Welcome and Program Overview

The ACM Urban Education Student Handbook is designed to help prepare you for your semester in Chicago and to give you an initial sense of what to expect academically and personally while you are on the program. This handbook will serve as a guidebook to your semester while in Chicago. It helps you prepare for the program and know what to expect, provides information on Chicago, and outlines rules and guidelines. It is a tremendously valuable resource in preparation for your time in the Urban Education program. We ask that you please take time to read it thoroughly – many questions we get from students are answered in this handbook. Specific semester information will be given to you separately.

On the ACM Urban Education Program, students engage in an urban student teaching experience with support and guidance — both inside and outside the classroom — to foster their learning and growth as teachers. First established in the early 1960s, the ACM Urban Education Program has had a long tradition of engagement with Chicago schools and the city’s education community. Each fall and spring semester, students develop their professional skills as they work alongside mentor teachers in Chicago schools. In the weekly seminar, they connect educational theory to their experiences teaching in the classroom. The program emphasizes collaborative learning, as students conduct an ongoing and informal discussion with a network of peers who share similar situations in their teaching placements.

Program participants also have extensive opportunities to enjoy the city’s tapestry of cultures and people. ACM student teachers in Chicago are among the best-equipped new professionals entering the field of education, and they join an extensive network of ACM alumni in the city's schools and education-related organizations.

Recommended credit for the program is 16 semester credits or the equivalent. Students should consult their advisors about the amount and distribution of credit before enrolling in the program. The curriculum for the semester-long student teaching experience with the Urban Education program is as follows:

**Student Teaching**
Student teachers are placed in Chicago Public School district classrooms with carefully-selected mentors and supervisors, where they fulfill all requirements for the final practicum stage of their teacher certification program. The ACM follows students’ home campus requirements for licensure and certification.

**Student Teaching Seminar**
In the weekly seminar and urban education course, students reflect on cross-cultural history and educational theory in the context of their day-to-day lives in the classroom. Small-group resource sessions provide additional opportunities for students to discuss issues and questions about teaching, and to receive peer feedback about their practice.

**Professional Portfolio or EdTPA**
Each student conducts an inquiry into his/her own development as a teacher and completes all the requirements for a compelling Professional Portfolio or EdTPA, depending upon requirements of your home campus.

**Community Engagement**
Student teachers participate in all activities at their placement schools, including faculty and parent meetings, in-service workshops, and school-related community meetings. ACM staff will arrange a variety of extra-curricular activities to engage the students with the city and make use of the unique professional development opportunities that exist for teachers in Chicago.
Program Schedule

**FALL SEMESTER – 2015**

- Wednesday, September 2nd: Move-in (morning)
- Thursday, September 3rd: Orientation (all day)
- Friday, September 4th: Visit Placement School
- Tuesday, September 8th: CPS Student Teaching Begins
- Friday, December 18th: CPS Student Teaching Ends
- Saturday, December 19th: Move-out

**SPRING SEMESTER - 2016**

- Sunday, January 10th: Move-in
- Monday, January 11th: Orientation
- Tuesday, January 12th: CPS Student Teaching Begins
- Friday, May 6th: CPS Student Teaching Ends
- Saturday, May 7th: Move-out
Preparing to Go and Arrival

**CPS Registration**
As part of ACM’s agreement with CPS, all student teachers will need to complete the CPS registration process. CPS registration is open for a 90 day period, generally April 1 – June 30 for fall placements and October 1 – December 31 for spring placements. Student must complete their TB test, FBI background and fingerprinting, an online registration and a survey during the registration period. CPS will release specific information, including agencies from which they require background and fingerprinting to go through, about 30 days prior to the start of the registration. Once all items are submitted to CPS, the staff will review the application and, if all documents are in order, student teachers will receive a “report to service” email which will need to be provided to the building administrator or principal on the first day of student teaching or before. Please forward a copy to the ACM Program Coordinator.

**STUDENT TEACHING PLACEMENT PROCESS**
Shortly after your acceptance, ACM will be in contact with you regarding the procedure for arranging your student teaching placement. There will be several deadlines to submit paperwork, so please pay attention to emails you receive from both ACM and CPS. Please also know that the process for placing student teachers can take several months. As soon as you approved through the CPS registration and approval process, ACM can begin to confirm placements with individual schools. We will do our best to accommodate your individual and campuses requests for placements.

**WHAT IS EXPECTED OF YOU**

**Professionalism**
In order to be accepted into the program, you must be bright and motivated; but in order to excel, you must be more: you must be professional. You are expected to behave professionally in your school, in class, and during site visits around the city.

We suggest that you follow the eight basic rules for professional behavior:

- Do what you say you’re going to do
- Be on time
- Be prepared
- Do your best
- Pay attention
- Exercise self-control
- Respect others
- Admit mistakes

**Self-reliance**
You are expected to be self-reliant. We are your support system, but we expect you to take responsibility for yourself to communicate your needs to other students and the staff, to clean up after yourself in your living and work environments, and to take care in making decisions based upon the information offered
through the program. We expect you to act responsibly in all facets of your participation in this program, including the academic and social components.

**Time Management**
If you're fully engaged in the program, you should expect to be busy. There is not much free time left over for travel or additional jobs. You'll be student teaching five days a week, planning curriculum and grading student work. In addition, you will have an evening seminar once a week and activities scheduled periodically throughout the semester. That, combined with your own interests in the city, will keep you busy. It is not uncommon for students to encounter difficulties juggling the various commitments. Expect to feel overwhelmed during the program. This is a good thing. You have a lifetime to process it all.

It is difficult to plan time off from the program, as you might be able to do if you were on campus. Expect to miss something if you go away for a weekend. It may be hard to make up missed events. Being in the city in an experientially based program is very different than the campus experience. You will be juggling living, traveling, studying, and working. At times it will be very challenging, but at the end of the semester it will be rewarding to master the art of multi-tasking and conquering the enormity of city life.

**Suggested Books About Chicago**

*History of Chicago*
- The American Pharaoh, by Adam Cohen, et al
- Chicago: City on the Make, by Nelson Algren
- Bridges of Memory, by Timuel Black
- A People's History of the United States, by Howard Zinn
- Nature’s Metropolis: Chicago and the Great West, by William Cronon
- Our America, by LeAlan Jones

*Social Issues in Chicago*
- Fire on the Prairie, by Gary Rivlin
- An Autobiography of Black Politics, by Dempsey Travis
- Never a City So Real, by Alex Kotlowitz
- Slim's Table, by Mitchell Duneier
- Black Metropolis, by St. Clair Drake and Horace Cayton
- Mama Might Be Better Off Dead, by Laurie Kaye Abraham
- Race Matters, by Cornell West
- Race: The American Dilemma, by Studs Terkel
- Savage Inequalities, by Jonathan Kozol
- There Are No Children Here, by Alex Kotlowitz
- Magical Urbanism: Latinos Re-invent the Big City, by Mike Davis
- The Near Northwest Side Story, by Gina M. Perez
Working Toward Whiteness, by David Roediger
Challenging the Growth Machine, by Barbara Ferman

_Fiction_
Time Travelers Wife, by Audrey Niffenegger
The Jungle, by Sinclair Lewis
Native Son, by Richard Wright
Devil in the White City: Murder, Magic and Madness at the Fair that Changed America, by Erik Larson
A Raisin in the Sun, by Lorraine Hansberry
Peel My Love Like an Onion, by Ana Castillo
House on Mango Street, by Sandra Cisneros

**Suggested Movies**
For an entertaining look at Chicago, our staff recommends these movies filmed in Chicago.
Blues Brothers
Blues Brothers
The Fugitive
The Fugitive
Home For The Holidays
Home For The Holidays
High Fidelity
High Fidelity
Adventures in Babysitting
Adventures in Babysitting
Dark Knight
Dark Knight

Wanted
Wanted
While You Were Sleeping
While You Were Sleeping
Soul Food
Soul Food
Barber Shop 1 and 2
Barber Shop 1 and 2
Ferris Bueller’s Day Off
Ferris Bueller’s Day Off

*Recommended videos about teachers and students*
To Sir With Love
To Sir With Love
Mr. Holland’s Opus
Mr. Holland’s Opus
Conrack
Conrack
Fame
Fame
Dead Poets Society
Dead Poets Society
Lean on Me
Lean on Me
Teachers
Teachers
Summer School
Summer School
The Prime of Miss Jean Brodie
The Prime of Miss Jean Brodie
School Ties
School Ties
Boyz in the Hood
Boyz in the Hood
Dangerous Minds
Dangerous Minds
Fresh
Fresh
Angelo My Love
Angelo My Love
Blackboard Jungle
Blackboard Jungle
Up the Down Staircase
Up the Down Staircase
The Breakfast Club
The Breakfast Club
Freedom Writers
Freedom Writers

**Orientation**
The first few days of the semester are devoted to orienting you to the city, Chicago Public Schools (CPS) and the program expectations. We try to cover everything that might come up during the semester. You will learn how to get around the city efficiently and safely using public transportation and be given tips on the “do’s and don’ts” of urban living. Significant time will be devoted to preparing you for your student teaching. You will spend several days with your cooperating teacher to prepare for the semester. The orientation will be fun and engaging, and will prepare you for the many experiences you will have during your stay in Chicago.

**What to Bring**
Our best advice is to travel light. Resist the temptation to bring your most prized possessions. You will be in Chicago for only a few months and will have roommates. Also, while the apartments are secure, there
is always the risk that valuable items (e.g., televisions, laptops, jewelry) could be lost or stolen. Check with your insurance company about any valuables you do bring with you.

Students live in suite-style apartments with other students on ACM programs in Chicago. See the section in the handbook on “Housing at La Casa.” All apartments are furnished but you will need to bring kitchen supplies such as pots, pans, a toaster, dishes, silverware and glassware. You will also need to bring towels, pillows, bed linens and blankets (for twin-sized beds), and other personal items. The program does not provide any paper products (toilet paper and paper towel), so these will need to be brought with you or purchased upon arrival. You will be sent the names and e-mail addresses of your apartment-mate(s) at least a month before the program begins so that you can decide who will bring shared items. Be sure to bring lots of warm clothes and blankets -- after all, at least part of your semester will be winter in Chicago and Chicago is the Windy City!

