

I. Welcome and Program Overview

Congratulations on your acceptance into the ACM – Brazil exchange program. As a student from an ACM college participating in this program, you are part of a two-way exchange, in which a Brazilian student from either the Universidade Federal de Juiz de Fora (UFJF) or the Universidade de Brasilia (UnB) studies at your home college while you take his or her place in Brazil. Thus, your participation not only provides you with an immersive education experience, but also contributes to the internationalization of your home campus.

There are two distinct exchange program options available to students looking to spend a semester studying in Brazil:

- Option #1 – Liberal Arts & Sciences exchange program: This ACM program, previously coordinated by Colorado College since 2001, has now been broadened into a program available to students from all of the ACM campuses. At UFJF, students will have the opportunity to take classes in a variety of subject areas in the arts, humanities, sciences, and social sciences, as well as intensive Portuguese language. Available to students from any academic major, the program is ideal for students interested in Latin America who would like to learn or improve their Portuguese (particularly students who already know Spanish).
- Option #2 – Environmental Studies exchange program (UFJF or UnB): Focused specifically on environmental studies, this program provides the opportunity for students to study at either of two prestigious Brazilian universities. Students chosen for this program will be named "ACM-Brazil FIPSE Environmental Fellows" and are eligible for a limited number of scholarships to cover intensive language training and/or living costs.

Universidade Federal de Juiz de Fora (UFJF) – The environmental program at UFJF is focused on an interdisciplinary approach to the biological connections driven by chemical and physical forces, examining how humans can survive alongside nature by means of ethics and respect, and supported by field activities in a region characterized by a mountainous landscape with an amazing complexity of ecosystems and incredibly high biodiversity.

Universidade de Brasília (UnB) - The environmental program at UnB is focused mainly on studies of the ecological richness and disturbances of the Brazilian Cerrado, the savannah biome that exhibits the greatest biological diversity among all the world's savannahs, yet has been affected in recent decades by agricultural procedures which have impacted water resources and biodiversity patterns.

Regardless of which program option you choose, you will be in the fortunate position of spending a semester in Brazil, a country which is basking in new-found and well-deserved respect on the world scene — a recognized leader in Latin America and elsewhere, the beneficiary of a dynamic economy that is the envy of much of the rest of the world, and the location of the first Olympics to be held in South America. These augment the picture of Brazil as a multi-cultural society which takes great pride and enjoyment in its captivating music scene, renowned soccer teams, stunning natural environment, and annual over-the-top Carnival celebrations. Under President Luiz Inacio Lula da Silva (usually referred to simply as "Lula"), the Brazilian economy experienced sustained growth and the standard of living has improved for all sectors of society. The Brazilian government has also undertaken a significant program of investment in the country's infrastructure, providing support for innovative programs and technology, including biofuels, to help preserve its diverse ecology and spectacularly rich biodiversity. In an expression of support for the accomplishments of Lula's government, Brazilian voters have recently chosen Dilma Rousseff as his successor. A former dissident who was imprisoned in the 1970s, she will become Brazil's first woman president on January 1, 2011. The ACM programs in Brazil are an ideal opportunity for students to see what all the excitement is about.

II. Calendar- UFJF

February 14, 2011	Arrive in Rio (at Galeão Airport)
February 16 to March 1, 2011	Intensive Portuguese Course
[March 5 – 8]	[Carnaval celebrations]
March 14, 2011	First semester begins
July 15, 2011	End of First semester

The Brazilian academic year runs from March to December, with the first semester beginning in March and ending in July, and the second semester running from August until early December. For simplicity's sake, rather than refer to semesters by their seasons (e.g., *Fall* and *Spring*), we suggest you refer to them as first and second semester.

III. Academic Arrangements

The program begins with a two-week intensive Portuguese class, designed to provide you with the skills needed for your classes at UFJF. Class will meet each day for up to ten hours a day, with classwork supplemented by out-of-class activities focusing on various aspects of Brazilian culture and introducing you to Juiz de Fora and the university. The course will be organized by the Coordenação de Relações Internacionais (CRI) at UFJF. Unless you are already fluent in Portuguese, participation in this course is mandatory; it is non-credit bearing, and combines classroom study with activities outside of class which introduce you to Brazilian culture and help you to familiarize yourself with UFJF.

UFJF is part of the federal university system, a network of universities established in 1960 as part of Brazil's national higher education program. UFJF, like other universities that are part of the federal system, is highly competitive in its admissions and has been ranked the sixth best university in Brazil. It offers a wide range of subjects, in everything from Art to Electrical Engineering; this means that exchange students have a very broad range of courses that are open to them. A major difference between Brazilian universities (and universities elsewhere in the world) and those in the U.S. is that Brazilian students apply for a specific subject, and once admitted take all of their courses in that subject. Visiting exchange students, however, may elect courses in multiple disciplines—although those students who are part of the Environmental Studies exchange should plan to take most of their courses in related fields.

