ACM NEWBERRY SEMINAR: RESEARCH IN THE HUMANITIES

Welcome to the Program ................................................................. 3
Program Schedule ........................................................................... 4
Academic Program .......................................................................... 5
The Newberry Library ..................................................................... 7
Selected Highlights of the Collections ........................................... 11
Housing at Canterbury Court Apartments ..................................... 12
Directions to Canterbury Court Apartments ................................. 15
What to Bring ................................................................................ 16
Living in Chicago .......................................................................... 17
Personal Safety and Off-Campus Study ......................................... 19
Communications and Resources .................................................... 21
Transportation in Chicago ............................................................... 22
Getting Out in Chicago ................................................................. 23
Health Care Resources .................................................................. 28
ACM Program Policies ................................................................... 29
Personal Information “Opt-Out” Form ........................................... 42
Contact Information ....................................................................... 43
Chicago Neighborhood Map .......................................................... 44
Welcome to the Program

We hope that this handbook will give you some idea of what to expect and how to prepare for your semester in Chicago. Once you become acquainted with the city, you will make your own discoveries, but we hope this guide will help you begin that process.

Like the program itself, the student handbook changes a bit from year to year. It is a compilation of material gathered from past program participants, faculty directors, and Newberry Library staff. It includes basic information about the Newberry Library, your accommodations at Canterbury Court, general information about Chicago, and ACM policies on important issues.

Once you arrive in Chicago, you will participate in an orientation to the Newberry Library and the city. You will also receive more detailed information about the seminar. If you have questions, please contact the ACM office.

Please review this handbook and bring it with you to Chicago. We welcome your comments and suggestions on how to improve this book for future participants.
Program Schedule

Newberry Seminar Fall 2015
September 7 - December 12, 2015

Monday, September 7, 2015  Students arrive in Chicago
Tuesday, September 8, 2015  First day of program
Friday, December 11, 2015  Last day of program
Saturday, December 12, 2015  Canterbury Court Move-Out

Newberry Seminar: Research in the Humanities schedule

<table>
<thead>
<tr>
<th>Introduction to the Newberry collections</th>
<th>Independent research and writing Meet individually with faculty</th>
<th>Research Symposium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar meetings: Readings and discussion</td>
<td>Write research proposal</td>
<td>Seminar meetings</td>
</tr>
</tbody>
</table>
**Academic Program**

During the ACM Newberry Seminar: Research in the Humanities program, you will conduct independent research and write a significant paper at one of the world’s greatest libraries in the exciting city of Chicago. You will join a vibrant intellectual community in the seminar and learn fundamental skills in pursuing an independent research project. The seminar themes are explained below by your faculty fellows, Dr. Marcy Sacks and Dr. Ian MacInnes from Albion College.

**The Seminar**  
*Knowing Your Place: Human and Social Geography*

The information age has increasingly privileged the virtual over the real, from social media to digital archives. Historically, however, humans have defined themselves in part through a sense of place, both geographical and social, and we continue to inhabit physical places and warm bodies. The sense of physical or geographical place as the foundation for cultural and individual identity permeates texts throughout Western history. Society has been dominated by the tension between a sense of belonging and community implied in having a place and the oppression implied in being told to know one’s place.

The fall 2015 seminar will use the resources of the Newberry Library to explore the documentary evidence of a sense of place from the ancient world to the modern era, to interrogate the current trend away from the embodied and toward the virtual, and to examine the role of the archive itself in a digital era. We also will draw on Chicago itself—the place the students will be living—with its neighborhoods, festivals, architecture, and rich place-specific history.

In addition to serving as a tantalizing introduction to the variety of collections at the Newberry and to the abundant conceptual possibilities inherent in “place,” the seminar material is also designed to develop students’ skills as scholars and writers, enabling them to turn ideas, interests, and curiosities into full-fledged scholarly projects. Writing will be a large part of our teaching strategy, including in-class “write-to-learn” moments and a required research blog in which students will constantly articulate their claims, their methods, and the challenges they encounter.

**The Newberry’s resources**

Students will find the library’s collections to be a vast and stimulating resource for their research. Since “place” is so often tied to geography, we plan to explore the Newberry’s remarkable cartographic collections. To back our discussions about the seminar’s physical location in Chicago, we will draw on the library’s extensive historical and literary materials related to the city. As we develop the symbolic and metaphorical associations of place, including constructions of race and class, the Newberry’s strength in Native American and American materials (notably the Ayers collections) will be valuable, as will its holdings in 19th century popular periodicals and in early modern literature of exploration and travel.

**Academic Planning**

Before you leave campus, you should discuss the seminar with your academic advisor or a professor in your major department. Your participation in the seminar may satisfy some requirements for your major. In some departments, the paper you write might even qualify as a senior thesis or serve as the basis for an honors thesis. You should also stay in contact with your advisor over the course of the seminar.
**Grades & Credits**

It is your responsibility to consult with your college registrar about grading, course credit arrangements, and registration policies for off-campus studies. Checking with your registrar and advisor is particularly important if you expect any of your courses to fulfill school or departmental requirements. You also need to make sure you have fulfilled courses for your major and other requirements at your institution.

For the fall seminar, the distribution of credits is a matter of negotiation between the student and the instructors in consultation with the student’s registrar or Dean. Credits may sometimes be divided among two or even three disciplines if the choice of research topic makes that appropriate and your advisor and registrar agree.

Your grades are completed within one month of the end of the program. ACM forwards your grade recommendation form to the Registrar’s Office on your home campus and the 16 semester credits will be converted into your college’s credit system. 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.

Check with your registrar about registration for the spring term following your return so that your academic progress is not impeded by the semester off-campus.
### The Newberry Library

**Schedule**
As a private research library, the Newberry has a schedule unlike that of your college library. It is closed on Sundays, and, as you’ll see in the schedule, some materials aren’t available beyond 5:00 p.m. most days. The schedule will be explained further during orientation, but come to the Newberry ready to conduct your significant research work between the hours of 9 a.m. and 5 p.m.

