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Welcome and Program Overview

The ACM Tanzania Student Handbook is designed to help prepare you for your semester in Tanzania and to give you an initial sense of what to expect academically and personally while you are there. It is revised each year based on comments from the previous program participants to include more current information and contains information on various logistical arrangements for your trip. It is, in effect, a reference tool that provides you with the information you need as you make arrangements to participate in the program.

The ACM Tanzania: Ecology and Human Origins program aims to help students learn about the centrality, the methods, and the rewards of field work for knowledge in both the social and natural sciences. Designed for majors in the natural and social sciences, the program combines field research with cultural immersion in East Africa and has three overall learning goals:

- To deepen knowledge of ecological, human evolutionary, and behavioral issues through extensive field inquiry at unique sites, first-hand experience, and coursework;
- To develop an understanding of Tanzanian society, and cross-cultural literacy through cultural immersion; and
- To develop a working knowledge of Kiswahili sufficient to speak with local people and read newspapers and other materials.

At the heart of the program is the six-week field component, including four weeks during which students carry out a field inquiry utilizing the ecological and paleoanthropological sites – or the communities at these sites – for which Tanzania is known. Courses in Kiswahili, research methods, the ecology of East Africa, and human origins, taught by ACM and University of Dar es Salaam (UDSM) faculty, prepare students for the field component; beginning at UDSM when students first arrive, the courses continue throughout the semester. Housing arrangements – in UDSM residence halls at the beginning of the program, in tent field camps during the field component, and with host families in Dar es Salaam toward the end of the program – provide students with a range of immersive experiences in both urban and rural areas.

The program concludes with students’ presentations of their research projects to members of the academic community in Dar es Salaam.

At the end of the program, students should be able to frame a question, write a proposal, conduct a field investigation, and present results. In addition, they should have a working command of Kiswahili adequate for daily interactions with Tanzanians and an understanding of contemporary Tanzania.
Tanzania: Ecology & Human Origins schedule

Weeks 1-7
University of Dar es Salaam

<table>
<thead>
<tr>
<th>Weeks 1-3: Intensive Kiswahili Research Methods Course</th>
<th>Weeks 4-7: Kiswahili Human Evolution Ecology of the Maasai Ecosystem Research Methods</th>
<th>Site visits and Field Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live in UDSM dormitories</td>
<td>Live in tents at campsites</td>
<td>Live in tents at campsites</td>
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Weeks 9-14
Northern Tanzania

<table>
<thead>
<tr>
<th>Weeks 9 &amp; 10: Human Evolution and Ecology of the Maasai Ecosystem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live in tents at campsites</td>
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</table>

Weeks 15-17
University of Dar es Salaam

Arrive in Dar es Salaam

- Orientation begins
- Mid-Semester Break
- Return to Dar es Salaam
- Independent Study Project Presentations
- Depart from Dar es Salaam

- Sunday, August 16, 2015
- Monday, August 17, 2015
- Saturday, October 3 – Sunday, October 11, 2015
- Saturday, November 11, 2015
- TBD
- Saturday, December 12, 2015

Program Travel

In addition to the six weeks in the field, students will take a few short field trips. Trips may vary depending on time constraints and availability, but typically include a trip to Bagamoyo and the Kaole Ruins. There will also be a weekend trip to Zanzibar.

Personal Travel

Students often choose to travel during the mid-semester break or at the end of the program. Please keep in mind that while a student on the ACM program (including during the mid-semester break) you should not plan to travel to countries for which a U.S. Department of State Travel Warning is in effect (see: [http://travel.state.gov/content/passports/english/alertswarnings.html](http://travel.state.gov/content/passports/english/alertswarnings.html)). In addition, you should not plan to climb Mt. Kilimanjaro during the week-long semester break—a week is too short a time to acclimate to the altitude and reach the peak (and get back down again) without suffering from altitude sickness. Students should also be aware that they are responsible for transporting the items that they will need during the field portion of the trip with them on their week break including any research related equipment.

If you plan to be away from the program site overnight, it is your responsibility to notify the program director of your plans: where you will be, how you can be reached, and when you plan to return. You will be provided with ACM’s Independent Travel Form for this purpose.
Academics

You will be registered as a student at the University of Dar es Salaam, and as such you will have access to computer, library, cafeteria, and medical facilities. Your courses, with the exception of the Director’s course, will be taught by University of Dar es Salaam faculty and held in UDSM classrooms.

University of Dar es Salaam (UDSM)

The University of Dar es Salaam, Tanzania’s premier public university and the host institution of the ACM program, was established in 1970 when the University of East Africa was split into three independent universities for Kenya, Uganda, and Tanzania. It is a comprehensive university with undergraduate and graduate programs in six faculties, five institutes, and two colleges. Located on “The Hill” on the west side of Dar es Salaam, the University is about eight miles from the city center and occupies 1,625 acres. The campus is lush with vegetation and represents a community of students and scholars, with most everyone associated with the university living on campus. There are approximately 20,000, both undergraduate and graduate, students that attend UDSM.

UDSM is Tanzania’s premier university, with professors who have been trained all over the world and a very selective entrance process for its relatively small number of students. Although there are a few private colleges and universities in Tanzania, the University of Dar es Salaam has the highest standards and the best educational opportunities. In general, the undergraduate students are in their early 20s, somewhat older than American undergraduates.

The Tanzanian educational calendar and system are quite different from those in the United States. UDSM’s academic year begins in October and ends in late June. UDSM students will not be present on campus, for the most part, when ACM students arrive to begin classes in August, so ACM and other international students are the primary students on-campus.

University professors usually teach in the traditional British manner, which is professor-centered and generally conducted primarily in lectures. Most courses are semester long, and there are few graded assignments before students take their all-important final exams. Because it is difficult to obtain books, students often rely on the library or share books for their courses. It is very common for students to form study groups, and you will see them studying together as they prepare for examinations. For more information on differences in the educational system, see the “Education in Tanzania” section on page 9.
The professors who will be teaching you have had experience with American students at American colleges, so they have designed courses that are similar to courses taught on your campus and fit our semester calendar. Nevertheless, you should be aware that a major part of your cultural adjustment will include the teaching styles of your Tanzanian professors.

**Academic Courses**

During the first three and a half weeks of the program, you will meet for four hours per day, five days per week, to study **Kiswahili**. Two hours will be spent with senior lecturers or professors in formal class; two hours will be spent in small groups with language assistants who will lead discussions and help with conversation skills. You will have one to two hours of homework each day. The Kiswahili Department has been teaching Americans for many years and several of the professors have taught at American colleges and universities. Although these professors are more sensitized to the American educational system than others, they do emphasize that this will be a serious course and you should be prepared to work hard. You will also meet occasionally to discuss field projects, take excursions, or learn more about Tanzanian culture.

The **Research Methods Course** begins during the second week of the program while you are still taking intensive Kiswahili. Taught by the ACM Program Director, the course introduces students to the methods of conducting field inquiry. You will also refine your field project topic and prepare a written proposal that summarizes your planned project during this initial period.

After the first month you will begin your classes in **Human Evolution** and **Ecology of the Maasai Ecosystem** while continuing some language study and meetings to discuss field projects. During the first few classes you will review basic foundations of ecology, but the course will eventually turn its attention to the Maasai ecosystem. Although the first four weeks of classes will be quite traditional, this learning will be greatly enhanced when your studies can be applied in the field.

The **Field Practicum/Independent Field Project** is an important part of the program, and you will spend a significant amount of time preparing and completing your project. The Research Methods course will provide you with important preparatory information about conducting field work and will guide you through the process of creating a project proposal. The director and other program faculty oversee the projects throughout the program. During the intensive six-week field camp, you will gather the majority of your data, and you may also expect to assist others in gathering their data (as they will help you). The final weeks of the program, after returning to Dar es Salaam, are given over to completing the research project and analyzing data, taking exams, and preparing the final paper and poster for presentation to local guests and officials.

**Kiswahili**

**Instructors: University of Dar es Salaam faculty**

**Required, 4 credits**

Early acquisition of language skills is critically important for students becoming acclimated to a culture so different from their own. Students therefore begin Intensive Kiswahili shortly after arriving in Dar es Salaam. Taught by professors from the Kiswahili Department, this language course features intensive classroom study (four hours per day) for the first four weeks, plus homework and occasional field trips. In the
second month, students continue to meet regularly to improve their conversational, grammar and vocabulary skills as they learn the fundamentals of Tanzania's national language.

Human Evolution
Instructor: Dr. Pastory Bushozi (Archaeology Unit, University of Dar es Salaam)
Required, 4 credits
This course will cover the basic principles of evolution, hominid development, and the particular evidence of human evolution in Olduvai Gorge and Laetoli. The course begins at the University of Dar es Salaam, continues with field trips in the Northern Region of Tanzania, and concludes with exams and papers in the final weeks of the program.

Ecology of the Maasai Ecosystem
Instructor: Chacha Werema, Assistant Lecturer, (Department of Zoology, University of Dar es Salaam)
Required, 4 credits
This course examines the fundamental elements of ecology, drawing its examples from Tanzanian ecosystems, especially those of the Serengeti Plain and Ngorongoro Crater.

Research Methods Course and Field Project
Instructor: Dr. Paul Overvoorde (Program Director, Macalester College)
Required, 4 credits
In Dar es Salaam, the Research Methods Course covers research methods and project preparation, including development and creation of a project proposal. In consultation with the UDSM faculty and ACM Research Fellow, students will write a research proposal.

In the field, students conduct individual projects in human ecology, biology, geology, paleoanthropology, archaeology, zoology, or sociocultural anthropology. Topics depend on student interest and faculty expertise. Students are encouraged to work in groups collecting and analyzing data. It is important to note there may be limited resources in the field—e.g., vehicles, translators, power—and your flexibility is key to the success of the field project. In some cases, students work within the existing projects of Tanzanian or visiting experts. Upon their return to Dar es Salaam, students analyze their data, write final reports, give public presentations, and create museum displays or posters for local distribution. For Fall 2015, there will be a single field site at Tarangire National Park where students will be able to conduct a full range of projects.