You will find that classes are quite different from what you have come to expect on your home campus. The most obvious difference is that your courses will be in Portuguese, and while this may seem overwhelming at first, with time you will find that you understand more and are feeling more at ease. Secondly, the classes will most likely be organized differently from the way they are at home: classes are more likely to be lectures than discussions, and you will likely not receive the detailed course and assignment information that is contained in a syllabus. In general, you can expect that the day-to-day requirements will be less than at home and there will be few specific readings assigned. All the same, you should attend class regularly and keep up with the reading—as a non-native speaker, it will take you longer to read materials in Portuguese, and if you fall behind, it can be difficult to catch up. Professors are generally understanding about the difficulties that can be caused by doing course work in a new language. If you have questions about material covered in class or about your reading, be sure to speak with the professor after class. (Professors rarely hold office hours, and you will want to introduce yourself after class and explain you are an exchange student from the U.S. You will find that professors are likely to be both approachable and helpful.)

Students will choose their classes before the semester begins at UFJF. As preparation for choosing your classes, you can access the 'course catalogue' with the descriptions of each course: go to the CRI (*Coordenação de Relações Internacionais*) website, 'UFJF' link to 'Obtenha informações sobre os cursos oferecidos pela UFJF' link, and then 'Currículo dos cursos' link. The direct address of the webpage is: <http://www.ufjf.br/cri/ufjf/cursos-ufjf/curriculo-dos-cursos-de-graduacao/>. The webpage with the course schedules is: <http://www.ufjf.br/cri/ufjf/cursos-ufjf/horario-das-disciplinas/>. Although information about the semester's course offerings and the schedule tend to be available only just before the term begins, we recommend that you browse the pages for the appropriate department or unit before you travel to Brazil to get a sense of the kinds of courses that will be offered. You should also speak with your advisor at home about the kinds of courses you may want to take while at UFJF. The UFJF is on the semester plan, which means that classes are frequently offered at different times during the day. Generally, students choose to take all of their classes either in the morning, afternoon or evening. Each class generally meets for two hours, twice a week. Students often spend a lot of their day on the campus between classes studying, socializing with friends or eating in the main restaurant on campus.

Students at UFJF are graded from 0 to 100, with 60 being the lowest passing grade. You should be aware that although it is unlikely that attendance requirements are spelled out in class, there is a minimum attendance requirement (75% of classes) in order to receive a passing grade. Most courses have three exams (or papers or presentations) per semester, and in some instances the instructor may exempt students who have done especially well from taking the third, final exam. You can expect to receive one credit for every 15 hours of class; since most courses meet for 60 hours during the semester, you will

earn four credits for each class. At the end of the semester, UFJF will report your numerical grades to ACM, and ACM in turn will convert the grades according to the scale below and report them to your home college. Please keep in mind that each college has its own policy regarding grades earned off-campus (please see section X for the policies), and your college academic record will reflect your college's policy.

UFJF Grade	ACM Grade
90-100	A
86-89	A-
82-85	B+
75-81	B
72-74	B-
70-71	C+
63-69	C
60-62	C-
55-59	D
0-54	F

IV. Preparing to Go and Arrival

Passport and Visa

You will need a visa (student visa: VITEM IV) for your semester of study in Brazil and should apply for one **two months in advance of your departure for Brazil**. ACM will send you separately information about the visa process, and we recommend that you work through a visa service rather than through a Brazilian consulate with jurisdiction for your place of residence. (Visa regulations vary from one consulate to another, and many require that you appear in person to drop off and pick up your passport. For this reason, we recommend a visa service, which may request additional documentation. Please review both the consulate specific information and the visa service information carefully.

Travel to Brazil

When making your travel arrangements for Brazil, you will fly to either Rio de Janeiro or São Paulo and from there travel to Juiz de Fora. Because UFJF has agreed to provide transportation from Rio to Juiz de Fora, flying to Rio, and specifically to Galeão Airport, is recommended. **The car will pick up students at Galeão, the cost for this is included in the program fee.** If you fly into São Paulo, you will likely want to fly to Juiz de Fora, as the distance by road is approximately eight hours.

If for some reason you are not able to meet the UFJF-arranged transport at Galeão, here are some alternatives:

From Rio by private transport: The International Relations Office at UFJF can suggest how to arrange for a private car or van to take you to UFJF. The cost of this trip will be your responsibility, and the estimated expense is 600 *reais* (about \$350, which can be shared among multiple riders). You will need to make these arrangements through Sra. Josefa Ferreira in the International Relations Office (see her contact information at the end of this handbook). You will want to have the money in *reais* to pay the driver when he picks you up at Galeão Airport.

