Associated Colleges of the Midwest

The Chicago Program: Arts, Entrepreneurship, & Urban Studies

Student Handbook 2015-16
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Welcome and Program Overview

The Associated Colleges of the Midwest and Chicago Program staff would like to welcome you to Chicago.

Living, working and studying in Chicago provides ample opportunities to discover the city and experience the world through an urban lens. Regardless of your interest in art, entrepreneurship or urban studies – the city is the ideal place to explore your passion. For students interested in entrepreneurship, Chicago will become a “business lab”. In a city with a long tradition of creativity and innovation, students explore case studies of Chicago entrepreneurs, develop contacts with Chicago-based business leaders and entrepreneurs, and learn to recognize entrepreneurial opportunities in everyday life. Students interested in arts will experience a full immersion into the Chicago cultural adventure in a city that offers possibly the best urban environment today for young artists to discover their voices. Students are challenged to explore the creative process with the support of a community of peers, teachers, and working artists. Students interested in urban studies will explore the incredible diversity of Chicago’s neighborhoods and tackle the big issues facing cities and the people who live and work in them. Students become skilled in leadership and the actions of social change as they learn about issues from experts and insiders in government, the media, social service agencies and community groups.

Our staff is excited to lead you in exploring Chicago. As you will soon discover, Chicago is a city with a rich and vibrant culture. Throughout the program, you will learn about different aspects of Chicago even residents never see or hear. In a way, you will know more than the average Chicagoan knows about Chicago. While participating in the program, you will discover hole-in-the-wall restaurants; tucked-away theatre and a plethora of markets and festivals. We encourage students to get off the beaten path.

This handbook will serve as a guidebook to your semester while in Chicago. It outlines how to prepare for the program and what to expect, information on Chicago, and relevant rules and guidelines. It is a tremendously valuable resource in preparation for your time in the Chicago Program. We ask that you please take time to read it thoroughly – many questions we get from students are answered in this handbook. Specific semester information will be sent separately.

Welcome to Chicago!
Program Schedule

**Fall Semester 2015**
Sunday, August 30  Students arrive in Chicago between 10 a.m. and 12 noon.  
Orientation begins
Monday, August 31  First day of classes
Saturday, November 28  London Module students depart for London, UK
Monday, November 30  London and Chicago Modules begin
Friday, December 11  Last day of classes
Saturday, December 12  Students depart

**Spring Semester 2016**
Sunday, February 7  Students arrive in Chicago between 10 a.m. and 12 noon.  
First day of orientation
Friday, May 20  Last day of classes
Saturday, May 21  Students depart by noon

**Spring Quarter/Trimester 2016**
Sunday, March 20*  Students arrive in Chicago between 10 a.m. and 12 noon.  
First day of orientation
Friday, May 20  Last day of classes
Saturday, May 21  Students depart by noon

*ACM will work with you and your college if the move-in date conflicts with your home campus’ examination schedule.

**Sample Weekly Schedule**
Students participating in the Chicago Program typically follow the schedule (subject to change) below:

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MORNING</strong></td>
<td>Internship</td>
<td>Independent Study Project</td>
<td>Internship</td>
<td>Seminar</td>
<td>Core Course</td>
</tr>
<tr>
<td><strong>AFTERNOON</strong></td>
<td>Internship</td>
<td>Seminar</td>
<td>Internship</td>
<td>Independent Study Project</td>
<td>Core Course</td>
</tr>
</tbody>
</table>
Academic Program

Although the Chicago Program operates on a considerably different basis than that of the traditional college campus, matters of obligation and accountability are taken very seriously. Please read this section carefully, and ask questions if you have any.

Curriculum

The Chicago Program curriculum is designed to maximize your Chicago experience to best enable you to become a knowledgeable, creative, and socially-aware citizen. Program faculty and staff will provide you with a framework, as well as academic and experiential tools to help you think critically and contextualize contemporary urban issues. Syllabi for each component will be provided by the faculty at the beginning of each semester. Unless you have been advised differently by your campus advisors, you will receive an equivalent of 16 semester credits or four full-credit courses for the full semester option. For trimester students, you will receive 12 quarter credits or three full-credit courses.

The Core Course

All Chicago Program students enroll in our interdisciplinary Core Course, which aims to introduce the place and identity of Chicago and the neighborhood in which students are living. We will explore how the arts, entrepreneurship, and socio-political issues intertwine by asking important questions that cross disciplinary boundaries. Guest speakers from around the city will spark discussions and reflection. Common readings and projects will prompt conversation, creativity, research and exploration. Most importantly, Core Course will get you into Chicago to meet the people making its art, defining its culture, confronting its problems, and reshaping its business. Through it all, you will contextualize the Chicago you live and work in everyday within its own rich and complex history and imagine how the city’s identity might continue to evolve.

Core Course has two sessions every Friday and students are expected to attend both; one in the morning and one in the afternoon. On occasions, alternate meeting times may be scheduled.