Field Project Guidelines

Designing a project from the U.S. without knowing the variables of the Tanzanian context can be very difficult. A good way to approach the design of your project is to look at the titles and abstracts of projects completed by previous ACM students. It is a good idea to gather some literature on a topic that interests you and try to narrow your interests to a particular area. The ACM Visiting Faculty Director is a good resource for project development, and you should be in contact with him or her to discuss your project ideas and preparation. See www.acm.edu/programs/9/tanzania/Academics/Field_Research.html for a list of past projects and abstracts.
Sometimes logistical and resource limitations will make it impossible to complete your project as initially conceived. In this case, you will have to modify the project once you are in Tanzania. **Plan to be flexible with your topic to ensure that it will work well with the available resources.** This can be done with the help of the program faculty. It is important to select a project that is logistically realistic, one that is possible to complete with only four weeks of field study, and one that is likely to produce results in that amount of time. Remember, you will probably spend most of the first week in the field establishing your study site and your methods. The logistics of working at the field site can be difficult. There are typically only two or three vehicles available at the site; they will be shared among the group and you will not have unlimited access to the park. It is best to design projects that do not require daily visits to a large number of widely spaced study sites—the vehicles will not be able to accommodate such a schedule. The program director will encourage you to work in pairs or small groups when collecting and analyzing your data. Also, remember there have been hundreds of students on this program in the past and each student did a project. Take advantage of these projects and use them as a stepping stone for your project.

Keep in mind that **it is important to plan ahead as much as possible with your independent study project.** **Once you arrive in Tanzania your access to resources, especially published materials, will be limited.** The collections at UDSM are not comparable to those at libraries on ACM campuses. There is a modest program library in the director’s house and at UDSM, but you should not rely on the resources there to conduct your background research. Additionally, internet access is slow and limited, and printing (when available) tends to be expensive. Before you leave for the program, you should identify some basic references on the topic you are proposing, check the literature to see what has already been studied in East Africa, and get more specific ideas of what new research can be done.

Students in the past have strongly suggested finding, printing, and bringing copies of past research papers to the field that may be relevant to your project topic. At the very least, do enough reading to have general ideas about two or three projects that you would be interested in conducting and that seem feasible, and what equipment you would need. For example, if you were interested in studying a geological problem, you will need some basic geologic tools (e.g., Brunton compass, rock hammer) and materials (e.g., regional topographic maps, geological maps, rock and mineral identification charts/books, and papers on the regional geology of Tanzania and the Olduvai region). Some of the basic field equipment items will be provided by the program (e.g., rock hammer), but many library materials can be difficult to obtain in Tanzania. Try to anticipate any specialty items that you might need to conduct your research. If you think that these items might not be readily available in Tanzania, they probably aren’t, and it would best to bring them with you. Feel free to contact the ACM Visiting Faculty Director with any specific equipment questions.

In designing your field project, please bear in mind that you will be expected to adhere to host country research policies as well as ethical research standards. These include the following:

- Projects should meet local research guidelines and standards set by local or national review boards in the host country.
- Projects should not be offensive to local sensibilities and cultural norms and should take into account recommendations not only from the program director and local faculty, but also of local authorities.
• Data collection methods should not threaten the health and safety of any human participants.
• Field observation techniques should not endanger the subjects or otherwise change the observation potential for other researchers.
• Specimens should be collected in a humane manner and in a way that is consistent with methodological and/or ethical concerns.
• All materials collected should be curated properly and, if required by national or local research standards, deposited at an appropriate facility in the host country.
• Any research project involving human participants should be assessed and approved by an institutional review board.

The program director and other associated faculty will be able to provide you with guidance as to which topics are acceptable and which may be problematic. You will also be subject to a Human Subjects Review/IRB process that ACM has created to align with ethical practices in research. You will receive more information about ACM’s IRB at the start of your Research Methods course.

**Education in Tanzania**

In your studies in Tanzania, you will be a participant in an educational system that differs markedly from that to which you are accustomed at your home college. You will find that the classroom culture, the approach of your professor, academic expectations, and even the way the course is organized often call for a very different style of learning.

In immersing yourself in a culture abroad, you want to discover and experience new things but also to learn how to learn in new ways. Your willingness to approach classes in a fresh way will enhance your experience abroad. It will also provide you an opportunity for intellectual growth and understanding that will be of value long after your undergraduate education has come to a conclusion.

Becoming comfortable and learning effectively in this different system is a bit like mastering the challenge of traffic in Tanzania. You’ll notice quickly that cars drive on the left, not on the right. Being aware of this difference is straightforward. Left, not right – not too complicated. But notice how you feel at the edge of the street. Which way do you want to look? Which way do you actually look? As cars approach, what do you see in the driver’s seat at first? Someone sleeping? Someone who seems to be paying no attention? Or no one at all? When you get into the front seat of a vehicle, where do you find yourself going?

The difference is not complicated but it can feel difficult, uncomfortable, confusing or even “just not right” at first. With time, however, you notice how this system is actually no better or worse than driving on the right, and that you develop the skills (and cultural understanding) to function in it without getting hit by a car.

The same will likely be true with gaining comfort taking classes from a Tanzanian instructor. Although the stakes of learning and adapting to an educational culture organized around the instructor, more than the student, are not life or death, learning these skills is crucial for having an academically rewarding experience. You may find that the instructor says things about grades and other expectations that sound alarming. Or the syllabus may not contain the signals and organization that you expect.

To be successful in this new academic environment will require suspending judgments, learning to read things in new ways, de-activating “natural” reactions, and learning new ones. It will require learning how to get into a new learning perspective to propel your learning. Suspend your judgment and seek comfort in a different system.
Differences in the way undergraduates are taught in Tanzania go beyond the simple distinction between large, lecture-based courses, which are the norm, and the discussion-based courses at small liberal arts colleges in the U.S. These are some of the key differences:

1. Courses at UDSM, as true virtually everywhere in the world except the U.S., are instructor- rather than student-centered. Faculty members at the UDSM expect a level of respect and deference that often differs from informal U.S. classroom environments. Faculty are likely to maintain a greater distance from students than what you are accustomed to at your home campus. Education in Tanzania is not taken casually. Given that higher education in Tanzania, as in much of the rest of the non-Western world, is considered a great privilege, rather than a right, such formality isn't surprising. UDSM instructors are often a product of this system and Tanzanian students are acutely aware they are beneficiaries of a very selective system.

2. University-level students in Tanzania (and elsewhere) approach their courses and daily classes with a level of independence that is more comparable to graduate-level education in the U.S. Students typically do not receive (or expect to receive) syllabi that detail topics and readings for each classroom session, as is the norm at a U.S. liberal arts college. Rather, faculty are more likely to give an extensive list of relevant books from which the student reads selectively throughout the semester, choosing on their own to investigate specific topics more deeply, to complement and expand beyond their understanding of material in lectures. One day's lecture in a course may cover one particular aspect of a topic, and is intended as a beginning or an opening to pique students' interest in further their own knowledge, rather than to exhaust the subject. Even though students are not "held responsible" for doing the readings—as American students typically are in discussions and quizzes—the instructor assumes that students are reading independently outside of class so that they can write knowledgeably about the subject of the course at its end.

3. The learning process in Tanzania thus may feel less engaging or demanding than the active learning class sessions on liberal arts campuses. Students in Tanzania typically do more memorization (e.g., of information, dates, names, facts, etc.) than American students may be accustomed to at U.S. colleges, where the faculty often emphasize concepts over information. Class participation rarely factors into final grades. Instead, though, you need to generate the engagement, working to connect lectures to self-guided reading, constantly self-monitoring your learning to gauge understanding, and maintaining independent progress toward the one or two exams or final papers due at the end of the course that will constitute your final grade.

4. Grades: While the distribution of grades in a course in the U.S. usually resembles a bell curve, with most students receiving B's, in Tanzania the grading distribution is similar to a pyramid, with few B's and almost no A's awarded. This contrast is the result of very different philosophies about academic achievement (and grades): In an American course, excellence is measured against other students (i.e., on a curve). In a Tanzanian classroom excellence is measured in terms of overall mastery of the subject matter and includes not only students in the class, but also individuals who are experts in the field; most Tanzanian students will pass a course, but few will get a mark above 60. To mediate between the two very different approaches to grading, ACM will convert the numerical grades you receive in your courses in Tanzania to letter grades according to the following scale:

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 – 100</td>
<td>A</td>
</tr>
<tr>
<td>60 – 69</td>
<td>B</td>
</tr>
<tr>
<td>50 – 59</td>
<td>C</td>
</tr>
<tr>
<td>40 – 49</td>
<td>D</td>
</tr>
<tr>
<td>0 – 39</td>
<td>F</td>
</tr>
</tbody>
</table>
Suggestions for academic success in Tanzania:

- After the first meetings of the Ecology and Evolution courses, ask yourself: “what will be my strategies for learning in an instructor-centered course?” Write a plan for yourself about this and save it in a place where you can refer back to it as you progress through the semester. Think about how you will become a more self-directed learner and someone who can better monitor what you are learning and still need to learn.

- Be more formal in a Tanzanian classroom than at your home campus, especially toward the professor. Choose to sit with a posture that shows respect and attention. You should not eat or drink in the classroom. If you bring your laptop, use it only to take notes, not for checking e-mail, surfing the web, etc. Do not text in class.

- Unless your instructor suggests differently, address him or her as “Doctor.” If your instructor specifically introduces him- or herself as “Professor,” then you can use this title. In Tanzania someone who is called Professor has a rank comparable to someone who holds a chair at an American college or university.

- Instructors typically do not hold office hours. If you have questions about the material or readings, the best strategy is to speak with your instructor immediately after class.

- Devise a reading program for yourself with weekly assignments, based on the instructor’s suggested reading list. Ask your instructor to suggest additional readings if you don’t have previous background in the subject or wish to read more deeply on a particular topic.

- If you ask a question during class, be sure to do so politely; avoid appearing to question an instructor’s authority and expertise, which is considered offensive in the culture of Tanzanian higher education.

- Keep up with your independent reading throughout the semester, even though you may not be held to account for the material until the end of the course. Take detailed notes in class, as Tanzanian students do. You’ll find these helpful for pulling together information from lectures and readings at the end of the semester.

- Establish informal discussion groups with several of your fellow students in which to discuss your understanding of the material covered in class and in readings. Meet regularly.

- Although the teaching and learning in Tanzania may frustrate you, remember: it’s all part of the experience of being in a new country and culture, which is one of the main reasons you decided to study abroad!

Grades & Credits

ACM recommends 16 credits, as shown in the course descriptions. Before you leave home you should find out from your registrar exactly how many credits you will earn and what graduation requirements they will meet. You should also discuss your plans for your independent project with your advisor and academic department, particularly if you want to use it to fulfill a requirement or serve as the basis for an honors or senior project.

At the end of the program (provided that you do not have any outstanding financial or student life obligations to ACM and the program), grade recommendation forms will be sent to your college registrar, and the 16 semester credits will be converted into your college’s credit system. If you plan on graduating in December, you will need to inform ACM so we are able to get your grades from UDSM to your campus.