Do not bring a pet of any kind and do not plan to acquire one while you are here. Pets of all kinds are prohibited in our apartments.

You are advised not to bring an automobile. Chicago has a user-friendly public transportation system and you will receive public transportation passes while here. Parking is extremely difficult and expensive.

HOME CAMPUS AND STATE REQUIREMENTS

It is your responsibility to know what paperwork needs to be submitted for your home campus requirements. Most of you will have had an orientation to student teaching session the semester before you participate in the ACM Urban Education program, so please be sure to bring all necessary paperwork/information with you to the program to be shared with your cooperating teacher, supervisor and the Program Coordinator (if applicable). Each college varies on requirements, so our supervisors will work closely with you to be sure all requirements are met and paperwork is submitted.
**Academic Expectations**

All students are expected to act conscientiously as participants and observers in the life of Chicago. It is, therefore, essential that you participate fully in all aspects of the program. You should reflect on and analyze your experiences from different perspectives.

In general, you should take advantage of first-hand experiences while you are here. This should result in meaningful patterns that not only meet the expectations of the program, but also reflect your own interests. Perhaps most importantly, you are encouraged to take risks in experiencing new viewpoints and problem-solving approaches.

The program also promotes and develops learning as a group process. Your learning will take place in various classrooms, schools, public spaces and communities. In both formal and informal groupings, we stress that learning and personal relationships can be cooperative endeavors involving shared knowledge and insights, respectful mutual criticism, and support for each other.

You should also recognize that you will be challenged to stretch beyond your comfort zone. You will experience things that are different from your campus environment and encounter people with different understandings of the world and different expectations of your behavior. It is essential that you respect speakers, spaces and the cultural norms of Chicago’s diverse communities. Staff will help you to understand how to respect different communities and will hold you accountable for that respect.

**Academic Obligations**
All students must be teachers and share what they learn with the rest of the program. Full participation in the program also means full participation in the ongoing life of Chicago. Long weekends away from the program and unofficial vacations are strongly discouraged. While we understand that students who reside in or near Chicago are often tempted to go home on occasion, we encourage you to limit these visits so as not to interrupt your relationship with the program and your roommates.

**Evaluation**
Formal evaluation takes place in various ways and is based on the standards set forth by Urban Education faculty members and your home campus. Please refer to the individual course syllabi for specific evaluation of program components.

**Attendance Policy**
You are expected to report to your classroom daily and seminar, and arrive on time. Please refer to the individual syllabi for specific consequences resulting from absenteeism or tardiness.
Student Teaching Responsibilities and Expectations

In accordance with the CPS, as outlined in the ACM – CPS Institutional Agreement, participating student teachers have the following responsibilities:

1) Participating Student Teachers must provide their own transportation to and from the Board and the assigned CPS school.

2) Participating Student Teachers must carry personal identification and wear any Board-supplied identification at all times when they are on CPS property.

3) Participating Student Teachers must take all reasonable steps to maintain health insurance coverage during the program and must comply with all health, TB testing, background checking and immunization requirements of the Board.

4) Participating Student Teachers must adhere to their assigned schedules and as directed by their CPS Cooperating Teacher and the ACM Supervising Instructor. Participating Student Teachers must notify CPS and ACM if they will be absent or if they require schedule changes.

5) Participating Student Teachers must attend and participate in administrative meetings and professional development opportunities as directed by the CPS School Program Coordinator or her designee, unless such administrative meetings and professional development opportunities conflict with mandatory ACM meetings or events. It is understood and agreed that these activities shall occur during the Participating Student Teachers’ regularly scheduled time at the school.

6) In addition to their obligation to comply with the provisions of FERPA, HIPAA, and the Illinois Student Records Act, Participating Student Teachers must comply with the following CPS requirements regarding any research involving CPS students or staff, and/or the publication of research materials based on their Student Teaching Placements or interactions with CPS students and staff.

   a. The Participating Student Teacher must give his/her CPS Cooperating Teacher for their written approval, (a) a written description of the proposed research; (b) a written description of how the Participating Student Teacher will plan to protect and maintain the privacy of students and participants in the study; and (c) samples of the notices and consents that the Participating Student plans to use for obtaining written consent from the parents of student research participants who are under the age of 18 and the consent of research participants who are 18 years of age or older.

   b. After the Cooperating Teacher has approved the proposed research project and the notice and consent documents in writing, the Participants Student Teacher must comply with the CPS Research Study and Data Policy adopted on November 14, 2007, as may be amended from time to time.

   It is understood and agreed that the Participants Student Teacher may not begin any research activities or obtain data for research purposes without the prior written consent of his/her Cooperating Teacher and the prior written consent of the Chief Officers of the Office of Performance or such person’s designee.

   c. When the research study is completed, the Participants Student Teacher must timely provide a copy of the final research results and any articles published within one (1) year of the conclusion of his/her placement, to the CPS School Program Coordinator upon request. The Board shall have the right to use the information in the research report and the research findings for educational programming or services, planning, solicitation of grants, staff development, and any other non-commercial purposes to improve instruction or services to students of the Chicago Public Schools.

Under no circumstances shall a Participating Student Teacher identify any CPS student or Board employee or subcontractor by name in a case study or in any published research unless prior written consent has been obtained from each of the subjects or their parents or guardians, as applicable, in accordance with the
provisions of this Section F.

7) Participants Student Teacher must maintain confidentiality with respect to Board employees, subcontractors, CPS students, the Board's business operations, and/or trade secrets; and must comply with any and all State and Federal laws, including but not limited to the Illinois Student Records Act, the Family Education Rights and Privacy Act of 1974, otherwise known as the Buckley Amendment or FERPA, and the Health Insurance Portability and Accountability Act (HIPAA), and Board Policies and Rules that relate to Participants Student Teacher activities and conduct under the program.

8) Participants Student Teachers must not transport any CPS student by car or otherwise under any circumstances.

9) In the event of an emergency school closing, Participants Student Teachers must handle such closings in the same manner as the teaching faculty. Should a work stoppage by the teaching faculty occur, Participants Student Teachers should consult ACM for further guidance and instruction.

10) Participants Student Teachers must follow the administrative policies, standards and practices of the Board and their assigned school site, as such policies, standards, and practices may be revised by the Board and/or the School from time to time.

11) Participants Student Teacher must report to their assigned CPS school site on time and follow all established regulations during the regularly scheduled operating hours of the CPS school.
**End of the Program**

**Grades**
Your grades are completed within one month of the end of the program. ACM forwards your grades to the Registrar’s Office on your home campus and they are applied to your transcript according to your home campus policies. ACM will also send you a copy of your grade report with your security deposit refund. Your grades will not be forwarded to the home campus if there are outstanding fees on your account. This includes equipment and books that have not been returned, and money owed for damages to any program materials or spaces, including apartments.

**Program Evaluations**
At the end of every semester, all students are required to complete an evaluation of the program. The program evaluation is crucial for the continued evolution of the program and we greatly value your input.

**Moving Out**
You are expected to leave the apartment as you found it. If an apartment is left dirty or damaged, all students in the apartment will be held financially responsible. We recommend that apartment-mates schedule a time when they can all clean and inspect the apartment together. Keys must be returned to the program upon departure from the apartment. Your security deposit will only be returned if your apartment is left in good condition AND you have returned all equipment, tools, books, apartment keys, office keycard and materials to the program.

**Alumni Privilege**
Alumni returning to campus can assist us in recruiting. We enjoy having alumni back as speakers or hosting student teachers.
Housing at La Casa

All students participating in the program will live at La Casa Student Housing, 1818 S. Paulina, Chicago IL 60608. When you first arrive, check at the front desk for your apartment number and key. If for some reason you need to arrive early, you should speak to the ACM Urban Education Coordinator who will see if an apartment is available and what the additional charge would be. Additional charges stemming from an early arrival are your responsibility.

La Casa is a 6 story, dorm-like-living student housing complex located in the neighborhood known as Pilsen. The neighborhood is an eclectic, vibrant area close to a number of Chicago colleges. It is known for its taquerias and mix of a variety of cultures. There are grocery and drug stores, restaurants, art galleries, interesting shops, and cafés located within a couple of blocks of La Casa. It is easy to get around the city from Pilsen by the Pink line or bus system.

Video surveillance along the outside of the building and electronic key cards are in place. This is a building exclusively for students, so many rules that you will find on your home campus also apply here. This includes no smoking and the enforcement of quiet hours from 10 p.m. to 7 a.m. Sunday through Thursday, and midnight to 9 a.m. on Friday and Saturday.

Many other amenities are provided that you may find at your home campus. You will have access to the Student Resources center, which offers a student lounge, multipurpose room, computer lab, student support services, and access to on-site staff. There is also an up-to-date fitness center within the building.

Your rent (including utilities) is included in the program fee. Utilities include heating, air conditioning, gas, and electricity. Upon move-in, each resident is issued a mailbox that they share with their suitemates. Residents with a package delivery will receive a note and/or an e-mail to pick up their delivery from the Resident Service Desk.

Your Apartment

Each student will live in a double room within a modern 5-room suite. The rooms themselves are single-sex, but the suite is coed. The suite consists of a main living/dining room with a large-screen TV and seating, a full kitchen, two bathrooms, and a utility room. The bedrooms are fully furnished with two loftable beds, twin mattresses, two study desks and chairs, dresser drawers, book shelves, and closet space. Each kitchen provides a refrigerator and freezer, oven with stovetop, microwave,
dishwasher, and granite countertop eating space. All units are provided recycling bins and trash cans. Students are expected to bring their trash and recycling material to the appropriate containers regularly. Trash is removed from the floors on a daily basis.

The Neighborhood
Pilsen is a neighborhood that has gone through many different identities, evident by the differing art and architecture in the area. Nowadays, Pilsen is an affordable, mostly Hispanic area that is rich with personality and artistic expression. Violent crime is rare here, but as with any busy working-class neighborhood, there is a relatively high rate of petty theft. Be sure to keep your purses and wallets secure and your doors and windows locked. It is best to meet new acquaintances in a coffee shop or restaurant rather than inviting them to your apartment. It is important in Chicago to always be aware of your surroundings. Keep track of your whereabouts and keep an eye on those around you. Paranoia is unnecessary, but being prepared is the key to heading off trouble that may unexpectedly come your way. See the section in the handbook on “Personal Safety and Off-Campus Study.”