For information about the Newberry’s holdings, visit [www.newberry.org/research](http://www.newberry.org/research).

<table>
<thead>
<tr>
<th></th>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY-THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building Hours</strong></td>
<td>Closed</td>
<td>7:30 AM- 5:15 PM</td>
<td>7:30 AM- 5:15 PM</td>
<td>7:30 AM- 5:15 PM</td>
<td>7:30 AM- 5:15 PM</td>
</tr>
<tr>
<td><strong>Reading Room Hours</strong></td>
<td>Closed</td>
<td>Closed</td>
<td>9AM-5PM</td>
<td>9AM-1PM</td>
<td></td>
</tr>
<tr>
<td><strong>Paging Hours</strong></td>
<td>Closed</td>
<td>Closed</td>
<td>9AM-4PM</td>
<td>9AM-12PM</td>
<td></td>
</tr>
<tr>
<td><strong>Books Collected from Reading Rooms</strong></td>
<td>Closed</td>
<td>Closed</td>
<td>General Reading Room 4:45 PM</td>
<td>General Reading Room 12:45 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Special Collections</td>
<td>Special Collections</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Vault Items 4:30</td>
<td>Vault Items 12:30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>All Others 4:45</td>
<td>All Others 12:45</td>
<td></td>
</tr>
</tbody>
</table>

**Reading at the Library**
Unlike most college libraries, the Newberry collections – most of them rare and valuable - are stored in closed, climate-controlled book stacks. No materials from the library may leave the building or be taken out of the reading rooms or carrel areas. A reading room staff member will bring the library materials to you in the reading room or at your carrel. There are two reading rooms in the library with separate collections. During your orientation to the library, you will be shown how to identify which materials are from the General Collections and which materials are from the Special Collections. General Collections materials and some post-1800 Special Collections material can be paged to a research carrel assigned to you in the “2 West” area, at the far end of the General Reading Room. Most Special Collections materials must be viewed in the Special Collections Reading Room.
Security
You will participate in an orientation to the library and be taken on a tour when the seminar begins. Security is tight at the library because of the rarity of many items and the need to guard against the possibility of theft. Before you go upstairs into the main part of the library, you will need to lock up any coats/outerwear, umbrellas, backpacks, bookbags, and large purses that you have with you in the lockers off the lobby. You may take your laptop (without a case), paper, pens, pencils, and personal books upstairs. When you arrive each morning, the guard at the front desk will ask you to sign in. When you leave in the evening, the guard will look through everything that you are carrying, and you will sign out. You will need a quarter (refundable) to use the locker. There is a change machine in the locker room on the first floor.

Building Plan
- Basement: Seminar rooms B81, B82, B84, B91, B92, B94
- 1st floor: Bookstore, exhibit galleries, lockers, lounge, seminar room 101
- 2nd floor: General Reading Room, Towner Fellows Lounge, 2 West (ACM study area)
- 3rd floor: Reference department, card catalog, Research & Academic Programs office, ACM instructors’ offices, seminar room 380
- 4th floor: Special Collections Reading Room, lockers, research centers, seminar room 401
- 5th floor: Mail room, lounge, digital initiatives and services, business office, conservation laboratory

General Conduct
When the seminar begins, please review the information sheets and guidelines printed by the Newberry. Some of the regulations are obvious rules of conduct that would hold true in any library, but the Newberry also has some specific guidelines that are in place to preserve the condition of the collections. A staff member will tell you if you are handling something improperly. The library staff is glad to help you if you have questions, but you are apt to get more willing assistance if you are polite and cooperative with them. Asking a library staff member can often save you (and them) time and trouble, so when in doubt, please ask first.

Cell Phone Usage
If you have a cell phone, please set it to vibrate. You are welcome to talk on the phone in the central staircase, but please refrain from doing so in the seminar rooms, 2 West, the reading rooms, or hallways.

Noise
The Newberry Library welcomes you as “fellows” at the library and invites you to join a lively intellectual community that includes scholars from around the world. Please show respect for the other fellows by working quietly in the study areas and reading rooms. If you must discuss something, please step into the hall or go to one of the lounges for an extended conversation.

Dress
There is no dress code for readers in the library; however, shoes must be worn at all times. Casual dress is appropriate; torn, stained clothes are not. Coats and backpacks must be checked in a locker.
Food
Except for library-sponsored functions, food and beverages may be consumed only in the lounges on the first and fifth floors. Food may be stored only in the lounge on the fifth floor or in the lockers on the first floor. Food and beverages, including water in closed containers, may not be brought into the reading rooms or the reserve reading room on 2 West. You may not carry beverages into the hallways or into the seminar rooms. Library books may not be used in areas where food/beverages are permitted.

Smoking
Chicago Law prohibits smoking in the building or within 15 feet of the entrance to any building. If you must smoke, go outside the north entrance to the far corner of the parking lot.

Participant Guidelines
Students have the status of fellows at the library and are treated as such, though instructors are there to help when needed and to intervene when necessary. Students should continue to behave in accordance with the standards of behavior set by their college with respect to public decency, drug use and abuse, community responsibility, etc. However, the special nature of the seminar experience itself, the character of the Newberry Library, and the conditions of life in Chicago require some additional guidelines.

1. The timetable of seminar sessions, paper deadlines, etc., will be drawn up by the seminar instructors at the beginning of each term. Seminar students must adhere to this schedule.

2. Students should tell the seminar instructors ahead of time if they plan to go out of town for the weekend. In case of emergency, the instructors need to know where students are and how they can be reached. Students should also inform the instructors if illness prevents them from attending any sessions. Students are discouraged from being away often. Participants have found that research time is valuable and Saturday is often a good time to work at the Newberry. There may also be group activities scheduled for some weekends. Remember, too, that there is a lot to do in Chicago! Be sure to check with your instructors before planning an out-of-town trip.