From Rio by bus: The International Relations Office – UFJF does not recommend that foreign students go alone from the Aeroporto Galeão to the Rodoviária Novo Rio (Bus Station) to buy the bus ticket and travel to Juiz de Fora. If you have a friend who can meet you at Galeão, take you to the Rodoviária Novo Rio, help buy the ticket and put you the bus, then there is no problem coming alone to Juiz de Fora by bus. But if this is not possible, we recommend you fly to Juiz de Fora. (Save the bus experience for the end of the semester.) It takes approximately 3 and a half hours to arrive in Juiz de Fora by bus. For more information see www.util.com.br. You should be aware that the bus company will only accept Mastercard and **not** Visa.

From Rio by plane: There are no direct flights from the Aeroporto do Galeão to Juiz de Fora. The flights to Juiz de Fora depart from another airport in Rio, Aeroporto Santos Dumont. There is one flight per day from the Aeroporto Santos Dumont to the Aeroporto da Serrinha in Juiz de Fora. This flight is operated by the company “Trip Turismo,” and it usually departs at approximately 11 a.m. For more information, consult www.voetrip.com.br. To transfer from Galeão to Santos Dumont, you will want to take a bus which goes directly from one airport to the other; depending on the traffic, it takes from 20 minutes to 1 hour to reach Aeroporto Santos Dumont.

From São Paulo: There are two daily flights from São Paulo to Juiz de Fora, departing from the Aeroporto de Congonhas, one in the morning and the other at night. The company that operates this flight is called “Pantanal”. For more information on prices and schedules see www.voepantanal.com.br/empresa/site/. It takes approximately eight hours to travel from São Paulo to Juiz de Fora by bus. For more information see www.viacaocometa.com.br/.

Communication

Unless you have a cell phone with an international plan, your U.S. cell phone will not work in Brazil. We suggest that rather than purchasing such a plan, you purchase an inexpensive cell phone in Brazil and buy minutes for your phone. Keep in mind that:

- Juiz de Fora is four hours ahead of Central Standard Time and five hours ahead of Mountain Standard Time.
- To call Juiz de Fora from the U.S., dial 011, the country code for Brazil (55), the city code for Juiz de Fora (32), and the number you wish to reach.
- If you wish to dial other countries from Brazil, dial 00, the country code, the city code and the telephone number.

You may also find it easy to communicate with home using Skype. For that you will need a laptop and Skype software (which can be downloaded free of charge); you may also wish to bring a headset.

Money

Although it is possible to open a bank account while you are in Brazil, we recommend that you change money from dollars to *reais*--the unit of currency in Brazil is the *real*, pl. *reais*—by withdrawing funds from your U.S. bank account using an ATM card. You will need to budget for housing, food, local transportation, and personal items. As an exchange student, however, you will not be charged tuition by UFJF; in addition, the cost of the intensive language course is included in the \$1,000 program fee, which ACM bills directly to your college (which in turn bills you or your parents). In using an ATM, you will typically get a favorable exchange rate, although there will be a transaction fee. Before going to Brazil, please let your bank know that you will be in Brazil so that they are aware that there will be transactions against your account from there.

You should also have a second way of getting funds such as a credit card. Visa and Master Card are widely accepted in Brazil, although some merchants may not accept them for small transactions.

As of November 2010, the exchange rate between dollars and *reais* (s. *real*) is:

$$\text{U.S. } \$1.00 = 1.717 \text{ reais}$$

Packing Considerations

Although it may seem like a monumental task when you start, you should do your best to **pack light!** You will be glad not to have to deal with a lot of extra stuff during your time abroad. You will not have regular access to laundry facilities so it is advisable to leave your treasured items at home. Brazilian clothes are relatively cheap so if you discover that you need something you will be able to buy it there. This will also help you blend in more.

There are a few things that we definitely recommend that you do bring with you to Juiz de Fora. Although you may think of Brazil as a tropical country, the state of Minas Gerais, where Juiz de Fora is located, has a fairly temperate climate. The days will be warm, but winter days may be cold enough for a sweater or light jacket. Remember that the seasons are opposite of those in the Northern hemisphere so you will be arriving in the summer and staying through the fall. Temperatures will range from the low 60s to mid 80s. An umbrella will be essential item as rain showers are common. For the most part Brazilians are casual dressers, and there is not much emphasis placed on high fashion. However, going out on the town can be a totally different situation, and often students dress to impress. Although the stereotype is that Brazilians wear very skimpy clothing, this is not generally true for cities besides Rio de Janeiro and during Carnival. You will also find that you do more walking in the city, getting to and from the university, or to bus stops. Because of this, comfortable walking shoes will also be an indispensable item. Other students suggest buying minor appliances, like hair driers, in Brazil because often times the power conversion can be tricky to manage. In Juiz de Fora, electricity outlets are all 110 volts.