Roommates
You will share your room with an assigned roommate, and your suite with 10 students total. Fall students will receive their roommate’s name and email address from the Program Coordinator about a month before the program begins. Occasionally enrollment changes at the last minute, and thus so may roommate assignments.

Internet Service
Internet service is included at La Casa. Both wifi and cable options are available.

Laundry
There is a coin-operated laundry room located on the first floor of La Casa that is accessible 24 hours a day.

We suggest that you contact your roommate in advance. Sharing a small space can be a challenge. It helps for roommates to lay out some ground rules (e.g., splitting the cost of basic groceries like milk, bread, and eggs; setting quiet times; determining a visitor policy; and confronting any conflicts as they arise through prompt and frank discussion). If you feel more comfortable having a mediator, please feel free to contact the ACM Coordinator or ACM Associate Director.
What to Bring

We strongly recommend that you contact your roommate prior to arriving in Chicago to coordinate who will contribute what to the apartment. The rooms at La Casa are relatively small, so larger items such as TVs and stereos should be brought by one person and shared. You should each bring a computer (laptop recommended) if possible, but students will have access to La Casa’s computer center if necessary.

- Money – plan ahead and save your money prior to coming to the program. There is a lot to do in Chicago, and the cost of living in the city may be significantly higher than on your home campus. Past students have spent between $800 - $2000 during the semester on food, books and entertainment.
- Laptop Computer
- Bedding (twin sheets, pillow, blankets) and towels (bath and kitchen)
- Dishes and cooking utensils, including silverware, pots and pans (La Casa supplies a microwave)
- Study lamp – although there are lamps in each apartment, they may not be ideal for reading and writing
- Stereo and TV, if desired (again, check with your roommate to avoid redundancy)
- Alarm clock
- Clothes for different kinds of weather – from very hot to very cold during the fall seminar
- Cell phone

What NOT To Bring
- Don’t bring a car. Legal street parking in the city is extremely limited and ticketing and towing are very expensive in Chicago.
- Don’t bring pets. They are not allowed in the apartment building.

Bringing a Bicycle
Chicago is superb bicycle territory. Bike paths run along the lake and through the parks, and the land is flat. If you wish to bring your bicycle, there are a limited number of bike racks outside of La Casa and the Resource Center. Students are responsible for bringing their own bike locks.
Living In Chicago

Apartments
ACM pay the apartment rent (including utilities) out of your program fee.

Computers and Internet
The apartments and Resource Center at La Casa are wired for wireless internet. In addition, there is a small computer lab with printers students may access in the Resource Center.

Money Management
Firstly, be sure to bring enough money or ability to access money. City living can be expensive. Sales tax in Chicago is 10.25%. Transportation and food costs can add up quickly -- tempting restaurants, clubs, and boutiques abound. However, you can control your spending with careful planning.

Consider the following tips:
- **Budget your money.** Know how much you have to spend for the semester, subtract your fixed expenses—those necessities that will likely stay the same over the course of the semester like food and phone—the remainder is what you have to play with. Divide that by 16 weeks, and you’ll have your weekly budget.
- **Share expenses with others whenever possible.** Talk to your roommates about sharing food expenses. Community meals save money and are a whole lot of fun. Buy in bulk and split the cost among several people. If you need to take a cab, try to get someone else to share the ride and expense with you.
- **Be frugal.** Most movie theaters have early budget shows. Many events around the city are free. You can get free passes to most museums at the public libraries with your library card. Bring your lunch to class and to your internship. Constantly eating out will drain your budget faster than almost anything else.

Personal Banking
A convenient banking option is to use your ATM card from your home bank account (this is definitely the best option for short-term students). ATMs are readily available throughout the Chicago metropolitan area. Depending on your bank’s policy, there may be a small per-use surcharge for ATM transactions, and most banks charge a fee (usually $1.00-$2.00, though sometimes higher) to use their machines if you don’t have an account at their bank.

The best way to avoid ATM fees is to use your debit card for purchases at grocery stores or drugstores and select the cash-back option. You may be able to withdraw up to $60 without incurring any additional fees.

If you choose to open a checking account here in Chicago, most banks offer some sort of student checking account that usually requires no minimum balance. **Chase** and **Bank of America** are the two major institutions in Chicago and the surrounding suburbs. Both of these banks have branch locations within 2-3 blocks of La Casa, and literally hundreds of ATM locations throughout the city.

Please call the banks directly or visit their websites for more information.

**Chase:** (877) 682-4273 or www.chase.com
**Bank of America:** (866) 904-7222 or www.bankofamerica.com

*Please note: Local banks generally will not cash out-of-town checks unless you have an account with them, and the program is unable to cash checks for students*
Exercise Options
La Casa has an up-to-date fitness center with a number of machines and a weight area. If you prefer to explore other options, there are a few other gyms in the area. Many gyms run promotions during early September and you should always ask about student discounts.

- World Gym, 1822 S Bishop St, (312) 491-8700
- UIC Sports and Fitness Center, 828 S Wolcott Ave, (312) 413-5260
- Go Time Yoga Studio, 1601 S Morgan St, (312) 433-2333

There are many facilities throughout the city, including parks, beaches (with bike and running paths), indoor and outdoor pools, ice skating rinks, and field houses. Call the Chicago Park District’s general number, 312-742-7529, for more information or check their website, www.chicagoparkdistrict.com.
Personal Safety and Off-Campus Study

While studying off-campus offers new educational opportunities, it can also present challenges and risks that are different from those on your home campus. Just as you prepare for a new mode of learning on the program, you should also think about living in a new environment that may contain new kinds of risks and will not have the same support systems or forms of assistance that you have turned to on your home campus or in your home town. Here are some guidelines to keep in mind as you prepare for the Urban Education program.

Personal Travel
Living in the city requires a level of awareness and preparedness uncommon in most non-urban environments. In Chicago, you will be walking, taking public transportation, and perhaps bike riding. You should plan your route ahead of time and be aware of your surroundings. If you ride a bike, be sure to wear a helmet and use a Kryptonite-type u-lock.

Though much of your time in Chicago will be spent between La Casa and your school placement, you will want to get out in the city as well.

Street Smarts, Crime, and Random Violence
Like any large city in the world, Chicago has some crime and random violence. We encourage you to travel with a partner or in a small group. Please avoid being out late by yourself at night; if you are alone, arrange for two of your classmates to meet you at the subway or bus stop or, better yet, plan to take a taxi home. Your orientation will provide many strategies for what you can do to facilitate your own safety while living in Chicago.

If you find yourself in a neighborhood that seems questionable, adopt a “don’t mess with me” attitude. Looking confident is a simple and effective safety measure that makes it less likely that someone will bother you. One way to achieve this is to plan ahead of time where you are going and how to get there. That way you can avoid having to look repeatedly at your map, something which suggests you are a tourist and an easy mark. Good planning can also help you avoid situations that might be dangerous, such as being out late at night in unfamiliar neighborhoods.

Trust your instincts. If you feel uncomfortable because someone is watching you or could be following you, exercise common sense. Avoid entering an elevator or apartment building where you will be alone with the person; stay on busy streets and avoid less traveled ones. Should you find yourself in a situation that feels dangerous, call for help or make noise calling attention to yourself.
Be alert to what is going on around you in the city streets; it is a good preventive measure. In neighborhoods away from the city's main business and cultural areas, it is wise to avoid flashy jewelry or carry expensive handbags because you could become a target for theft. Also avoid wearing a backpack that can be unzipped from the back. In crowded areas and on public transportation, it is smart to carry a backpack in front and to avoid carrying a purse. If you do carry a purse, be sure to carry it diagonally across your body to avoid an easy snatch. CTA passes are also a temptation. Be sure to hold them so they cannot easily be grabbed. Avoid placing your wallet in a back pocket where it can be easily lifted. It is also a good idea to avoid making eye contact or looking confrontational.

In the area around La Casa, there are often panhandlers who will ask for money. It is your personal choice if you want to give. May people consider organizations such as the Greater Chicago Food Depository (http://www.chicagosfoodbank.org) and the Chicago Coalition for the Homeless (http://www.chicagohomeless.org) better vehicles for addressing hunger and homelessness in the city than giving spare change to individuals.

**Apartment Safety**
For protection against fire – test your smoke alarm. Make sure you know alternate exits in case of fire and the location of the nearest fire extinguisher.

Security inside apartments – maintain anonymity. Do not advertise a clear pattern of coming and going or call out to roommates about plans to go out. Always double lock your door, even when down the hall or in the building.

Treat your fellow students like family – be willing to escort a fellow student home from an El stop late at night, or advance money for a taxi as a safety measure.

**Health**
Any new experience may create added stress. On the program, you will be in a new location with new people and will have a rigorous academic schedule. Also, medical emergencies may arise. A page of “Health Care Resources” can be found later in this handbook.

**Gender Relations and Sexual Harassment**
Sexual harassment can take many forms ranging from unwelcome sexual advances and requests for sexual favors to other verbal or physical behavior of a sexual nature. Such conduct can create an intimidating, uncomfortable, embarrassing, hostile, or offensive work or educational environment.

ACM policy prohibits sexual harassment by program staff and students. Each student is entitled to participate in the program without having to put up with harassment or an uncomfortable situation. Any problems should be immediately reported to the program staff, whether it involves another student, program staff or faculty, or ACM staff. ACM will fully investigate any claims of sexual harassment or assault – see more details in the policy section of this handbook.