3. The Newberry program features independent research, but participation in the work of the seminar – group discussions, writing workshops, attending presentations – is equally important. Students should look at seminar participation not only as part of their final grade and general academic responsibility but as an essential academic skill to be developed.

Library Guidelines
You will participate in an orientation to the library which will further explain the following. Many of the books in the Newberry collection are irreplaceable; therefore, special care needs to be taken when handling all library materials, including new books. Please be careful. Several things damage library materials, including the oils from your hands, light, and excessive handling. While none of these things can be avoided entirely, special care will extend the life of the materials.
General guidelines for the use of library materials:

- Do not flex the spine of a book.
- Turn pages slowly and carefully.
- Never mark pages or write on paper laid on top of a book. Tracing of maps or illustrations may be permitted if a Mylar interleaf is used; see desk attendant.
- Do not lay any books face-down or prop them open with other books.
- Proceed carefully when unfolding and refolding maps. Ask for assistance if the item is too large or if the folding sequence is unclear.
- Never fold the corner of a page to mark your place or put Post-It notes or ordinary paper in library materials. Reading room staff will provide you with clean, acid-free strips of paper as markers.
- If you find uncut pages, bring the item to the service desk. Do not cut the pages yourself; in some instances the uncut pages are bibliographically significant, and an alternate copy of the item may have to be supplied.

- Please bring any damaged material to the attention of the staff and they can arrange for repairs.

Additional guidelines for Special Collections materials:

- You will be given a table assignment and asked to sign in.
- Purses must be stowed under your desk.
- Use of pens is not allowed in the reading room, even when you have no library materials. Get in the habit of bringing a pad and pencil or laptop computer to take notes.
- Books must be supported as evenly as possible to prevent strain on the bindings. All library materials must be kept on the table. If the item is a book you will be given a futon or book cradle to rest the book in, and a book weight to hold the book open. If you are using unbound material, you will be given felt to rest it on. You may not read any library materials in your lap, including reference guides, and you may not hold library materials off the table. Do not rest books against the edge of a table, or prop them against a pile of other books.
- Use book weights (available at the service desk) to hold the pages open. Do not keep a book open with other objects or rest your hand or arm on the pages.
- When using certain especially vulnerable materials, you may be asked to wear cotton gloves.

Employment during the Seminar

Although work is not guaranteed, in the past several years program students have had the opportunity to work in the library. Students work up to ten hours a week for a maximum of 90 days and earn $7.75 an hour. (Ten hours per week of work are not guaranteed in all positions. Students should view this as an opportunity to gain library experience, not as a set source of income.)

Jobs have included research tasks and clerical work in the Research and Academic Programs office, the library’s four research centers, the curatorial departments or the development office; paging books and providing assistance in the General Reading Room or the Special Collections Reading Room; and assisting with special events and public programs.

During the first days on the program, fall students will receive a list of available jobs and the Newberry staff will interview those interested. Keep in mind that research becomes more intense as the semester progresses and you still will need to fulfill any work responsibilities you take on.
Selected Highlights of the Collections

- **Paradise Lost** by John Milton in jeweled binding by Sangorski & Sutcliffe, London
- Ben Hecht’s 1928 Oscar for “Distinguished Achievement” in writing the original story for *Underworld*
- Leaf from the Gutenberg Bible
- Native American language grammar, devotional handbook, and transcription of the *Popol Vuh* by Dominican Father Francisco Ximenez, written between 1700-1703
- Original of *Life of Black Hawk*, autobiography
- Matthias Quad, *Die Jahr Blum* – universal history of the world written in rhyming couplets
- *The Slave's Friend* – rare and short published abolitionist periodical written for children
- *Proclamation of Emancipation* – calligraphic broadside created by W.H. Pratt in 1865 to commemorate the event
- Record of a meeting at the Old South Church in Boston, right before the Boston Tea Party
- Collection of early American treaties with France and Sweden, George Washington’s circular letter to the governors, and the Declaration of Independence
- John Jay autographed manuscript of Essay No. 3
- Document by Joseph Lopez, containing Our Lady of Guadalupe on the title page (if not the first use of the image, then certainly one of the first representations)
- Memoirs of Capt. Roger Clap, containing the first published genealogy in North America
- 16\textsuperscript{th} century quarto of *Love's Labor's Lost*
- 35,000 French Revolution pamphlets
- Chopin and Mozart manuscripts
- Bodmer watercolors, prints, and sketches
- *Divine Comedy* by Dante Alighieri, 1481, with engravings attributed to Baccio Baldini, from the designs of Bottichelli
- Book made of human skin (may actually be pigskin)
- Four folios of Shakespeare
Housing at Canterbury Court Apartments

All students participating in the program will live at Canterbury Court Apartments, 1220 N. State Parkway, Chicago, IL 60610. When you first arrive, check in 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 Program Associate 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.

Canterbury Court is a vintage, seventeen-story apartment building located in the neighborhood known as the Gold Coast or Near North Side. The neighborhood is a busy commercial and residential mix with an active night-life. It is sometimes noisy and congested, especially on warm nights. There are grocery and drug stores, restaurants and cafés located within a couple of blocks of Canterbury. Lake Michigan, the shoreline bike path, and the beach are three blocks east. Lincoln Park is about a half mile north.

The front desk is staffed 24/7, and the outer doors are locked at midnight. Outdoor keys are not issued, so if you return after midnight the person at the front desk will buzz you in. Please note that Canterbury Court is a permanent residence for many tenants, so certain activities which may be tolerated in a campus dormitory are not appropriate in this setting (see “Canterbury Court Policies” below). The fire escape is for emergency use only, and the roof is restricted to building personnel only.

