Associated Colleges of the Midwest

India: Culture, Traditions, & Globalization

Student Handbook • Fall 2012

Beloit  Carleton  Coe  Colorado  Cornell  Grinnell  Knox  Lake Forest
Lawrence  Luther  Macalester  Monmouth  Ripon  St. Olaf
# Table of Contents

I. Welcome and Program Overview ........................................................................................................... 3
II. Calendar .................................................................................................................................................... 4

III. Academics
    Program Courses .................................................................................................................................... 5
    Independent Study Project Guidelines .................................................................................................. 7
    Education in India .................................................................................................................................. 13
    Credit and Grades ................................................................................................................................ 15

IV. Preparing to Go and Arrival
    Passport and Visa ................................................................................................................................. 16
    Travel Arrangements ............................................................................................................................ 16
    Communication ....................................................................................................................................... 16
    Money ..................................................................................................................................................... 17
    Mental and Intellectual Preparation ..................................................................................................... 18
    Packing Considerations ....................................................................................................................... 19
    Suggested Packing List ........................................................................................................................ 20
    Arrival in India ...................................................................................................................................... 21

V. Host Country Information ..................................................................................................................... 22

VI. Cultural Norms and Expectations ........................................................................................................ 23
    Culture Shock ........................................................................................................................................ 23

VII. Health and Safety
    Health ...................................................................................................................................................... 25
    Safety ..................................................................................................................................................... 26

VIII. Program Arrangements ..................................................................................................................... 28

IX. Housing Arrangements ....................................................................................................................... 29

X. Getting Around Pune and Beyond ....................................................................................................... 30

XI. ACM Program Rules and Policies
    Tuition, Program Fees and Refunds ....................................................................................................... 32
    Evaluations and Surveys ........................................................................................................................ 33
    ACM Off-Campus Grading Policies ...................................................................................................... 34
    ACM Policy on Academics .................................................................................................................... 35
    ACM Policy on Sexual Harassment ....................................................................................................... 36
    ACM Policy on Personal Abuse ............................................................................................................ 38
    ACM Policy on Dual Relationships ...................................................................................................... 38
    ACM Policy on Discrimination ............................................................................................................. 38
    Personal Information “Opt-Out” Form .................................................................................................. 39

XII. Program Contact Information ........................................................................................................... 40
I. Welcome and Program Overview

The ACM India: Culture, Traditions, & Globalization Program student handbook is designed to help prepare you for your semester in India 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 (and your parents, to whom a copy will also be sent) with the information you need as you make arrangements to participate in the program. It is important that you read it carefully as preparation for the pre-departure orientation session and raise any questions you may have either in that orientation session, or individually, with the ACM Program Associate, Heather Herriges, or Joan Gillespie, the ACM Director of Off-Campus Study Programs. You should also take it with you when you travel to India, as it contains important contact and schedule information, as well as information about academic and other arrangements for the program.

Program Overview

India today is a country of contrasts: a modernizing economy in which village production continues to dominate, a vibrant democracy with an entrenched bureaucracy, a nuclear power in the place where nonviolent protest was born. The Indian economy has been described as “schizophrenic”: its modern service sector, largely urban-based, stands out against rural India, where fields are plowed with bullocks and brick kilns dot the landscape. Road traffic, proceeding at multiple speeds, incorporates these different sectors, and Mercedes and Marutis share the roads with scooters, bicycles, and even camel-drawn carts. Even the entertainment sector exhibits these disparities, with older Bollywood productions portraying rather chaste interactions between the sexes and newer films and video games decidedly more risqué in their portrayal of men and women.

The ACM program in India, located in Pune, is designed to provide students with an immersive experience of Indian culture and society today. The program begins in early August, with a three-week orientation, in which students study Marathi language intensively and draw up a plan of action for their independent study projects. The regular term begins in late August: students continue the Marathi language, choose one electives, take a course entitled “Contemporary India,” and work on their independent study projects. In each of the courses classroom learning is augmented by weekly activities outside of the classroom. Many students take advantage of opportunities to get involved in extracurricular activities. Music, yoga, art, and dance instruction are especially popular, and can provide a welcome change from class work. Other activities might include volunteer work with one of the many NGOs in and around Pune. The program organizes two overnight excursions to sites in and around Pune, while a week break provides opportunities to travel independently further afield in India.

In Pune, students live with Indian host families; the families provide breakfast and dinner, while students make their own arrangements for the mid-day meal. The homestay provides a window into Indian society that students would not otherwise have, and for many it is the highlight of their time in India. Pune itself reflects the contrasts of India as a whole. A city of 3.5 million, it is an important center for the automobile and software industries of India; it is also known as “the Oxford of India,” a reference to the presence of the prestigious University of Pune. Its climate is far more pleasant than that of muggy Mumbai, and it has attracted many foreigners over the years who have come to the ashram of Bhagwan Rajneesh.
II. Calendar

Program Dates:
August 18 to December 1, 2012

- August 19: Arrive in Pune by 7am
- August 20: Orientation period begins
- November 10-18: Midterm (travel) break
- November 30: Last day of classes
- December 1: Students can depart Pune
III. Academics

The ACM India program is designed to integrate learning within the classroom with activities, field trips, and experiences outside the classroom. In each of the courses you take, the schedule has been designed to incorporate co-curricular activities that enhance what you are learning within the classroom. Similarly, the Independent Study Project (ISP), central to the academic program, is not simply a research paper, but rather an opportunity for you to explore in depth an aspect of Indian society and culture that interests you. Courses, independent work, field trips and excursions, and living arrangements are all interrelated parts of the whole, and the whole—what you will have learned by the end of the program—is greater than the sum of its parts.

You will find that your classes in Pune are a combination of the small, discussion-based learning that you are accustomed to at your home school and the more structured, lecture format that is common in higher education in India and, in fact, throughout the rest of the world. While the principal instructors for each of the courses have experience teaching ACM students and are more likely to elicit students’ ideas and thoughts in classroom discussion, the guest speakers may take a different approach to convey their knowledge. In either case, typical behavior in an Indian classroom is more formal than it is at home. Informal behavior such as surfing the internet, checking and writing e-mail, passing notes, or eating in class is considered by Indian professors to be highly inappropriate.

You will be expected to attend all classes and participate in program activities unless you have previously made arrangements with the Program Director or the course instructor. It is not appropriate to miss class in order to travel, nor will it be possible to arrange for special examination dates for students who may wish to leave early.

The program starts with a three-week orientation, in which students begin the Marathi course (which continues throughout the semester) and also develop, in consultation with the ACM Faculty Coordinator, the outline and week-by-week schedule for the Independent Study Project (ISP). The semester itself begins during the 4th week, with students adding one of the electives described below in addition to the Contemporary India course.

Program Courses

Marathi Language
Instructor: Dr. (Ms.) Sucheta Paranjpe and (Ms.) Sunila Gondhalekar
Required course, 6 semester credits
Marathi is the primary language spoken in the city of Pune, and the state of Maharashtra. With twenty-two officially recognized languages throughout India, in additions to hundreds of local languages and dialects, it is imperative that students gain an understanding of the language native to the city in which they will be living. This intensive class in Marathi language gives students a broad overview of the language, with a particular emphasis on spoken communication, to facilitate communication with host families and people within the community. Field trips to locations such as a local vegetable market, along with guest speakers who speak only Marathi, add an experiential component to the classroom learning. The Marathi course will begin during the three-week orientation, meeting two hours each day, and continue throughout the twelve-week semester, when it will meet for ninety minutes each day.
**Independent Study Project (ISP)**
Required course, 4 semester credits
Throughout the semester, students devote substantial thought and effort to completing an independent study project. Students have the opportunity to conduct research in their chosen field, both academically and experientially. Research may be conducted in most fields in the natural sciences, social sciences, and humanities. Highly qualified Indian advisors - faculty members from academic institutions in Pune as well as local professionals and artists - guide students in their research. Guest lecturers on the subject of research methodology further enhance student preparation for their project. Every Friday students will meet with Dr. Sucheta Paranjpe and Dr. Hemant Apte to report on their weekly progress and discuss any issues that may arise. There will also be a retreat to Mahabaleshwar, where students will discuss their projects with each other and begin to plan the writing process. At the end of the program, students present their independent study projects.