**Consult with Staff**
You will generally be able to recognize dangers and manage risks. Even so, be sure to let people know if you are feeling concerned or unsafe. Program staff and the ACM office staff are here to help you.
Transportation in Chicago

Public Transportation
ACM will provide all students with a monthly CTA (Chicago Transit Authority) Ventra unlimited transit pass which will make your travel in Chicago easy and economical. The CTA includes all buses and trains (elevated and subway) within the city limits. You will receive the first 30-day unlimited ride pass on arrival day; throughout the course of the program you will receive three additional 30-day to take you through the end of the semester. Having these passes means that you can ride all CTA trains and buses as often as you wish without paying additional fees. The program is not responsible for the replacement of passes that they lose. Replacement passes may be purchased at Jewel, Walgreens or CVS. Because the passes load automatically, it is possible that additional charges can accumulate on your pass. You are responsible for any additional costs beyond the unlimited monthly passes provided by ACM. Your Ventra card will “suspend” when there is a negative balance and you will be required to pay the balance off before your card will work again. Payment can be made at any CTA train station using the automated kiosks. If you need assistance, please speak with the ACM Program Coordinator.

For more information on CTA you can call 1-888-YOURCTA or 1-888-968-7282 and you can access information on the web at www.transitchicago.com. The “Trip Planner” feature on the website is very useful for directions and clarifications on using the CTA. In addition to the website, you can access ‘bus tracker’ and ‘train tracker’ on your smart phone. See the CTA 101 handout in your arrival packet for some handy tips. One of the most useful tools for your trip planning is using your smart phone with the Google Maps application which allows you to see the quickest route to your destination.

Additionally, Metra (www.metrarail.com) operates several trains from downtown to outlying areas of the city and the suburbs. These trains can be used to get to parts of the city difficult to reach using the CTA, such as Hyde Park, or to outlying communities as far away as South Bend, IN, or Kenosha, WI.

Taxis
Taxis are not advisable as a primary form of transit. They can be fast (depending on traffic), but also expensive. If you manage your time well, you should have plenty of time to get where you need to go using the CTA, and you can get a lot of reading done that way. However, cabs can be helpful if you get lost or are out alone late at night. Carry cab fare (at least $20) at all times in case of an emergency.

Biking
It’s a good idea to bring a bicycle to Chicago, especially if you’re an experienced rider. If you don’t want to bring a bike, you can buy inexpensive used bikes at a number of places around the city, such as Working Bikes Cooperative (www.workingbikes.org). The city is very flat, relatively well-paved, and laced with designated bike paths and bike lanes. Visit www.cityofchicago.org/transportation and click on the Bikes link for a map of bike lanes and suggested bike paths. Always wear a helmet, and do not assume a car sees you until you look the driver in the eye. Be sure to keep a U-shaped lock on your bike and lock the bike and both tires whenever it is not in use. An inexpensive “city bike” is recommended. Expensive bikes that are left on the street tend to be stolen, even sometimes when secured.

Walking
If you allow enough time, you can get to a number of locations on foot. In Chicago, eight blocks equals about a mile. If you walk briskly, you should be able to cover a mile in fifteen to twenty minutes.
Getting Out in Chicago

The following pages include some general information about living in Chicago. The Chicago Reader will probably be your most useful guide since it announces what is going on in the city each week. The new issue can be picked up Thursday evenings, free of charge, at most bookstores, music shops, and convenience stores, among other locations. Chicago, a monthly magazine, provides cultural and dining information and general articles about the city. Two other good sources of information are the Thursday and Friday editions of the Chicago Tribune and www.metromix.com. The RedEye is the free daily, Chicago newspaper with news, sports, and event listings. The RedEye also lists daily deals at bars and restaurants around the city.

SHOPPING

Bookstores – Aside from the specific bookstores listed here, there are numerous small used bookstores all over the city. Many are concentrated in the Hyde Park neighborhood near the University of Chicago and in the Lakeview neighborhood along North Clark Street.
- UIC Bookstore (closest large bookstore to La Casa), 750 S. Halsted, 312-413-5500
- Powell’s Books (new/used), 2850 N. Lincoln, 773-248-1444 and 1501 E. 57th, 773-955-7780
- Seminary Cooperative Bookstore (Chicago's largest academic bookstore), 5751 S. Woodlawn, 773-752-4381

Drug Stores
- CVS/pharmacy, 1713 S Ashland Ave, Chicago, 312-563-0254
- Walgreens Store, 1931 W Cermak Rd, 773-847-5781
- La Joya Drug Co Inc, 1801 S Ashland Ave

Grocery Stores
- Jewel-Osco, 1220 S Ashland Ave, (312) 733-0153 – Chicago’s major grocery chain
- Cermak Fresh Market, 1711 W Cermak Rd, 773-847-1100 – Regional supermarket chain stocking local goods plus imported Polish, Greek & other ethnic foods
- Green Grocer Chicago, 1402 W Grand Ave, 312-624-9508 -- Independent grocer for local, organic & artisanal bread, poultry & coffee plus take-out & events.

RESTAURANTS

Chicago certainly ranks near the top among American cities when it comes to cuisine, and there are restaurants to suit every taste and budget. Chicago is an ethnically diverse city, and this is reflected in the wide range of ethnic dining that is available. If you are willing to travel a little, you can get great food at inexpensive prices. There are many ethnic neighborhoods that specialize in particular cuisines, including Greektown, Chinatown, Argyle Street (Southeast Asian), Devon Avenue (Indian), Pilsen (Mexican), and Taylor Street (Italian). Explore! A few suggestions are listed below, but you can get a more complete listing by purchasing a restaurant guide or perusing Chicago magazine, which has hundreds of restaurant reviews in every issue. Please check the internet to be sure the following restaurants are still in business – restaurants are constantly changing.

$ = average dinner entrée under $8
$$ = average dinner entrée $8-$15
$$$ = average dinner entrée $15-$25
Restaurants in the Area of La Casa (in addition to numerous fast food places)

- Carnitas Uruapan, (Mexican, $) 1725 W 18th St, (312) 226-2654
- El Paraiso Bakery, (Baked Goods, $) 1156 W 18th St, (312) 733-8616
- Panadería Tortillería Nuevo Leon Bakery, (Mexican, $) 1634 W 18th St, (312) 243-5977
- Pizza Nova, (Pizza, $$) 1842 W 18th St, (312) 666-3500
- Sabas Vega, (Mexican, $) 1808 S Ashland Ave (18th Pink Line), (312) 666-5180
- Tacos Palas, (Mexican, $) 1700 S Halsted St, (312) 733-0433
- Taquería Los Comales #3, (Mexican, $) 1544 W 18th St, (312) 666-2251
- Abuelo’s Pilsen Grill, (Mexican, $$), 2007 S Damen Ave, (312) 733-0329
- Honky Tonk BBQ, (American, $$) 1213 W 18th St, (312) 226-7427
- May St. Cafe, (Fusion, $$) 1146 W Cermak Rd, (312) 421-4442
- Nightwood, (American, $$) 2119 S Halsted St, (312) 526 3385
- Playa Azul 1, (Mexican, Seafood, $$) 1514 W 18th St, (312) 421-2552
- Restaurante Nuevo Leon, (Mexican, Seafood, $$) 1515 W 18th St, (312) 421-1517
- Take Me Out, (Chinese, $) 1502 W 18th St, (312) 929-2509

Bars and Clubs – The bars around Pilsen are eclectic and affordable. Pilsen is not home to many clubs. To sample the best of what the city offers, you might want to visit bars and clubs in other parts of the city. A few suggestions in Pilsen:

- Pl-zen, 1519 W 18th St, (312) 733-0248 -- Casual, colorful gastropub serving globally inspired American fare, artisan cocktails & craft beers
- Juniors Sports Bar, 2058 W Cermak Rd, (773) 208-8860 – Sports bar
- Simone’s, 960 W 18th, (312) 666-6801 – Eco-friendly bar with recycled decor, craft beers & Mexican-inspired food
- Martin’s Corner, 2058 W 22nd Pl, (773) 847-5515 – Sports pub

Coffeehouses
- Nitecap Coffee Bar, 1738 W 18th St, (312) 846-1149
- Cafe Jumping Bean, 1439 W 18th St, (312) 455-0019
- Efebina’s Café, 1640 S Blue Island Ave, (312) 243-9790
- Dunkin’ Donuts, 1651 W Roosevelt Rd #7, (312) 563-1377
- Starbucks (many locations, the closest at 1430 W Taylor St, Chicago, IL 60607  (312) 492-7370)

Theater – Chicago’s theater scene is very diverse, ranging from large productions starring celebrity actors to small, eclectic plays by local playwrights. Many students have served as ushers at local theaters, particularly the Chicago Shakespeare Theater. The Reader contains a full listing of plays and theaters. Below are a few suggestions:

- Chicago Shakespeare Theater on Navy Pier, 800 E. Grand, 312-595-5600
- I.O., 3541 N. Clark, 773-880-0199 – improvisational comedy
Lookingglass Theatre Company, 821 N. Michigan, 312-337-0665
The Neo-Futurarium, 5153 N. Ashland, 773-275-5255 – “30 plays in 60 minutes”
Second City, 1616 N. Wells, 312-337-3992 – nationally known improvisational comedy group

Classical Music and Opera
Chicago Symphony Orchestra, 220 S. Michigan, 312-294-3000 (ticket info and sales)
Lyric Opera of Chicago, 20 N. Wacker, 312-332-2244 ext 5600 (ticket info)

Museums
Adler Planetarium & Astronomy Museum (Monday & Tuesdays free Sept. 15 – Feb 26), 1300 S. Lake Shore Dr., 312-922-7827, www.adlerplanetarium.org
Art Institute of Chicago (Thursday, 5-8pm free), 111 S. Michigan at Adams, 312-443-3600, www.artic.edu
Balzekas Museum of Lithuanian Culture, 6500 S. Pulaski, 773-582-6500
Chicago History Museum (Mondays free), 1601 N. Clark at North Ave., 312-642-4600, www.chicagohistory.org
Field Museum of Natural History (Second Monday of each month and all of February free), 1400 S. Lake Shore Drive at Roosevelt Rd., 312-922-9410, www.fieldmuseum.org
Jane Addams Hull House Museum (free; closed Mondays and Sundays), 800 S. Halsted, 312-413-5353
Mexican Fine Arts Center Museum (free, donations recommended; closed Mondays), 1852 W. 19th, 312-738-1503, www.nationalmuseumofmexicanart.org
Museum of Science and Industry (free weekdays in Jan and September), 57th St. at Lake Shore Dr., 773-684-1414, www.msichicago.org
The Oriental Institute Museum (admission free; closed Mon.), 1155 E. 58th Street, 773-702-9520
Notebaert Nature Museum (Thursdays free), 2430 N. Cannon Drive at Fullerton, 773-755-5100
Polish Museum of America, 984 N. Milwaukee, 773-384-3352
Swedish American Museum (closed Mon and Tues) 5211 N. Clark, 773-728-8111, www.samac.org
Ukrainian Institute of Modern Art, 2320 W. Chicago, 773-227-5522
Ukrainian National Museum, 721 N. Oakley, 312-421-8020

Galleries
Check the Reader or the current issue of Chicago for a listing of the galleries and current shows. Also check the Friday Weekend Section of the Sun-Times and Tribune.
Movie Theaters
First-run movies can cost up to $15. Discounts are available for matinees on weekdays and for the first show of the day on weekends. Second-run theaters generally charge between $3-7, depending on the time of day. Check the Reader for show times.