Your rent (including utilities) is included in the program fee. The first roommate to check in will be given an Apartment Condition Form. This form is to be completed and returned to the front desk. You and your roommate will receive a copy of the completed form. Your $200 housing deposit will be held by ACM and used toward cleaning and repair if needed; the remainder will be refunded. It is in your best interest to maintain the apartment and report any damages. All plumbing, electrical, gas, and maintenance issues should be reported to building management.

ACM is not responsible for your personal property within the apartments of Canterbury Court. Please consult your parent’s/guardian’s homeowner or rental insurance policy or arrange for independent insurance for any valuables you intend to bring to Chicago.

Your Apartment

Each unit is a studio apartment (similar in size to a standard dorm room) with a kitchenette, bathroom, and closet. The apartments are approximately 350 square feet and are furnished with one or two chairs, tables, desk, and lamps. The kitchenettes include an oven, microwave, and a dorm-sized refrigerator. You will need to provide your own cooking and dining supplies. The apartments have regular twin beds. Windows have mini-blinds. Bathrooms have a tub and shower with a shower curtain. Keep in mind that all apartments are different. If you are missing anything—or you want to
exchange something—be sure to call the building manager and request it. You can also ask to borrow a vacuum cleaner from time to time.

**The Neighborhood**
The Gold Coast is an increasingly upscale, bustling neighborhood that contains many of the city’s top tourist sights and entertainment venues. Even late at night it is well-lit and well-patrolled by the police. Violent crime is rare here, but as with any busy urban 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. 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 an apartment with an assigned roommate. Students will receive their roommate’s name and email address from the Program Associate about a month before the program begins. Occasionally enrollment changes at the last minute, and thus so may roommate assignments.

We suggest that you contact your roommate in advance. Sharing a small space can be a challenge. You may want to discuss what each of you is planning to bring and what you are willing to share to avoid unnecessary redundancies. 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 promptly addressing any conflicts as they arise). ACM will assist in this process by providing Roommate Agreements that you can use during orientation as a conversation starter.

**Internet Service**
The Newberry and Canterbury are equipped with wireless internet and you will incur no additional expenses for their use. However, you should expect that, in both locations, speeds will not equate to your home campus service.

**Laundry**
There is a card-operated laundry room on the first floor of Canterbury Court equipped with five washers and five dryers ($1.25 per load to wash, $1.25 to dry, subject to change).

**Moving Out**
You are expected to leave the apartment as you found it. If an apartment is left dirty or damaged, both students in the apartment will be held financially responsible. We recommend that roommates schedule a time when they can clean and inspect the apartment together. Keys must be returned to Canterbury Court upon departure from the apartment. Remember to call and cancel any additional services (i.e. TV), fill out a forwarding address card for Canterbury’s mailroom, and submit a mail forwarding form to the Post Office. Your security deposit will only be returned if your apartment is left in good condition *AND* you have returned all equipment, books, apartment keys, and materials to the program.
Canterbury Court Policies
In the interest of a safe and pleasant environment, please observe the followings policies during your stay at Canterbury Court Apartments.

It is important to keep in mind that Canterbury Court Apartments is a permanent residence for many tenants and not a college dormitory. Certain behavior and activities that may be tolerated in a campus dorm or apartment building are not appropriate in this setting.

1. Bicycles must be stored in the Bicycle Room on the first floor. They are not allowed in the elevators or apartments. Please obtain a key to the Bicycle Room and an Identification Tag at the lobby desk. There is a $10.00 deposit for the key. This is fully refundable when the key is returned when you move. The ID tag must contain your name and apartment number and be attached to your bicycle. In the interests of providing adequate space for all tenants, Canterbury Court reserves the right to remove any bicycles that are not properly identified.

2. The fire escape is for EMERGENCIES ONLY. Fire escape doors must be kept closed except for emergencies. You are never to be on the fire escape or roof unless in an emergency.

3. Please wear shirts and shoes in all public areas of the building. In-line skates or skateboards must not be used in any part of the building.

4. Please do not smoke, drink, or eat in the public areas of the building. These areas include the lobby, elevators, hallways, the laundry room, under the canopy, and in front of the office windows.

5. Please do not crowd or litter the public areas of the building.

6. Please do not crowd the elevators. Too many people can cause a malfunction.

7. Each floor has a garbage room at the end of each hallway. Please place your garbage in this room and it will be collected on a daily basis. Canterbury Court would appreciate your cooperation in their efforts to recycle waste materials. Please place all newspapers, magazines, catalogues, and corrugated cardboard in the rear container in the garbage room. All other garbage should be placed in the front container.

8. The door to your apartment should be double-locked at all times. Canterbury Court is not responsible for your property.

9. Candles and incense are not permitted in the apartments at any time.
Directions To Canterbury Court Apartments

Canterbury Court is located at 1220 N. State Parkway (an extension of State Street), just north of Division Street.

**By Car**

From I-90/94, exit at North Avenue. Head east on North Ave., toward the lake. Continue east until you reach State Parkway (about two or three blocks from the lake) and turn right. Canterbury Court will be located about 1/2 mile south, on your right at 1220 N. State. If you are coming from the north on Lake Shore Drive (Route 41), exit at Michigan Avenue. Soon after the exit turn right onto Oak, then right on State.

**From O'Hare Airport**

If you have a lot to carry or are traveling at night, take the GO Airport Express bus to the “Gold Coast.” It leaves every fifteen minutes from the baggage claim level and costs less than a cab. You can check pricing and fare information at 1-888-284-3826 or on the Web at www.airportexpress.com. The shuttle stops at several other hotels in the area so be alert and make sure you get off at the correct stop. A taxi from O'Hare will cost about $40.00.