So that your academic progress is not impeded by a semester off campus, be sure to consult your registrar about registration and housing for the term following your return. In most instances this can now be done on-line, but you will want to confirm the arrangements for doing so before you leave campus in the spring.
Preparing to Go

As a participant in the ACM Tanzania program, there will be a variety of responsibilities you will need to take on to prepare yourself for the program.

Passport and Visa

By this time, you should already have a passport. Please check your passport and make sure it is valid at least six months beyond the end of the program. If you are a citizen of another country and need to renew your passport, please contact the nearest consulate or embassy.

You will need a visa to travel to Tanzania, and as a first step in the process, ACM will send you a letter certifying that you will be enrolled in a study abroad program in Tanzania along with several visa application forms. You will need to fill out the forms and send them along with your passport and letter from the ACM to the Tanzanian embassy in Washington D.C. A packet with further information and all the necessary forms has been posted on the Accepted Student Website and you are to apply for your visa in mid-May/early-June. Please allow enough time for this process, as you will need to have your passport and visa in hand by the time you leave for Tanzania in mid-August.

Travel Arrangements

Because students travel to Dar es Salaam from different departure points in the U.S. and may have different travel schedules or preferences, ACM will not be committing students to a group flight to Tanzania. You should therefore make your travel arrangements as soon as possible after you accept the offer to participate in the program: keep in mind that earlier reservations are likely cheaper. You will need to arrange to fly from your home to Dar es Salaam to arrive at the Dar es Salaam airport on Sunday, August 16, (Most flights from the U.S. arrive late at night/early morning). You will be met at the airport after clearing customs by an ACM staff member and taken to the University of Dar es Salaam.

ACM faculty or staff will make arrangements to meet the three flights listed below. If you arrive on a different flight, you will be responsible for paying for your own transportation to UDSM:

- Turkish Air #603 from Istanbul arrives at 2:35 a.m. (ON SUNDAY, AUGUST 16)
- KLM Flight #0567 from Amsterdam arrives at 9:55 p.m.
- Emirates Flights #725 at 3:15 p.m. or #727 at 9:35 p.m.

In making your travel reservations, there are a number of options available to you; you may wish to use your own local travel agent, book through the internet, or contact a student travel organization such as STA Travel. Once you have made your arrangements, forward your itinerary to Emily Gaul, the Assistant Program Manager; this will allow us to inform ACM Dar es Salaam staff when you will arrive and allow them to meet you at the airport (provided, of course, that you arrive on one of the three flights recommended above).

When packing your bags, it is essential you purchase TSA-approved luggage locks and lock all of your luggage before you check it in. Theft from luggage is possible and we want to make sure all of your belongings arrive in Dar with you.
Communication, Mail and Computers

Internet and E-Mail Access
Internet can be unreliable as Tanzania’s telecommunications network is slowly developing, and phone and power outages occur often. Limited e-mail access will be available through the University. Check with the Visiting Faculty Director—free wireless access is available in some places on the UDSM campus if you have a laptop. If you need to access a University computer, expect to wait in long lines with other University students. It is important to remember that the University has limited computer resources, and you cannot expect unlimited access to e-mail. Please make sure you do not create any bad feelings amongst the other University students by monopolizing the e-mail. E-mail services are available from the Computing Center for about $10 per month. This is by far the easiest and fastest way to communicate, and fairly cheap at that. There are numerous computers for use by anyone with a valid account. During the University’s summer break (when you first arrive), fewer people use them, so lines are generally short, and if you go near opening or closing time will likely be shorter lines.

During previous semesters, students shared ‘internet sticks’ with each other. Essentially, these are wireless modems set up through a mobile provider in Tanzania. Students thought this was the most reliable and convenient way to use the internet.

Computers
Computer facilities at UDSM are available for ACM student use; however, they are limited and in high demand when the Tanzanian students return to campus. In the past, students and directors have commented that a laptop computer is essential for writing research papers. Please note that free wireless is available on campus. Consult with the Visiting Faculty Director during orientation to find out how to access it. You can leave your laptop in the Director’s house with relative security during the field excursion. Before leaving for the field, however, the group should coordinate so there will be a few laptops available in the field.

You will also need an adapter from U.S. to the British 3-square pronged plugs in order to plug in computers or other electronic devices. A 220V to 110V power converter is also recommended; a 50 watt converter should be sufficient for most laptops. A surge protector is also recommended as power outages and surges are relatively common occurrences in Tanzania.

Keep in mind that you may have trouble taking expensive equipment through customs in Dar es Salaam. You should pack your laptop in your carry-on and be prepared to complete customs forms ensuring that you do not intend to sell the equipment. Customs officials may make a record of the equipment in your passport. If your laptop were to be stolen, you would want to get a police report to prove you did not sell your computer and avoid hassle at the airport when leaving Tanzania (and also to make a claim against insurance back in the U.S.).

If you bring your laptop, please keep in mind that you need to take adequate precautions to keep it from being stolen. Bring a computer lock, and keep your computer secured at all times. Also, you will want to make sure that it is insured, likely through your parents'/guardian's property insurance policy, as ACM does not provide insurance coverage for personal property.
Telephones
ACM will provide you with a basic pre-paid cell phone and a modest amount of minutes so that you are able to make a call in case of an emergency or to call a cab to avoid walking alone at night. Students may use their phones to contact friends and family; however, you are responsible for purchasing your own additional phone credit. You are responsible for ensuring your phone always has available minutes in case of emergency. **Should your phone become lost or broken during your time on the program, you will be responsible for the cost of replacing it.** The cost of a cell phone in Tanzania (fall 2015) is approximately $30. To call Tanzania from the U.S., dial 011 for an international line, 255 for Tanzania and 22 or 74 (for cell phones) for Dar es Salaam.

With the increasing Wi-Fi network in Tanzania, some students have chosen to bring their smartphone with them and use apps/messaging through Wi-Fi. Wi-Fi isn’t as reliable as it would be on your home campus, so the program cell phones should be used as your primary phone. If you choose to bring your American cell phone with you, please be careful with it. Smartphones, specifically iPhones, can be very helpful for students’ research projects (i.e. recording or GPS) but you should also know they are a target for thefts. Please be mindful with your smartphones and keep them locked in your dorm room when you are not using them.

Receiving Packages and Letters
Before you leave, give family and friends the address of the UDSM LINKS office. Mail going between the U.S. and Tanzania can take 8 days to two months. It is best to keep using the office address even after you have moved in with your family. Your family and friends should send mail to the following address:

*Student’s Name*
C/O Links Office
University of Dar-Es-Salaam
Central Administration Building
First Floor, Room 225
P.O Box 35091
DAR-ES-SALAAM
TANZANIA

Advising your parents and friends not to mail thick envelopes or packages containing money. Customs can be a problem for all packages, especially those containing items of value. Customs duty, especially on food, is very high—as much as 100%—so make sure you bring everything you need or buy it locally. If you are sent something that is subject to duty, you will likely be charged for it. Some students have reported that their packages were pilfered in the mail, so save the birthday presents until you return home. If a package needs to be mailed, we recommend Federal Express International or DHL, which takes about four to seven days (please note that although United States P.O. addresses are not deliverable via FedEx, they do deliver to the ACM address in Tanzania).

Handling Money and Planning Expenses
In making preparations for your semester in Tanzania, you should discuss with your parents or guardians the best way to access money for living expenses in Dar such as your meals, groceries, local transportation and entertainment. Students on the program have relied on debit and/or credit cards almost exclusively to obtain shillings for daily expenses. ATM machines are readily available throughout Dar es Salaam and on-campus, and you should have no problem withdrawing funds in shillings from your U.S. bank account. Using your debit card at an ATM gives you the best exchange rate and is the most convenient way to get cash. You likely will be charged a transaction fee for each withdrawal. Make sure your debit card has a Visa, Mastercard, Plus, Cirrus or Shazam logo and that the first number of your PIN is not a “zero.” ACM recommends that you call
your bank or credit card company to notify them that you will be using your card in Tanzania (and possibly any cities you have layovers in transit); otherwise using your card abroad may alert auditors who watch for activity outside a card holder’s usual expenses as an indication that the card has been stolen. Be sure that you leave a record of your debit and/or credit card numbers with your parents/guardian.

ACM also recommends that you bring $100 or $200 in cash and keep it in a secure place, separate from your wallet, in case your wallet and debit/credit cards are stolen. In the case of emergencies, ACM staff is able to loan students cash until they have access to money.

Please refer to the ACM website for projected on-site expenses.

**Medications and Other Medical Preparation**

As part of your preparation to go abroad, please read carefully information from the Centers for Disease Control (CDC) about medical conditions in Tanzania and the recommended precautions for Americans traveling to East Africa. The website is: [http://wwwnc.cdc.gov/travel/destinations/tanzania.htm](http://wwwnc.cdc.gov/travel/destinations/tanzania.htm)

You should share this information with your doctor or the physician who signs your Medical History form. You will want to make sure that you have the recommended vaccinations and are aware of and take precautions against the various health risks, including malaria, in Tanzania. Please note that malaria is a risk in Dar es Salaam as well as elsewhere in Tanzania, and you should speak with your physician or a travel clinic about recommended malaria prophylaxis during your time there.

If you take one or more prescriptions drugs regularly, you will want to be sure you can continue this medication while abroad. You should speak with your physician about the possibility of obtaining a supply to take with you that will last you the entire semester. (And please make sure to keep it in its original container, and in your carry-on luggage.) You should not plan to have drugs (of any kind) sent to you while abroad. Many medications you might be prescribed in the US are not available abroad so please consult with your physician about your options.

**Travel Suggestions**

**Passport Security**

**Do not pack your passport in your checked luggage** since you will need to show it several times while in transit. Photocopy your passport (the page with the number and the place and date of issue) and carry it separately from your passport. Also bring a few extra photos and a copy of your birth certificate. In case of a lost passport, these items will be necessary, and having any of these items sent from home can cause a significant delay. You will be responsible for any expenses incurred should you lose your passport.

Especially while you are traveling, it would be safest to keep your passport separate from your wallet in a money belt or other concealed carrier. That way, if you should lose your wallet, you won’t have lost your passport as well. This is useful advice both for traveling to Tanzania and for travel within the country. While Tanzania is a relatively safe country, pickpockets are becoming more common with the increase in tourism, and international airports are always popular spots for thieves.

**Getting through Customs**

You may or may not be asked to declare your electronic equipment at airport customs. Cameras, laptops, iPods, etc. are all things that may have to be declared. If you are carrying more than $1000, you must declare that as well. As a general rule, ACM students should simply state that they have nothing to declare. Keep in mind that airports and customs around the world are always changing their rules, so you will want to pay attention. ACM students have generally been lucky with the customs officials, but there’s always a chance that customs will want to look through your things.
Packing Considerations

Clothing
Clothing is more complicated when you are in a new and varied culture. You will need to be prepared to pack a variety of clothing for multiple situations while in Tanzania: attending a prestigious university, conducting field research in warm locations, taking field trips to cold locations, travelling to socially conservative Zanzibar, and enjoying the city’s nightlife and beaches.