First-Run Theaters:
- 600 N. Michigan, 312-255-9340
- Landmark's Century Centre, 2828 N. Clark, 773-509-4949
- Showplace Icon, 150 W. Roosevelt Road, (312) 564-2104
- Webster Place 11, 1471 W. Webster, 773-327-3100

Second-Run Theaters:
- Vic Theatre/Brew & View, 3145 N. Sheffield, 773-472-0449
- Logan, 2646 N. Milwaukee, 773-252-0627

Art/Foreign films:
- Facets Multimedia, 1517 W. Fullerton, 773-281-9075 (foreign video rentals and screenings)
- Landmark's Century City Cinema, 2828 N. Clark, 773-509-4949
- Music Box, 3733 N. Southport, 773-871-6607
- The Gene Siskel Film Center of the Art Institute, 164 N. State, 312-846-2800

Other Places to Go
- Brookfield Zoo, 8400 W. 31st St. (31st St. and 1st Avenue), Brookfield, 708-485-0263
- Chicago Architecture Foundation, 224 S. Michigan, 312-922-3432 (offers walking, bus, and boat tours), www.architecture.org
- Chicago Botanic Garden, 1000 Lake Cook Road, Glencoe, 847-835-5440
- Chicago Cultural Center, 78 E. Washington, 312-744-6630
- Frank Lloyd Wright Home and Studio, 951 Chicago Ave., Oak Park, 708-848-1976
- John Hancock Building, 875 N. Michigan Ave, Hancock Observatory, 94th floor, 1-888-875-8439, Signature Room restaurant/bar on 95th floor, 312-787-9596
- Lincoln Park Zoo (free admission, 9:00 a.m.-5:00 p.m.), 2200 N. Cannon Drive, 312-742-2000
- Prairie Avenue Historic District (Glessner House Museum & Clarke House Museum), 1800 S. Prairie Ave., 312-326-1480
- Historic Pullman District, W. 111th Street and S. Forrestville Ave., 773-785-8181
- Sears Tower, 233 S. Wacker Dr., 312-875-9696 (skydeck viewing)
- Soldier Field (Chicago Bears), 1600 S. Lake Shore Drive, 312-747-1285, tickets: 847-615-BEAR
- United Center (Chicago Bulls and Blackhawks), 1901 W. Madison, 312-455-4500 tours, Bulls tickets 1-800-4NBA-TIX (1-800-462-2849), Blackhawks tickets 312-559-1212 (Ticketmaster)
- Wrigley Field (Chicago Cubs), 1060 W. Addison
- U.S. Cellular Field (Chicago White Sox), 333 W. 35th , 312-674-1000, tickets 312-559-1212 or 866-769-4263
Health Care Resources

Accessibility to health and medical care is a major concern. In case of an emergency, students can go to the emergency room at Rush University Medical Center. You should consult with your parents or guardian regarding medical insurance; you may be covered by one or more of their policies while in Chicago. Bring an insurance card each time you visit a hospital or clinic.

*If a student has an illness or condition that requires hospital treatment, that student or another student should immediately inform the program faculty, program associate or program officer.*

**Emergency**
Call 911 immediately or Poison Control at 1-800-222-1222, or go to the nearest hospital.

*Rush University Medical Center, 1653 W Congress Pkwy (nearest to La Casa)*
- General Information: 312-942-5000
- Emergency Department: 312-942-4978
- Physician referral: 888-352-7874

**Dentist**
1-800-DENTIST will match a local dentist with your insurance plan.

**Women’s Health Options**
- Planned Parenthood, 1200 N. LaSalle, 312-266-1033
- Chicago Women’s Health Center, 3435 N. Sheffield, Suite 206, 773-935-6126
- Women’s Health Resources, 3000 N. Halsted St., Ste. 209B, 773-296-3500
- Howard Brown Health Center, 4025 North Sheridan, 773-388-1600

**Counseling**
- Insight Illinois, Loop Location, 312) 540-9955
- Christopher House, 2507 North Greenview, 773-472-1083
- WomenCare Counseling Center, Evanston, 847-475-7003
- Advocate IL Masonic Community Mental Health Center, 836 W. Wellington Ave, 773-975-1600
- Depression and Bipolar Support Alliance, 730 N. Franklin, Suite 501, 312-695-3511

**Crisis Management**
- In-Touch Help Line, 312-996-5535 (6:00 p.m. – 10:30 p.m.)
- Rape
  - Rape Victims Advocates, 312-443-9603
  - Chicago Rape Crisis Hotline, 1-888-293-2080
  - Between Friends, 1-800-603-HELP
  - RAINN Hotline, 1-800-865-HOPE

**Eating Disorders**
- Insight Illinois, Loop Location, 312-540-9955
- National Institute of Mental Health, 866-615-6464
- National Associated of Anorexia Nervosa and Associated Disorders Helpline, 630-577-1330

**GLBT Resources**
- Gay and Lesbian Helpline, 773-929-4357 (24 hours)
- Gay and Lesbian Anti-Violence Project, 773-871-2273
- Gay and Lesbian Outreach, 773-525-3872
Chicago Web Resources

Center State Chicago: www.centerstagechicago.com

Chicago Area Gay & Lesbian Chamber of Commerce: www.glchamber.org


Chicago Office of Tourism: www.ci.chi.il.us/Tourism/

Chicago Public Library: http://www.chilib.org

Chicago Reader: www.chicagoreader.com
For job classifieds, music scene, movie listings, etc.

Chicago Traveler: www.chicagotraveler.com/attractions.htm

City of Chicago (Government): www.ci.chi.il.us
For listings of city offices, neighborhood events, etc.

City Search: http://chicago.citysearch.com
Comprehensive web source for Chicago restaurants and events

City Visor (Chicago on the internet): www.cityvisor.com

Crain's Chicago Business:
http://www.chicagobusiness.com

CTA: www.transitchicago.com
There is a “Trip Planner” feature on the website that is very useful for directions and clarifications on using the CTA. Also, maps, schedules, and maintenance updates.

InChiCity: www.inchicity.com

Indie-Queer Guide to Chicago: http://members.tripod.com/~galaxy6

Traveler's web guide started by college students for inexpensive & fun travel.

Metromix: www.metromix.com
Comprehensive web source for Chicago events (music, dining, clubs, reviews, etc)

Online City Guide: www.olcg.com/il/chicago
Great resource for history of Chicago

TimeOut Chicago: http://chicago.timeout.com/
The Associated Colleges of the Midwest (ACM) is a consortium of 14 residential liberal arts colleges in Illinois, Wisconsin, Iowa, Minnesota, and Colorado. ACM programs reflect the academic standards and policies of its member colleges, and the standards and policies in the paragraphs which follow are applicable for all ACM off-campus study programs.

The ACM Off-Campus Study Program mission begins:

Our programs’ academic standards and curricula are rooted in the liberal arts. They emphasize the interdisciplinary educational approach, intimacy of small classes, focus on independent research, and discussion-based learning that characterize liberal arts education at ACM colleges. The programs accelerate and deepen students’ scholarly and personal growth through structured interactions between selected topics and distinctive locations. They offer educational experiences unlike those found in conventional classrooms.

You and all ACM students play an essential role in ensuring that the scholarly and personal growth sought as an outcome of this mission is accomplished in a dignified and respectful manner in conjunction with the people and customs of the host culture. As guests in the cities and countries of our various programs, all students are subject to the same laws and regulations as their host citizens and are responsible for knowing both ACM policies and local laws.

The ACM Code of Student Responsibility and its subsidiary policies exist to facilitate the educational process for you and the other students and to ensure a safe, fair, and successful experience for all students, staff, and faculty. While enrolled in an ACM program, your home campus may also choose to hold you accountable to their code of conduct. If enrolled in a host institution during their off-campus study experience, students will also be subject to the policies of that host institution.

**ACM Code of Student Responsibility**

The ACM Code of Student Responsibility reads as follows:

I understand that I am required to comply with all policies and procedures of the ACM including policies outlined here as well as program-specific rules introduced during the on-site orientation. My participation in an ACM program represents my college and the ACM consortium at all times. I know that my behavior must respect the values and norms of the host community while promoting the safety and wellbeing of other students and my program’s faculty and staff. I will strive to ensure that my behavior supports the educational nature of the ACM at all times.

Studying off-campus during your college career can be both very exciting and very challenging. Many students return to their home campus feeling dramatically changed, eager to embark on a new academic or career path, or with a clearer understanding of who they are as an individual. Off-campus study is a privilege; an option within higher education that not all students can select as a part of their collegiate experience. It often creates lifetime memories and presents multiple prospects for personal growth. In order to protect this opportunity for all students, however, ACM has instituted some policies and to ensure it remains accessible to the greatest possible number of students.

Please note that these policies and procedures comprise guidelines that can be changed by ACM at any time in its discretion. It is not and should not be construed as a contract, either express or implied.

**Expectations of Student Conduct**

Any student who engages in inappropriate conduct will be in violation of this Code of Student Responsibility and will be subject to a conduct review and possible sanctions. While it is impossible to
outline all forms of inappropriate conduct, what follows is a non-exclusive list of the more common examples:

1. **Violations of any ACM policies or regulations** – policies published in student handbooks, Study Abroad Contract, the website, or other official ACM publications (including but not limited to the Housing Policy, the Policy on Alcohol and Drugs, the Policy on Sexual Harassment, and the Policy on Academics).