If you don’t have a lot to carry and you are traveling during the day, another option is the CTA (Chicago Transit Authority). Take the Blue Line train (a.k.a. the O’Hare Line) southeast toward the Loop (downtown). Train fare from O’Hare costs $5.00. You can chart your progress on the CTA map posted above the doors in most train cars. Get off at Division Street and walk up the stairs to street level. At the Bus Stop sign on the south side of Division Street, wait for the eastbound #70 Division Street bus. Bus fare costs $2.25. Get off at Dearborn Street (directly in front of the Starbucks) and walk one block east to State Parkway and walk north to 1220 N. State Parkway. OR, you can do a train to train transfer (at no extra cost), Blue Line to Red Line (transfer at Jackson) and exit at the Clark and Division stop, then walk two blocks east on Division and ¼ block north on State.

**From Midway Airport**

If you have a lot to carry or are traveling at night, take the Go Airport Express bus to the “Gold Coast.” It leaves every fifteen minutes from the baggage claim level and costs less than a cab. You can check pricing and fare information at 1-888-284-3826 or on the Web at www.airportexpress.com. The shuttle will take you to Canterbury Court. The bus stops at several other hotels in the area so be alert and make sure you get off at the correct stop. A taxi from Midway will cost about $35.00.

If you don’t have a lot to carry or you are traveling during the day, another option is the CTA (Chicago Transit Authority). You will need $3.00 ($2.25 fare + $0.25 transfer +$0.50 limited-use media fee). Take the Orange Line train (a.k.a. the Midway Line) northeast toward the Loop (downtown). You can do a train to train transfer--Orange Line to Red Line (transfer at Roosevelt) and exit at Clark and Division. Walk east two blocks to State and then walk north on State about ¼ block. Canterbury Court will be on your left. OR get off the Orange Line at the Clark/Lake stop (this is an elevated train), and walk down the stairs to street level at the intersection of Clark and Lake Streets. Walk one block east on Lake Street to Dearborn Street. At the bus stop on the east side of Dearborn Street board the northbound #36 Broadway bus. Get off at the corner of State and Division Streets. Walk north on State about a ¼ block. Canterbury Court will be on your left.

**From Amtrak and Greyhound Stations**

These stations are fairly close to Canterbury Court. The best way to get there is by taxi; it will cost approximately $15.
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 apartments at Canterbury Court are studios, 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.

- **Money** – 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 - $2,000 during the semester on food, books and entertainment.
- **Laptop Computer** – If you have one, bring it. Most students find having their own computer is indispensable.
- **Bedding** (twin sheets, pillow, blankets) and **towels** (bath and kitchen)
- **Dishes** and cooking **utensils**, including silverware, pots and pans (Canterbury 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** , chargers, all necessary cords
- **Fan**

**What NOT To Bring**

- Don’t bring a car. Legal street parking near Canterbury is extremely limited; 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. See information on biking in Chicago on page 22 under ‘Transportation.’

**Shipping Luggage**

You may send your luggage ahead of you and claim it at the front desk when you arrive at Canterbury Court, but generally not more than three days in advance. Address your luggage to yourself as follows:

*Your name*

c/o ACM Newberry Seminar
Canterbury Court Apartments
1220 N. State Parkway
Chicago, IL 60610
Living in Chicago

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

Computers and Internet
ACM, and past program participants, recommend bringing your own laptop computer for the program. The Newberry and Canterbury Court provide wireless access. Your orientation at the Newberry will provide you with information about accessing the wireless network and computers at the Newberry Library.

For printing purposes, ACM provides a Dell computer and printer for student use in 2 West at the Newberry. This equipment is to be used solely by ACM students and staff, and is maintained by the Research and Academic Program staff. This equipment should be used primarily for printing program documents. The computer can also be used to access the online catalogue of the Newberry and for research-related Web searches. (Recreational Web browsing can be done at any of Chicago’s public libraries, some of which are open on Sunday afternoons when the Newberry is closed.) It is vital that students adhere to these guidelines so that all have equal access.

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. There is a fee-free ATM located at the ING Café, near Canterbury and the Newberry Library.

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 Canterbury Court, and literally hundreds of ATM locations throughout the city.

Please call the banks directly or visit their websites for more information. You may want to complete the application process ahead of time online because it will take time to get checks printed with your Canterbury Court address.

Chase: (877) 242-7372 or www.chase.com
Bank of America: (800) 432-1000 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.
Money Management
Firstly, be sure to bring enough money or ability to access money. City living can be expensive. Sales tax in Chicago is 9.25%. 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, phone, and transportation—the remainder is what you have to play with. Divide that by 14 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.

Exercise Options
There are several gyms and yoga studios located near Canterbury Court. Many gyms run promotions during early September and you should always ask about student discounts.

Fitness Formula Gold Coast, 1030 N. Clark, 312-944-1030
Fitness Formula Old Town, 1235 N. LaSalle, 312-640-1235
Lake View YMCA, 3333 N. Marshfield, 773-248-3333
X-Sport Pipers Ally, 230 W. North, 312-932-9100
Yoga Now, 742 N. LaSalle, 312-280-9642
Core Power Yoga, 12 W. Maple, 312-266-9642

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](http://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 Newberry Seminar.

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 Canterbury Court and the Newberry Library, 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. You should talk to your instructors and people at the Newberry about coming home at night and what steps you can take to facilitate your own safety.

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.

If you find yourself in a neighborhood that seems questionable, adopt a “don’t mess with me” attitude. 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 to call 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.

In the area around Canterbury Court, there are often panhandlers who will ask for money. It is your personal choice if you want to give. Many 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.

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. The best advice in many neighborhoods is to act aloof.

The Newberry and Canterbury Court are in the Gold Coast, one of Chicago’s safer neighborhoods. Try to avoid unfamiliar areas of the city at night and keep your exploring to the daylight hours. When in doubt about the safety of a neighborhood, ask someone who knows the city.