The Seminar

Each student will take one of the seminars offered during that semester. The seminar provides a more focused analysis of a specific topic. Each student will be sent seminar descriptions before the program starts, but the seminars offered during a typical semester include:

- Urban Studies: Human Rights and Creative Social Change in the Chicago Context
- Entrepreneurship: Innovation and Entrepreneurship
- Arts: Art and Experience in the City

Students will rank the preference for each seminar based on areas of interest. Seminars are led by program faculty members, with invited speakers and a variety of field experiences. As both participant and observer, you will reflect on and analyze these experiences through both scholarly and creative individual projects and group projects.
Independent Study Project (ISP)
Semester students complete a scholarly or creative Independent Study Project in an area of their interest. A program faculty member will be assigned to work with small groups of students to develop their projects. Peer support and one-on-one advising will be utilized to help strengthen, operationalize, and revise projects throughout the semester. Student ISPs can take a variety of forms but must be contextualized within Chicago. Each ISP faculty member develops experiences for the students in their assigned group that assists with developing feasible project proposals, conducting interviews to ground the project and exploring ways to consider the vast resources available in Chicago that relate to the students topic of interest. ISP groups will meet each Tuesday and Thursday through the first portion of the semester and examine a topic/theme as a method for building the skill set essential to completing a successful project. The ISP is expected to be a rigorous project, both personally informed and engaging work for the student, which takes advantage of the unique opportunities and resources in Chicago. All students will share their final products at the end of the term.

We encourage you to reference the ACM website for examples of recent projects Chicago Program students have completed: Chicago Program Independent Study Projects.

Internship
The Internship is your practical/professional experience of working inside a Chicago organization in your area of interest. Through this important aspect of the Program, students are able to understand how the city works and how their contributions add to the quality of life. Chicago is a working class city, a professional city, a global city, and an artistic city. Hundreds of opportunities await students in the fields of business, art, social service, politics, education, urban planning, law, medicine and health care, recreation and neighborhood development, and more. For approximately 15 hours a week, students work alongside and are supervised by professionals to gain valuable work skills. Discussion groups and writing assignments facilitated by the program faculty help students contextualize and reflect on these experiences as they consider their own future professional careers.

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

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

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

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

**Academic Obligations**
Teaching and learning in this program is a mutual opportunity and obligation that students share with each other. Many program expectations outlined above are designed to meet this goal. Full participation in the program also means full participation in the ongoing life of Chicago. Students should not expect to be able to combine family vacations or long weekends away from the program. Absences most likely will impact your performance in the program. While we understand that students who reside in or near Chicago are often tempted to go home on occasion, we encourage you to limit these visits to maintain the connections you make with roommates and the integrity of an experiential program.

Expect to miss something if you go away for a weekend, and understand that some missed events will be difficult or impossible to make-up or re-create. Being in the city in an experientially based program is very different than the campus experience. You will be juggling living, traveling, studying, and working. At times it may be very challenging, but at the end of the semester it will be rewarding to reflect on the ways you have changed in learning to balance your priorities.

**Evaluation**
Formal evaluation takes place in various ways and is based on the standards set forth by the ACM. Please refer to the individual course syllabi for specific evaluation of program components.

**Attendance Policy**
You are expected to attend all course meetings. Please refer to the individual syllabi for specific consequences resulting from absenteeism or tardiness.

**Grading**
Grades will be given in each component. The grading scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>74-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-73</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>64-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-63</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>

Grades will be based upon evaluation of the work completed by the student and will include attendance and participation, quality of assignments (written and other), and overall progress made while in the program. Active participation and involvement is critical to learning in an experiential program. Your absence and silence reflects on performance. However, we do recognize the variation in learning styles and therefore will provide a range of means for students to actively participate and demonstrate critical engagement in the subject matter.

Written and other assignments will be provided by each faculty member responsible for each specific component’s activity. Students should be mindful of standards of accountability with regard
to original writing and using materials from other sources. Plagiarism is unacceptable and will be handled in accord with ACM policies. All assignments must use proper citations. The MLA Handbook for writers is available in the Chicago Program Library.

Falsification of time sheets or attendance records will also be considered a violation of academic standards.

**Grades & Credits**

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

At the end of the program (provided that you do not have any outstanding financial or student life obligations to ACM or the program), grade recommendation forms will be sent to your college registrar, and the 16 semester credits will be converted into your college’s credit system. If you need to be certain how the courses will appear on your college record, it’s your responsibility to learn about your college’s policies ahead of time. If you are a graduating senior, you will need to inform ACM so we are able to get your grades to your campus so that you are able to graduate at the end of the semester.

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

What to Expect

The Chicago Program uses an experiential model for learning; meaning that in many ways you will learn by doing. You will visit many places and organizations, meet many professionals in your discipline, and pursue research or work on creative projects in locations throughout the city. We can’t overemphasize how much initiative this will require of you.

To help you with your engagement in Chicago and to stay on top of program components, you will receive a weekly email, The Friday Memo, which includes substantive information about what’s happening in the city, any changes in the program, and other miscellaneous information from faculty and staff.

What is Expected of You

Professionalism

In order to be accepted into the program, you must be bright and motivated; but in order to excel, you must be more: you must be professional. You are expected to behave professionally in your courses, at your internship site, and during site visits outside of the office.

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

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

Self-reliance

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

Time Management

If you’re fully engaged in the program, you should expect to be busy. There is not much free time left over for travel or additional jobs. You’ll have a minimum of three days of class sessions per week, an internship on at least two days, work scattered throughout the week, and activities scheduled periodically throughout the semester. That, combined with your own interests in the city, will keep...
you busy. It is not uncommon for students to encounter difficulties juggling the various commitments. It’s okay to feel overwhelmed during the program. We believe that the opportunity to manage multiple priorities and commitments will be a part of your learning experience.