2. **Violations of safety practices** – action or inaction that might cause or lead to injury or death to oneself or any other person; threat or cause of harm; self-endangerment. Participation in any activity expressly prohibited by ACM or the terms of the CISI insurance policy (international programs only) including mountaineering where ropes or guides are normally used; hang gliding; parachuting; bungee jumping; operating a motor vehicle of any kind (including motorcycle); racing by horse, motor vehicle, or motorcycle; parasailing; participating in any professional sports or competitions; or riding as a pilot, student pilot, operator, or crewmember in or on any type of aircraft.

3. Any conduct which threatens ACM’s ability to function or maintain positive relations in host communities including but not limited to culturally inappropriate behavior or defamatory statements regarding host families, organizations, communities, or countries in blogs, social media, or other public media.

4. **Failure to comply** with reasonable directions of ACM staff (or designees) or failure to promptly and properly identify self to ACM staff or law enforcement authorities if asked. Examples might include use of a fake ID, failure to comply with staff requests in an emergency, or not completing assigned sanctions resulting from a previous policy violation.

5. **Theft** – attempted or actual theft or willful possession of items belonging to another. Unauthorized use of property belonging to another.

6. **Unauthorized entry** – inappropriate use of keys or facilities (ex. housing or program site).

7. **Inappropriate use of ACM technology** including but not limited to computers or wireless internet provided by ACM or any of ACM’s partners, and including but not limited to actions such as illegal downloading of copyrighted material, computer piracy, or using technology to threaten or cause harm.

8. **Damage** – causing damage to property belonging to ACM or to the property of any of its partner organizations, any person, or the public domain.

9. Possession or use of **any weapon, fireworks, incendiary device or explosive device**.

10. **Participation in political demonstrations, rallies, or protests** is prohibited in international locations regardless of the peaceful intention or nature of the gathering. For students in domestic off-campus study programs, students should be mindful that participation in such activities, affiliated or not with the program, conforms to the other expectations of student conduct listed in this section.

11. **Disorderly conduct** – obstruction or distraction of the educational process, lewd or indecent behavior, breach of peace, physical abuse or threat, intimidation or coercion, etc. Also includes retaliation against any individual who reports any violations of the Code of Student Responsibility or any individual who participates in any investigation of such reports.

12. **Stalking or Hazing** – Behavior that is disturbing or distressing to others including but not limited to stalking or hazing. Stalking is defined as the willful and unsolicited following or harassing of another individual through any means. Hazing is defined as any act which endangers the mental or physical health or safety of another person for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group. Any group of students acting together may be considered a group for the purposes of
this section. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act and is also a violation of this section. Stalking or hazing can include actions in person, via social media, or through other electronic means.

13. **Bias-related behavior or personal abuse** – use of language, images, signs, symbols, threats, or physical behavior that directly or indirectly demonstrates hostility or contempt toward a person or group on the basis of actual or perceived identity. Behavior that 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. Actions that would reasonably tend to cause alarm, anger, fear, or resentment in others or would endanger the health, safety, and welfare of another member of the ACM community.

14. **Any criminal behavior** or breach of local, state, host country or domestic or international laws.

15. A willful **failure to report** a violation of ACM policies or law or reasonably suspect harassment or abuse.

**Email Communications with Students**

ACM will utilize each student’s college or university email account as the official method of communicating with students. Students are responsible for all ACM information sent to them via their college or university assigned email account, and any official ACM documents and communications will be sent to that email address before, during, and after their off-campus study program.

**ACM Policy on Academics**

All academic pursuit depends on trust. All of us should be able to trust that we will be treated with honesty and respect—respect for our ideas and for us as persons. As a participant in an ACM program, you will be expected to conduct yourself with the same level of honesty and openness as is expected on your home campus.

The following academic policies apply to all students participating in an ACM program:

**Arrival and departure dates.** You should make travel arrangements to arrive at the program site on the date specified in the program handbook. Similarly, you should plan your itinerary to remain at the program site through the last day of the program. ACM staff and instructors are unable to accommodate students who request to arrive later or depart earlier.

**Course load.** You are required to carry the full load of courses and credits as determined for the ACM program in which you are enrolled.

**Class attendance and participation.** You are expected to attend and participate fully in all classroom sessions, site visits, and field trips. Instructors typically take into account attendance and class participation when assigning final grades. Please remember that these are academic programs: it is not appropriate to miss classes because you are traveling or hosting visitors; you are expected to participate in all program activities unless otherwise excused.

**Grade Choice.** All ACM courses will be graded and reported to home schools on an A-F grading scale. If a student wishes to take a class or classes on a pass/fail basis, the student must contact their home school’s registrar.
Completion of course work. All class assignments (including final papers, projects, and exams) should be completed and submitted before the end of the program. Any assignments or work submitted after the final day of the program will receive a “0” and this will be factored into the final grade for the course. ACM does not record/report an “Incomplete” grade for courses.

Academic honesty. Actions of dishonesty are destructive to the well-being of the academic community, and ACM staff respond to them vigorously. Cheating, plagiarism, and other forms of academic theft will result in a failing grade for that assignment and may result in failure for the course. Extremely serious incidents of cheating or other actions destructive to the classroom community may result in expulsion from the program. Instructors who encounter plagiarism or other forms of cheating in an ACM program will report such episodes to the Director of Off Campus Study, who will investigate and conduct a review according to the ACM Student Conduct Procedures. Students who are aware of academic dishonesty on the part of other students are expected to report that information to the Director of Off-Campus Study.

Final exams and presentations. ACM instructors cannot make special arrangements for a student or students to take a final exam or make a final presentation at a time different from that set by the instructor for the course (with the exception of a student who has a documented learning disability and with whom ACM staff has made prior arrangements).

Grading policies related to off-campus study. You should consult your home campus registrar’s office for off-campus grading policies in effect on your own campus.

Graduating seniors. Students who expect to graduate at the end of the term of the ACM program should discuss graduation requirements with an advisor at their home school prior to the start of the program. If you need to make special arrangements (e.g., if grades need to be reported by a specific date), you should share this information with the ACM program director at the beginning of the program.

Retention of syllabi, course work, and other course-related materials. Because home campus advisors may wish to review course work to determine how to assign credit for a particular course or courses taken abroad (and because, occasionally, course grades can be misreported), it is important that students bring back to their home campuses all materials from courses taken abroad. This is particularly important for courses taught by an on-site (i.e., non-ACM) faculty member, where it may be difficult to contact the faculty member after the semester or program has ended.

Release of student grades. ACM staff will only release grades to your home campus once all program, financial, and student conduct obligations are complete.

ACM Housing Policy
Student housing will vary across the ACM programs and may include homestays, apartments, educational institutions, camping, hostels, and other appropriate housing. Your housing situation while abroad is part of the learning environment that ACM programs provide, and you will want to take advantage of the opportunities that different housing situations provide. You are responsible for your behavior and actions in your housing environment and must respect the policies and practices of each establishment or facility in which you are housed, including respectfully following your homestay family’s rules. Any damage to property or environment, disruptive activities, or willful disregard of policies and practices of any housing situation may result in disciplinary action including expulsion from housing and/or dismissal from the program. You should inform your on-site director if problems or concerns arise regarding your housing and efforts will be made to either resolve the issue or find an alternative placement.
**International programs:** Although visitors are strongly discouraged during the program, anyone planning to visit you during the period of enrollment must plan independent accommodations. You are prohibited from bringing any visitor to stay at a homestay or other provided place of housing. You should not ask your host families to accommodate your guests.

**Domestic programs:** Visitors should not interfere with the functioning of the program nor any participant’s ability to complete program responsibilities. Any program participants wishing to have a visitor stay overnight in program housing should consult with any roommate(s) for approval and abide by any policies of the vendor providing the housing. All visitors shall abide by all provisions of the unit’s roommate agreement, and the host participant may be held responsible for the actions and consequences of his or her guest’s behavior.

**ACM Policy on Alcohol and Drugs**
Knowing how to engage responsibly with alcohol among peers is a component of living in a new, educational environment. In the same way that positive living environments create positive experiences and learning, appropriate choices around alcohol can create notable memories among a community of students. In the context of off-campus study, this can mean deciding if or when it is culturally appropriate to consume alcohol, in what quantities, and amongst what company.

Alcohol may be consumed responsibly by students who are of legal age in their host country. You should be aware of the limits of local law, cultural norms, and safety considerations when choosing to consume alcohol. You are prohibited from providing alcohol to others who are not of legal age in the host country. Inappropriate behavior resulting from alcohol consumption, including but not limited to behavior which is offensive to others; and/or poses unreasonable risk to you or others; and/or results in damage to property; and/or impacts student performance; and/or causes embarrassment or otherwise interferes with the proper functioning of the program or other students, is not permitted and will result in disciplinary action.

Possession, use, or distribution of any substances that are considered by host country law to be illegal drugs or controlled substances is prohibited. You are hereby cautioned that the possession of drugs is often handled harshly by local law enforcement in host countries. The misuse and abuse of prescription medications is also considered a violation of this policy.

**ACM Policy on Sexual Harassment**
It is 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 is unwelcome words or conduct based upon the recipient’s gender. Sex or gender-based harassment does not have to be sexual in nature. However, such harassment can often take the form of unwelcome sexual advances, requests for sexual favors and other verbal or physical behavior of a sexual nature. Harassment can become unlawful 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. Be advised that ACM reserves the right to interpret these policies and procedure more stringently than applicable legal definitions. Therefore, harassment or discrimination that does not rise to the level of a legal violation may still be found to violate ACM’s standards of conduct.
ACM Policy on Dual Relationships
A dual relationship is one in which the faculty/staff member/contracted vendor has both a professional and a romantic or sexual relationship with a student. (A “contracted vendor” could include: drivers, interpreters, guides, host family members, guards, etc.) This includes relationships which appear to be mutually consensual. However, the inherent inequality of power between student and faculty/staff/vendor creates an unacceptable conflict of interest in a supervisory, educational or advisory context. For this reason, dual relationships between faculty/staff/vendors and students who participate in the same program are specifically prohibited. If a relationship nonetheless develops, the faculty/staff member/vendor is expected to remove him/herself from supervisory or advisory responsibility for that student and alert his/her supervisor or face disciplinary action.