**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. 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 ‘L’ 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.

Maintain the patterns that keep you healthy. If you regularly exercise, find the time and space to do so while at the Newberry. Maintain a healthy diet if that’s an important part of your routine. If you regularly take prescription medications, don’t plan a change during the program. Make good choices!

**Respect for Individuals and the Program Space**
You are expected to respect the diversity of the student body of the program. Harassment of any student for any reason will not be tolerated. If any problem arises between students which seem inherently irreconcilable, the students involved should request assistance from the ACM staff with whom they feel comfortable. Students are expected to handle conflicts with maturity and grace.

You are also expected to respect and keep clean program facilities, including the Newberry Library, ACM office, and Canterbury Court space.

**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 instructors, Newberry staff, and the ACM office staff are here to help you.
Communications and Resources

Post Office
The closest post office to the Newberry and Canterbury Court is in the John Hancock building located at 875 N. Michigan Ave. There are post offices at 355 E. Ohio (weekdays only 9:00 a.m. - 6:00 p.m.) and at 540 N. Dearborn at Dearborn and Grand. The latter has extended hours, Monday-Friday 8:30 a.m. - 6:00 p.m., Saturday 9:00 a.m. - 3:00 p.m., and Sunday 10:00 a.m. - 2:00 p.m.

Public Library
The Harold Washington Library Center (HWLC), the main branch of the Chicago Public Library, is located at 400 S. State (between Congress and Van Buren), 312-747-4300 (general information), www.chipublib.org. The Near North Library (310 W. Division) is within walking distance of Canterbury Court Apartments. You can check out materials with a Chicago Public Library card, valid at all Chicago Public Library branches. Most branches also have wireless internet networks you can access from your laptop. The ACM and Newberry staff will provide information on how to obtain cards.

Harold Washington Library Hours:
400 S. State Street
Monday-Thursday: 9:00 a.m. - 9:00 p.m.
Friday-Saturday: 9:00 a.m. - 5:00 p.m.
Sunday: 1:00 p.m. - 5:00 p.m.

Near North Library Hours:
310 W. Division St.
Monday and Wednesday: 12:00 p.m. - 8:00 p.m.
Tuesday and Thursday: 10:00 a.m. - 6:00 p.m.
Friday and Saturday: 9 a.m. - 5 p.m.
Sunday: closed

Other Libraries
The Newberry is an incredible library, but sometimes you might need secondary sources or other materials the library might not have. Because the Newberry is a member of the CARLI library consortium, program participants have borrowing privileges at the libraries at DePaul University and the University of Illinois at Chicago. While the Newberry’s collections will be the heart of your work, these libraries have materials that might be helpful in your research. More information will be available at the beginning of the fall seminar. For access to the following libraries, please ask the reference librarians for “info passes.”

- Columbia College, 624 S. Michigan Ave., 312-369-7900
- DePaul University (Loop), 1 E. Jackson, 312-362-8433
- DePaul University (Lincoln Park), 2350 N. Kenmore, 773-325-7862
- Loyola University (Lake Shore Campus), 1032 W. Sheridan, 773-508-2632
- Roosevelt University, 430 S. Michigan Ave., 312-341-3500
- Ryerson and Burnham Libraries at the Art Institute of Chicago, 111 S. Michigan Ave., 312-443-3671
- Northwestern University, 1970 Campus Drive, 847-491-7658
- University of Illinois, 801 S. Morgan, 312-996-2724
- University of Chicago, 1110 E. 57th Street, 773-702-8740
Transportation in Chicago

Public Transportation
ACM will provide all students with a Ventra Card which will make your travel in Chicago easy and economical. Your Ventra Card will be pre-loaded with transit value for the duration of the program. You can ride all CTA buses and trains (elevated and subway) within the city limits as often as you wish using your Ventra Card. Lost Ventra Cards should be reported immediately to the ACM Program Associate. A replacement card will be issued within one week. There is a $25 fee for replacement and you will be responsible for your travel until the new card arrives.

For more information on CTA you can call 1-888-YOUR-CTA 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’ apps on your smart phone.

Additionally, Metra (www.metrarail.com) operates several train lines running 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, Indiana, or Kenosha, Wisconsin. Schedules can be picked up at the several downtown train stations, or by calling the RTA travel information number: 312-836-7000.

Taxis
Taxis are not advisable as a primary form of transportation. They can be fast (though they can also be subject to city traffic delays), but they will prove to be an expensive way to travel if you use them regularly. 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 access the Divvy bike sharing program (www.divvybikes.com) or 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 lanes, especially along the lake. Visit www.cityofchicago.org/transportation and click on the Bikes link for a map of bike lanes and 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 for Chicago. Expensive bikes that are left on the street tend to be stolen, even sometimes when locked up.

If you bring a bike, Canterbury Court has a room where you can store and lock it. A $10.00 refundable key deposit is required to use this facility. Bikes are not allowed in the elevators or apartments.

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.
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](http://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. The following information is intended as a quick overview, not necessarily as an all-encompassing reference guide.

**SHOPPING**

**Bookstores** – Aside from the large 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.

- Barnes and Noble, 1130 N. State, 312-280-8155
- Powell’s Books (new/used), 1218 S. Halsted, 312-243-9070 and 1501 E. 57th, 773-955-7780
- Seminary Cooperative Bookstore (Chicago’s largest academic bookstore), 5751 S. Woodlawn, 773-752-4381 (The Newberry’s A.C. McClurg Bookstore is a branch of Seminary and can order books from the larger store with a notice of a few days)

**Drug Stores**

- CVS, 1201 N. State, 312-640-2842
- Walgreens, 1200 N. Dearborn, 312-943-0973
- CVS, 1165 N. Clark, 312-280-8140
- Walgreens, 933 N. State, 312-943-0671

**Grocery Stores**

- Jewel, 1210 N. Clark St, 312-944-6950 – A standard, moderately priced store, the closest store to Canterbury Court.
- Treasure Island, 75 W. Elm, 312-440-1144 – A more expensive store that has more ethnic and gourmet foods.
- Whole Foods, 30 W. Huron, 312-932-9600 – A large natural foods supermarket. The produce, bakery, and deli selections are very good, but more expensive than at a standard grocery. They have a decent selection of organic products. Their best value is bulk foods such as rice and grains, nut butters, oils, granola, and spices.
- Trader Joes, 44 E. Ontario, 312-951-6369 – Moderately priced and good for frozen foods and organic items.