**Contemporary India**
Instructors: Dr. (Mr.) Shrikant Paranjpe and Dr. (Ms.) Anurekha Chari-Wagh
Required course, 4 semester credits
This core course introduces students to contemporary India and is divided into two components – one component, taught by Dr. Shrikant Paranjpe, provides an introduction to Indian history, current politics, and foreign relations, while the other, taught by Dr. Anurekha Chari-Wagh, addresses modern-day Indian culture and society. Both components consist of structured classroom lectures and discussion, supported by an assortment of reading material. Guest lectures on topics such as Art, Architecture, Music, Yoga, and Performing Arts give students an introduction to a broad cross-section of Indian culture and society. In addition, students spend time outside of the classroom learning experientially, through a variety of field trips that complement the learning taking place in the classroom.

Students select one of the following elective courses, which meet throughout the semester:

**Public Health in India**
Instructor: Dr. (Mr.) Hemant Apte
Elective course, 4 semester credits
Climate change has become visible all across the globe. In times of climate change, health is also being seriously affected in various ways. This course is meant to provide an understanding of the public health situation in India in the changing physical and socio-cultural environment. Through the various modules of the course, the students will learn about the origin, evolution, and current status of public health in India. Due to the variety of medical systems in India, the course will examine different systems of medicine and their integration into the mainstream health care delivery system in the country. There are several policies and programs related to health that are formulated and implemented by the government. Students will learn about them and will be in a position to gain an understanding about the problems of implementation and its impact on the health of the citizens.
Some diseases are resurfacing in India and new health issues are coming to the forefront. This course will cover these issues through discussions with experts in the field. It will also make students examine the health situation in their own culture, making comparisons to what’s happening in India. Through discussions and interactions with people from different classes, the students will get firsthand information on levels of knowledge, attitudes, and health behavior of the people. The course will also give students background on the social determinants of health that influence people’s health-related behavior. With a background of the omnipresent change in physical and socio-cultural environments, the course is expected to give the students an in-depth understanding of the current situation and importance of public health in India.
Indian Cinema & Society
Instructor: (Ms.) Gayatri Chatterjee
Elective course, 4 semester credits
The course begins with pre-history of cinema in India, looking at pictorial & performance-based traditions of telling stories with the accompaniment of moving images. Students will discuss image-making conventions, the relationship between Image & Word, and will see some examples of various pictorial practices in India. Basic technical terms related to the film image will be introduced, and the concept of mise en scene will be discussed in detail. Students will then examine unique features of Indian film, with images and film clips. The course will move throughout the history of film in India, including topics such as: the arrival of cinema in India with Lumiere Brother films, early Indian cinema and D. G. Phalke, the formation of the Indian Studio System, Hollywood’s Classical Narrative vs. the Indian Epic structure, the auteur cinema and the golden age of Bombay films, Indian cinema and melodrama, and Indian documentary.

Independent Study Project Guidelines
The Independent Study Project (ISP) is an essential part of the ACM India Culture, Traditions, & Globalization Program and, for many students, one of the highlights of the program. The ISP provides an opportunity for you to engage deeply with an aspect of Indian culture that is of personal interest to you. Constituting one fourth of your course of study (in addition to three courses), the ISP requires substantial planning, organization, initiative, thought, as well as careful writing. In short, you should approach your ISP with the same thought and care you would give to such a project at your home school.

At the same time, it is important to understand how the ISP in India may differ from an independent study project that you might do on your home campus. First, you will be assigned a local Research Guide who is an expert in your area of interest. Although it is almost impossible to match you with someone who has done specialized research on your specific topic, the guide will have expertise in your field. Second, your time and resources will be limited in India, so you will need to develop a project that requires few library or other resources. Finally, you will be expected to do most of your project planning before classes even start.

When you arrive in India, you will be expected to bring with you a draft of your project proposal (see below). During your first week in Pune, you will meet in both large and small groups with the Program Director, Academic Advisor, and the ACM Faculty Coordinator to discuss your ideas for the ISP. A few days later you will be required to turn in a final proposal, after which you will be assigned an appropriate guide. You must meet with the guide at least once before the end of Orientation Period; if possible the ACM Faculty Coordinator will join you.

Once the semester begins, you will be required to meet with your guide for at least an hour once a week, and for each meeting you must prepare and turn in to your guide a brief written account of the work you have accomplished that week. These essays will document your progress and help you and your guide make the most of your weekly meetings. Use the essay to help you articulate problems you might be encountering, to raise questions you wish to discuss, or to get a foothold on ideas you want to develop. The essay will in turn provide your guide with a means of offering advice and feedback.

While your guide may suggest readings and activities in order for you to explore your topic more thoroughly, you will also be expected to show initiative in finding your own sources and doing your own independent research. Because of limited access to libraries in Pune, you should find as many sources as possible before you depart for India.
Project Topic
Students often find choosing a topic to be one of the most difficult elements of the ISP, but it need not be. Don’t worry too much with the topic of your project. A good topic will not guarantee a good project, nor will a poor topic necessarily lead to a poor project. The topic only guides your work—the work is still done by you, and its merit or lack thereof is yours alone. Remember, because you are an interesting person, you will find something of interest in whatever topic you choose. If you pursue that interest, you will end up with an interesting project, and it will probably be pretty good.

Here are some basic guidelines to follow as you develop your topic:

a) You have a great deal of latitude in developing the topic of your ISP, but the topic should be specifically oriented to some aspect of Pune or Maharashtra. Possible topics include:

Arts and Culture in Pune / Maharashtra
- music
- dance
- literature
- film
- fine art
- folk art / indigenous art
- art businesses / trade / marketing
- art law / copyright
- religious activities/ institutions
- religious / secular holidays
- leisure activities
- newspaper / TV/ mass media

Government of Pune/ Maharashtra
- constitution and branches of government
- local / state/ national government
- elections and politics
- relationships between government entities
- non-governmental organizations (local, national, international)
- national and international relations
- political involvement/ attitudes/ activities
- political ethics/ corruption/ nepotism/ favoritism
- political rights/ protections

Social Life in Pune / Maharashtra
- housing
- daily life
- marriage / marriage issues (e.g. religious, legal, traditional)
- family life
- kinship / kinship roles
- childbirth / family planning
- child rearing
- gender roles / gender issues
- childcare
- education (primary, secondary, higher)
- youth issues / youth culture
- deviance (e.g. definitions, perceptions, attitudes)
- incarceration
- law enforcement
- judiciary
- social support institutions

Health and Well-being in Pune / Maharashtra
- healthcare system / healthcare delivery
- medical education
- access to medical professionals
- access to dental professionals
- dental disease/ prevention/ treatment
- prenatal care / infant mortality
- child wellness
- growth and development
- diet and nutrition
- infectious disease / prevention/ treatment
- endemic disease / prevention/ treatment
- aging and elder care
- end of life issues
- traditional medical systems (e.g. ayurvedic)

Environment of Pune/ Maharashtra
- physical environment
- geography (e.g. roads, airports, telephone systems)
- environmental degradation/ pollution/ other problems
- social environment/ diversity/ wealth and poverty
- indigenous peoples/ languages
- rural environment
- urban environment
- planning
- legal issues
Past student projects also provide possible topics. These are listed on the ACM India website under Independent Study.

b) Please avoid politically and socially sensitive topics.

c) Whatever topic you choose, you must engage some aspect of Pune or Maharashtra in an experiential way, such as by observing the workings of an NGO, interning (where possible), conducting interviews or polls, taking lessons in yoga, music, or art, and so forth. You must obtain human subjects research approval from your college before beginning this part of your project (see below).

d) The project can also be conceived as a creative work of art, music, literature, or film, in which case the work of art itself will constitute the bulk of the project. However, all such projects must be accompanied by a substantial written component that includes a discussion of the work itself, its artistic or aesthetic context, and its relevance to Pune and/or Maharashtra.

e) Your topic should be feasible, so you must also think carefully about what you might reasonably accomplish in the available time. Keep in mind that you will have limited access to library and other resources.