You may find that you are more comfortable in Tanzania wearing clothing that is more modest than you would typically wear in America. This can be a delicate balance—female students have explained that many women wear sleeveless blouses, but tank tops with spaghetti straps may be inappropriate. Skirts and pants tend to be at or below the knee. Clothing is expected to be even more conservative in Zanzibar. That being said, Tanzanians take pride in their appearance and make an effort to look fashionable while remaining modest.

Tanzanian detergents, washing methods, and bright sunlight are hard on clothes; elastic will stretch and colors will fade, so don’t bring anything that you would hate to see destroyed.

At the University:
While you will naturally want to dress as casually and comfortably as you do on your own campus, it is important to recognize that attending a university is seen as a great privilege in Tanzania, and students dress accordingly. Though student attire will vary somewhat, even informal dress tends to be modest and neat. Casual skirts or dresses (at or below the knee) and neat pants or jeans are entirely acceptable and the norm. Clothing with frayed edges or holes is not appropriate on campus. Most men on campus, including both students and professors, wear pants and button-down shirts. Many women wear knee- or full-length skirts with blouses. Not all students dress this nicely, you will still see some T-shirts, but most are dressed fairly well. Past students have remarked that most Tanzanian college-age students wear Western-style clothes but in a slightly more modest and formal way. You will also want to bring at least one nice outfit for important events such as your project presentation, which will be attended by University faculty/staff and host families. Past students have commented that they wish they had brought a few more nicer outfits as they felt underdressed compared to other students on campus.

In the City:
Attire is less formal in the city, off of the University campus. People dress more like they do in America; still modest but T-shirts, jeans, and casual dresses are more common.

Some students may choose to go out at night to nicer restaurants or bars in the city in which case they will need to pack fun, casual clothes for going out. In bars and nightclubs, less modest clothing is more common than it is during the day, but short pants, short skirts, short dresses, thin-strap tank tops, and other revealing clothes are still much less common and mostly inappropriate. Wearing these types of clothing may attract unwanted attention.
**At the Beach:**
Dar is also home to some fantastic beaches and students will have opportunities with the program and independently to visit the coast. The ACM Program takes a trip each year to Zanzibar that includes time at the beach. Students will need to consider packing clothes, preferably lightweight and modest, that they can wear to the beach. One-piece bathing suits are recommended for women, especially on Zanzibar. Most beaches on mainland Tanzania will have some Western tourists wearing two-piece bathing suits, so female students may feel comfortable in a two-piece bathing suit, but one-piece suits are still recommended.

**In the field:**
You will need to pack fieldwork clothes and clothes for your week break trip to take to the field. Because you will be somewhat isolated and working outside, dress in the field can be more casual than dress in Dar or at the University. Keep in mind, however, that you will still be accompanied by faculty members and it is not appropriate to wear short shorts or spaghetti-straps. It is recommended to pack some warmer clothes to wear during the travel break and while camping in the field, which can be cooler at night. Long clothing in the evenings is also recommended for avoiding mosquito bites. You will also need hiking boots and heavy shoes in order to protect your feet from thorns, insects, and germs. Open-toed shoes or sandals may be more convenient but you’ll need to take precautions to ensure you don’t get bitten. (Wearing footwear of some sort is important to avoid worms that can create very difficult feet infections.) In general, think durable but versatile because you will not want to carry a lot with you to the field while on your week break and because your tents in the field will not have ample space for many things.

**A word about laundry:**
Washing machines and dryers are very rare in Tanzania and only a few host families’ houses will have washing machines, which means you will most likely have to hand-wash everything. Very delicate clothing may show wear over several months. You can also buy kangas, brightly patterned cloth worn by Tanzanian women, which are easy to wash.

While living at with your host family, you may be required to do your own laundry. Please do not assume laundry will be done for you. If your host family does your laundry, you will need to wash your own undergarments. To avoid any confusion, speak with your host family about this when you move in.

**Toiletry Items**
Basic toiletry items like toothpaste and shampoo are readily available at reasonable prices. Feminine hygiene products, deodorants, sun screen, and contact solution may be more rare and different than those found in the U.S. However, there are shopping centers in Dar es Salaam and Arusha that carry a wide variety of Western brands, so it is not necessary to bring a 4-month supply of everything. Many students report bringing too many toiletries, particularly shampoo. We recommend you bring a few small toiletry items to get you through the first week. Remember that you will be in the field for six weeks and that shower privileges may be minimal, even in the dorms. Even for the men, a small manicure set might be useful. Look for one with tweezers, nail clippers, scissors and a small sewing kit.
Luggage
While packing, keep in mind that you will leave Tanzania with more than you brought, and that airline luggage restrictions can be strict. To and from Dar es Salaam, the airline will allow you a maximum of two checked bags and one carry-on. You should also keep in mind that you will transport your luggage several times while in Tanzania and that a large suitcase with little wheels is not a good choice for crowded streets or for the field. When you pack your bags, include your name and the program address inside each bag in case it gets lost. It is essential you lock your checked luggage with TSA-approved luggage locks.

Packing Tip:
Put your essential documents, your money, a few health care and toiletry items, prescription medication, corrective lenses and a change of clothes in your carry-on. Most lost luggage is found again, but you do not want to arrive in Dar es Salaam with nothing. It is also important to put valuables such as cameras and iPods in your carry-on luggage.

Academic Supplies
Bring any academic materials that you know you will need for your project, especially those published recently in the U.S. Although the program has a small library, books are generally expensive and difficult to obtain in Tanzania. Texts for your courses are available in Dar, however. Paper, pens, notebooks, etc. are all available. Pens are of slightly lower quality so you may wish to bring some of your own.

- Digital recorder if you intend to record interviews (these are also good for audio-journals of your trip). Recorders are available in Dar, but the quality varies. (see the note on digital recorders under Suggested Packing List)
- Digital camera if you want to take photos. You will want to bring a battery charger as well. Keep in mind that there will be limited ability to charge electronics in the field.
- If you plan on conducting water research and would like water testing kits, it is best to bring these from the US.
- A laptop computer can be extremely useful.
- Binoculars, depending on research project—also useful for safaris.

When in doubt, contact the faculty director to discuss what specialized equipment (if any) might be helpful for you to bring to support your project.

Gifts for your host family
It is a wonderful gesture to take a gift to your host family. Choose something representative of your college, town, or culture, but keep it within a moderate price range. Here are some general recommendations:

- T-shirts or pennants from your college or sports teams
- Calendars with scenes of your home state or town
- Specialty foods (wild rice from Minnesota, bread mix, your favorite cake/muffin mix)
- Handmade sweets from your state or region
- Small toys for children (jacks, stickers, matchbox cars, stuffed animals, magic markers)
- Picture books about the U.S. or your home region
- CDs of popular music in the U.S.
- Artwork from your area (small pottery, weaving, watercolors)
- Mugs
- Collection of photos that showcase your friends and family, hometown, campus, etc.
Suggested Packing List

**Clothing** - see the Packing Considerations section for more information about clothing

- Variety of clothing (dress, casual, warm)
- Rain coat
- Jacket/sweatshirt/fleece
- Hat (sun and cold weather)*
- Swimsuit (preferably one-piece)
- Knee-length skirts
- Blouses/button-down shirts
- Wide-strapped tank tops/blouses
- Jeans/Capri pants
- Pants/trousers
- T-shirts (dressy/casual and for fieldwork)
- Knee-length, short- or long-sleeve dresses
- Shorts (knee-length)
- Socks and underwear
- Hiking boots/sturdy sneakers
- Casual, everyday shoes (flats/sneakers)
- Sandals/Tevas/Chacos

**Documents/Money**

- Passport (photocopies)
- Visa (photocopies)
- Cash ($100 - $200 USD)
- Credit/ATM cards
- Passport photos (extra)
- Insurance information

**Camp Gear**

- Small pillow
- Sleeping Bag
- Stuff sacks to organize things
- Headlamp/flashlight (and extra batteries)*
- Extra bulbs for headlamp or flashlight
- Day pack
- Pocket knife with bottle opener (in checked luggage)*
- Binoculars
- Duct tape (small amount)

**Photography/Computer Equipment**

- Camera/camera bag
- Memory cards
- Laptop and USB cable
- External HD/Flash drive*
- Digital recorder (for recording interviews)

**Personal/First Aid**

- Toothbrush/toothpaste/floss
- A small supply of toiletries to get you started
- Hand sanitizer
- Sunscreen
- Lip balm with SPF
- Insect repellant with DEET
- Skin moisturizer
- Wet wipes/baby wipes*
- Towel (small – 2?*)
- Tweezers
- Tampons/pads
- Birth control supplies
- Prescription medicine (copy of your prescription)
- Contact lens solution (not sold in Tanzania)*
- Glasses/contact lenses and optical prescription
- Glasses repair kit
- Band-aids
- Aspirin/Tylenol
- Decongestants
- Neosporin
- Anti-malaria pills
- Pepto-Bismol/Imodium*
- Motion sickness pills
- Benadryl
- Multivitamin*
- Probiotics*

**Miscellaneous**

- Camp Towel*
- Water bottle*
- Water filter/Steri pen*
- Ziploc bags
- Luggage locks
- Power converter/adapters
- Playing cards
- Frisbee
- Leisure reading*
- Journal
- Computer lock
- Portable hammock (a few per group)*
- Padlock (VERY IMPORTANT!)
- Activities for the field*

*highly recommended by past students
Digital recorder notes: If you plan to conduct interviews, bring a digital recorder, as your interviews can then be directly uploaded to your computer for translation and transcription. When buying a digital recorder, these are some things you should consider:

- gigabytes (which determines recording time)
- built-in microphone (many recorders do not which means you have to buy a separate microphone)
- battery capabilities (rechargeable or regular batteries)
- size/weight (suggest small/pocket-size)
- computer compatibility (many work on both Mac and PC, but not all)

If you go on Amazon you can see there’s a range of good digital recorders from $70.00-$180.00. In considering our field-site, you may want to find a recorder that uses AAA-batteries, as the electricity supply is quite limited (solar panels).

Before bringing any equipment to Tanzania, please test it out at home!

Preparing to Go Checklist
Please use the checklist below to ensure you have completed all the recommendations from the previous section.