**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.
$ = average dinner entrée under $8
$$ = average dinner entrée $8-$15
$$$ = average dinner entrée $15-$25

Restaurants in the Area of Canterbury Court (in addition to numerous fast food places)

- Bistrot Zinc, (French - $$$), 1131 N. State, (312) 337-1131
- Burger Bar Chicago (Burgers - $$), 1578 N Clybourn Ave, (312) 255-0055
- Downtown Dogs (Fast Food - $), 804 N. Rush, 312-951-5141
- Dublin’s Bar & Grill (Irish Bar Food - $$), 1030 N. State, 312-266-6340
- Elly’s Pancake House (24 hours - Diner Food), 101 W. North Ave., 312-643-2300
- Mister J’s ($), 822 N. State, 312-943-4679
- PJ Clarks (American - $$), 1204 N. State, 312-664-1650
- Chicago Q (BBQ - $$), 1160 N Dearborn, 312-642-1160
- The Original Pancake House (Breakfast - $), 22 E. Bellevue, 312-642-7917
- Tempo (24 hours-$), 6 E. Chestnut, 312-943-4373
- Gino’s Pizzeria ($$), 940 N. Rush, 312-337-7726
- Giordano’s Pizza ($), 730 N. Rush, 312-951-0747
- Lou Malnati’s Pizzeria ($), State and Elm, 312-828-9800
- Garlic and Chili (Thai, $), 1232 N. LaSalle, (312) 255-1717
- Big Bowl (Asian - $), 6 E. Cedar, 312-640-8888
- Gaylord India Restaurant (Indian-$), 100 E. Walton, 312-664-1700
- P.F. Chang’s (Chinese-$) 530 N. Wabash, 312-828-9977
- El Souk (Mediterranean - $), 808 N. State Street, 312-751-8600
- Café Iberico (Spanish-$), 737 N. La Salle, 312-573-1510
- Old Jerusalem (Mediterranean - $$), 1411 N. Wells, 312-944-0459
- Red Lion Pub (English-$$), 4749 N. Rockwell, 773-654-1341
- Adobo Grill (Mexican - $$), 1610 N. Wells, 312-266-7999
- The Blue Agave (Mexican - $$), 1050 N. State St., 312-335-8900
- Chipotle Mexican Grill ($), 1166 N. State, 312-654-8637
- Frontera Grill/Topolobampo ($/$$$), 445 N. Clark, 312-661-1434
- Taco Joint (Mexican - $), 1969 N. Halsted, (312) 951-2457

Coffeehouses
- Corner Bakery, 1121 N. State, 312-787-1969
- Starbucks (many area locations, the closest at 39 W. Division, 312-951-6992)
- 3rd Coast Café, 1260 N. Dearborn, 312-649-0730
- Argo Tea Café, 819 N. Rush, 312-546-4718

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 at Navy Pier, 800 E. Grand, 312-595-5600
- I.O., 3541 N. Clark, 773-880-0199 – improvisational comedy
- Lookingglass Theatre Company, 821 N. Michigan Ave, 312-337-0665
- The Neo-Futurarium, 5153 N. Ashland, 773-878-4557 – experimental theater
- Second City, 1616 N. Wells, 312-337-3992 – nationally known improvisational comedy group

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

- Adler Planetarium & Astronomy Museum, 1300 S. Lake Shore Dr., 312-922-7827, [www.adlerplanetarium.org](http://www.adlerplanetarium.org)
- Art Institute of Chicago, 111 S. Michigan at Adams, 312-443-3600, [www.artic.edu](http://www.artic.edu)
- Balzekas Museum of Lithuanian Culture, 6500 S. Pulaski, 773-582-6500
- Chicago History Museum, 1601 N. Clark at North Ave., 312-642-4600, [www.chicagohistory.org](http://www.chicagohistory.org)
- Field Museum of Natural History, 1400 S. Lake Shore Drive at Roosevelt Rd., 312-922-9410, [www.fieldmuseum.org](http://www.fieldmuseum.org)
- Jane Addams Hull House Museum (free, donations encouraged; closed Mondays and Saturdays), 800 S. Halsted, 312-413-5353, [www.uic.edu/jaddams/hull/](http://www.uic.edu/jaddams/hull/)
- Mexican Fine Arts Center Museum (free, donations recommended; closed Mondays), 1852 W. 19th, 312-738-1503, [www.nationalmuseumofmexicanart.org](http://www.nationalmuseumofmexicanart.org)
- Museum of Contemporary Art (Tuesdays free), 220 E. Chicago, 312-280-2660, [www.mcachicago.org](http://www.mcachicago.org)
- Museum of Science and Industry, 57th St. at Lake Shore Dr., 773-684-1414, [www.msichicago.org](http://www.msichicago.org)
- National Vietnam Veterans Art Museum, 1801 S. Indiana Ave., 312-326-0270, [www.nvvm.org](http://www.nvvm.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
- Shedd Aquarium, 1200 S. Lake Shore, 312-939-2438, [www.sheddaquarium.org](http://www.sheddaquarium.org)
- Spertus Museum of Judaica, 618 S. Michigan, 312-322-1747, [www.spertus.edu](http://www.spertus.edu)
- Swedish American Museum (closed Mon and Tues) 5211 N. Clark, 773-728-8111, [www.samac.org](http://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:
- AMC Loews, 600 N. Michigan, 312-255-9347
- Landmark Century Centre Cinema, 2828 N. Clark, 773-248-7759
- Regal Webster Place 11, 1471 W. Webster, 773-348-0137