As part of your preparation for the ISP you need to purchase *The Craft of Research, 3rd Edition* (Booth, Colomb, and Williams, 2008). It will be a great help to you in both planning and carrying out your ISP. After you have chosen your basic topic (following the guidelines above, and being mindful that no matter what you select, your project depends on what you bring to it, not what the topic may offer), read through chapters 3 and 4, and do some of the exercises they suggest. Use those exercises to help you focus your topic and develop one or more specific problems or questions for you to explore. You might find sections 3.2, 3.3, 4.2.2, and 4.3 of *The Craft of Research* particularly helpful, as well as the sources listed in the Appendix of that work.

**Summer Preparation and Project Proposal**

A complete draft of your project proposal should be developed over the summer in consultation with the ACM Faculty Coordinator. You will finalize your proposal during the Orientation Period in consultation with and by approval of the Program Director, the Academic Advisor, and the ACM Faculty Coordinator.

Please recognize that your final project proposal is due just a little more than a week after you arrive in India. During that time you will have a lot of other things to do, so having a well-developed draft in hand when you arrive is absolutely essential.

**Background Reading:** After you have decided on a general topic of interest you should begin to do some background reading. Chapters 5 and 6 in *The Craft of Research* provide excellent guidelines for identifying and using sources, and you should employ the suggestions provided in section 5.4 of that work as you search for sources.

Specifically, you are expected to identify three to five articles, book chapters, or books that might be useful for your project, and bring them with you to India. You should also identify internet sources and find out how to access them remotely (your college reference librarian will be able to help you with this). Even if you don’t use all the sources you bring or have access to through the internet, you may find that one of the other students can use them, and you may find other students who have sources you can use.

**Human Subjects Protection:** It is likely that you will be observing, surveying, or interviewing people during your research, regardless of the project you choose. The United States has strict guidelines for
research that involves human subjects, and as a student doing research as part of a program run through a group of US institutions of higher education, you must familiarize yourself with these guidelines. Please read through the two documents you received from the ACM on the process and the principles for research involving human subjects.

Here is what you need to do:

1. Meet with your college advisor to discuss the research project you plan to conduct while abroad. While your research project will likely not be finalized until you are on site, it is important to have a pre-departure meeting to discuss how the project you are considering will fit into your academic program at your home school. Ask your advisor to help you review the ethical guidelines for research in your field. (Most academic professional associations have codes of ethics which delineate appropriate research standards and cover various issues which pertain to field research; these are often posted on their websites. Many of these links can be found on line at: http://www.aaanet.org/committees/ethics/ethics.htm
In addition, it’s easier to follow up with your advisor once you’re on site if you have already had this preliminary conversation.

2. Take the on-line tutorial, “Protecting Human Research Participants,” developed by the National Institutes of Health and covering such topics as codes and regulations, respect for persons, and justice in research. At the end of the tutorial, you will receive a certificate of completion; you should print out this certificate and bring it with you to the program site. All students must take the on-line tutorial, regardless of project topic. The tutorial can be found at:

   http://phrp.nihtraining.com/

If you anticipate that your work will involve human participants—as interviewees, for example, or as members of a community you will be studying—you should inform yourself about the appropriate standards for ethical research and the necessary steps (outlined below) to secure approval for your work. In particular, you should:

1. Read carefully through the standards for protecting participants outlined in the document, “Protecting Participants in Research Projects,” and discuss them with your advisor.

2. Find out the steps in the process for IRB approval (e.g., deadlines, signatures, forms) on your particular campus. If you anticipate involving “vulnerable” populations in your project, your project will likely be referred to your home school IRB for final review. In anticipation of this, your advisor may recommend that you meet with a member of the review board prior to leaving campus. The process will vary from one campus to another, and it is your responsibility to inform yourself about your school’s policy and procedures.

   Once you are on site, the program director or other local advisor will work with you to refine your project and help you to prepare a proposal which meets research guidelines in both the host country and in the U.S. This proposal will be reviewed by a local committee, and if approved, the local committee will forward its decision to the IRB at your home school. If the local committee decides that final approval must come from the home school IRB, it will be your responsibility to prepare the appropriate application materials. **Interviews and other work with human participants on a project cannot begin until the proposal has been reviewed and approved by either the local board or your home school IRB.**
While the steps outlined above may at first seem onerous to you, they are a critical part of the research process, and they recognize that the projects that you do have value and contribute to the body of scholarly knowledge. If you pursue graduate education, you will find that these same principles and guidelines apply to research undertaken for higher degrees and in fields such as medicine. In the same way that it is important for projects to be culturally sensitive, so also is it important that they adhere to ethical standards.

**Draft Proposal:** Both your draft and final proposals can be brief, but they must contain the following information:
- title of the project
- a brief discussion of the topic and problems/questions you have developed
- a plan (including a timeline) for conducting research on your problems/questions
- a summary of resources you have and resources you think you will need to complete your project
- a brief discussion of the significance of the project
- a bibliography of sources on your topic and problems/questions, noting those you have with you or that are readily available (e.g. via the Internet)
- a statement describing how you will implement human subjects protection

As you develop your proposal, think carefully about the time you expect to be able to commit to your project. You might consider how much time you could give to a similar project on your home campus, and divide that in half—that would give you a good idea of how much time you will have in India for your project. Because time is so limited, you might also consider combining your project with other interests; for example, you might be planning to explore Indian music or even take lessons while in Pune. If that were the case, you might want to focus your project on some aspect of Indian music. Finally, you should consider how you might use the information you gain during your project research in other parts of your education. For example, if your home college requires a Senior paper or project, perhaps your ISP can provide data to use in that paper or project.

**Final Proposal:** Your final proposal will likely contain the same basic information as your draft proposal, but will have been modified based on input from the Program Director, Academic Advisor, and other students. These modifications may be substantial or modest, but they are important. The final proposal is one that describes a project that is interesting to you and feasible to undertake in Pune. It is a roadmap for the rest of your work on your ISP.

After your proposal is approved, you will not be allowed to change it except under extraordinary circumstances (this is, in part, because the Program Director and Academic Advisor need time to find you an appropriate Research Guide). If you find it necessary to change your project topic, you need to discuss this possibility with the Program Director and Academic Advisor. You are responsible for reporting any problems that may arise as you undertake your project to the program staff as soon as they occur so that the program staff can respond effectively.

**Project Specifications**

**Format of the project report:** The project report (final paper) must include the following:
- title page
- abstract (ca. 200 words) summarizing your topic, methodology, and results
- table of contents
- body of the paper: minimum of 25 double-spaced A4 pages, not counting images, tables, and figures
- bibliography or listed of works cited, and appropriate citations (see below)
- acknowledgments

**Documentation:** You are expected to employ appropriate documentation practices (in-text citations and a bibliography of works cited). A good overview is included in *The Craft of Research* (pp. 200-202). If you are unsure of what documentation practices to follow, consult a style manual (there are copies in the ACM office) or the excellent on-line style guides provided by the Purdue Online Writing Lab (owl.english.purdue.edu/owl/).

**Copies of the project report:** You must save a copy of the project report (final paper) on the office computer at ACM Pune.

**Property rights:** Property rights remain with ACM; hence you should not send your ISP – nor any part of it – to any local publication without consulting the Program Director, the Academic Advisor, and the ACM Faculty Coordinator in the Pune office.

**Research assistance:** The ACM staff and advisors will help you with such matters as arranging for translations or interviews, organizing field work, additional local transportation, and so forth. You will receive a small research grant to help defray the cost of such arrangements. Any items purchased by ACM to aid in your research must be returned to ACM.

**Project Credit and Evaluation**

**Credit:** Four semester credit hours (out of 18 total hours).

**Evaluation:** Your ISP will be evaluated by your Research Guide in conjunction with the Program Director and Academic Advisor. Two aspects of your project – content and process – will be separately evaluated according to the following proportions:

- **30%** The project: includes (as appropriate to each individual project) the topic selection, design process, data analysis, grasp of disciplinary and/or interdisciplinary context, conclusions, awareness of project limitations and implications;

- **30%** The project report: includes the completeness of the report, the writing style and mechanics (grammar, word choice, punctuation, spelling), and documentation.

- **30%** The process: includes meeting all deadlines (see “Important Dates and Deadlines”), attendance at all required ISP meetings and weekly meetings with the Research Guide, submission to the Research Guide of weekly written progress report, and the quality of oral presentation at the ISP retreat at Mahabaleshwar.