- Call your bank and credit card company to notify them that you will be using your card in Tanzania.
- Make copies of important documents and give to a trusted family member:
  - Passport
  - Insurance Card
  - All credit and debit cards
  - Flight Confirmations
- Contact your cell phone carrier to determine what options you have overseas
- Talk with your doctor about bringing a supply of your daily medications
- Make sure you have between $100 and $200 US dollars to bring with you.
Arrival in Dar es Salaam and Orientation

Arrival in Dar es Salaam

When you arrive at the airport in Dar es Salaam, you will need to clear immigration, where you will be asked to show your tourist visa. Most people getting off the flight will be applying for a visa onsite but you will already have yours so you can go directly to the immigration line instead of waiting in line for a visa. After immigration, you’ll then clear customs where you may be asked to open your suitcase.

Provided that you arrive on Sunday, August 16th, and have notified ACM of your flight arrangements, the Program Director and/or someone from the program will be at the airport to meet you and take you to the residence halls at UDSM. The Program Director will also give you information about when and where the ACM group will assemble for its first meeting and on-site orientation.

The arrival process in Dar might seem chaotic and slow compared to what you are used to on your home campus. Students will be arriving on several flights and you’ll need to wait for the group to arrive before heading to the dorms from the airport. We ask for your patience and flexibility during this arrival process. You might arrive at the dorms and find that the power and water are out.

Because of the complications of communication and the busy schedule during the first days of the program, please let your parents know that they should not expect you to contact them within the first week of the program. Once you become more accustomed to the area and have some free time, your parents can expect to receive messages from you. ACM will send parents email notification of the group’s safe arrival once everyone has arrived in Dar es Salaam and the Visiting Faculty Director has made contact with the ACM Office. Patience with communication (or lack thereof) is necessary on both ends.

Orientation

Beginning the day after you arrive, the orientation is meant to give you a broad overview of the program and prepare you to live in Tanzania for the entire semester. Your Kiswahili course will begin during the first week and you’ll begin to learn basic vocabulary to help you get around for the first couple of weeks. Part of orientation will be given by UDSM staff, and will be supplemented by sessions from ACM faculty and staff. Importance will be placed on your responsibility for your health and safety over the course of the program. Students will also learn how to use the dalla dallas (Dar’s ‘public transportation’ system), go on a city tour, and visit the markets and shopping center near campus. A full orientation schedule will be given to you upon arrival in Dar.

Registration

For the most part, you’ll have completed all the necessary University of Dar es Salaam applications and registration forms before you arrive and they will have been submitted on your behalf to the LINKS office for processing. Provided UDSM has not made any changes to this process, when you arrive at UDSM in August, you will be registered. Again, please be patient and flexible with this process as it is normal for registration to take much longer than you are used to on your home campus.

In addition, you’ll have submitted your paperwork to ACM for your residence permit and the LINKS office should be working (when you arrive) on the proper paperwork to submit to the Immigration office. The residence permit will allow you to spend the full semester in Tanzania and also permits you to obtain “residence” rates for transportation, park fees, etc. This process takes several weeks and you might be required to provide additional documentation as requested by the LINKS office or the Immigration office.
Housing Arrangements and Meals

At the University
During the first six weeks of the program, you will live in a residence hall at the University with the other ACM students. The residence halls are not lavish by any means, and you will have to cope with occasional power outages and water shortages. Small double rooms will be available. You cannot cook in the dorms. Each student will receive linens, a mosquito net, and a bucket for collecting water and doing laundry. You will need to bring towels, a pillowcase, and a pillow. You may want to bring an extra pillowcase to store dirty laundry.

You can eat at the University canteens and cafeterias. You will not find a lot of variety, but meals are cheap, approximately $.70 – 1.00 per meal. The food in the canteens and cafeterias is simple and sometimes monotonous. You will typically find some kind of starch: rice, potatoes, cassava, fried plantain (similar to banana) or ugali. A staple in the Tanzanian diet, ugali is a thick porridge made out of maize (corn). Cassava is a tuberous vegetable that is frequently served in African and South American cuisine. It is cooked like a potato and often fried. Americans are familiar with cassava in its processed form as tapioca. You will usually have a choice of beans, fried meat—often chicken or fish—and sometimes red meat. Other vegetarian alternatives besides beans may be available. Vegetarians should bring a vitamin supplement because you may have to eat a very starchy diet with few vegetables. Fruit is often available, but you must be careful. Stay away from the tossed salad! **If you can't boil it and can't peel it, don't eat it.** There is also a small store adjacent to campus where you can buy water, toiletries, snacks, some packaged food and candy bars. For variety, you may want to budget some extra money for occasional meals at restaurants.

During the Break
It is important to note that dormitory housing is available in August and September because the University is not in session. When you make plans for your break, remember to make arrangements for your accommodations and budget for your food costs. You should expect to spend about $20 per night for a hotel room (though hostels and guest houses can be much cheaper, about $3 per night) and $10-$15 a day for food and drink in tourist areas, $5-$10 a day for food and drink in local areas. You will need to arrive in Arusha by Sunday, October 11 with all of the bags and supplies that you will need to use in the field.

In the Field
After the program break, you will travel to the field for the 6-week field portion. You should be prepared for a long-term camping experience using sleeping bags and tents. The campsite has permanent buildings for cooking, meeting, and eating, as well as a facility with limited showers, pit toilets, and gravity-fed running water. ACM will provide all meals while you are in the field.
Home Stay
The home stay can be one of the most significant aspects of your experience in Tanzania. Supplementing what you read in books or learn in classrooms, the experiences of living with a Tanzanian family and participating in the daily life of the household are both personal and educational. It is also an enjoyable and valuable experience for the host families themselves because they learn something about the American students and their culture. Your curiosity and interest in understanding an African family may find competition in their curiosity and interest in learning about the life and background of an American student.

Your home stay can be as intellectually and culturally challenging as it is enjoyable. Most of the families participating in the home stay program are economically well-off; poorer families do not have homes which can easily accommodate guests. This is a straightforward reality of contemporary Tanzanian society, but one which sometimes surprises—and may even disappoint—students. Many of the host parents are professionals (e.g., professors, doctors, lawyers), and are often busy with professional and social commitments and may travel frequently. Students should be patient and understanding of the challenging schedules of the host families.

Although the host family stay can be the most significant aspect of a study abroad experience, it also takes a lot of effort. You should approach a host family stay with reasonable expectations and a spirit of learning and flexibility. Many families may have rules for younger family members that you will be expected to follow. For instance, they may not want you to stay out late at night or skip meals without prior notice.

In all this, we remind you that your home stay is an important source of experiential learning. The experience may make you recognize preconceived notions about contemporary Africa. It may sensitize you to cultural differences more subtle than you had anticipated. It will most certainly challenge you to see life from a different point of view and stretch your own culturally-shaped perceptions. It will not necessarily be a simple task, particularly since it coincides with the most challenging time of the program academically, but it can be extremely rewarding.

It is especially important that students remember they are guests in the home and should respect the rules of the house as outlined by the homestay family. Typically this means that students will be expected to keep their rooms clean and not take food outside the kitchen. Previous students have been surprised by rules against any visible signs of underwear, including bras and sports bras. Additionally, violations of Tanzanian laws by students within the homestay will be taken very seriously and may result in immediate dismissal from the program. This policy is meant to protect the families because the host families can be held responsible for any laws broken by guests in their homes.
Field Component Arrangements

While on the program, you will be based at the University of Dar es Salaam (UDSM) for the first six weeks of the program and then will travel around northern Tanzania for two weeks, followed by four weeks at Wild Palms campsite near Tarangire. You will then return to UDSM for the final weeks of the program.

Nyayo Discovery

ACM contracts with Nyayo Discovery, a local family-run company based in Arusha which specializes in providing community-based programs for student groups. Chaca and Lauren Sans own the company, and Chaca and his staff will be with the group for the entire six weeks of the program.

“Nyayo” means tracks, footsteps or prints in Kiswahili. Inspired by the relationship indigenous people have with their environment “Nyayo” represents the excitement and importance of new discovery (as a tracker feels while following a trail); in-depth learning about the indigenous people of Tanzania through open communication promoting mutual respect, understanding and appreciation (taking a walk in each other’s shoes); and our policy of low environmental impact (leaving behind just footprints in the dust)."

Nyayo Discovery provides all the necessary equipment you will need for camping including sleeping pads and tents. Their staff cook three meals a day for the group, but it is important to know that as part of the community in the camp sites, you share responsibility for cleaning up after meals and you may be asked to share additional tasks around the camp.

Below is some specific information, compiled by past students and alumni fellows, about the area in and around Tarangire National Park where you will be based for the research portion of the program.

Field Site Information

Tarangire National Park serves as the main field site for the field portion of the ACM program. It’s named for the Tarangire River, which provides the only permanent water source for local wildlife. The park encompasses 1,600 square miles and is a magnet during the dry season for large concentrations of elephants, buffaloes, wildebeests, and zebras. Tarangire is also a permanent residence to mongoose, giraffes, lions, hyenas and many other species. Bird enthusiasts will find populations of eagles and owls, and the park also has large areas of wetlands.

In Tarangire

Many animals flock to Tarangire National Park during the dry season to drink from the Tarangire River, which runs through the park. The river is small and ranges from several inches to several feet deep. It is about twenty feet wide. The river contains some small fish and many aquatic insects.
In addition to the Tarangire River, Silale Swamp serves as another water source for animals. The swamp is fairly far from the entrance to Tarangire National Park (maybe a 45 minute drive).

Animals typically found inside the park include elephants, giraffes, zebras, wildebeest, lions, baboons, warthogs, buffaloes, impalas, and waterbuck. There are many bird species within the park, many insects, and many termite mounds. There is an abundance of elephants within the park. With that comes an abundance of elephant dung and damage to trees and other vegetation from elephant feeding and activity.

The park is also home to one of the densest populations of baobob trees in the world. Other vegetation common to Tarangire National Park include acacia thickets and acacia tortillis trees.

There is one tourist lodge inside of the park. All tourist campsites are located outside of the park boundaries. The park boundary is established by a dirt road. There are other dirt roads inside of the park for safari cars and rangers that receive minimal maintenance. There are several bridges crossing the Tarangire River.

**In the Area**
During the field portion of the program, students will be camping in an established campsite. The campsite is a two-hour bus ride from Arusha. Some other tourists may be staying at the campsite while ACM is there, but the campsite will always be mostly populated by ACM program members and there will always be designated sections of the campsite for only ACM use. When other campers are present, ACM students are expected to share the camp facilities and be respectful of the other campers’ space.

The campsite is situated within a mile of Tarangire National Park and several villages. The largest of which, Olasiti, is a small village about twenty minutes from the campsite that has a commercial area with a few restaurants and shops. There is a market there every Sunday. Oltukai, Minjingu, and Makuyuni are other villages in the area. While there is a pharmacy in Olasiti, there are no health clinics nearby. Health clinics are available in Arusha, a two-hour bus ride away, and many people utilize traditional, plant-based medicine in some capacity. There are several primary and secondary schools in the area, though only a subset of the population attends the schools, for various reasons.