Suggested Packing List

Essential Items

- Passport/visa
- Original visa application
- Certified copy of your birth certificate (in case of lost passport)
- ATM card, credit card, cash
- Copy of recent transcript (does not need to be official)
- 5 passport photos (3x4cms)
- HTH insurance card (2 copies)

Clothing

- T-shirts, cotton
- a few long-sleeve shirts and a sweater
- Jeans or casual pants
- Swim Suit
- Shorts. For females, they should be capris, Bermudas, boy length. Short shorts will draw unwanted attention, even in a gym.
- Outfits for clubs or nice dinners. Something in-between casual and really nice
- Light coat
- Comfortable walking shoes
- Pair of walking shoes you won't mind getting wet such as Chaco, Teva, Merrell, or Crocs
- Pair of shoes for showering and walking around hotels, such as flip flops
- Umbrella
- Hat
- Underwear and socks

Personal and Miscellaneous Items

- Toiletry articles, including most U.S. brands, are readily available in Brazil.
- Portable toilet paper (Charmin makes travel rolls)
- Hand sanitizer
- Glasses or contact lenses + extra pair and copy of your prescription. Contact lens solution is expensive, so you might want to bring a semester's supply.
- Enough prescription medicine to last your stay and copies of prescriptions (with Latin names)
- Gas-X dissolvable strips or chewable Pepto-Bismol, especially handy when traveling or eating roadside food
- Medicine kit with basic items such as Band-Aids, antibiotic cream, aspirin, antihistamine, antacids, etc.
- A bath towel and a beach towel
- Sunscreen
- Insect repellent containing DEET
- Camera and appropriate memory card
- Pictures of your family, home, and college to show to your host family or friends in Brazil
- Travel alarm clock/watch
- Backpack for routine daily use (some students bring larger backpacks to use for travel)
- Money belt
- Guidebook
- Laptop computer (preferably a PC)
- Converter plug
- Water bottle
- Comfort candy or food

Mental and Intellectual Preparation

In the first weeks when you arrive on site it is not uncommon to experience culture shock, surprise, dismay, and even anxiety at the cultural differences in a new location and the unfamiliar situations in which you find yourself. The on-site orientation program is intended to help ease this adjustment, and you will in all likelihood find yourself adapting to the new culture and situations in a surprisingly short time. You'll also likely discover that being able to settle in and "learn the ropes" can give you an enormous sense of self-confidence.

Research has shown that many students go through a three-step adjustment process in acclimating to their host country. In the first stage (once they have gotten over jet lag, if traveling internationally), they are likely to be excited and entranced by the novelty of being in a new location and delighted with most things around them. In the second stage once the initial euphoria has worn off, they may focus on the ways in which everything is different or "foreign." The tendency is to highlight the differences and compare them unfavorably to things at home—the food is bad, the computer facilities are inferior, services are badly organized, etc. During the third stage, their view of home and their program location is more nuanced—they are likely to take a more analytic approach to both locations and to find good and bad things in each.

As a student studying abroad, you will undoubtedly feel uncomfortable at times, especially in the beginning, and likely hear your fellow students expressing similar responses. This is not unusual, and we anticipate that after a time these feelings of discomfort and insecurity will dissipate. We encourage you to speak with on-site staff about your concerns and to raise any questions about the host country and the new culture to which you are learning to adapt.

You should educate yourself about Brazil before you leave the U.S., as you'll likely find that your fellow Brazilian students are much more knowledgeable about the U.S. than you are about Brazil. We recommend that you read about the Brazilian economy and political system; you may also wish to read materials in your major field—e.g., about one or another environment in Brazil. See the following website for a list of Brazilian newspapers available on line: <http://www.onlinenewspapers.com/brazil.htm>

Other Suggested Readings

Jorge Amado, *Gabriela, Cinnamon and Clove*. [Amado, who died in 2001, is perhaps Brazil's best known novelist.]

Joseph Page, *The Brazilians*.

E. Bradford Burns, *A History of Brazil*. [A textbook introduction to Brazilian history]

Carl Degler, *Neither Black Nor White*. [A comparison of U.S. and Brazilian race relations, written in 1986 but still a useful introduction]

Robert Levine and John Crocitti, *The Brazil Reader: History, Culture, Politics*.

V. Host Country Information

Brazil has some similarities to the U.S. including the vast size of the country and the history of welcoming immigrants and all cultures into the country. This has resulted in a wide variety of ethnic groups being represented in the country, and Brazilians are proud of this openness.

The stereotype of Brazil is of a country with a vast and remote interior, fabulous parties, and very friendly and welcoming people. And while there is often some truth in stereotypes, you'll find that Brazil is much more than this. The first thing many people notice about Brazilians is how warm and friendly they are. It is said that once you meet a Brazilian you will be friends for life, or if you ever have any problems a Brazilian will probably invite you in and serve you a meal. You will likely find that not many people speak English; however, this should not stop you from trying to communicate with them. Most people will be delighted to hear you speaking Portuguese, even if it is a little rough. As you begin to transform your Spanish into Portuguese, don't be afraid to try a little "Spanuguese" to get your point across. Brazilian Portuguese speakers can understand Spanish quite well, even if they don't know any Spanish.