**Suggested Books and Movies**

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

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

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

*For an entertaining look at Chicago, our staff recommends these movies filmed in Chicago.*
- Blues Brothers
- The Fugitive
- Home For The Holidays
- High Fidelity
- Adventures in Babysitting
- Dark Knight
- Wanted
- While You Were Sleeping
- Soul Food
- Barber Shop 1 and 2
- Ferris Bueller’s Day Off
Program Logistics

Orientation
The first week of the semester is devoted to orienting you to both the city and the program. Sessions are interspersed with your first classes, so this week tends to be very busy. We try to prepare you for what to expect during the semester, including the theory and practices of an experientially-based program and how the four components of the program are shaped to maximize your full engagement with the city, its issues, and its assets. You will also have the opportunity to meet with each of your seminar and ISP faculty during orientation to review the course syllabus and schedule. Significant time will be devoted to preparing you for your internship and guiding you through this process.

You will learn how to get around the city efficiently and safely using public transportation and be given tips on the “do’s and don’ts” of urban living. The administrative staff will provide you with information about your apartments, how to use the office, and the equipment that is available for your use. It is essential for students to attend, be on time, be prepared, and be engaged during this first week to effectively set the tone for the overall experience. The week will be fun and engaging, and will prepare you for the many experiences you will have during your stay in Chicago.

End of the Program Information

Final Week
The last week of the program is devoted to completing final assignments and evaluating your time on the program. The goal for the final session is to allow students to reflect on their personal and academic growth during the semester. It may be tempting for some students to want to submit work early and leave before the program ends. Attendance during the final week of the program is required and absences could have consequences on final grades for course components.

The cost of any un-returned equipment, books, keycards, Ventra cards, and keys will be deducted from your security deposit, so make sure you return everything before you leave. You may also have the opportunity to make up any missed internship time within reason and in consultation with your internship faculty.

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

Internship Evaluations
This evaluation form is similar to the program evaluation, but is specific to the internship. It provides us with a final assessment of your internship placement, as well as a useful resource for educating future students who might be considering that internship site. These evaluations are kept in the internship files.
Moving Out
Administrative staff will provide each student with a cleaning can check-out checklist. If a suite is left dirty or damaged, all students in the suite will be held financially responsible. We recommend that suite-mates schedule a time when they can all clean and inspect the suite together. Remember to submit a mail forwarding form to the Post Office. Your security deposit will only be returned if your suite is left in good condition AND you have returned all equipment, tools, books, keys, office keycard and materials to the program.

Alumni Privilege
Alumni returning to campus can assist us in recruiting. There are also several opportunities for alumni to become involved in the program as graduates. We enjoy having alumni back as speakers or internship supervisors.

Chicago Program Office Use Guidelines
The following details the availability of program equipment, meeting rooms, and other amenities to students. When scheduling is needed, it must be done through the administrative staff. Please take into account that the office is used by other individuals and groups of people, not just by students. Therefore, everyone must be sure to schedule things in advance and clean up after themselves. Be sure to put away books and supplies, wash any dishes you use, dispose of garbage, straighten work areas, furniture and rooms that have been used, etc. Please help keep the office a nice place for everyone to enjoy.

Office Hours
The office is open from 9 a.m. – 5 p.m., Monday through Friday. The office is not open on weekends, evenings, or major holidays, except during scheduled events. A staff member must be present while students are in the office.

Telephones
These are available for personal use within reason.

Photocopier/Scanner/Printer
This is available for program purposes at no charge, and is also available for personal use within reason. For excessive use, copies are five cents each.

Audio-Visual Equipment
Available equipment include digital cameras, video cameras, and digital voice recorders. The ACM office has an LCD projector available for use. If you wish to use equipment for presentations, please consult with the administrative staff well before the presentation date. The cameras and recorders can be signed out for use outside the office. You will be responsible for proper use of the equipment and take full responsibility for its care. Equipment may be checked out for a two-week period. You may renew the items if nobody is waiting to use them. All equipment must be signed out with the administrative staff.

Library Books and Videos
The program has a modest library, consisting of the materials on the bookshelves in the 7th floor classroom. There is also a video and music library available. All materials must be signed out with the administrative staff.

Kitchen
Students may keep food in the refrigerator, but should label and date their items. The refrigerator
will be cleaned out periodically. Students are expected to clean any dishes or kitchen utensils immediately after using them.

**Meeting Rooms**
The program space is available for courses and other official program events. If you would like to use the space for student meetings or other program-related activities, please ask.

**Computers**
There are computers for you to use while the office is open. We also have a secure wireless network which you may access with a laptop computer; you will be given access information upon arrival at the office. In the interest of the health of our computers, we ask that you do not download software or install hardware onto program computers without approval from the administrative staff. Staff computers are not available for student use unless a staff person allows you use of his/her computer.

**Coffee and Tea**
The Chicago Program office offers hot coffee and tea for $.50. We use an honor system, so we ask that you pay for each cup by placing your money in the jar marked “Tea and Coffee.” If students do not respect this honor system, we won’t offer coffee and tea.