- **10%** Pre-departure preparation: includes completion of Human Subjects Protection certification and consultation with home campus IRB, completion of a full draft proposal, source material identified, and completion of assigned pre-departure readings (the Faculty Coordinator will provide an assessment of pre-departure preparation to the Program Director)

While criteria for evaluation of ISPs may vary somewhat according to the nature of the project, the following expectations are common to all projects:
• A strong, well-conceived research topic/question supported by a detailed, well-written exposition/argument.
• A clear articulation of the intellectual/disciplinary/theoretical context of the topic or question, bolstered by significant research.
• The experiential components of the project need to be analyzed according to the intellectual/disciplinary/theoretical framework that you have developed. To provide only a memoir of your experiences falls short of that expectation.
• A clear exposition of the cultural significance of the topic to the Pune and Maharashtra region.

ISP Library
The ACM Pune office has a library of bound ISPs from previous years. Please take the time to read a few of them, to familiarize yourself with the process and to help you refine your own topic. If your topic has already been the subject of an ISP, see if you can take a new or different angle on it; in some cases enough time will have passed that you will be able to offer a fresh perspective on the topic.

Nearby Libraries and Archives
British Library, 917/1 Fergusson College Road (F.C. Road); phone (20) 4100 5300. A small library containing English-language books, periodicals, CDs and DVDs, and reference works. Membership fees (annual) range from Rs. 1500 to 3500; a 3-month (reference only) membership is available for Rs. 500.

Film and Television Institute of India (FTII), Law College Road at Prabhat Road (opposite CCD); Film Studies Library open 10-5 daily; Rs. 15-20 per day; phone (20) 2544 4513 or 2543 0366.

Other Important Information
**Government rules and regulations:** Please remember that you are a guest in India, and that while working on your ISP you must be careful to abide by Government rules and regulations. For example, you should avoid actively participating in rallies or demonstrations, delivering political speeches, photographing sites considered militarily sensitive, and so forth. Please ask the Pune staff should you have any questions regarding activities you think might be illegal or inappropriate.

A few words of advice: The faculty, staff, and guides are dedicated to helping you succeed with your ISP, so please take full advantage of their knowledge and experience, and don’t be afraid to ask for assistance or talk about opportunities or setbacks you may encounter.

Education in India
As a student in the ACM India program, you will be enrolled in classes taught by Indian instructors, themselves the products of 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 India. 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? So you know this switch. 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 that is inverted in comparison with what you know works, that it’s 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.

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. The classroom experience may feel as if the driver is not driving.

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 driver’s seat yourself, to propel your learning.

Differences in the way university-level students are educated in India 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 Indian universities, as true virtually everywhere in the world except the U.S., are instructor- rather than student-centered. Faculty members 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. Indian instructors are themselves the product of this more formal, instructor-centered system, and their classroom demeanor reflects this training.

2. University-level students in India (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 throughout the semester so that they can write knowledgeably about the subject of the course at its end.

3. The learning process in India thus may feel less engaging or demanding on a day-to-day basis than the active learning class sessions on liberal arts campuses. Students in India typically do more memorization (e.g., of information, dates, names, facts, etc.) than American students may be accustomed to at liberal arts colleges, where the faculty often emphasize concepts over
information. Class participation may be a smaller factor in final grades. However the Indian instructor organizes the class, and whatever the mix of lecture and discussions, it is important that 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 throughout the term.

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 India students receive numerical grades, 0 to 100, ranged along a pyramid, with almost no students receiving top marks and very few what would be considered B’s in an American system. 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 an Indian 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 Indian students will pass a course, but few will get a mark above 70. To mediate between the two very different approaches to grading, ACM will convert the numerical grades you receive in your courses in India to letter grades according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Superb</td>
<td>95% or higher</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90-94%</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>59% or lower</td>
</tr>
</tbody>
</table>

In the end, you will find that as long as you keep up with the work in your courses, your grades will be comparable to those at your home college.

Credit and Grades
ACM recommends 18 credits, as shown in the course descriptions, for your work overseas. 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. Different colleges have different policies about credit, and it is your responsibility to inform yourself about pass/fail options and how your India program credits will appear on your transcript. 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. (More detailed information about ACM and individual college policies can be found at the back of this handbook.)

During the first week of starting each course in India, you will be asked to complete a grade choice form. This will inform the ACM Chicago office which courses you have chosen and whether you wish to have letter or non-letter grades recorded for any courses. Provided that you do not have any outstanding financial obligations to ACM and the program, the ACM office in Chicago will forward final grades from the program to the registrar of your college as soon as they are available.
Passport and Visa

You will need to have a passport for travel to India, one which is valid for at least six months beyond the end of the program. If you do not now have a passport and are an American citizen, please review the information on the U.S. Department of State website (http://www.travel.state.gov/passport/passport_1738_2.html) and apply for one immediately. If you are a citizen of another country and need to renew your passport, please contact the nearest consulate or embassy.

In addition to a valid passport, you will need a visa for your travel to India, and as a first step in the process, ACM will obtain for you a letter from the American Institute of Indian Studies (AIIS) certifying that you will be enrolled in a study abroad program in India. In order for ACM to do so, you will need to fill out the Student CV Visa form sent out to you in hard copy by the ACM. Please complete this form and return it to Heather Herriges at the ACM by April 15; it must be filled out legibly (typed or neatly printed) and accompanied by a passport-sized photograph of yourself. ACM in turn will forward the applications to AIIS in New Delhi and they will then draw up and fax the required certifying letter to the consulate for you. (The cost of AIIS providing this letter is included in your program fee.) Once the letter has been sent to the consulate, ACM will notify you by e-mail in June that you may apply for your student visa, which handles visa applications for the Indian consulates. Instructions for applying will be posted at www.acm.edu/acceptedstudents. Once a visa application is started it is only valid for seven days, so you should not start applying for the visa until you have been informed to do so by ACM. Once you have your visa it is crucial that you make sure the visa is correct and will be valid for the right amount of time.

Travel Arrangements

You should 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 usually cheaper. You will likely get a six-month visa, which becomes valid the day you apply for it, so please make sure your time in India does not exceed your visa allotment. In making your travel reservations, there are a number of options available to you; you may wish to use a travel agent (such as STA, which offers student discounts; call 800-708-9758) or book through one of the many internet sites. You will need to arrange to fly from your home to India and arrive at the Pune airport by 7am on Sunday, August 19th. You will be met at the airport by program staff and taken to Hotel Raviraj in Pune where you will stay for the first few days.

Communication

Internet
The ACM office has wireless internet for the students to access during office hours. In addition, internet cafes are available throughout Pune at very reasonable prices and some have wireless internet. If you have a laptop, you should plan on bringing it with you. Past participants have recommended that you bring a USB flash drive. Your host family may or may not have internet access in the home.

If you bring your laptop, please keep in mind that you need to take adequate precautions to keep it from being stolen. You will want to make sure that it is insured, likely through your (American) family's property insurance policy, as ACM does not provide insurance coverage for personal property.
Cell phones
You won’t be able to get an India cell phone for several weeks due to the paperwork required by the Indian government, so we recommend that you bring your US cell phone with you to India to use in the first days of the program. Make sure you have the ability to unlock the SIM card and that your plan allows for international use. After the police registration is complete in India, you should plan on purchasing an inexpensive cell phone. The program staff will assist students in purchasing a cell phone and arranging a calling plan.

While it is important that your parents or other emergency contacts know how to reach you at the program office in India (see the contact information at the end of this handbook), these phone numbers are for use in the event of an emergency only and you will be charged for the cost of any long-distance calls.

All of the families with whom students are placed will have phones in their homes, and when you first move into the house or apartment, you should inquire about their preferences for your using the phone before you do so. They may let you make local calls, but you should not plan to use their phone for long-distance calls.

Mail
While you are in Pune, you should not receive mail at your host family’s residence. Instead, please ask your family and friends to send mail care of ACM (see address at the back of the handbook). ACM does not recommend that you receive any packages. Customs charges a flat fee on all incoming packages containing books, used items, or things for which no value is declared in the shipping documents. If a value is declared on the package, however, you (the receiver) will be charged 20% of the declared value for customs fees, plus an additional 20% for value-added tax. Be sure to bring all the prescription medication you’ll need for the entire semester, because it is almost impossible to send medicine through customs.