Brazilians enjoy the leisure time in their days. They will often sit for hours in a coffee shop sipping drinks and watching the world go by, or discussing politics with friends. You will find that many students go to bars and clubs every night of the week to hang out and dance. Dancing is a big part of Brazilian culture and most people, men and women, enjoy dancing at the local clubs. Students find that they do most of their socializing in bars and clubs in the city where they meet up with friends from the university. There are a few public parks in the city that attract people during the warmer months. Most students you meet will be very excited about speaking with you and often will want to practice their English with you. Visitors from the United States are not very common and you will find that people are very excited to discuss issues with you, whether it is in English or Portuguese. Drinking alcohol may not be as much of the college/university culture in Brazil as it is in the U.S., and you'll find that although the drinking age in Brazil is 18, people do not as a rule drink to get drunk. You too should be mindful of the amount you drink so as to not become an embarrassment to yourself or your friends. Always remember that you are a visitor and a representative of an ACM college.

Restaurants

While the food your host family serves may be fabulous it would be a pity to miss out on all the great restaurants in town. There are restaurants with international cuisine all over the city. The university has a main restaurant that serves reasonably priced lunches, but there are also many different options throughout the city. There are a number of restaurants that serve local fare such as *feijoada*, which is a pork, rice, and bean stew, to more European foods, such as pizza and salads. Coffee is everywhere in Brazil: they grow it and it is thought of as some of the best in the world. Brazilians usually serve *café com leite*, which is a mixture of strong black coffee and hot milk. In short, you'll find wonderful and inexpensive food to sample in Brazil; take advantage of this opportunity.

Transportation and Getting Around

Juiz de Fora is a bustling city with an extensive public transport system. You will find that most students walk or ride a bus to the university or anywhere else they might need to go. However, it is important to remember that often the buses do not follow the posted schedule. Buses are known to be an hour late or simply never arrive, but most students and professors will understand a late arrival if you have occasional bus difficulties.

There are quite a few historic cities and other sites in the surrounding areas that are well worth the trip. Traveling in Brazil is fairly cheap and most easily done by bus. There are usually frequent buses to major cities like Rio de Janeiro and Sao Paulo every day of the week and, less frequently, to smaller cities. You should make it part of your semester to explore the state of Minas Gerais, which is known for its rich colonial history and unique architecture. Most bus timetables can be found on the internet.

VI. Health and Safety

Even though Juiz de Fora is not as large as Rio de Janeiro that does not mean it is without the problems of a big city. Pickpockets and other minor thieves are common in the city and you should be vigilant about keeping your valuables and money out of sight or easy reach. Crime is a reality in cities, and you are not immune to it – even in Brazil. Two simple rules (and you will learn others too) are: Never walk home alone at night and avoid badly lit areas. This goes for both men and women: as foreigners you may be perceived as vulnerable and targeted for robbery. Keep in mind too that excess consumption of alcohol blunts your judgment and can result in your putting yourself in risky situations.

Medical Preparation and Insurance

You will want to educate yourself about health conditions in Brazil, and as a first step we recommend that you consult the website of the Centers for Disease Control: <http://wwwnc.cdc.gov/travel/destinations/brazil.aspx>.

Please read carefully the information about recommended vaccines and immunizations, as well as about health conditions in Brazil in general.

If you regularly take medication, you will want to be sure that it is available, and in the same dose, in Brazil. Although the health insurance which ACM provides covers pre-existing conditions and pays for prescriptions, you will want to confirm that the medication is available in Brazil. If it is not, please speak to your American health insurance provider about obtaining a supply to take with you to Brazil. If you do take medications with you, please leave them in their original containers and keep them in your carry-on luggage. **Do not have medications shipped to you in Brazil.**

ACM provides health insurance coverage for all students participating in its programs. This coverage is through HTH Worldwide, a company with long experience and excellent service in providing health coverage for students abroad.

The policy with HTH provides a broad range of coverage for students' medical treatment while abroad. Among the features of the policy are:

- Coverage for both routine office visits and hospitalization;
- No exclusion for mental disorders or alcohol-related accidents or illnesses;
- Coverage for prescription drugs;
- No exclusion for pre-existing conditions (except in the case of pregnancies beginning before the start of the program);
- Medical evacuation coverage; and
- No deductible.

The policy covers students from the day before the start of the program through the day after the program ends, and thus includes the time to travel to and from the program. The coverage is valid not only in the host country, but also for any travel to another country during the inclusive dates of the program—e.g., during program vacation periods.

The policy, however, should **not** replace any coverage you have in the U.S., nor should you discontinue your American health insurance coverage—it provides only limited amounts of coverage for follow-up treatment of illnesses or injuries which begin while you are abroad provides and only for up to 60 days.