In these areas, especially in Oltukai, many people are traditional Maasai people living in bomas. There are also some Waarusha people living in the area. These people look like traditional Maasai and speak the Maa, the Maasai language, but they do not have the same social or cultural customs. Waarusha come from a tradition of agriculturalists, whereas Maasai are traditionally pastoralists. People living in the town area of Olasiti will speak a little English and a little Swahili. Further from Olasiti, people will typically speak Maa, the language of the Maasai, and limited Swahili.

Maasai have their own internal structures of government, including chiefs and various other officials, culminating in the nationwide Maasai Council. The system is built on a patriarchal society, and very few women participate in governmental matters. There are also appointed village chiefs for each village, which are part of the
official Tanzanian government. Most Maasai families own herds of cows and goats. There are various man-made water sources including boreholes and wells in the area where herdsmen take their cattle to drink. This is a main source of income for the Maasai. Most Maasai have begun to farm, even though this is not a traditional livelihood for their people.

People typically depend on well water and water from boreholes for their primary source of water. Water is scarce in the region, especially during the dry season.

There is a mine at Minjingu. The mine is connected to a newly constructed fertilizer factory.

There is a restricted land-use area called Manyara Ranch near Makuyuni. Manyara Ranch is not run by Tanzania National Parks (TANAPA), which controls Tarangire National Park, Serengeti National Park, Lake Manyara National Park, etc, but is run by the African Wildlife Foundation (AWF). It is considered a wildlife corridor between Tarangire National Park and Lake Manyara National Park. There are offices located on the Manyara Ranch properties.

Tribes in the area have a strained relationship with the national parks and, thus, with the Tanzanian government. Their lifestyles have changed dramatically over the years due to the redistribution of public lands as conservation areas with limited or no human access. Few people from the area engage in tourist-related businesses. Safari cars must pass through Olasiti on the way to Tarangire National Park, but other villages in the area remain fairly unexposed to tourist activity. Within Olasiti, there are several tourist shops and women selling Maasai beaded jewelry as souvenirs. Otherwise, there are few visitors to the villages in the area.
History and Politics
The oldest evidence of human presence in Tanzania, and probably in the world, was found at Olduvai Gorge in northern Tanzania. Human bones thought to be over 2 million years old were discovered there by Dr. Louis Leakey. The written history of Tanzania goes back to the 13th century when the coast and Zanzibar were centers of the gold and ivory trade. After the arrival of Europeans in the late 15th century, the Portuguese and later Arabs from Oman extended trade routes west to areas inland. In the 18th century, the slave trade—driven by an expanding plantation economy in the Americas and other places and aided by interior trade routes—grew rapidly. Bagamoyo was the departure point for slaves obtained from inland Tanganyika, and they were then taken to work mostly in Zanzibar, Indian Ocean islands, and the Middle East. By 1898, what is now mainland Tanzania was under German rule. After the German defeat in the First World War, Britain took over administration of what was then Tanganyika under the auspices of first the League of Nations and later the United Nations. British rule lasted until 1961 when Tanganyika won independence, and on December 9, 1962, it was established as a republic with Julius Nyerere as president. Shortly after independence in 1964, Tanganyika and Zanzibar merged to form the nation of Tanzania.

At the time of independence, Tanzania was economically floundering and politically fragile—it is said that when Tanzania achieved independence, there were only 120 university graduates in the entire country. Under the direction of Nyerere, the Tanzanian government worked to establish African socialism, with a strong emphasis on villagization, public health, and education. Nyerere is justifiably revered in Tanzania (and elsewhere) for the standard of honesty and selfless commitment to his country.

In recent years, the Tanzanian economy has benefited from an expanding tourist industry as well as coffee and sisal exports. The agricultural sector, which accounts for more than 40% of GDP, provides 85% of exports and employs 80% of the work force. Topography and climatic conditions, however, limit cultivated crops to only 4% of the land area. The World Bank, the IMF, and bilateral donors have provided funds to rehabilitate Tanzania's out-of-date economic infrastructure and to alleviate poverty. Despite Tanzania's social and economic challenges, the country remains one of the most tolerant of ethnic and religious differences. Over the past four decades, Tanzanians have earned a reputation for moderation, balance, and acceptance.
People
Tanzania boasts a considerable mix of cultures and is home to countless peoples of many different origins. Some of the earliest human ancestors lived in Tanzania, and some of the earliest stone tools were discovered in Tanzania's Olduvai Gorge. Many different groups of Africans have settled in Tanzania over the course of human history: Khoisan (the Hadza and Sandawe), then Southern Cushites (such as the Iraqw), then Bantu (such as the Swahili and Chaga), and finally Southern Nilotes (such as the Maasai). The largest group, the Bantu, came to Tanzania eastward from the Congo River Basin some two to three thousand years ago. Arabs from Oman, Persians from Shiraz in Iran, Portuguese, Germans, and British have all settled, and occasionally ruled, part or all of what is today Tanzania.

Tanzania has a population of over 44 million with more than 120 African ethnic groups, none of which represent more than 10 per cent of the population. As a result, no tribe has succeeded in dominating politically or culturally. About 35% to 40% of Tanzanians are Muslim and between 30% and 35% are Christian. The remainder follow traditional religions that center on ancestor worship, the land, and various ritual objects.

Some significant groups of people in Tanzania include the Sukuma—the largest ethnic group—which live in the north-western part of the country, south of Lake Victoria. They are commercially oriented and have prospered with a mix of cotton farming and cattle herding. The Maasai, who are perhaps the most well-known of East Africa's ethnic groups, are pastoralists whose livelihood and culture is based on the rearing of cattle, which are indicators of status and wealth. They predominate in northern Tanzania but occupy only a fraction of their former grazing grounds in the north, much of which they now share with national parks and other protected areas. They are easily recognized by their solid red or blue garments. North of the Maasai steppe, on the slopes of Kilimanjaro, are the Chaga, who farm the mountain side. Through cooperative farming, they have achieved a fair standard of living. In addition to these ethnic groups are the Makonde, who are internationally famous for their intricate wood (ebony) carvings (sold over much of East Africa); the Haya, who live along the shores of Lake Victoria and grew and traded coffee long before the arrival of the Europeans. Today the Haya have established tea- and coffee-processing plants. Although Tanzania has a wide variety of ethnic groups and a significant amount of immigrants from surrounding countries, it has managed to retain a remarkable degree of stability. Perhaps the single most important contributor to Tanzania's stability is the fact that no one ethnic group dominates over the others. And, as further evidence of cooperation among ethnic groups, virtually everyone speaks Swahili in addition to their native tongue.

Geography
Tanzania is a richly diverse country, bordering the Indian Ocean to the east and situated between Kenya to the north and Mozambique to the south. Lying just south of the equator, Tanzania is East Africa's largest country. It also boasts the world-famous attractions of the plains of the Serengeti, Ngorongoro Crater, snow-capped Mount Kilimanjaro (Africa’s highest mountain), and historic Zanzibar.
Almost everywhere you go you'll find interesting wildlife and inspiring landscapes (over 40% of the country is protected in some form or other) ranging from forest-covered volcanic peaks to dusty savanna populated by elephants, antelopes, lions, leopards and cheetahs. Tanzania is one of the four most naturally diverse nations on earth: it contains Africa's second-largest number of bird species (around 1,500), the continent's biggest mammal population, and three-quarters of East Africa's plant species (over 10,000).

**Climate**

Because of Tanzania's diverse geography, you will experience a variety of weather patterns. Most areas of Tanzania experience two rainy seasons dictated by the Indian Ocean trade winds or monsoons. The long rains occur from March to May and the short rains from October to December or January. The central plateau and northeastern highlands are generally cooler and drier than the coastal regions and may have only one rainy season. Tanzania is too close to the equator to experience distinct summer and winter seasons, but there is a gradual warming trend during Tanzania's summer months. December should be warmer, rainier, and more humid than August.

From August to October you can expect hot, humid weather in the coastal areas, including Dar es Salaam. Daily temperatures will be in the mid to upper 80s with an average of 80% humidity. October and November in the Tarangire area will still be hot with temperatures in the low 80s but the humidity will be lower. Evenings and early morning can be quite cool. The short rains will begin during your stay, so plan for some rainy days. When you return to Dar es Salaam at the end of November, be prepared for hot and humid weather with intermittent rain.

While the University of Dar es Salaam is located on a hill on the outskirts of the city where the air is much cleaner, Dar has dense air pollution that can aggravate allergies and asthma. You may also encounter smoky brush fires (deliberately set to encourage forage and prepare fields for planting) in rural areas.
Cultural Norms and Expectations

Although Tanzanian society and individual families are becoming less conservative in mores and manners than they once were, you will find that, in comparison to U.S. society, it remains a rather conservative place. While you will not be expected to get everything right and allowances will be made for you as a foreigner, common courtesy will go a long way to compensate for your lack of understanding and to ingratiate yourself with the university community and your host family. Here are some general tips, gathered from past program participants and ACM staff, to guide you while in Tanzania:

- As a general rule you should plan to dress a bit more conservatively than you would at home. Don’t wear shorts at the University and consider replacing your flip flops with more substantial sandals. Women may also find that small, tight tank tops are inappropriate on campus.
- Tanzanians are also modest in alcohol and drug consumption.
- Be sure to greet people when you enter a room, home, shop, or restaurant.
- Rather than simply blurt out your request or question, take the time to greet others in the traditional fashion and ask how they are. You'll find that people respond more favorably to you—and that, as a result, you're more likely to have your request granted.
- Your host family will be providing breakfast and dinner for you, and if you plan to be away for a meal, please let your host family know in advance.
- Similarly, if you plan to be away from home, let them know in advance where you’ll be and when you plan to return. Your host family will likely feel very protective of you and unless they know that you will be away, they will be very worried if you do not return (or if you're late).
- In Tanzania, the elderly, professionals, government officials, and other authorities are accorded particular deference in social interactions. As a result, your university professors may not be as accessible as the ones on your home campus. To show your respect, be sure to address your professors as Doctor when you meet with them.
- Americans are very time-conscious, and expect not only that everyone will be on time but also that the wheels of government (and universities) will turn rapidly and efficiently. You'll find in Tanzania that your expectations will need to be adjusted in some situations. While classes at UDSM will start more or less on time, other activities may not. If you make plans to meet friends at, say, 4 pm, don’t feel insulted or angry if they arrive late. Nor will various university offices be able to respond immediately to your needs. Rather than becoming frustrated, practice becoming a little less American and dial back your expectations. Make your schedule more flexible and allow more time for activities—you'll find this very relaxing and a welcome change from the frenzy of your usual heavily scheduled day back at your college.