Money
Students on the program in the past several years have relied on debit and ATM cards almost exclusively to obtain rupees for daily expenses. (For information on what expenses you can expect to have, please see the Cost Information Sheet for the India program posted on the ACM website.) ATM machines are readily available throughout Pune, and you should have no problem withdrawing funds in rupees from your U.S. bank account. Before you leave for the program, however, you should notify your bank that you will be abroad. If you neglect to do so, you may find that your bank, fearing that your card has been stolen, will freeze your account after several withdrawals. You will also want to check on the transaction charges your bank may levy. While the exchange rate is typically good when using an ATM or debit card, you may find that transaction fees are such as to discourage multiple withdrawals of small amounts.

While ATM and debit cards work well, this should not be your only means of getting money—ATM and debit cards can get lost, stolen, or eaten by cash withdrawal machines. You should also bring along some hard currency in dollars—perhaps $100 to $200—and a credit card. These can be useful in emergencies or if you travel outside of Pune. Visa is more widely used than other credit cards, but you should not plan to use it with the frequency that you likely do in the U.S., as most small businesses in India will not accept it.
Mental and Intellectual Preparation

When you first arrive in India, you will undoubtedly be struck by the many new and different sights, sounds, and smells around you. And while you can never really prepare yourself for the full experience of studying abroad, you can arrive with some knowledge of India today, its diversity, and its challenges. You’ll undoubtedly find your Indian teachers, friends, and host family more knowledgeable about the U.S. than you are about India. The more you can learn in advance about India and prepare yourself for the program, the more you can learn and benefit from discussions with instructors, project guides, new Indian friends, and host family members. Your overall experience will be richer for it.

Required Readings
Ramchandra Guha’s *India After Gandhi*
R. K Narayan’s *Malgudi Days*

Recommended Readings
Fiction
Salman Rushdie, *Midnight’s Children*
Rohinton Mistry, *A Fine Balance*
Vikram Chandra, *Love and Longing in Bombay: Stories*
Kiran Desai, *The Inheritance of Loss*
Chetan Bhagat, *One Night at the Call Center*
Arvind Adiga, *White Tiger*
Arundhati Roy, *God of Small Things*

Non-Fiction
Edward Luce, *In Spite of the Gods: The Rise of Modern India*
Sara S. Mitter, *Dharma’s Daughters*
Shashi Tharoor, *The Elephant, The Tiger, and the Cell Phone: Reflections on India in the 21st Century*
Mihir Bose, *Bollywood: A History*
Mukul Kesavan, *Men in White*

Websites
http://www.pune.org.uk/
http://india.gov.in/default.php

Movies
“Best Exotic Marigold Hotel”
“Slumdog Millionaire”
“Bride and Prejudice”
“Salaam Bombay!”
“Lagaan”
“Om Shanti Om”
“Three Idiots”
“Earth”
“Water”
“Fire”
Packing Considerations

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

- Specialty foods (wild rice from Minnesota, bread mix, your favorite cake/muffin mix)
- Fridge magnets
- Handmade sweets from your state or region
- Artwork from your area (small pottery, weaving, watercolors)

Luggage
While packing, be aware that you will leave India with more than you brought, and that airline luggage restrictions can be strict. You should also keep in mind that you will travel throughout the semester so you will want to bring a duffel. When you pack your bags, include your name and the program address inside each bag in case it gets lost.

Clothing
Clothing is more complicated when you are in a new and varied culture. You may find that you are more comfortable in India 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 would be inappropriate.

Bring cool and comfortable clothes. Cotton clothes are cool and dry quickly. Poly-cotton blends are the best. Some students have recommended linen garments. It is also recommended to pack some warmer clothes to wear during the travel break and during the monsoon season, which can be cold and damp. Past students have asked us to emphasize that jeans are okay! Most students buy and wear Indian clothes once they get to India. Past students, however, remark that many Indian college-age students wear western clothes.

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 photo page and visa page) and carry it separately from your passport. Also bring a copy of a certified 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 in case of loss of 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. While India is a safe country, pickpockets are becoming more common with the increase in tourism, and international airports are always popular spots for thieves.
Suggested Packing List

Documents
- Passport/visa + copy
- Certified copy of birth certificate (in case of lost passport)
- ATM card, credit card, cash
- 6 passport sized photos (which can be printed in India)
- Required readings

Clothing (keep in mind that most students buy local clothing)
- Cotton shirts, a few long-sleeve shirts, and a sweater
- Pants
- 1 pair jeans
- Bathing suit (2-piece suits are only common for women in Goa or other touristy areas)
- Shorts. For females, they should be capris, Bermudas, boy length. Short shorts will draw unwanted attention, especially in a gym.
- Comfortable walking shoes
- Pair of shoes you won’t mind getting wet such as Chaco, Teva, Merrell, or Crocs
- Pair of shoes for showering and walking around hotels, such as flip flops
- Sandals
- Raincoat
- Hat
- Underwear
- Socks

Personal and Miscellaneous Items
- Umbrella
- Toiletry articles (note that most U.S. brands are readily available in Pune)
- Travel toilet paper (Charmin makes travel rolls)
- Baby wipes
- Hand sanitizer
- Glasses or contact lenses (Contact lens solution is expensive, so you might want to bring a semester’s supply)
- Enough prescription medicine to last your stay and copies of prescriptions (with latin names)
- Medicine kit with basic items such as Band-Aids, antibiotic cream, aspirin, antihistamine, antacids, etc.
- A bath towel (do not expect to use your host family’s towels)
- Sunscreen
- Bug spray containing DEET
- Camera, memory card, USB cord
- Pictures of your family, home, and college to show to your host family and friends in Pune.
- Backpack for routine daily use in Pune (some students bring larger backpacks to use for travel)
- Money belt
- Guidebook
- Laptop
- USB drive
- 230 V adapter
- Converter plug
- Reusable water bottle and/or water bottle with a filter
- Tampons (plastic applicators are not available in India)
Arrival in India

Registration with the Police
Students are required to register with the police within 14 days upon arrival if your visa is stamped for more than a 6 month entry. This process will require your passport, as well as 6 official passport photos. ACM staff will assist with this process.

Registration with the American Consulate
You are required to register online with the American Consulate in Mumbai once you arrive in Pune.
V. Host Country Information

No country in the world is as diverse as India, and every statement about its geography, people, climate, language, religion, economy, and even political system must be qualified by its opposite. The second most populated country in the world (after China), India’s populace is divided along lines of caste, religion and language. There are approximately twenty official languages, including English, and while the national census does not recognize ethnic groups or castes, recent estimates are that there are over 2,000 different ethnicities in India. In terms of religion, virtually every world religion is represented among its population, with Hindis, Muslims, Jains, Sikhs, Parsis, Buddhists, Christians, and even a small Jewish community. It boasts modern glass office buildings in its cities; shanty housing of tin, mud, and cardboard in its slums; and some of the most beautiful architecture in the world.

The history of the sub-continent goes back to 2,500 BCE, a time when Europeans were still in caves and Egyptians only beginning to build the remarkable monuments along the Nile. Successive waves of migrants and invaders introduced new peoples, languages, religions, and political systems to India, and by the time that the British began to establish their first trading posts in the seventeenth century and, ultimately, their overall authority two hundred years later, India was composed of a series of small princely states. Britain considered India to be the “jewel in the crown” of its empire, and no other colony, for better or for worse, received the level of attention and investment, in all sectors, that India did. Conversely, no other part of its empire has had in the influence on modern British society and culture that India has exercised.

Independent since 1947, India today is at a crossroads in its development and faces important issues: While its economy has grown at an enviable pace since 1991, when many economic policies were liberalized, and its rate of population increase has declined, the benefits of this growth have been uneven and largely confined to specific sectors of its urban areas. The service sector comprises roughly half of the Indian economy, with the industrial and agricultural sectors sharing the remainder of the pie. The poor in villages in the rural areas have, by and large, not participated in this prosperity, and while some experts see village life as key to India’s future, for many at the present time it is only through migration to the cities that the cycle of poverty has been broken. The Indian agricultural sector remains outside the ring of growth and success, largely based on peasant labor and smallholder production. What the Indian economy most needs, according to at least one expert, are jobs in industry for semiskilled laborers, and this, unlike in China, is not occurring. India’s advantage over China, on the other hand, is the widespread use of English, a factor that has led to the establishment of many offshore call centers.