ACM Policy on Sexual Assault

Definitions:

Consent: Consent means the mutual understanding of words or actions freely and actively given by two informed people, which a reasonable person would interpret as a willingness to participate in mutually agreed upon sexual activity. Consent is not effective if it results from the use of physical force, there is intimidation or coercion, or the recipient party is incapacitated, or if a person is under the influence of drugs or alcohol such that they lack necessary judgment to give consent to sexual activity. Also remember that consent can be withdrawn and that consent to one activity does not necessarily imply consent to another. Finally, silence or non-communication should never be interpreted as effective consent.

Sexual Contact: Sexual contact includes but is not limited to: sexual intercourse, penetration of an orifice (anal, oral or vaginal) with the penis, finger, or other object in a sexual manner, intentional touching of the genitals, buttocks, or breasts, or coercion to force someone else to touch one’s genitals, buttocks, or breasts. Sexual contact can occur over clothing.

Sexual Contact With An Incapacitated Person: Incapacitation is the physical and/or mental inability to make informed, rational judgments. To have sexual contact with someone whom you know to be, or should know to be incapable of making a rational, reasonable decision due to his or her consumption of substances, in other words, unable to give effective consent, is a violation of policy.

Sexual Exploitation: Acts committed by a person for sexual gratification, financial gain and/or advancement, entertainment, or for any other reason that abuses or exploits the privacy of another person's sexuality. Examples may include but are not limited to: non-consensual recording of sexual activity or nudity, unauthorized presentation or distribution of said recordings in any form, allowing others to observe a sexual act without the knowledge or consent of the individuals involved, or prostituting another person.

Policy Statement
ACM prohibits sexual assault or sexual violence in any form, including non-stranger rape. The goals of this policy are to create a community free of sexual assault, to provide avenues for those affected by sexual misconduct to obtain assistance, and to provide a clear and fair complaint and investigation procedure.

Sexual assault committed in connection with any ACM program in any location is prohibited. ACM strongly recommends that people who believe they have been victims of sexual assault pursue criminal charges against the person or persons they believe to have committed the sexual assault. Victims are also urged to make a complaint to staff in the ACM Chicago office. A criminal charge and an internal complaint can be pursued at the same time. Retaliation against anyone involved in the complaint process or anyone who pursues legal action—including the
complainant, the respondent, or anyone participating in the investigation—is prohibited and will not be tolerated.

**Definition of Sexual Assault**

Sexual assault is intentional sexual contact with another person without that person's consent (see definitions of sexual contact and consent). Consent exists when a person freely and knowingly agrees at the time to participate in a particular sexual act with a particular person. Consent is not effective, for example, when force, threat, or coercion is used. Consent is not effective when sexual contact is with a person who is unable to say no or otherwise resist because of the use of alcohol or drugs or because he or she is asleep or unconscious (see also definition of Sexual Contact with an Incapacitated Person).

The initiator of sexual contact will be found in violation of this policy if it is determined that he or she knew or should have known that the other person could not give effective consent as defined by this policy. Being intoxicated or under the influence of any substance at the time of sexual contact is never an excuse for violation of this policy.

Sexual assault can be committed by a man or a woman against a person of the same or opposite sex. Sexual assault can be committed by current or former lovers, friends, or acquaintances.

**ACM Policy on Non-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, sexual orientation, gender identity, race, color, religion, national origin, age, veteran status, marital status, or disability.

**ACM Student Conduct Procedures**

Should an alleged violation of the ACM Code of Student Responsibility occur, ACM faculty and/or staff will investigate the situation and review any responsible student's status with the program. This review will be conducted by the on-site director or other ACM staff in the model of an educational/administrative process, not a proceeding of a criminal or civil court. These policies and procedures are designed to ensure a productive learning environment for all students.

The following process for an initial conduct review is designed to assure that the student receives appropriate due process:

1. The student will be notified verbally and/or in writing of the incident/alleged violation and the time and place of the review meeting.
2. At the review meeting, the student will have the opportunity to share her/his perspective of the incident and present any witnesses or documentation relevant to the incident/alleged violation.
3. The student may be accompanied at the review by a third party. Since this is not a case before a court of law, however, the third party may not be legal counsel.
4. After discussing the incident/alleged violation and the circumstances, the student will be given an opportunity to admit or deny involvement in the situation.
5. Given the information, the ACM faculty or staff reviewer will make a decision regarding the student's responsibility for violation of the Code of Student Responsibility based on a preponderance of evidence.
6. Within five working days from the date of the review meeting, the student will be notified in writing of the decision and any relevant sanctions and deadlines for completion of those sanctions. This notification will also include the procedure a student can follow to appeal this decision (see below).
7. Repeat or more serious incidents may involve review by staff in the Off-Campus Study unit of the ACM Chicago office and may include notification of the student’s home school.

**Sexual Harassment/Accusal Grievance Procedure**

Due to the often complex nature of sexual harassment or assault investigations, ACM has instituted a more elaborate procedures for review and management of these claims. This section outlines that procedure.

Any individual who believes that he or she has been subjected to sexual harassment/assault has recourse to informal and formal grievance procedures designed for the purpose of investigation and resolution of such allegations.

As a preliminary matter, any individual who believes that she or he has been sexually harassed/assaulted 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
- Associate Director of Off-Campus Study
  Kevin Dostal Dauer
  kdostaldauer@acm.edu or 312.561.5933
- Vice-President and Director of Off-Campus Study
  Dr. Joan Gillespie

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/assault 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 should contact any of the staff members named above.
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 working days after the investigation concludes, the grievance board shall decide by majority vote whether the complaint allegations are supported by a preponderance of 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/assaulted by a third party (i.e., vendor, member of host family, guest speaker, internship setting) should report the incident promptly to an ACM staff member who will then report to ACM's Associate Director of Off-Campus Study to initiate an investigation and attempt to resolve the problem.

Confidentiality
Be advised that ACM is obligated to review complaints or investigations of potential abuse, harassment, or assault. All ACM staff members are required to report incidents of sexual harassment or assault. Therefore, ACM cannot generally receive a confidential complaint and promise to do nothing. However, ACM will endeavor to handle all complaints and investigations of sexual harassment/assault in a discreet manner; 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, and ACM encourages all complainants to file police reports to initiate a separate investigation by law enforcement authorities.

Interim suspension
If a student's behavior constitutes an immediate, severe, or direct threat to self or others or if there is evidence of egregious misconduct and violation of ACM policies, the on-site director, in consultation with the Associate Director of Off-Campus Study, may immediately remove a student from the program and/or housing until a review can occur. During that interim suspension, the student will not be allowed to participate in program activities or utilize program resources. Alternate housing arrangements may be necessary and will be the responsibility of the student. Any additional violations of ACM policies while on interim suspension will result in immediate dismissal from the program.

Sanctions
In keeping with the nature of the institutions comprising the ACM Consortium, sanctions are designed to be educational in nature whenever possible. Depending on the severity of the policy infringement, however, the ACM reserves the right to impose a sanction beyond a warning for a first violation if deemed appropriate. Multiple sanctions can be issued as appropriate. Failure to complete any assigned sanctions may delay the release of grades from the ACM program to the home campus.

1. Written warning – A warning is given and provided in written form to the student outlining the violation of the ACM Code of Student Responsibility and that any additional violations may result in more serious action during the time of warning.
2. Restitution – The student may be required to pay for any damages caused or repair or replace any property damaged or stolen.
3. Loss of privileges – The student may have privileges for use of a resource or participation in certain activities withdrawn for a certain period of time.
4. Housing change or termination – The student may be required to leave their housing and either move to alternative housing or obtain independent housing accommodations.
5. Disciplinary probation – A final warning is provided to the student in writing indicating that any further violation within the probationary period may result in dismissal from the program. A student’s home campus will be notified if a student is placed on disciplinary probation.
6. Dismissal – The student is permanently removed from the program. Once dismissed, the student will not be permitted any further association with the program and will forgo any of the benefits that the program provides including insurance coverage and visa sponsorship. The
student will leave the program site and discontinue contact with the program. The student will be responsible for making his/her own travel arrangements from the site. A student's home campus will be notified if a student is dismissed from the program.

Helping Your Peers
As a part of your off-campus study experience, you will be one member of a specific learning community, a group that you will help to define and foster throughout the program. As a part of a community, you will be thrilled to discover the great benefits that come from the contributions of others, but you should also recognize the obligations that come from being part of a group of people studying together off-campus. ACM students are encouraged to look out for each other, advocate appropriately for each other, and work together toward your community's educational goals.

This commitment to helping others out can sometimes put you in difficult situations. If you feel hesitant to seek physical or mental medical attention for a friend (out of concern that by asking for help, ACM staff might discover that your friend’s behavior or your own behavior has been in violation of the ACM Code of Student Responsibility), please know that the responsibility and care that you demonstrate by taking the appropriate action to ensure the safety and wellbeing of another member of the community will be considered in determining what action, if any, is taken against you when reviewing the matter with ACM staff.

Appeals
Students may request an appeal of a student conduct decision made by the on-site director or other reviewer. The appeal must be received within five (5) working days of the issuance of the decision. The student should direct this appeal request to the Associate Director of Off-Campus Study in the ACM Chicago office.

The appeal request must be received in writing and should include a statement giving relevant facts and the reason for the appeal. In order for any appeal to proceed, the student must demonstrate that at least one of these three reasons for appeal exists:

a. There was a procedural error in the initial review that substantially impacted the rights of the student and had a reasonable possibility of affecting the outcome.

b. New information can be presented that was not previously available, despite reasonable diligence, which has a substantial likelihood of directly impact the review decision.

c. The sanction(s) imposed are perceived as excessive.

The Associate Director of Off-Campus Study will gather all materials, documents, and previous communications related to the student conduct review and forward that information to the Director of Off-Campus Study. The Director of Off-Campus Study will review the materials and determine within five working days of receipt of the materials whether any of the three above grounds for appeal exist in this case.