Culture Shock

In the first weeks when you arrive on site it is not uncommon to experience culture shock, surprise, dismay, and even anxiety at the cultural differences in a new location and the unfamiliar situations in which you find yourself. The on-site orientation program is intended to help ease this adjustment, and you will in all likelihood find yourself adapting to the new culture and situations in a surprisingly short time. You’ll also likely discover that being able to settle in and “learn the ropes” can give you an enormous sense of self-confidence.
Research has shown that many students go through a three-step adjustment process in acclimating to their host country. In the first stage (once you have gotten over jet lag), you are likely to be excited and entranced by the novelty of being in a new location and delighted with most things around you. In the second stage once the initial euphoria has worn off, you may focus on the ways in which everything is different or “foreign.” The tendency is to highlight the differences and compare them unfavorably to things at home—the food is bad, the computer facilities are inferior, services are badly organized, etc. During the third stage, your view of home and the program location is more nuanced—you are likely to take a more analytic approach to both locations and to find good and bad things in each.

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

**Cultural Preparation and Recommended Readings**

When you first arrive in Tanzania, you will undoubtedly be struck by new and different sights, sounds, and smells around you as well as more familiar sense impressions. And while you can never really prepare yourself for the full experience of studying abroad, you can arrive with some knowledge of Tanzania today, its diversity, and its challenges. You’ll undoubtedly find your Tanzanian teachers, friends, and host family more knowledgeable about the U.S. than you are about Tanzania. The more you can learn in advance about Tanzania and prepare yourself for the program, the more you can learn and benefit from discussions with instructors, project guides, new Tanzanian friends, and host family members. Your overall experience will be richer for it. At the very least, you should want to counter the stereotype of the American abroad as someone totally self-absorbed and almost willfully ignorant of what is going on around you. Remember the privilege you have in traveling abroad as a student and representing American abroad.

**ACM ALUMNI ADVICE:** Regardless of your academic discipline, learn to be a cultural anthropologist. Observe the people around you to learn how people interact in Tanzania. Reflect on your own approach to this new cultural context, and share what you discover with others.

It is strongly suggested that you read the following text prior to arrival in Dar es Salaam:


This text was meant as a case study to show that traditional conservation methods and the economic and political ideas behind globalization are not panaceas, but rather works in progress.

Please check your college or local library for a copy of this text, as new copies cost about $35. This book is most likely available through inter-library loan. However, if you are unable to check-out a copy from a local library, a few copies of the text will be available for student use in Tanzania.

Another great resource for you is:
Tanzania – CultureSmart: The Essential Guide to Customs and Culture (published by Kuperad)– this is available through Amazon or most major booksellers and offers a good overview of cultural norms and basic knowledge that can help you more easily understand your new cultural context.

**Recommended Viewing:**
A Panther in Africa, Season 1: Episode 23. *A Black Panther living in exile in Tanzania commits his life to activism and community service.* (This episode, along with others in the Global Voices Series, can be viewed for free on [www.hulu.com](http://www.hulu.com).) ACM may also be able to arrange a visit to meet Charlotte and Pete Neal, who live near Arusha, while you are in the field.

**Recommended readings:**

**Novels:**

**Non-Fiction:**

**Travel Guides:**

**PBS Programs, Global Voices Series:**
(Episodes from the Global Voices Series can be viewed for free on www.hulu.com.)
- T-Shirt Travels, Season 1: Episode 10. *The story of how secondhand clothing, given away as charity in the west, ends up in Zambia, Africa.*

**Websites:**
- [www.tanzania.go.tz](http://www.tanzania.go.tz)
- [www.tanzaniatouristboard.com](http://www.tanzaniatouristboard.com)

Possibly the most valuable resource you have for self-preparation is other people who have been to this area of the world before. Talking with people about their experiences can reveal a great deal about what to expect. You may want to start with your Off-Campus Studies Director or Program Advisor, alumni of the program, African Studies departments, or professors of African or international subjects. If you would like to speak to someone who has recently completed the program but can’t find anyone on your campus, contact the ACM office and we’ll try to put you in touch with a recent alumni. You will find it well worth your effort, and you may be surprised how excited people will be to share their experiences with you.
Health, Insurance and Safety

You will likely be living and studying in a larger city than that of your home college, and you'll find clear contrasts to what you have become comfortable with at home. Some of the differences, particularly with regard to safety, are due to the fact that you're in an urban setting with risks like those of other large urban areas. Other, health-related risks are endemic to tropical areas of the world, including Tanzania, and are, by and large, preventable. And keep in mind too that the two biggest risks to your health and safety while abroad are the same as in the U.S.: traffic- and alcohol-related incidents.

For information about health and safety in Tanzania as a whole, two very useful websites are those of the U.S. Department of State and the Centers for Disease Control. These can be found at:

www.travel.state.gov/travel/cis_pa_tw/cis/cis_1038.html

(The Consular Information Sheet contains information about visa requirements, safety and crime, and road conditions, among other things, while the Background Notes are more like an almanac entry, providing a summary of Tanzanian politics, history, the economy, and basic statistics.)

Once you have been registered for your medical insurance (see below), you will also have access to country-specific health and safety information on their website.

Insurance

ACM will provide health insurance coverage for all students participating in its programs. This coverage is through Cultural Insurance Services International (CISI), a company with long experience and excellent service in providing health coverage for students abroad.

The policy with CISI provides a broad range of coverage for students’ medical treatment while abroad. Here are several key features of the coverage:

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

The policy will cover students from the official arrival date through the official departure date for their programs. It covers you not only while you are in the host country, but also during any time you may travel away from the program site—e.g., during program vacation periods.

The policy, however, should not replace any coverage you have in the U.S., nor should you discontinue your U.S. American health insurance coverage—it provides only limited amounts of coverage for follow-up treatment of illnesses or injuries which begin while you are abroad and only provides for up to 30 days.

The cost of this coverage is included in your program fee, and ACM will handle your registration for the insurance. It is also possible for you to independently purchase supplemental coverage through CISI to extend the days that you will be covered by the ACM policy. (If, for example, you plan to leave early for the program site or do some traveling outside the U.S. after the program, you can purchase health insurance coverage for that additional time.)
The cost of this additional coverage is approximately $40/month. CISI will e-mail students a welcome letter and an ID card a few weeks prior to departure; the welcome letter will describe how to log on to www.culturalinsurance.com to view the tools available to policyholders and to purchase any additional coverage. (You will need the ID number provided in the card and also a credit card to which the cost of the additional coverage can be billed. It is also possible to purchase the additional coverage by phone.)

CISI is a medical insurance plan and will not cover your personal property. Please consult your parents’/guardians’ insurance to ensure adequate coverage of anything you take to or purchase in India.

Program staff will help you to use your CISI insurance if you have medical problems while in Dar es Salaam. In other areas of the country, you may need to pay for your medical attention and request reimbursement. Program staff will also help you with this process.

**Health**

In addition to the pre-departure preparations for managing your health while in Tanzania (see above under “Medications and Other Medical Preparations” in the section on “Preparing to Go”), you need to take precautions to maintain your health in Tanzania. Probably the biggest risk to your health in Tanzania is from badly prepared food (e.g., undercooked) and untreated water, leading to stomach and intestinal upsets. The CDC pages on travel in Tanzania recommend not only monitoring what you drink and eat, but also using hand sanitizer.

**Malaria**

Malaria is a constant health risk in Tanzania. It is prevalent throughout the country, including in Dar es Salaam, which means you will need to take anti-malarial medication for the duration of the program. If you do not take your anti-malaria medication as prescribed, you will likely become sick and may require hospitalization. There are good doctors and medical facilities in Dar es Salaam. The same cannot necessarily be said for the small towns and rural areas. Again, the most important step in identifying malaria and preventing it from worsening is to take action quickly if you begin to feel sick (fever, headache, chills and possibly vomiting). Please contact the program director or another ACM staff member at the first sign of illness so you can be properly evaluated and treated in a timely manner. Although most people only experience flu-like symptoms and a fever, untreated malaria can be fatal.

Aside from medication, the next best weapon against contracting malaria is to avoid being bitten by a mosquito in the first place. Avoid being outside between dusk and dawn, and wear long-sleeved shirts, pants, and a hat whenever possible. You should also sleep under a mosquito net. When you are outside, be sure to wear insect repellent that contains at least 20% DEET.

Finally, you should not plan to buy anti-malarial drugs in Tanzania as these drugs may be counterfeit and may not be manufactured according to U.S. standards. Plan to bring enough anti-malarial medication to last from the week prior to departure to Tanzania to one month after your return from Africa. For more information about malaria, visit the CDC web site at: [http://www.cdc.gov/travel/regionalmalaria/eafrica.htm](http://www.cdc.gov/travel/regionalmalaria/eafrica.htm)

**HIV/AIDS**

Be aware that HIV/AIDS is a risk in Tanzania, as it is throughout Africa and the world. HIV/AIDS is spread most often through unprotected heterosexual intercourse. It is spread also through the use of contaminated needles and when semen, blood, or vaginal fluids are exchanged. Therefore, sexual relations and intravenous drug use pose dire risks. If you engage in sexual activity, please remember that safe sex is a must! Condoms are not always as
easily available in many countries as they are in the U.S.—some countries may not have them available at all or the storing of such items may be questionable. Therefore, you should take a supply of condoms with you. Abstinence is the safest alternative. If you choose to be sexually active, always use a condom.

It is estimated that in Tanzania about 10% of the population is living with HIV/AIDS, although the majority of cases go unreported. According to the government of Tanzania, HIV infection is unevenly distributed across geographic area, gender, age, and social economic classes in the country. The percentage of the population infected by HIV ranges from less than three percent across most of the country to more than 44.4 percent in certain sub-groups, including the young, urban-dwelling populations. The epidemic has struck especially heavily the most economically active group of adults, those aged 15-45. The World Health Organization notes that the principal mode of transmission of HIV/AIDS is heterosexual and that the "key determining factors driving the HIV/AIDS epidemic include stigma and denial, the vulnerability of women, the incidence of unprotected sex, poverty and demographic mobility." It is important to understand the reality of the HIV/AIDS epidemic in Tanzania and to model your own behavior in a responsible way.