Pune, where the ACM program has been located since its establishment, demonstrates the contrasts in the Indian economy and society today. A city of over three million, it is the home not only of one of India’s oldest and most respected universities, the University of Pune, but also of many of its newest industries. It is second only to Bangalore in the number of high-tech firms and is home to many drug and pharmaceutical companies. The Serum Institute, for example, supplies roughly half of the supply for the vaccines the United Nations provides to children all over the world. It also offers plazas, fast food shops, and a host of smaller businesses. Pune is in Maharashtra state, the second largest city after Mumbai (formerly known as Bombay), and with its inland location and somewhat higher altitude, has a much more pleasant climate than Mumbai. The three-month rainy season may have already started when you arrive in August, and while the monsoon often turns Mumbai into a murky mess, Pune’s rains are not as heavy. You can expect rain daily when you first arrive, but typically it only pours for a short period before you can go out comfortably; the rains tend to taper off around September. October is generally hot, but the heat eases by November, when the nights will grow cool and you will probably need extra blankets!
VI. Cultural Norms and Expectations

Although Indian 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 very 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 your host family and other Indians with whom you come in contact. For example, Indians generally greet other and say goodbye with their hands held together (as if in prayer), and say, “Namaste.” You should learn to do this as well.

The ACM Pune staff is a good source of information about manners and behavior, both in the home stay and outside the home, and will be discussing these with you in the on-site orientation when you first arrive. Here are some general tips, gathered from past program participants and ACM staff, to guide you while in India:

- As a general rule you should plan to dress a bit more conservatively than you would at home. While you may see young Indian men and women on the streets dressed in shorts or skimpy tops, you as a Westerner draw special attention and will find that more conservative clothing attracts less notice.
- Be sure to greet people when you enter a room or home. 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 overnight, let your family 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, will be very worried if you do not return (or if you’re late).
- In the past, Indian men and women have tended to be very circumspect publicly about their relations, although this is now changing somewhat and it is not unusual to see younger couples walking hand in hand on the street. With your host family, you should be careful about touching a member of the opposite sex. Moreover, while in some host families it may be acceptable and even expected for a young woman to hug her host mother, in other families this may not be the custom. You will want to observe to learn what is appropriate and/or expected with your host family. And be sure to greet your host family members in the morning at breakfast and when you return home after the day’s classes.
- Despite the gradually changing mores in Indian society today, social restrictions on relations between the sexes in India are stricter than you are undoubtedly accustomed to in the United States. When living with the host family, we ask that you abide by their standards which may preclude even being alone with a member of the opposite sex. Don’t offend your family or place yourself in an inappropriate situation. Although you may think you are being discreet, remember that your high profile in Pune ensures that your actions will not remain confidential.

Culture Shock

No matter how much you prepare for your time abroad, however, there will be surprises, both good and bad. As one study abroad student said, “It doesn’t matter what you expect—it won’t be what you expect.”
It’s not unnatural to go through a period soon after you arrive when you’re desperately homesick and everything Indian looks more foreign than you can bear. Often labeled as “culture shock,” these periods pass; for some, they come and go quickly, while for others, they may last longer.

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

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

As a student studying abroad, you will undoubtedly feel uncomfortable at times, especially in the beginning, and likely hear your fellow students expressing similar responses. This is not unusual, and we anticipate that after a time these feelings of discomfort and insecurity will dissipate. We encourage you to speak with 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.
VII. Health and Safety

You will 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 India, 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 India 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:

Health

In addition to the pre-departure preparations for managing your health while in India, you need to need to take precautions to maintain your health in India. Probably the biggest risk to your health in India is from food (e.g., undercooked or street food) and untreated water, leading to stomach and intestinal upsets. As part of your preparation to go abroad, please read carefully information from the Centers for Disease Control (CDC) about medical conditions in India and the recommended precautions for Americans traveling to South Asia. The CDC pages on travel in India recommend not only monitoring what you drink and eat, but also using hand sanitizer.

Other health risks in India include malaria and AIDS. Malaria is present outside of Pune, for example, and particularly in the rainy season. When traveling in an area where it is present, you should take your malaria prophylaxis regularly, wear long sleeves, and use insect repellent. Be aware too that AIDS is a risk, and spread most often through unprotected heterosexual intercourse. It is incurable, but preventable, and safe sex is a must.

Pune has very good medical facilities, and if you need to see a doctor while you are on the program, ACM staff will be able to give you the names of doctors and clinics where students have been treated in the past and who work with the HTH insurance. 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.

If you take one or more prescriptions drugs regularly, you will want to be sure you can continue this medication while abroad. Speak with your physician about the possibility of obtaining a supply to take with you. (And please make sure to keep it in its original container, and in your carry-on luggage.) If you cannot get a supply to take with you, you will want to see if this medication can be obtained in India and to have the generic name. You should not plan to have drugs (of any kind) sent to you while abroad.

Insurance

ACM will provide health insurance coverage for all students participating in its programs. This coverage is through HTH Worldwide, a company with long experience and excellent service in providing health coverage for students abroad.
The policy with HTH provides a broad range of coverage for students’ medical treatment while abroad. Here are several key features of the coverage:

- Coverage for both routine 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 (but not taxi fares); and
- No deductible.

The policy will cover students from the day before the start of the program through the day after the program ends, and thus be in effect for the time students will travel to and from 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.

To arrange for HTH payment for medical expenses, you (or the Program Director) should contact HTH in advance of treatment, and HTH in turn will contact the treatment provider. In the event that this is not possible, or if the provider wishes payment in advance of treatment, the student is responsible for these costs and should then file for reimbursement by HTH. ACM will bill the student and/or the student's family for any medical expenses or related costs (e.g., for transportation to the medical facility). ACM is not able to file medical claims on behalf of program students.

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

The cost of this coverage is included in your program fee, and ACM will handle your registration for the insurance. It is also possible for you to purchase independently additional coverage to extend the days that you will be covered by the ACM policy. The cost of this additional coverage is approximately $10/week. HTH will email 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.hthstudents.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.)

**Safety**

Pune is a modern and safe city, and India 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 Pune and everything is unfamiliar. You’ll find traffic to be more congested and also faster than on the streets of, say, Northfield or Galesburg. The biggest difference you’re likely to notice, and immediately, is that traffic is on the left rather than the right side of the road, and all your instincts as a pedestrian will need to be adjusted. You will be commuting between your home and the Pune office each day by foot, bus, or rickshaw, and you’ll want to consciously train yourself to expect traffic to be coming from the opposite direction. ACM Pune staff, as well as your host family, will talk more about getting to and from the ACM program center when you first arrive and can advise you about safety as you travel around Pune.
While participating in the program, you will be living and studying as a foreign guest and will be expected to conform to the standards of Indian society. Keep in mind that you are subject to all Indian laws and that your visa can be revoked for infractions deemed serious by the Indian government. As a member of the ACM-sponsored group, you are very visible in Pune. Your actions will reflect on the program and could jeopardize the position and legal status of the program. The program has been in Pune for forty years and has carefully cultivated good relations with people in India; illegal or inappropriate actions can imperil both yourself and the program. The following issues have been identified by program staff as potentially problematic.

**Drugs and Alcohol**
As in the United States, recreational drugs are illegal in India. The program or the U.S. consulate can do very little for you if you are caught in possession of illegal substances. Keep in mind too that India as a society is very circumspect about alcohol consumption. Furthermore, excessive alcohol consumption impairs your judgment and can put you at risk; it is also offensive to your host family and casts an unfavorable light on you and the ACM program.

**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’ 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 in a safe place; also, make a list of credit card numbers and serial numbers from any electronic equipment.

**Political Involvement**
Politics in India can be extremely volatile and sometimes violent. 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.

**Travel**
Parts of India 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 Indian 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. *It is absolutely prohibited to operate a motor vehicle while in India.*

**Serious infractions are punishable with expulsion from the program.**
IX. Housing Arrangements

Host family assignments will be made during the first few days of the program while students are staying in the hotel. Students will have the opportunity to meet with their host family before they move from the hotel. Host families provide students with breakfast and dinner Monday-Friday and all meals on the weekends. Keep in mind that non-vegetarian families do not necessarily eat meat everyday.