**Chicago Program Policies**

**Academic Ethics**
Students are expected to complete all assignments on their own, without assistance. Seeking, using, giving or obtaining unauthorized assistance will not be tolerated. Intentionally giving false information to faculty or staff for the purpose of gaining academic advantage will not be tolerated.

If a student represents another person’s ideas as his/her own, that student is committing an act of plagiarism. Students are expected to properly cite (in footnotes, quotations, and bibliographies) all sources used in the preparation of scholarly work, unless otherwise instructed by the professor who assigned the work. It should be noted that some professors consider the memorization and reproduction of material without citing its source as an act of plagiarism. Students should not submit the same work for more than one course without the instructor’s approval. Students should also not sign-in another student for attendance purposes. It is each student’s responsibility to find out the exact expectations of each of his/her professors. For more information, see the ACM Policy on Academics later in this handbook.

**Respect for Individuals**
All students are expected to respect the diversity of the student body. Harassment of any student for any reason will not be tolerated in any program component or housing space.

**Respect for Program Space**
We share cooperative spaces. Everyone who uses the facilities is expected to take an active role in caring for them. This includes the apartments, the office, and any other meeting spaces. Students are expected to wash any dishes they use and dispose of papers/garbage.

**Smoking**
All program spaces, including the program office and the apartments, are non-smoking areas.

**How to Remedy Problems Among Students**
Students should attempt to remedy problems among themselves first. However, if a problem arises between students that seems irreconcilable, the students involved should request assistance from any member of the ACM or Chicago Program faculty or staff with whom they feel comfortable.
Housing Arrangements

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

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

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

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

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

Your Apartment

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

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

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

We suggest that you contact your roommate in advance. Sharing a small space can be a challenge. It helps for roommates to get to know each other and lay out some ground rules for sharing space in advance.

Computers and Internet
The Chicago Program recommends bringing your own laptop. Wireless internet service is provided throughout the apartment building. There are no printers in the apartments but you will have access to a computer lab with printers at the apartment building, as well as in the ACM Chicago Program office. Alternatively, you may want to either bring your own printer from home or save work on a memory stick and print it at the Chicago Program office.

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

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

We strongly recommend that you contact your roommate prior to arriving in Chicago to coordinate who will bring what that you can share.

☐ Money – plan ahead. There is a lot to do in Chicago, and the cost of living in the city may be significantly higher than on your home campus. Past students have spent between $800 - $2000 on food, books and entertainment, but that depends on how you spend.

☐ Laptop Computer – if you have one, bring it. Most students find having their own computer is indispensable.

☐ Bedding (XL twin sheets, pillow, blankets) and towels (bath and kitchen)

☐ Dishes and cooking utensils, including silverware, pots and pans

☐ Study lamp – although there are lamps in each apartment, they may not be ideal for reading and writing

☐ Alarm clock

☐ Clothes for different kinds of weather – from very hot to very cold in just one day!

☐ Professional clothes suitable for interviewing

☐ Cleaning supplies and paper products

What NOT To Bring

- Don’t bring a car. Legal street parking in the city is extremely limited and ticketing and towing are very expensive in Chicago. Chicago has a user-friendly public transportation system and you will receive public transportation passes while here.
- Don’t bring pets. They are not allowed in the apartment building.
Living In Chicago

Transportation in Chicago

Public Transportation
The Chicago Transit Authority (CTA), the local public transportation system, will be a daily necessity for all students; therefore the program provides CTA passes. You will receive a Ventra card that will be pre-loaded with transit value needed for the entirety of the program. A Ventra card enables you to ride all CTA trains and buses as often as you wish without paying additional fees. Lost Ventra cards should be reported to program admin staff immediately. A replacement card will be issued within one week. There is a $25 fee for replacement and you will be responsible for your travel until the replacement card arrives.

For more information on CTA you can call 1.800.YOURCTA or 1.800.968.7282 and you can also access information on the web at www.transitchicago.com. The “Trip Planner” feature on the website is very useful for directions and clarifications on using the CTA as is Google Maps using the mass transit feature. See the CTA 101 handout in your opening day packet for some handy tips.

Cabs
If you’re on a budget, do not get in the habit of using taxicabs as a primary form of transportation. As long as you plan ahead, you will always have plenty of time to get where you need to go using the CTA. However, cabs can be helpful if you get lost or are out late at night by yourself. Carry cab fare at all times in case of an emergency. You can reach Yellow and Checker cab dispatchers at any time by calling 312-TAXICAB. Additional cab companies are listed in the Yellow Pages.

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

Walking
Be sure to have at least one pair of good walking shoes. If you plan and allow enough time, you can get to a number of your destinations on foot. Field visits require lots of walking, and you'll want to be comfortable. If you walk briskly, you should be able to cover a mile in about fifteen minutes. In Chicago, one mile is equivalent to 800 numbers (technically eight blocks, although not always actually so) in the street address system. You will learn more about the street address system (the Grid) during orientation.
Money Management and Banking

Firstly, be sure to bring enough money or have the ability to access money. City living can be expensive. Sales tax in Chicago is 9.25%. Transportation and food costs can add up quickly -- tempting restaurants, clubs, and boutiques abound. However, you can control your spending with careful planning.