The cost of this coverage is included in your administrative fee, and ACM will handle your registration for the insurance. It is also possible for you to purchase independently additional coverage to extend the days that you will be covered by the

ACM policy. (If, for example, you plan to leave early for the program site or to do some traveling after the program, you can extend the policy.) The cost of this additional coverage about \$8.75/week. HTH will email you a welcome letter and an ID card from HTH; the welcome letter will describe how to log on to www.hthstudents.com to view the tools available to you and to purchase any additional coverage. (You will need the ID number provided in the card and also a credit card to which the cost of the additional coverage can be billed.)

VII. Program Arrangements

VIII. Housing Arrangements

Students will live with host families or in student apartments, called *repúblicas*, in the vicinity of the university in Juiz de Fora. A homestay not only provides you with the opportunity to practice your Portuguese and learn about Brazilian culture, but also replicates the living situation of most Brazilian students (and, in fact, for students in much of the world), where the concept of a college campus does not exist in the same way that it does here in the U.S. You should be between 10 and 30 minutes from the university either on foot or by bus. You will have a private room in most of the homes. You will need to bring your own towel and toiletries, as your host family will not provide these. Again, these items are easily purchased in Brazil if you want to lighten your load. Typically the host families do not provide meals, and you will probably want to investigate the food options at and around the university, especially for the midday meal. (These meals tend to be heavier than what you are used to eating at college so it may take your body a couple of weeks to adjust. Please see the cost sheet for estimate costs for meals.)

The UFJF International Relations Office will contact the student directly with information about housing options. Students are usually given two housing options to choose from, based on the characteristics and price range the student requested. Students are notified of housing arrangements shortly before starting the program.

The International Relations Office cannot provide transportation to Juiz de Fora from cities other than Rio on February 14, 2011—but can coordinate for a student to be picked up from the airport or bus station in Juiz de Fora and taken to the house where he/she will be staying.

IX. Evaluations and Surveys

Over the course of the program, you will be asked to complete questionnaires at several intervals. These surveys allow us to better understand the impact that off-campus study has on students and to use feedback from you to make improvements in our programs. Rather than simply spring these on you from time to time, we'd like to give you a sense of the total, of what you can expect to be asked and how your responses will be used. **In all cases, your responses will be anonymous.**

- Shortly before (or just after) you travel to the program site, you will be asked to complete an on-line survey that is part of a broader national research project in which ACM is participating. The purpose of this survey, which asks about your background, attitudes, and responses to specific scenarios, is to enable us to measure the broad impact of off-campus study on students. Students often say that the personal growth that results from off-campus study is the most important part of the experience, but our evidence for this is largely anecdotal. Your participation in this survey will provide us with data on the impact of off-campus study. Your responses will not be available to ACM or program staff and will have no impact on your grades. We ask that you answer as honestly and realistically as possible—there are no right or wrong answers. At the end of the program, shortly after you return home, you'll be asked to complete a follow-up survey, thus providing a “before” and “after” picture about yourself and your experiences. We anticipate that the survey will require approximately 30 minutes of your time.
- After the first month of the program, ACM will ask you to complete a mid-program evaluation, also on-line, which asks for your feedback on such aspects of the program as ACM's assistance in preparing you to go abroad, pre-departure and on-site orientation, and the extent to which the program to date is meeting your goals for off-campus study. Your responses enable us to assess the effectiveness of our materials and services in the critical first weeks of the program and to make any necessary changes. Summaries of responses (but **not** individual responses) for each of our program sites will be shared with program staff and faculty, and with faculty advisors at ACM campuses. This survey will require approximately 15 minutes to complete.
- Shortly before the end of the program, you will be asked to complete a final, on-line survey about the program. ACM will send you a link to the evaluation; as with the mid-program evaluation, your responses will enable us to review program arrangements and make any necessary changes for future programs. As with course evaluations on your home campuses, a summary of responses are shared with program staff only after the program is complete and your grades have been submitted. Faculty advisors at ACM campuses will also receive the summary. This survey will require approximately 20 minutes of your time.
- Soon after you return home, you will receive a reminder to complete the “after” survey that complements the “before” survey about your experience, attitudes, reactions to specific scenarios you took at the beginning of the program. As with the first survey, it should require approximately 30 minutes of your time. And we'll be glad to share with you what we learn in this projects as we gather data over several semesters; we think you'll find it interesting.

X. ACM Program Rules and Policies

The Associated Colleges of the Midwest (ACM) is a consortium of 14 small liberal arts colleges in Illinois, Wisconsin, Iowa, Minnesota, and Colorado. ACM's programs reflect the academic standards and policies of its member colleges, and the standards and rules in the paragraphs which follow are applicable for all of ACM's off-campus study programs. Please remember that these are academic programs: it is not appropriate to miss classes for because you are traveling or hosting visitors; students are expected to participate in all program activities unless otherwise excused. Nor is it possible to make special arrangements to accommodate students who wish to leave the program before the last day.