The housing stay, with Indian host families, is integral to the ACM program. Families are important units within Indian society, and living with a host family provides an important window into India that would otherwise be missing from a student's experience abroad. For many students, it is the aspect of the ACM program that they most miss when they return home. At the same time, however, like the more academic aspects of the program, it demands a level of commitment and work (not to mention sensitivity) to make the arrangement work. The host families often feel responsible for the students placed in their homes (in their “care,” as many of them see it) and in return expect that students will treat them with the respect and courtesy they expect of their own sons and daughters.

No matter how much you prepare for the difference between college study on your home campus and student life in India, there will be surprises and adjustments to make. The success of your stay with an Indian family will depend upon your ability to observe and adapt to a lifestyle very different from what you are accustomed to. Past participants have emphasized that this is crucial. **Being honest with your Indian family builds trust and helps to avoid tension later.** The differences you encounter will include food, household routine, amount of privacy and personal space, and protocol. You may also hear political attitudes you’ve never heard at home. Sensitive areas may be some of your family members’ views of feminism, poverty, and Dalit (formerly labeled “untouchables”) issues. You may need to remind yourself that you are a guest in India, and that it is **your** responsibility to make adjustments to a different way of life.

In your Indian home you should keep in mind the courtesy expected of a guest. **No matter what country you’re in, it’s polite to let your hosts know when you’re going out and when you’ll be back. Try to establish a schedule which does not disrupt your host family’s routine.** Find out when you're expected to be present for meals and other family events, and find out what your household responsibilities are. **You may have to remind yourself that you are in India to learn from your Indian family and friends, not to make them adapt to your expectations and preferences.** Being constantly alert to what is going on around you is tiring at first, especially where using a foreign language means that just speaking requires effort.

In all this, we remind you that your homestay is an important source of **experiential learning.** The experience may make you recognize preconceived notions about contemporary India. It may sensitize you to cultural differences more subtle than you had anticipated. It will most certainly challenge you to see life from someone else’s point of view and to stretch your own culturally-shaped perceptions. It will not necessarily be a simple task, but you will be richly rewarded if you are open to exploring the possibilities for learning that surround you in India.

If you are encountering difficulties with your host family, please speak with Anju Bhagwat and Sucheta Paranjpe, about your concerns or problems. They may be able to offer provide insight into your concerns and offer suggestions for resolving matters.
X. Getting Around Pune and Beyond

You have several transportation options in Pune. You can walk, take the bus, or take a rickshaw. At first glance Pune traffic can be quite frightening: Not only do people drive on the left side of the road, but also the sheer volume and variety of traffic getting from one place to another is challenging, exciting, and potentially dangerous. Past students have described traffic as “insane,” but they also have found that there is a pattern to it. Their best advice: look left, right, up and down before crossing the street.

Rickshaw
Rickshaws are virtually everywhere in Pune. They look like covered scooters and take three people. This is the most popular way for students to get around. During the orientation program staff will teach you ways to be safe when using the rickshaws.

Your fare is determined by a meter, and you should make sure that the driver turns the meter over. The driver will hand you a fare card which converts the fare shown on the meter into the current rates, and this will allow you to know how much the ride will cost.

ACM will provide a rickshaw allowance for travel to and from the ACM program center for students with host families further than walkable from the program center. The allowance will cover the cost of a rickshaw for five days a week. This allowance will be paid to students once a month beginning when students first move into the homestays. When two students live with the same host family, the rickshaw allowance will be shared between them.

Bus
For short trips, students may wish to utilize Maharashtra State Transport (ST), which operates buses to every corner of the state. Three ST stands are located in Pune:
- **Swargate** to Khadakvasla, Sinhgad Fort, Mahabaleshwar, Wai, Kolhapur.
- **Pune Station** to Alandi, Ahmednagar, Aurangabad (Ajanta and Ellora Cave), Mahabaleshwar.
  - Asiad buses leave every 15 minutes for Mumbai from the Pune bus station.
- **Shivajinagar** to Karla Caves, Lonavla.
  - Luxury buses also leave daily for Mumbai.

Train
The Lonavla local takes you to Khadki, Dapodi, Chinchwad, Kamshet, Malavali, Lonavla, and other stops. Catch it either at Pune station or at Shivajinagar station. There are several fast trains to Mumbai and Holiday special trains in the afternoon each Saturday and Sunday. Reservations for trains to and from Mumbai are available one month in advance except for the Deccan Queen, which are available ten days in advance. Make your plans early and go in the morning to either Pune station, the railway office on Karve Road, or a travel agent.

For longer trips by train, it’s a good idea to buy your tickets well in advance. If your train trip is overnight, request a berth. You’ll get either a plain or padded berth with no bedding. You can avoid the hassles of making your own arrangements by using a travel agent. Some people, however, feel this just means a different kind of hassle. Try Tradewings on M.G. Road, Pegasus Travel on F.C. Road or Prasanna Travel, also on F.C. Road.

It is important to take a chain and lock when traveling by train; they can be purchased in the station for about Rs.35-50.
Air
Domestic air travel is a rapidly changing industry in India. While Indian Air used to be the only government-run domestic airline, various private domestic airlines like Jet Airways and Sahara are now in service. You can go to www.jetairways.com to get a sense of prices.

Travel Break
When planning your travel outside of Pune for the break, you may wish to consult with the Student Alumni Fellow and with ACM program staff for suggestions. It is always best to travel in small groups of three or four. When traveling, be sure to carry your police registration, passport, and a copy of your passport (kept separately from the real thing). Keeping up-to-date on the current political situation and any U.S. State Department or Indian travel advisories is essential. You should let your host family know when you will be away, where you will be, and when you plan to return. Please share this information with the ACM Pune staff as well. You should plan your travel in such a way that you do not miss classes or come unprepared to class following a trip.

Please note that the states of Jammu and Kashmir, as well as the India-Pakistan border areas, are off-limits to foreigners, as stated in your visa. Nor should you travel to countries for which a U.S. Department of State Travel Warning is in effect. In addition, ACM program students are prohibited from renting or driving motor vehicles while the program is in session; failure to observe this rule can result in expulsion from the program.

Your Return Date and Getting to the Airport
The earliest date you can return home from Pune is Saturday, December 1. ACM Pune staff will also let you know of the various steps and formalities you will need to follow in order to leave the country.

If you stay in India after the end of the program, you are in India independently and are no longer affiliated with the India: Culture, Traditions, & Globalization Program. Of course, you will probably keep in touch with the people you have met in Pune, but be careful not to impose. ACM is not responsible for you if you run out of money, become ill, have problems with the government or police, or problems with your travel arrangements.

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

**Tuition, Program Fees and Refunds**

**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.

**Confirmation Deposit**
Once accepted into an ACM Off-Campus Study Program, a $400 deposit is required. This deposit reserves your spot on the program and must be received by ACM within 15 days of your receipt of acceptance materials. It is credited toward the program fee and is **non-refundable**. Students who do not submit the deposit within the time frame risk losing their spot on the off-campus study program.

For the Chicago and Newberry programs, an additional sum of $200 for the housing deposit is required. This deposit is **refundable** upon completion of the program provided that no additional cleaning or special repairs are required.

**Costs Not Included**
For a breakdown of costs covered by the program fee and those costs which are additional, please see the cost worksheet for your program. Typically the program costs (educational costs plus program fee) cover tuition, program-sponsored excursions and site visits, housing, and some group activities. Unless specified, it usually does not include the costs of transportation to and from the program site, meals, passport and visa fees, and personal expenses; these costs are the student’s responsibility.