Consider the following tips:

- **Budget your money.** Know how much you have to spend for the semester, subtract your fixed expenses—those necessities that will likely stay the same over the course of the semester like food, phone, and transportation—the remainder is what you have to play with. Divide that by 15 weeks, and you'll have your weekly budget.

- **Share expenses with others whenever possible.** Talk to your roommates about sharing food expenses. Community meals save money and are a whole lot of fun. Buy in bulk and split the cost among several people. If you need to take a cab, try to get someone else to share the ride and expense with you.

- **Be frugal.** Most movie theaters have early budget shows. Many events around the city are free. Bring your lunch to class and to your internship. Constantly eating out will drain your budget faster than almost anything else.

Banking

There are several ways to do your banking while in Chicago. If you have an ATM card, that may be the most convenient. Be aware that most ATMs charge a service fee. Please check with your bank before leaving home to see if there are any ATMs in Chicago that would be fee free for withdrawals.

Another option is to establish a checking or savings account at a bank in Chicago. TCF Bank has a “Totally Free Checking” service, with an optional ATM check card. There is a TCF Bank branch location in most Jewel Food Stores (877.932.7948). Use of a TCF ATM machine (in most Jewel and 7-Eleven stores) is free, but there is a surcharge for using other machines.

Chase (877.226.5663) also has many convenient locations in Chicago. There is no minimum balance needed in your account and no charge to use Chase ATMs. To set up an account at either of these banks with out-of-state ID, you should also present a social security card. There is no minimum balance required and you can continue to withdraw from your account after you return to campus.

Exercise Options

Bicycles

Biking can be an enjoyable form of exercise in the warmer months. Chicago is superb bicycle territory. Bike paths run along the lake and through parks and the land is flat. To rent a bike look into the Divvy Bike Share program (https://www.divvybikes.com). You may also be able to buy a bike then sell it back at the end of the semester. Please note that Chicago has one of the highest bicycle theft rates in the country, so if you decide to bring a bike, you must use adequate locks to secure your bike.

Exercise Facilities

A small exercise room is provided within your apartment building. Below are a few options available to you if you would like a place to swim, run, work out, and play basketball, etc., during your semester. As part of exploring your neighborhood, you can check out these options. In addition, once you are at your internship, your supervisor and co-workers are good sources of information about gyms, clubs, and other exercise facilities.

YMCA's do not usually offer partial year memberships, but you can often take classes for a small fee without being a member. Rauner YMCA is the closest location to La Casa (www.ymcachgo.org/rauner).
There are many facilities throughout the city, including parks, beaches (with bike and running paths), indoor and outdoor pools, ice skating rinks, and field houses operated by the Chicago Park District. Call the Park District’s general number, 312.742.7529, for more information, or check their website, www.chicagoparkdistrict.com.

- Harrison Park, 1824 S. Wood, (312) 746-5491
- Dvorak Park, 1119 W. Cullerton, (312) 746-5083

There are several gyms within walking distance of each of the apartments (and the Chicago Program office). LA Fitness, and Xsport seem to be the least expensive and, generally, do not require a contract. The closest gym to La Casa is World Gym, 1822 S. Bishop St.

Libraries

Chicago Public Libraries
To get a free library card for the Chicago Public Libraries, you need a picture ID and two forms of Chicago-addressed mail, e.g., a phone bill or a letter addressed to you. The library card allows you to check out materials from any branch of the Chicago Public Library. Some branches have free computer facilities and access to the internet. Videos, games, e-books, etc. may also be available for free or at a minimal charge.

A directory of libraries and hours may also be found online at: http://www.chipublib.org/. You should also talk with ACM staff about library resources in your neighborhood. Note individual library hours are subject to change, so call before you head out the door. You can check material availability online. Opening hours are subject to change.

Downtown
Harold Washington Library (main branch of the Chicago Public Library)
400 S. State, 312.747.4999  http://www.chipublib.org/001hwlc/001hwlc.html
Hours: M-Th 9am-7pm; F/Sat 9am-5pm; Sun 1pm-5pm

Pilsen
Lozano Library, 1805 S. Loomis St., 312.746-4329
Hours: M-Th 10am-6pm; F/Sat 9am-5pm; Sun closed

Other Libraries in Chicago
The following is a list of some libraries in Chicago at which you can have access to the stacks and other services. Access and hours are subject to change. Please call ahead to confirm you are able to access the library.

Columbia College
624 S. Michigan, 312.344.7900, www.lib.colum.edu
Hours: M-Th 8am-9:30pm; F 8am-6pm; Sat 9am-5pm; Sun noon-5pm

DePaul University
(Loop) 1 E. Jackson, 10th floor, 312.362.8433, www.lib.depaul.edu
Hours: M-Th 8am-10pm; F 8am-6pm; Sat 10am-6pm; Sun noon-6pm

DePaul University
(Lincoln Park) 2350 N. Kenmore, 773.325.7862, www.lib.depaul.edu
Hours: M-Th 8am-midnight; F 8am-9pm; Sat 10am-9pm; Sun noon-midnight

Newberry Library
60 W. Walton, 312.943.9090, www.newberry.org
Hours: T-Th 10am-6pm; F, Sat 9am-5pm
This is a research library open to the public. Tours are available.
For all libraries, bring your current student ID to get in. In most cases, you will not be allowed to check out materials, so if you need or want copies of certain resources you may need to bring some money for photocopying.

