance and that, in any case, it is my responsibility to ensure appropriate insurance coverage.

In the event of a medical emergency, I authorize a representative of Columbia University to procure medical diagnosis and treatment for me, and to be in contact with my parents or designated emergency contact. I understand that I am responsible for the fees incurred.

Name, Photos, and other Materials:

I grant permission to Columbia University to include my name and school on a list to be sent to the program participants. I also grant permission to Columbia University to use, for the purpose of promoting the goals of the University and not for commercial purposes, my name, voice and likeness in any writings, photographs, films, and recordings collected as a result of my participation in the program.

Conduct:

I agree to abide by the rules, regulations, and laws established by Columbia University, the United States of America, the host institution and the host country. Behavior judged as inappropriate by the resident staff will be grounds for dismissal from the program.

Release:

I choose voluntarily to participate in the program and may choose at any time to withdraw, with the understanding that academic and financial consequences will be determined by the relevant Columbia University regulations. I understand that there are inherent risks that may come with international travel and participation in the program. I take full responsibility for my participation, including any travel that I undertake during the program, assume the risks and release Columbia University from any liability arising out of my participation in the program.

TRANSCRIPTS AND ACADEMIC POLICIES

TRANSCRIPTS

Your grades will be posted on your Columbia/Barnard transcript upon receipt by the program.

Your grades from your French University or Sciences Po courses may not be received **until late July or September for the spring semester.**

ACADEMIC REGULATIONS

STATEMENT ON ACADEMIC INTEGRITY

The intellectual venture in which we are all engaged requires of faculty and students alike the highest level of personal and academic integrity. As members of an academic community, each one of us bears the responsibility to participate in scholarly discourse and research in a manner characterized by intellectual honesty and scholarly integrity.

Scholarship, by its very nature, is an iterative process, with ideas and insights building one upon the other. Collaborative scholarship requires the study of other scholars' work, the free discussion of such work, and the explicit acknowledgement of those ideas in any work that inform our own. This exchange of ideas relies upon a mutual trust that sources, opinions, facts, and insights will be properly noted and carefully credited.

In practical terms, this means that, as students, you must be responsible for the full citations of others' ideas in all of your research papers and projects; you must be scrupulously honest when taking your examinations; you must always submit your own work and not that of another student, scholar, or internet agent.

Barnard students may also need to follow their home school policies.

ATTENDANCE

Participation in the Global Scholars Program requires a full-time commitment of the seventeen points.

All students should discuss their course selection with their home school advisor and dean of students prior to departure. Any courses the student hopes to have credited toward a major, minor, or concentration should be approved by the appropriate departmental advisor at the student's home school. Credit is determined by each home school. Students are strongly advised to keep all syllabi, bibliographies, notes, corrected papers, and examinations.

Students are required to attend classes regularly. If you miss classes, please notify the program coordinator and your professors.

Midterm examinations are generally scheduled by instructors in the middle of the semester. Final examination schedules are announced in class. It is your responsibility to determine your individual examination schedule, and to be in the examination room promptly at the specified hour or to turn in final work and paper(s) on the appropriate date. Unauthorized absence from a final examination or failure to turn in work on time will automatically result in a failing grade.

GRADING POLICY:

Students receive letter grades in all courses for which they are registered. Grades are assigned on the basis of coursework, examinations, written papers, attendance, preparation, progress, and/or professors' letters of evaluation.

Plus or minus grades may be assigned at the discretion of the instructor (except with the grade of D). A final grade cannot be improved by reexamination or additional work.

Grades may also be subject to individual institutional policies.

The grading system is as follows:

A	excellent
B	good
C	fair
D	poor but passing (amount of credit toward degree is determined by each school)
F	failure (the grade of F is a final grade and is not subject to re-examination)

R (registered for course)

No qualitative grade assigned and no degree credit given. Permission for R credit must be approved by the home institution and the Director of the GSP. Students taking a course for R credit are not required to take the final examination, but they must fulfill any other requirements established by the course instructor. Language courses and summer courses may not be taken for R credit.

Grading in the French University system, and grades given on assignments at Reid Hall will be in the 20 point format. Their letter-grade equivalents vary between University classes and Reid Hall classes, but in general, keep in mind that the French grading system seeks to encourage continual improvement, and the equivalent of an “A” is a 14-15/20. While 20s are possible, they are extremely rare, so you should make an attempt not to try and convert French grades into equivalent American percentage grades.

PASS/FAIL (P/D/F)

This mark is available only to students from Columbia College, Barnard College, and the School of General Studies for one course per term and it must comply with their home school policies. Whether students from other institutions may have letter grades changed to P/D/F on their home school transcripts is a policy question decided by each institution. All students must submit their request for P/D/F in writing along with their home school approval of their request to the Resident Director by the appropriate deadline. Required language courses and courses that students might want to petition for major credit may not be taken for P/D/F. Students who earn a C- or better will be issued a P on their transcripts. Students who earn a D will receive a D and students who earn an F will receive an F.

INCOMPLETE (INC)

This mark may be given to a student who has satisfactorily met all requirements in a course but can not complete their coursework because of incapacitating illness, a serious family emergency, or other circumstances of comparable gravity. The student must petition for an incomplete by filling out the **Incomplete Request Form**. The student’s home school must also approve the request. Such prior approval is required both for program courses and university courses. The mark may be changed at the discretion of the instructor if the student submits all required written work within a period of time determined by the Resident Director, but in no circumstances later than the beginning of the term after that in which the incomplete was granted. Students in Columbia College, Barnard College, and the School of General Studies must comply with the regulations of their respective schools.

UNOFFICIAL WITHDRAWALS (UW)

Given to students who have not officially dropped a course and who have not completed any substantive work in the course. It is not sufficient for students to notify the instructor of the course from which they intend to withdraw.

For students who have not officially dropped a course but who have completed substantive work, such as a paper or a midterm exam, the uncompleted work may be averaged into the final grade as a zero or an F, and the instructor may compute and award a final course grade. A UW is a permanent grade and will remain on the transcript even if the student repeats the course.