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

**Refunds and Withdrawal Policy**
ACM makes significant financial commitments on your behalf well before the start of the program. **You are required to send a deposit of $400 within 15 days of acceptance and the $400 is non-refundable; it cannot be returned if you cancel.** If you cancel after depositing, you will be billed for all
unrecoverable expenses we have incurred on your behalf. Depending on the program and timing of your cancellation, these unrecoverable expenses could amount to several thousand dollars. If you are considering cancelling your participation, we urge you to contact the ACM Program Associate to inquire about the unrecoverable expenses to date for your program. Your cancellation will be effective the date that you notify ACM, in writing, of your withdrawal. The following schedule is in effect:

For students who apply in the spring for a fall program: Students are expected to deposit by April 15. If, having paid the program deposit, you cancel on or before May 15, you will forfeit your deposit and be charged for any unrecoverable expenses. If you cancel after May 15, ACM will bill your college any unrecoverable expenses and an administrative fee; your deposit will not be refunded.

For students who apply in the spring for a spring program: Students are expected to deposit by April 15. If you cancel on or before September 1, you will forfeit your deposit and be charged for any unrecoverable expenses. If you cancel after September 1, ACM will bill your college any unrecoverable expenses and an administrative fee; your deposit will not be refunded.

For students who apply in the fall for a spring program: Students are expected to deposit by November 15. Because of the short time between application and the start of the program, we begin making arrangements as soon as you have deposited. If you cancel after November 15, ACM will bill your college any unrecoverable expenses and an administrative fee; your deposit will not be refunded.

If you withdraw from a program on or after the day students are expected to arrive on site or are asked to leave a program for cause, the program fee cannot be refunded. ACM will work with your home college to determine what portion, if any, of the tuition money may be refunded. Please be aware as well that your college may apply other financial penalties for such a withdrawal.

Evaluations and Surveys

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

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

- 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. Your responses, which will be collected by one of your fellow program students, 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. The program director will set aside time for you to do this, and 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. As with course evaluations on your home campuses, 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.

Thank you for your help in this. We need your feedback!

**ACM Off-Campus Grading Policies**

*Students from non-ACM institutions should consult the home campus registrar’s office for grading policies in effect on his or her own campus.*

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

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

**Coe**  Students are permitted a maximum of one course to be electively graded S/U. Students have until the middle of the term to make the decision. In addition, a student may nullify S/U grading at any time if they desire to have the grade. However, they may not elect to have an S/U recorded after the midterm of the course.

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

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

**Grinnell**  Only off-campus courses for which students earn a grade of “C” or above will transfer to Grinnell as earned credits. Grades below “C” will be posted to the transcript with the grade received and zero earned credits.

No courses may be taken on a pass/fail basis or as “incompletes” on off-campus study regardless of the individual program policy. Courses in which incompletes are taken will not be recorded on the Grinnell Transcript even if completed at a later date. Grades received for off campus programs will not be calculated into the cumulative GPA.

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

**Lake Forest**  Students may choose to receive a grade of CR (credit for C- or better), D (no plus or minus), or F (Fail) in any course they take. Students choosing this option, or changing back to regular letter grades, must give written notification to the Registrar before the end of the first two weeks of the semester. Prior approval of the student’s advisor is required. Internships will be graded Credit/D/F.
**Lawrence**  Students may elect to take one course on an S/U basis within the first two weeks of the program. All of the regular rules regarding electing the S/U option will apply (not in major or minor; must have earned 54 or more units; maximum of four on academic record at any one time). Please refer to the Lawrence course catalog.

**Luther**  All courses must be taken for letter grades. Only grades of a “C-” or above or will transfer for credit; grades will not be calculated into overall Luther GPA. Exceptions to this policy must be approved by the Registrar’s Office.

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

**Monmouth**  All courses must be taken for letter grades.

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

**St. Olaf**  When students choose the *graded option* for off-campus study programs, letter grades from off-campus programs are included on the transcript but not calculated in the GPA. St. Olaf has two non-graded options – S/U (satisfactory/unsatisfactory) and P/N (pass/no pass). Some course are graded P/N per the instructor’s decision for anyone taking the course. Internships are offered P/N. Students may take a total of 6 courses as S/U. A student may choose to take any graded course as S/U; however, in order for St. Olaf to apply any general education requirements, the course must be taken graded: only one course taken S/U is allowed in the major.

**ACM Policy on Academics: International Programs**

All academic pursuit depends on trust. All of us, teachers and students alike, should be able to trust that we will be treated with honesty and respect—respect for our ideas and for us as persons. Many things can corrode that trust, including incivility and rudeness to fellow students, instructors, and on-site staff. As participants in an ACM program, you will be expected to conduct yourself with the same level of honesty and openness as you do on your home campuses.

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

1. **Arrival and departure dates.** Students should make travel reservations to arrive at the program site on the date specified in the program handbook. Similarly, students should plan their itineraries to remain at the program site through the last day of the program. ACM is unable to accommodate students who request to arrive later or depart earlier.

2. **Course load.** All students are required to carry the full load of courses and credits as determined for the ACM program in which they are enrolled.

3. **Class attendance and participation.** Students 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.
4. **Pass/fail deadlines.** Students may elect to take a class or classes on a pass/fail basis. This decision must be made in the first week of class; the program director will provide each student with a form on which to record the choice. It is not possible to elect pass/fail or to reverse the decision after the first week of class. (In making the choice to take a class pass/fail, students should inform themselves of their home school’s policy regarding pass/fail classes taken off-campus.)

5. **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 not submitted before 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.

6. **Academic honesty.** Actions of dishonesty are destructive of the well-being of the academic community, and ACM responds 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 Program Officer, who will share that information with the home campus. The home campus may, in turn, wish to respond with its own disciplinary procedures.

7. **Final exams and presentations.** ACM 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.

8. **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 there are special arrangements to be made (e.g., if grades need to be reported by a specific date), students should share this information with the ACM program director at the beginning of the program.

9. **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.

**ACM Policy on Sexual Harassment**

**Policy**

It has been and remains the policy of the Associated Colleges of the Midwest (ACM) that sexual harassment of students and employees is prohibited. Violation of this policy may result in discipline or dismissal of students or discipline and discharge of employees. However, allegations of sexual harassment are serious and may be extremely prejudicial to the alleged offender. Accordingly, allegations not made in good faith may subject the complainant to disciplinary action.
Sexual Harassment Defined
Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical behavior of a sexual nature when (1) submitting or refusing to submit to such conduct is used as a basis for any decision affecting an individual’s academic status or employment, or (2) such conduct has the purpose or effect of creating an intimidating, hostile or offensive educational environment.

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

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

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

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

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

Formal Procedure
1. Students who wish to lodge a formal complaint must sign and submit it in writing to any staff members named above within 120 days of the alleged harassment.
2. Thereafter, the President of ACM (or if the President is the alleged offender, the Chair of the Board of Directors) shall assign a grievance officer to investigate the complaint and report his/her findings to a grievance board comprised of the President, the investigating grievance officer, and one other grievance officer selected by the President. No employee accused of harassment may serve on the grievance board.
3. The investigation shall include interviews with the complainant, the alleged offender, who shall be informed of the allegations against him/her, and other relevant persons. The grievance board may supplement the investigating officer’s investigation by itself conducting interviews and reviewing relevant evidence.
4. Within 21 days after the investigation concludes, the grievance board shall decide by majority vote whether the complaint allegations are supported by substantial credible evidence. It shall then inform the complainant and alleged offender of its decision.
5. Any disciplinary or other corrective action resulting from a violation of this policy shall be determined in accordance with ACM disciplinary procedures.
**Third Party Harassment**
Any student who has been sexually harassed by a third party (i.e., vendor, guest speaker, internship setting) should report the incident promptly to any grievance officer who will then investigate and attempt to resolve the problem.

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

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

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

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

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

**ACM Policy on Discrimination**
The Associated Colleges of the Midwest does not discriminate in the operation of its educational programs, activities, or employment on the basis of sex, race, creed, national origin, age, sexual orientation or disability.
Personal Information “Opt-Out” Form

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

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

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

If you do not want the ACM to release your directory information, use your likeness in photos or recordings, or share excerpts of your work without your prior consent, you may choose to “opt-out” by making a copy and 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 opt-out form until my opt-out request is rescinded. I further understand that if any of the information checked below is released or used prior to the ACM receiving my opt-out request, the ACM may not be able to stop the disclosure of this information.

CHECK ALL BOXES THAT APPLY:

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

______________________________________ ________________________________   ____________________
Name (please print)  Signature          Date

---

RESCISSION OF OPT-OUT REQUEST

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

________________________________________________________  ___________________________________
Signature      Date