What to do in Chicago

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

- Chicago Shakespeare Theater on Navy Pier, 800 E. Grand, 312-595-5600
- I.O., 3541 N. Clark, 773-880-0199 – improvisational comedy
- Lookingglass Theatre Company, 821 N. Michigan, 312-337-0665
- The Neo-Futurarium, 5153 N. Ashland, 773-275-5255 – "30 plays in 60 minutes"
- Second City, 1616 N. Wells, 312-337-3992 – nationally known improvisational comedy group
- Steppenwolf, 1650 N. Halsted, 312-335-1650
- Court Theatre, 5535 S. Ellis, 773-753-4472

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

Museums
Chicago offers a wide-range of museums and offers special days for free admission. Hours are subject to change, please call or check the museum’s website for specific information.

- Adler Planetarium & Astronomy Museum, 1300 S. Lake Shore Dr., 312.922.7827, www.adlerplanetarium.org
- Art Institute of Chicago, 111 S. Michigan at Adams, 312-443-3600, www.artic.edu
- Balzekas Museum of Lithuanian Culture, 6500 S. Pulaski, 773.582.6500
- CenterSpace Gallery at Gallery 37, 66 E Randolph Street, 312.744.8925, www.gallery37.org
- Chicago ArchiCenter, 224 S. Michigan Avenue, 312.922.3432, www.architecture.org
- Chicago Children’s Museum, 700 E Grand Avenue, 312.527.1000, www.chicildrensmuseum.org
- Chicago Cultural Center, 78 E. Washington Street, [www.cityofchicago.org/tourism/CulturalCenter/](http://www.cityofchicago.org/tourism/CulturalCenter/)
- Chicago History Museum, 1601 N. Clark at North Ave., 312.642.4600, [www.chicagohistory.org](http://www.chicagohistory.org)
- City Gallery at the Historic Water Tower, 806 N. Michigan Ave, 312.742.0808
- Clark House Museum, 1827 S. Indiana Avenue, 312.326.1480, [www.cityofchicago.org/Culturalaffairs/clarkhouse](http://www.cityofchicago.org/Culturalaffairs/clarkhouse)
- DuSable Museum of African American History, 740 E 56th Place, 773.947.0600, [www.dusablemuseum.org](http://www.dusablemuseum.org)
- Field Museum of Natural History, 1400 S. Lake Shore Drive, 312-922-9410, [www.fieldmuseum.org](http://www.fieldmuseum.org)
- Glessner House Museum, 1800 S. Prairie Avenue, 312.326.1480, [www.glessnerhouse.org](http://www.glessnerhouse.org)
- International Museum of Surgical Science, 1524 N. Lakeshore Drive, 312.642.6502
- Intuit: The Center for Intuitive and Outsider Art, 56 N. Milwaukee Ave, 312.243.9088, [www.art.org](http://www.art.org)
- Jane Addams Hull House Museum, 800 South Halsted, 312.413.5353
- Martin D'Arcy Museum of Art, 6525 N. Sheridan Road, 773.508.2679, [http://darcy.luc.edu](http://darcy.luc.edu)
- Museum of Broadcast Communications, 78 E. Washington Street, 312.629.6000, [www.museum.tv](http://www.museum.tv)
- Museum of Contemporary Art, 78 E. Washington Street, 312.629.6000, [www.mca-chicago.org](http://www.mca-chicago.org)
- Museum of Contemporary Photography, 600 S. Michigan Ave, 312.663.5554, [www.mocp.org](http://www.mocp.org)
- Museum of Science and Industry, 57th St. at Lake Shore Dr., 312.629.6000, [www.msmichicago.org](http://www.msmichicago.org)
- National Vietnam Veterans Art Museum, 1801 S. Indiana Ave., 312.326.0270, [www.nvnam.org](http://www.nvnam.org)
- Peggy Notebaert Nature Museum, 2430 N. Cannon Drive, 773.755.5100, [www.naturemuseum.org](http://www.naturemuseum.org)
- Polish Museum of America, 984 N. Milwaukee, 773.384.3352
- Shedd Aquarium, 1200 S. Lake Shore, 312-939-2438, [www.shedd aquarium.org](http://www.shedd aquarium.org)
- Spertus Museum, 618 S. Michigan Avenue, 312.322.1747, [www.spertus.edu](http://www.spertus.edu)
- Swedish American Museum (closed Mon and Tues) 5211 N. Clark, 773-728-8111, [www.samac.org](http://www.samac.org)
- The Oriental Institute Museum, 1155 E. 58th Street, 773.702.9520m [www.oi.uchicago.edu](http://www.oi.uchicago.edu)
- The Peace Museum, 100 N. Central Park Ave, 773.638.6450, [www.peacemuseum.org](http://www.peacemuseum.org)
- The Smart Museum of Art, 5550 S. Greenwood Avenue, 773.702.0200, [http://smartmuseum.uchicago.edu](http://smartmuseum.uchicago.edu)
- The Smith Museum of Stained Glass, Navy Pier, 700 E. Grand Ave, 312.791.6049
- Ukrainian Institute of Modern Art, 2320 W. Chicago, 773-227-5522
- Ukrainian National Museum, 721 N. Oakley, 312-421-8020