Medical Facilities
Dar es Salaam has very good medical facilities, and if you need to see a doctor while you are on the program, ACM program staff will be able to give you the names of doctors and clinics where students have been treated in the past. All medical treatment will be covered by the insurance policy. When need to see a health care provider, the director or on-site staff will be able to assist you in finding a hospital, clinic or doctor recommended by the health insurance provider. In some cases, you will be required to pay out of pocket and submit any receipts for reimbursement. Please remember to keep any receipts for any health related services you may use. You should be aware that, in case of illness or injury involving hospitalization or a series of visits to a doctor’s office, ACM reserves the right to inform the person you designated as an emergency contact. Please see the policy section of this handbook for more information on ACM’s communication policies.

Safety
Dar es Salaam is a relatively modern and safe city, and Tanzania is a hospitable and secure country. Like any place else in the world, however, there is some crime and random violence, but most of it is preventable or avoidable with appropriate caution. You should be especially careful when you first arrive in Dar es Salaam and everything is unfamiliar. You'll find traffic to be more congested and also faster than on the streets of, say, Northfield or Galesburg. Traffic will be heavier and faster. The most evident difference will be that cars travel on the left, not the right side of the road. Whenever possible, know your destination before venturing from the University campus. If you look especially confused and stumble around with a big map, you will become a target. Follow the program staff’s safety advice and do not travel alone at night. Also, unguarded beaches around Dar es Salaam are becoming increasingly dangerous, and you should only go to resort beaches that are monitored during the day.

While participating in the Tanzania program, you will be living and studying as a foreign guest in Tanzania and will be expected to conform to the standards of Tanzanian society. Keep in mind that you are subject to all Tanzanian laws and that your visa can be revoked for infractions deemed serious by the Tanzanian government. As a member of the ACM-sponsored group, you are very visible in Dar es Salaam. Your actions will reflect on the program and could jeopardize the position and legal status of the program. The program has been at the University of Dar es Salaam for several years and has carefully cultivated good relations with people at the university; illegal or
inappropriate actions can imperil both yourself and the program. The following issues have been identified by program staff as potentially problematic.

- **Theft:** Some ACM students have been the victims of theft. Be careful, especially while traveling on trains and buses as foreigners are an easy target. Carry your passport and money under your clothes and take the same precautions you would in an American city. If anything of value is lost or stolen, report it to the nearest police station, as well as to ACM staff. (Sometimes parents'/guardians' homeowners' insurance policies can cover lost property, so it is essential that you get a police report for the insurance company.) As a precaution, keep a photocopy of your passport and visa, police registration papers, and plane ticket in a safe place; also, make a list of credit card numbers and serial numbers from any electronic equipment.

- **Political Involvement:** Any participation in political organizations, rallies, etc. will be in violation of your student visa and could lead to deportation as well as endangering the program's educational status. In addition, you may be placing yourself in physical danger.

- **Money Changing:** Black market money changing is illegal and can lead to deportation.

- **Drugs and Alcohol:** As in the United States, recreational drugs are illegal in Tanzania. The program or the U.S. consulate can do very little for you if you are caught in possession of illegal substances. And keep in mind too that excessive alcohol consumption impairs your judgment and can put you at risk; moreover, it is offensive to your host family and casts an unfavorable light on you and the ACM program.

- **Travel:** Parts of Tanzania and the surrounding countries have been plagued by communal violence and terrorism at times, so it is essential to keep yourself informed about the current political situation and any U.S. State Department or Tanzanian travel advisories. You should consult with the program staff about travel plans, and abide by their recommendations about places to avoid. Do not travel alone; accidents can happen, and it is vital to have someone to assist you in case of trouble. Register with the State Department’s Smart Traveler Enrollment Program (STEP) at step.state.gov and complete an ACM Independent Travel Form whenever you travel away from the program location.

- **Motor Vehicles:** It is absolutely prohibited to operate a motor vehicle of any kind while in Tanzania.

**Gender Relations**

While Tanzanians are polite and show respect in their interactions with each other (and you should do the same), American women often find that a little less courtesy is more effective in discouraging Tanzanian men. Politely saying “No, thank you,” and smiling as you do so can be and usually is misinterpreted as coyness and an invitation to further conversation. If you are not interested in someone (or, to put it more bluntly, if you are being hit on), you’ll find that you’ll have more success by saying no firmly and with little or no courtesy. It’s also useful to watch how Tanzanian women respond to unwanted attention—you’ll find that they are clear when they’re not interested. You’ll likely develop strategies of your own as you become more accustomed to being in Tanzania, but when you first arrive you may find the attention from Tanzanian men to be somewhat overwhelming.
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. **Violation 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 crew member 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

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

**Informal Procedure**

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

**Formal Procedure**

1. Students who wish to lodge a formal complaint should contact any of the staff members named above.
2. Thereafter, the President of ACM (or if the President is the alleged offender, the Chair of the Board of Directors) shall assign a grievance officer to investigate the complaint and report his/her findings to a grievance board comprised of the President, the investigating grievance officer, and one other grievance officer selected by the President. No employee accused of harassment may serve on the grievance board.
3. The investigation shall include interviews with the complainant, the alleged offender, who shall be informed of the allegations against him/her, and other relevant persons. The grievance board may supplement the investigating officer’s investigation by itself conducting interviews and reviewing relevant evidence.
4. Within 21 working days after the investigation concludes, the grievance board shall decide by majority vote whether the complaint allegations are supported by a preponderance of credible evidence. It shall then inform the complainant and alleged offender of its decision.
5. Any disciplinary or other corrective action resulting from a violation of this policy shall be determined in accordance with ACM disciplinary procedures.

Third Party Harassment
Any student who has been sexually harassed/assaulted by a third party (i.e., vendor, member of host family, guest speaker, internship setting) should report the incident promptly to an ACM staff member who will then report to ACM’s Associate Director of Off-Campus Study to initiate an investigation and attempt to resolve the problem.

Confidentiality
Be advised that ACM is obligated to review complaints or investigations of potential abuse, harassment, or assault. All ACM staff members are required to report incidents of sexual harassment or assault. Therefore, ACM cannot generally receive a confidential complaint and promise to do nothing. However, ACM will endeavor to handle all complaints and investigations of sexual harassment/assault in a discreet manner; grievances and documents will be maintained separately from other student files.

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

Nothing in this policy precludes an individual from pursuing any legal remedies available to him/her, and ACM encourages all complainants to file police reports to initiate a separate investigation by law enforcement authorities.

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

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

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

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

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

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

The appeal request must be received in writing and should include a statement giving relevant facts and the reason for the appeal. In order for any appeal to proceed, the student must demonstrate that at least one of these three reasons for appeal exists:
   a. There was a procedural error in the initial review that substantially impacted the rights of the student and had a reasonable possibility of affecting the outcome.
   b. New information can be presented that was not previously available, despite reasonable diligence, which has a substantial likelihood of directly impact the review decision.
   c. The sanction(s) imposed are perceived as excessive.

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

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

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

Tuition, Program Fees and Refunds

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

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

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

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

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

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

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

Cancellation schedule for summer programs
After the $400 deposit is received, ACM will send the student an invoice for the payment of the full program cost. Full payment is due 30 days before the start of the program. If, having paid the program deposit, a student decides to cancel:

- 30 or more days before the start of the program: The $400 deposit will be forfeited and no other charges will be billed.
- Less than 30 days before the start of the program: 100% of the total program cost will be billed to the student.

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

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

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

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

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

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

Beyond that initial message for our international programs, ACM staff’s preference is that you are the primary sources of information for parents/guardians. ACM staff will always encourage students to openly and honestly
communicate with their parents/guardians and will assist if requested in situations when the student may not have the means to communicate directly.

**Communication with Home Campuses**

ACM staff strives to maintain high levels of communication with all campuses sending students on any of our programs. Because colleges have different requirements for reporting or documenting incidents, ACM staff will communicate any reportable incident to the Off-Campus Study Director at a student’s home campus.

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

**Evaluations and Surveys**

Over the course of the program, you will be asked to complete questionnaires at several intervals. These surveys allow us to better understand the impact that off-campus study has on students and to use feedback from you to make improvements in our programs. Additionally, these surveys provide students with an opportunity to reflect upon their experiences and better prepare students to articulate the positives and negatives of the program. Below you will find a brief synopsis of the feedback we will be seeking from you throughout the term. **In all cases, your responses will be confidential.**

After the first month of the program, ACM staff will ask you to complete a mid-program evaluation, also on-line, which asks for your feedback on such aspects of the program as ACM’s assistance in preparing you to go abroad, pre-departure and on-site orientation, and the extent to which the program to date is meeting your goals for off-campus study. Your responses enable us to assess the effectiveness of our materials and services in the critical first weeks of the program and to make any necessary changes. Summaries of responses (but not individual responses) for each of our program sites will be shared with program staff and faculty, and with faculty advisors at ACM campuses. This survey will require approximately 15 minutes to complete.

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

Shortly before the end of the program, you will be asked to complete a final, on-line survey about the program. As with the mid-program evaluation, your responses will enable us to review program arrangements and course offerings and make any necessary changes for future programs. A summary of responses are shared with program instructors and staff only after the program is complete and your grades have been submitted. Faculty advisors at ACM campuses will also receive the summary. This survey will require approximately 20 minutes of your time.
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

RESCINDION 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
**Program Contact Information**

**ACM Chicago Office**

Associated Colleges of the Midwest  
11 E. Adams, Suite 800  
Chicago, IL 60603

**Phone:** 312.263.5000  
**Fax:** 312.263.5879  
**Emergency:** 312.561.5911

**Office Hours:**  
Monday - Friday, 8:00am–5:00pm

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

**Kevin Dostal Dauer**, Associate Director  
kdostaldauer@acm.edu

**Emily Gaul**, Assistant Program Manager  
312.561.5919  
egaul@acm.edu

**ACM Tanzania**

**Student mailing address:**  
*Student’s Name*  
C/O Links Office  
University of Dar-Es-Salaam  
Central Administration Building  
First Floor, Room 225  
P.O Box 35091  
DAR-ES-SALAAM  
TANZANIA

**On-site Staff:**  
Dr. Emmanuel Kessy  
Coordinator, ACM Program  
University of Dar es Salaam

Mr. Navwa Wamunza  
Administrative Officer  
Directorate of International Relations  
University of Dar es Salaam

**Visiting Faculty Director:**  
Dr. Paul Overvoorde  
Professor of Biology  
Macalester College  
overvoorde@macalester.edu

**Program and Field Assistant:**  
TBA

**Visiting Faculty Director:**  
Dr. Paul Overvoorde  
Professor of Biology  
Macalester College  
overvoorde@macalester.edu

**Other important numbers:**  
U.S. Embassy in Dar es Salaam  
http://tanzania.usembassy.gov/  
(011-91) 22-2363-3611  
(011-255) (22) 266-8001 ext: 4122  
686 Old Bagamoyo Road, Msasani  
Dar es Salaam