Second-Run Theaters:
- Brew & View at the Vic Theatre, 3145 N. Sheffield, 773-929-6713
- Logan Theatre, 2646 N. Milwaukee, 773-342-5555

Art/Foreign films:
- Landmark Century Centre Cinema, 2828 N. Clark, 773-248-7759
- Music Box Theatre, 3733 N. Southport, 773-871-6607
- Gene Siskel Film Center of the Art Institute, 164 N. State, 312-846-2600
Other Places to Go

- Brookfield Zoo, 8400 W. 31st St. (31st St. and 1st Avenue), Brookfield, 708-688-8000
- Chicago Architecture Foundation, 224 S. Michigan Ave, 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, 312-994-4000
- John Hancock Center, 875 N. Michigan Ave, Hancock Observatory, 94th floor, 1-888-875-8439, Signature Room, 95th floor, 312-787-9596
- Lincoln Park Zoo (free admission, 10:00 a.m. - 5:00 p.m.), 2001 N. Clark, 312-742-2000
- Prairie Avenue Historic District (Glessner House Museum), 1800 S. Prairie Ave., 312-326-1480
- Historic Pullman District, 112th Street and Cottage Grove Ave, 773-785-8901
- Willis Tower, 233 S. Wacker Dr, 312-875-0066
- Soldier Field (Chicago Bears), 1410 Museum Campus Drive, 312-235-7000, tickets: 847-615-BEAR
- United Center (Chicago Bulls and Blackhawks), 1901 W. Madison, 312-455-4500, Bulls tickets 1-800-4NBA-TIX (1-800-462-2849), Blackhawks tickets 312-559-1212 (Ticketmaster)
- Wrigley Field (Chicago Cubs), 1060 W. Addison, 773-404-2827
- U.S. Cellular Field (Chicago White Sox), 333 W. 35th, 312-674-1000, tickets 312-559-1212 or 866-769-4263
CHICAGO WEB RESOURCES

Chicago Neighborhood Map

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

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

Chicago Traveler
www.chicagotraveler.com/attractions.htm

City Search:
http://www.citysearch.com/guide/chicago-il-metro
Comprehensive web source for Chicago restaurants and events

City Visor
www.cityvisor.com
Chicago on the internet

Crain’s Chicago Business
www.chicagobusiness.com

CTA
www.transitchicago.com
Use the “Trip Planner” feature for directions and clarifications on using the CTA. Also, you can find maps, schedules, and maintenance updates.

Lonely Planet
www.lonelyplanet.com/usa/chicago
Traveler's web guide started by college students for inexpensive & fun travel.

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

Encyclopedia of Chicago
www.encyclopedia.chicagohistory.org
Great resource for history of Chicago

TimeOut Chicago
www.timeout.com/chicago
Health Care Resources

There are many health care resources available to students in Chicago. In case of an emergency, students can go to the emergency room at Northwestern Memorial Hospital. 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. ACM does not provide medical insurance to students in the Newberry Seminar program. 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 should seek medical assistance immediately and then inform the faculty fellows or Associate Director of Off-Campus Study Programs.

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

Northwestern Memorial Hospital, 251 E. Huron (nearest to Canterbury Court and the Newberry)
General Information 312-926-2000
Emergency Department 312-926-5188
Physician Referral Services 1-800-638-3737

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, 1025 W. Sunnyside Ave, Suite 201, 773-935-6126
• Women’s Health Resources, 3000 N. Halsted St., Suite 209B, 773-296-3500
• Howard Brown Health Center, 4025 N. Sheridan, 773-388-1600

Counseling
• Insight Illinois, 333 N. Michigan Ave, Suite 1900, 312-540-9955
• Christopher House, 2507 N. Greenview, 773-472-1083
• Womencare Counseling Center, 1740 Ridge Ave, Evanston, 847-475-7003
• Advocate Illinois Masonic Medical Center, 836 W. Wellington Ave, 773-975-1600
• Depression and Bipolar Support Alliance, 730 N. Franklin, Suite 501, 312-642-0049

Crisis Management
• InTouch Hotline, UIC Counseling Center, 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 (4357)
• RAINN Hotline, 1-800-865-HOPE (4673)

Eating Disorders
• National Institute of Mental Health, 866-615-6464
• National Associated of Anorexia Nervosa and Associated Disorders Helpline, 630-577-1330
ACM Program Policies

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/Assault 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

Assistant 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 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](http://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 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
Contact Information

ACM Fall 2015 Newberry Seminar: Knowing Your Place: Human and Social Geography

Faculty
Dr. Ian MacInnes, English, Albion College
imacinnes@albion.edu

Dr. Marcy Sacks, History, Albion College
msacks@albion.edu

Newberry Library

60 W. Walton
Chicago, IL 60610
Phone: 312.943.9090
Web: http://www.newberry.org

Diane Dillon
Interim Vice President for Research and Academic Programs
Director of Scholarly, Undergraduate, & Exhibition Programs
Phone: 312.255.3662
dillond@newberry.org

Kristin Emery
Research and Academic Programs Manager
Phone: 312.255.3533
emeryk@newberry.org

Jessica Weller
Program Assistant, Research and Academic Programs
Phone: 312.255.3666
wellerj@newberry.org

ACM Chicago Office

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

Lindsey Wolf
Program Associate
lwolf@acm.edu

Kevin Dostal Dauer
Associate Director of Off-Campus Study Programs
kdostaldauer@acm.edu

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

The ACM office is open Monday through Friday from 8:30 a.m. to 4:30 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 faculty and staff.