**Galleries**

For a list of galleries and events please take a look at the following websites:

- [www.chicagogallerynews.com](http://www.chicagogallerynews.com)
- [http://art.newcity.com](http://art.newcity.com)
- [www.Badatsports.com](http://www.Badatsports.com)

**Movie Theaters**

First-run movies can cost up to $15. Discounts are available for matinees on weekdays and for the first show of the day on weekends. Second-run theaters generally charge between $3-7, depending on the time of day. Check the Reader or Metromix for show times.
First-Run Theaters:
• 600 N. Michigan, 312-255-9340
• Landmark's Century Centre, 2828 N. Clark, 773-509-4949
• Pipers Alley, 1608 N. Wells, 312-642-6890
• Webster Place 11, 1471 W. Webster, 773-327-3100

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

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

Other Places to Go
• Chicago Architecture Foundation, 224 S. Michigan, 312-922-3432 (offers walking, bus, and boat tours), www.architecture.org
• Chicago Botanic Garden, 1000 Lake Cook Road, Glencoe, 847-835-5440
• Chicago Cultural Center, 78 E. Washington, 312-744-6630
• Frank Lloyd Wright Home and Studio, 951 Chicago Ave., Oak Park, 708-848-1976
• Garfield Park Conservatory, 300 N. Central Park Ave, 312.746.5100
• John Hancock Building, 875 N. Michigan Ave, Hancock Observatory, 94th floor, 1-888-875-8439, Signature Room restaurant/bar on 95th floor, 312-787-9596
• Lincoln Park Conservatory, 2400 N. Stockton Drive, 312.742.7736
• Lincoln Park Zoo (free admission, 9:00 a.m.-5:00 p.m.), 2200 N. Cannon Drive, 312-742-2000
• Morton Arboretum, 4100 Illinois Highway 53, Lisle, 630-719-2400
• Navy Pier, 600 E. Grand Avenue, 312.595.7437
• Historic Pullman District, W. 111th Street and S. Forrestville Ave., 773-785-8181
• Sears (Willis) Tower, 233 S. Wacker Dr., 312-875-9696 (skydeck viewing)
• Soldier Field (Chicago Bears), 1600 S. Lake Shore Drive, 312-747-1285, tickets: 847-615-BEAR
• United Center (Chicago Bulls and Blackhawks), 1901 W. Madison, 312-455-4500 tours, Bulls tickets 1-800-4NBA-TIX (1-800-462-2849), Blackhawks tickets 312-559-1212 (Ticketmaster)
• Wrigley Field (Chicago Cubs), 1060 W. Addison
• U.S. Cellular Field (Chicago White Sox), 333 W. 35th, 312-674-1000, tickets 312-559-1212 or 866-769-4263
Chicago Web Resources

Chicago Voz (Pilsen’s community portal): http://chicagovoz.org

Center Stage Chicago: www.centerstagechicago.com

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


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

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

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

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

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

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

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

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

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

HotTix: www.hottix.org
For deals on theatre and show tickets, HotTix has tickets available for shows the day of.

InChiCity: www.inchicity.com

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

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

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

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

TimeOut Chicago: http://chicago.timeout.com/
Personal Safety on Off-Campus Study

While studying off-campus offers new educational opportunities, it can also present challenges and risks that are different from those on your home campus. Just as you prepare for a new mode of learning on the program, you should also think about living in a new environment that may contain new kinds of risks and provide different forms of assistance than you may have on your home campus or in your home town. Here are some guidelines to keep in mind as you prepare for the program. A more thorough overview of safety issues will be presented at orientation.

Personal Travel

Living in the city requires a level of awareness and preparedness uncommon in most non-urban environments. In Chicago you will be walking, taking public transportation, and perhaps bike riding. It’s easy and convenient to plan your route ahead of time by using the CTA travel feature on Google Maps.

Students should exercise caution as pedestrians, especially early in the program when the traffic patterns of a city the size of Chicago may be unfamiliar. Look out for cars. In practice, you should not assume that a vehicle is going to stop until or unless you have made eye contact with the driver and are sure of his/her intentions.

Street Smarts, Crime and Travel

Like any large city in the world, Chicago has crime and random violence. Exercise the following safety measures and tips as your travel around the city and in your living unit. There will be several sessions during orientation devoted to safety in the city.

- ALWAYS be alert to what’s happening around you.
- Trust your instincts and use your voice to get help or draw attention to yourself if necessary.
- When traveling late at night, always travel with at least one other person.
- Be sure to carry cash for emergencies.
- Plan ahead to know your routes coming and going.
- Looking confident is a simple safety measure that makes it less likely that someone will bother you.
- Keep emergency numbers handy and accessible (including classmates, faculty and staff, as well as police).
- If traveling to an unknown location, be sure to gather information ahead of time, inform someone where you are going and use good street smarts.
- Avoid displaying items that may be easily stolen (i.e. cell phones, jewelry, money, iPods, etc.).
- Be sure to secure your personal items when traveling (i.e. no open book bags or purses).
- Should you find yourself in a situation that feels dangerous, don’t be embarrassed to call for help or to make noise calling attention to yourself.
- Ventra passes are also a temptation. Be sure to hold them so they cannot be easily grabbed.