Tuition, Program Fees and Refunds

As outlined in the separate sheet on Program Payment Policies included in your acceptance materials, each ACM college has its own arrangement for setting program prices, and you should consult with the Off-Campus Study Office on your campus to confirm what those arrangements are. For all ACM participants in the program, the general policy is that ACM bills your home college for all of the program costs except the \$400 deposit and your college in turn bills you (and your parents). Non-ACM participants should speak with the study abroad offices on their home campuses about billing arrangements and discuss with the ACM Program Associate how this will be handled. Whether you are an ACM or a non-ACM student, it is also important that, if appropriate, you inform your Financial Aid office that you will be participating in this program and confirm that your financial aid will apply to program costs; you may also wish to ask if your financial aid package will change to reflect program costs, including the price of the plane ticket. (Program-specific costs are outlined in the Cost Information sheet which was included in your acceptance packet.) In addition, we also recommend that you verify that any scholarships you are currently receiving will, as with financial aid, continue while you are participating in the program. It is also useful to be clear about how and when any financial aid and scholarship moneys will be released to you; we recommend that you make arrangements to have them paid into an American bank account or sent to your parents or legal guardians to handle on your behalf. In any case, you should NOT have them sent on to you while abroad.

Once you are admitted into the program, you will need to reserve a spot on the program by returning to ACM the Reply Form (the pink sheet in your acceptance package), along with a \$400 non-refundable deposit. This \$400 deposit allows ACM to set aside a spot for you on the program, and **it must be received within 15 days of your acceptance**. If you withdraw from the program at any time before the program begins, you will lose the \$400 deposit and will be charged for any unrecoverable expenses already incurred on your behalf. If you leave a program once it has begun or are sent home for cause (please see the Study Abroad Contract), the program fee cannot be refunded. Tuition refunds will be calculated based on your home school's policies. And finally, please be aware that you are liable for any expenses for damage to hostel, hotel, or other housing during your time on the program and any outstanding bills at the host university and that ACM will bill you for such costs. Your grades and credits from the program cannot be sent on to your college's registrar until all outstanding bills are paid.

ACM Off-Campus Grading Policies

Beloit

All courses (including internships) must be taken for letter grades. Grades will be recorded on the transcript for all programs, but only domestic programs will be calculated in GPA.

Carleton

Letter grades will be included on transcript but not calculated in GPA. No more than one course per semester may be graded on a S/CR/NC basis.

Coe

Internships are S/U only. Other courses must be taken for letter grades unless a student chooses the S/U option before mid-term of the program in accordance with the S/U grading policies stated in the Coe College catalog. The letter grade is reported and the Coe College Registrar converts the letter grade to a S/U. In order to convert to an S, the grade must be a "C" or higher.

Colorado

No restrictions on grading options except that all grades recorded on the Pass track must be verified by the letter grade. Letter "G-track" grades will be calculated into the overall GPA. Grades of any "D" or "NC" will not transfer for credit.

Cornell

Letter grades will be annotated on transcripts but not calculated in GPA. Only grades of "C" or higher will be accepted. Short term courses taught by Cornell faculty are exceptions to both of the preceding statements; these courses are graded in accordance with Cornell's standard grading policy.

Grinnell

Only off-campus courses for which students earn a grade of "C" or above will transfer to Grinnell as earned credits. Grades below "C" will be posted to the transcript with the grade received and zero earned credits. No courses may be taken on a pass/fail basis, regardless of individual program policy. Grinnell students may not take "incompletes" on off-campus study regardless of the policy in effect on their program. Courses in which incompletes are taken will not be recorded on the Grinnell Transcript even if completed at a later date.

Knox

Credit is granted for only those courses receiving letter grades. Grades received for courses taken off-campus are not factored into GPA.

Lake Forest

Students may choose to receive a grade of CR (credit for C- or better), D (no plus or minus), or F (Fail) in any course they take. Students choosing this option, or changing back to regular letter grades, must give written notification to the Registrar before the end of the first two weeks of the semester. Prior approval of the student's advisor is required. Internships will be graded Credit/D/F.

Lawrence

Courses taken on a non-letter grade basis will not be credited toward a major unless the Subcommittee on Administration and the major department give special permission and may not exceed the usual limit of S/U options (1 per term for students who have earned 54 or more units; maximum of 4 on record at any one time).

Luther

All courses must be taken for letter grades. Only grades of a "C-" or above or will transfer for credit; grades will not be calculated into overall Luther GPA.

Macalester

All courses taken on approved study away programs are counted towards the student's Macalester grade point average, unless taken on the S/D/NC grading option. Students may take one course per semester on the S/D/NC grading option.

Monmouth

All courses must be taken for letter grades.