If the Director of Off-Campus Study determines that no grounds for an appeal exist, the student will be notified and the decision of the initial review will be final. If the Director determines that grounds for an appeal do exist, the Director of Off-Campus Study will convene an ad hoc committee consisting of the Off-Campus Study Director from the student’s home campus, another ACM Off-Campus Study Director, and the Director of Off-Campus Study. This committee will review and discuss the student's petition to determine if there are grounds for an adjustment of the student conduct decision.

The Associate Director of Off-Campus Programs will report the decision of this ad hoc committee to the student in writing, ordinarily within 15 working days of receipt of the appeal. The decision of this committee is final.
Tuition, Program Fees and Refunds

Program Costs
The total amount students must pay to participate in an off-campus study program varies from college to college, as does the availability of financial aid for off-campus study. These campus policies are often based on the specific curricular goals established at each college. Depending on the policies of a student’s home college, charges for off-campus study may be based upon the program’s tuition, or may be based upon the college’s own tuition. Additionally, some colleges may assess special fees for off-campus study. ACM students should therefore check with the Off-Campus Study and Financial Aid offices to confirm how their college charges students for off-campus study programs, what additional campus fees may apply, and what financial aid may be used toward the cost of their program. Please see the cost worksheets for each program at www.acm.edu/pricing for a detailed breakdown of educational costs, the program fee, and out-of-pocket expenses.

Financial and Scholarship Aid
Students are responsible for making sure that any financial or scholarship aid is appropriately applied to the off-campus study program. Students should check with their college’s Financial Aid office to confirm their financial aid package for the term of off-campus study.

Confirmation Deposit
In order to secure a spot in the program, students are required to pay a deposit of $400 within two weeks of acceptance. This $400 non-refundable deposit is credited toward the program fee and cannot be returned if a student decides to cancel. Students who do not submit the deposit within the time frame risk losing their spot on the off-campus study program.

For the Chicago Program, Newberry Seminar, and Urban Education program, an additional sum of $200 is required for the housing deposit. This deposit is refundable upon completion of the program, provided that no additional cleaning or special repairs are required to the student’s apartment.

Cancellation Policy
ACM makes significant financial commitments on the behalf of all participants well before the start of their program. If a student is thinking about canceling participation after depositing, the student should contact ACM and inform the ACM Program Associate immediately. All cancellations will only be effective the date that the ACM is notified, in writing, of the student’s decision to cancel. After canceling, the student will be responsible for program expenses incurred on their behalf, according to the schedules below:

Cancellation schedule for fall, winter, and spring programs
ACM typically bills the student’s college for the cost of the program after a deposit is made to confirm participation. The college then determines the total amount the student will be billed and this total amount may be equivalent to the amount billed by ACM or it may be different, according to each college’s particular policies on financial aid and off-campus study. If a student decides to cancel:

- **90 or more days before the start of the program:** The $400 deposit will be forfeited and no other charges will be billed.
- **60-89 days before the start of the program:** ACM will bill the student’s college 5% of the total program cost.
- **30-59 days before the start of the program:** ACM will bill the student’s college 10% of the total program cost.
- **15-29 days before the start of the program:** ACM will bill the student’s college 25% of the total program cost.
- **1-14 days before the start of the program:** ACM will bill the student’s college 50% of the total program cost.
On the day the program begins or later: ACM will bill the student’s college 100% of the total program cost.

Cancellation schedule for summer programs
After the $400 deposit is received, ACM will send the student an invoice for the payment of the full program cost. Full payment is due 30 days before the start of the program. If, having paid the program deposit, a student decides to cancel:
- 30 or more days before the start of the program: The $400 deposit will be forfeited and no other charges will be billed.
- Less than 30 days before the start of the program: 100% of the total program cost will be billed to the student.

Students should check with their college about campus-specific cancellation policies, and whether their college may apply additional financial penalties for a cancellation. If unforeseen circumstances force a student to leave a program once it has begun, ACM may work with the student's college to determine what portion, if any, of the program cost may be refunded. If a student is asked to leave a program for cause, no program costs will be refunded by ACM.

Outstanding Fees and Grade Release
ACM will bill students at the end of the program for outstanding program costs and/or any additional program expenses such as: medical costs, damage to program housing or equipment, loss of keys or equipment, etc. ACM is unable to release grades to students or their college until full payment for such expenses has been received.

ACM Policy on Health and Safety Notification
ACM staff strives to keep all program stakeholders, including your home campuses and parents, informed of critical incidents and concerns that might arise related to any of our programs. We balance this goal with respect for your individual right to privacy as an adult.

Once you have reached the age of 18, you are considered an adult within the U.S. Higher Education system. ACM’s standard procedures will typically involve communicating primarily with you and informing parents on an as-needed basis. ACM staff will seek to work with you, our students, as primary decision-makers whenever possible.

Communication with Parents/Guardians
In situations of medical or program emergency, especially in situations where students are not able to communicate with their parents/guardians or in the case of student hospitalization, ACM staff will endeavor to inform parents of events and developments in as great of detail as possible and as often as possible. These communications will be balanced with ACM’s need to maintain operational management throughout whatever the situation might be.

For international programs, ACM staff sends an initial message to all listed parents/guardians/emergency contacts to notify them that all students have arrived safely at the program site. We do this because students may not always have access to immediate communication tools allowing them to contact individuals at home or may be initially quite consumed with orientation activities, and this initial period of travel to an overseas destination can be a source of worry.

Beyond that initial message for our international programs, ACM staff's preference is that you are the primary sources of information for parents/guardians. ACM staff will always encourage students to openly and honestly communicate with their parents/guardians and will assist if requested in situations when the student may not have the means to communicate directly.
Communication with Home Campuses
ACM staff strives to maintain high levels of communication with all campuses sending students on any of our programs. Because colleges have different requirements for reporting or documenting incidents, ACM staff will communicate any reportable incident to the Off-Campus Study Director at a student’s home campus.

In situations where an incident impacts multiple students on a program (ex. illnesses not limited to a single individual, major program changes, etc.), ACM staff will notify all home campuses represented on that program of the situation in a way that does not identify specific students. Exceptions to components of this policy will be considered on a case-by-case basis.

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. Additionally, these surveys provide students with an opportunity to reflect upon their experiences and better prepare students to articulate the positives and negatives of the program. Below you will find a brief synopsis of the feedback we will be seeking from you throughout the term. In all cases, your responses will be confidential.

After the first month of the program, ACM staff 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.

At the mid-point in your program, you will be given a short survey in each of your courses which asks you four short questions about the course. Your feedback allows the instructor to assess his/her effectiveness and provides an opportunity for changes in the course if appropriate. Instructors are seeking your candid feedback and will attempt to gather your thoughts to ensure anonymity whenever possible. Your responses are for the instructor alone and will not be shared with ACM program site or Chicago office staff.

Shortly before the end of the program, you will be asked to complete a final, on-line survey about the program. As with the mid-program evaluation, your responses will enable us to review program arrangements and course offerings and make any necessary changes for future programs. A summary of responses are shared with program instructors and 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.
Personal Information “Opt-Out” Form

In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, a student’s education records are maintained as confidential by the Associated Colleges of the Midwest (ACM) and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the student’s prior written consent. FERPA regulations do allow the ACM to release limited “directory information” at any time, without obtaining the prior consent of the student. The ACM does not provide directory information to third parties for commercial purposes. Provisions of FERPA allow the institution to define certain classes of information as “directory information,” and the ACM has determined that the following student information is considered directory information:

- Name
- College/university
- E-mail address
- Off-campus study program
- Semester/term of off-campus study
- Awards, honors

Additionally, throughout the duration of ACM off-campus study programs, ACM representatives may take photographs, make video or audio recordings, or write articles about program participants and/or activities that involve program participants. Many student participants and associated faculty and staff may also take photos and videos, write articles, or maintain blogs for their own personal use, which they frequently share with the ACM. The ACM also shares short excerpts of student work, such as titles and overviews of projects and brief research abstracts. These images, recordings, excerpts, and accounts are regularly collected for the primary purpose of highlighting and showcasing the ACM via our website, posters, brochures, and other educational marketing materials. (Note: The ACM will never publish full accounts of student projects or research or use student photographs, video, or audio recordings without specific permission from the student in question.)

If you do not want the ACM to release your directory information, use your likeness in photos or recordings, or share excerpts of your work without your prior consent, you may choose to “opt-out” by signing the form below. Requests can only be made via this form, which must be completed and returned to the ACM prior to participation in the program, to be applicable to that semester/term and for subsequent periods of time. Students wishing to reverse this decision may complete and submit the revocation section of the form below.

I request the withholding of the following personally identifiable information, associated with my participation in an off-campus study program through the Associated Colleges of the Midwest (ACM). I understand that upon submission of this form, the information checked will not be released or used for ACM promotional purposes without my written consent or unless the ACM is required by law or permitted under FERPA to release such information without my prior written consent; and that the checked information will not otherwise be released or used from the time the ACM receives my form until my opt-out request is rescinded. I further understand that if any of the information checked below is released or used prior to the ACM receiving my opt-out request, the ACM may not be able to stop the disclosure of this information.

CHECK ALL BOXES THAT APPLY:

- Name
- College/university
- E-mail address
- Off-campus study program
- Semester/term of off-campus study
- Awards, honors
- Use of likeness in ACM recordings (photos, video, audio, written articles)
- Use of short excerpts of student work (titles, overviews, and abstracts)
- All items listed above

Name (please print)    Signature    Date

RESCISSION OF OPT-OUT REQUEST

I, the above named student, hereby rescind my request to opt-out from the release of the information indicated above.

Signature    Date
Urban Education Program Contact Information

Associated Colleges of the Midwest
11 E. Adams, Suite 800
Chicago, IL 60603
Phone: 312.263.5000
Fax: 312.263.5879
Web:  http://www.acm.edu

Emily Gaul, Assistant Program Manager and Coordinator for the ACM Urban Education Program
egaul@acm.edu
(Main Contact for the ACM Urban Education Program)

Joan Gillespie, Vice President and Director of Off-Campus Study Programs
jgillespie@acm.edu

Kevin Dostal Dauer, Associate Director
kdostaldauer@acm.edu

The ACM office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. For general questions, please call the office during normal business hours. At the beginning of your seminar, you will be given emergency contact information for Urban Education faculty and staff.