Ripon

All courses must be taken for letter grades. Students wishing to utilize the S/U option must make those arrangements with the College Registrar prior to the program, or during the first half of the program.

St. Olaf

Grades from St. Olaf-sponsored off-campus programs are recorded on the student's official transcript, but do not count in the St. Olaf grade point average or toward the 24-graded-course requirement. See catalog for additional information.

ACM Policy on Sexual Harassment

Policy

It has been and remains the policy of the Associated Colleges of the Midwest (ACM) that sexual harassment of students and employees is prohibited. Violation of this policy may result in discipline or dismissal of students or discipline and discharge of employees. However, allegations of sexual harassment are serious and may be extremely prejudicial to the alleged offender. Accordingly, allegations not made in good faith may subject the complainant to disciplinary action.

Sexual Harassment Defined

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical behavior of a sexual nature when (1) submitting or refusing to submit to such conduct is used as a basis for any decision affecting an individual's academic status or employment, or (2) such conduct has the purpose or effect of creating an intimidating, hostile or offensive educational environment.

Grievance Procedure

Any student who believes that he or she has been subjected to sexual harassment has recourse to informal and formal grievance procedures designed for the purpose of investigation and resolution of such allegations. Informal grievance resolution is encouraged although not required prior to initiating the formal grievance procedure.

As a preliminary matter, any student who believes that she or he has been sexually harassed should report the incident promptly to any of the following:

- Director of the program in which the student is enrolled or other appropriate local staff or faculty member
- Director of International Study Programs at ACM Chicago office, Carol Dickerman
- Director of Chicago Programs, Sally Noble
- Vice-President of ACM, John Ottenhoff

Assistance in presenting a grievance may be obtained from another employee or student. However, attorneys or other third persons may not participate in any facet of the grievance procedure unless ACM and all interested parties otherwise agree.

Informal Procedure

An informal procedure is designed to resolve sexual harassment allegations without having to invoke the formal grievance procedure. This can be initiated through contact with any of the staff named above. The goal is to resolve the problem through discussion with the student, the alleged offender, and any other relevant persons. The student and/or staff member grievance officer may elect to terminate the informal procedure if it appears that no progress is being made in resolving the dispute and initiate a formal procedure.

Formal Procedure

1. Students who wish to lodge a formal complaint must sign and submit it in writing to any staff members named above within 120 days of the alleged harassment.
2. Thereafter, the President of ACM (or if the President is the alleged offender, the Chair of the Board of Directors)

shall assign a grievance officer to investigate the complaint and report his/her findings to a grievance board comprised of the President, the investigating grievance officer, and one other grievance officer selected by the President. No employee accused of harassment may serve on the grievance board.

3. The investigation shall include interviews with the complainant, the alleged offender, who shall be informed of the allegations against him/her, and other relevant persons. The grievance board may supplement the investigating officer's investigation by itself conducting interviews and reviewing relevant evidence.
4. Within 21 days after the investigation concludes, the grievance board shall decide by majority vote whether the complaint allegations are supported by substantial credible evidence. It shall then inform the complainant and alleged offender of its decision.
5. Any disciplinary or other corrective action resulting from a violation of this policy shall be determined in accordance with ACM disciplinary procedures.

Third Party Harassment

Any student who has been sexually harassed by a third party (i.e., vendor, guest speaker, internship setting) should report the incident promptly to any grievance officer who will then investigate and attempt to resolve the problem.

Confidentiality

All complaints and investigations of sexual harassment shall be handled in a confidential manner and shall be disclosed only to persons having a legitimate need to know. Grievances and documents will be maintained separately from other student files.

Non-Retaliation

Complaints made in good faith under this policy shall not result in any adverse action against the complainant, nor shall any person who participates in good faith in an investigation be treated adversely because of such participation.

Nothing in this policy precludes an individual from pursuing any legal remedies available to him/her.

ACM Policy on Personal Abuse

Personal abuse, whether oral, written, or physical, exceeds the bounds of appropriate discourse and civil conduct. Harassment of another because of his/her race, sexual orientation, ethnic background, religion, expression of opinion, or other personal characteristics is prohibited. ACM students who engage in such behavior may be disciplined and/or dismissed from a program.

ACM Policy on Dual Relationships

A dual relationship is one in which the faculty/staff member has both a professional and a romantic or sexual relationship with a student. This includes relationships which appear to be mutually consensual. However, the inherent inequality of power between student and faculty/staff creates an unacceptable conflict of interest in a supervisory, educational or advisory context. For this reason, dual relationships between faculty/staff and students who participate in the same program should be avoided. If a relationship nonetheless develops, the faculty/staff member is expected to remove him/herself from supervisory or advisory responsibility for that student, or face disciplinary action.

ACM Policy on Discrimination

The Associated Colleges of the Midwest does not discriminate in the operation of its educational programs, activities, or employment on the basis of sex, race, creed, national origin, age, sexual orientation or disability.