Apartment Safety

For protection against fire, test your smoke detector often. Make sure you know alternate exits in case of fire and where there is a fire extinguisher in your apartment and/or building.

Security inside the apartment. Always lock your door with the deadbolt, even when going to empty trash or do laundry in the building. Avoid leaving notes on your suite door telling visitors or
others when you are returning or whether your door is locked.

**Treat your fellow students like family.** Be willing to escort another student home from the EL stop late at night or to advance money for a taxi if necessary as a safety measure.

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

### General Do’s and Don’ts of Living in a city

**Do’s**
- Trust your instincts.
- Be alert, aware of surroundings
- Walk confidently, head up
- Use your voice
- Travel in groups or pairs, especially late at night
- Check map & know route before heading out
- Walk in well-lit areas where there are a lot of people
- Have keys out
- Keep your Ventra card, wallet & cell phone in a place not easily accessible to others
- Sit in front near the bus driver
- Lock doors and windows
- Close shades/curtains
- Program emergency contact numbers into cell phone
- Use your cell phone in an emergency
- Keep roommates informed of when your are/are not going to be home
- Know all exits to your apartment
- Have an emergency plan
- Get to know your neighbors

**Safety Don’ts**
- Bring home strangers
- Travel alone late at night
- Use CTA when you have been drinking
- Keep Ventra card, wallet or cell phone in outside pocket of backpack/purse
- Get into empty train car if traveling alone
- Pull out the map to check route
- Play games of chance on CTA or the street
- Show cash in public
- Wear expensive jewelry
- Fumble in your purse/backpack for keys
- Have smartphone, MP3 player, or other electronics visible in public more than necessary
- Label your keys with the address
- Give copies of your keys to anyone
- Walk in alleys
- Give out any identifying information on the phone
- Accept rides from strangers
- Place electronic equipment, computers, or TV in front of window
- Buzz anyone into building without checking who they are
Healthcare Resources in Chicago

Accessibility to health and medical care is important, and students should research where to get care in Chicago. In case of an emergency, students can go to the emergency room of the closest hospital. See the listings below.

You should consult with your parent or guardian and your school regarding medical insurance; you may be covered by one or more of their policies while in Chicago. If you have health insurance, you should contact your insurance providers first for names of doctors and services covered by your plan. Bring an insurance card with you if possible.

If a student has an illness or condition that requires hospital treatment, that student or another student should immediately inform the Program Director or, if s/he is not available, another faculty member. The following is information about various health care facilities that you may find useful.

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**Emergency**

Dial 911 immediately (Fire, Police, and Ambulance) or call Poison Control at 800.222.1222, or go to the nearest emergency room. **Emergency numbers are in bold.**

The nearest medical centers to La Casa student housing in Pilsen are listed first:

- **UIC Medical Center**
  1740 W. Taylor St
  312.996.2901 or 866.600.2273
  [www.hospital.ullinois.edu](http://www.hospital.ullinois.edu)

- **Rush University Medical Center**
  1653 W. Congress Parkway
  888.352.7874
  [www.rush.edu](http://www.rush.edu)

- **Cook County (John J. Stroger Memorial) Hospital**
  1900 W. Polk, 10th Floor
  312.633.8533 312.663.8767

- **Mercy Hospital and Medical Center**
  2525 S. Michigan;
  312.567.2000 312.567.2200
  [www.mercy-chicago.org](http://www.mercy-chicago.org)

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**Additional Health Resources**

**Walk-in Clinics**

- Most Walgreens or CVS drug stores offer “minute clinic” sites.
- Physicians Immediate Care, 811B South State Street, 312.566.9510
- Michigan Avenue Immediate Care, 180 N. Michigan Ave, Suite 1605, 312.201.1234

**General Practices**

- Rosenthal Clinic, 122 S. Michigan #1560, 312.939.4121
- Erie Family Health Center, 1701 W. Superior, 312.666.3494
- Northwest Internists, 676 N. St. Clair, 312.335.1133

**Dentist**

- 1.800.DENTIST will match a local dentist with your insurance plan.
Women's Health Options
• Planned Parenthood, 1200 N. LaSalle, 312.266.1033
• Chicago Women’s Health Center, 3435 N. Sheffield, Suite 206, 773.935.6126
• Women’s Health Resources, 3000 N. Halsted St., Ste. 209B, 773.296.3500
• Howard Brown Health Center, 4025 North Sheridan, 773.388.1600

Counseling
• Insight Illinois, Loop Location, 312.540.9955
• Christopher House, 2507 North Greenview, 773.472.1083
• WomenCare Counseling Center, Evanston, 847.475.7003
• Advocate IL Masonic Community Mental Health Center, 836 W. Wellington Ave, 773.975.1600
• Depression and Bipolar Support Alliance, 730 N. Franklin, Suite 501, 312.695.3511

Crisis Management
• YouthLine Crisis Line, 1.877.968.8491 (24/7)
• In-Touch Help Line, 312.996.5535 (6:00 p.m. – 10:30 p.m.)

Rape
• Rape Victims Advocates, 312.443.9603
• Chicago Rape Crisis Hotline, 1.888.293.2080
• Between Friends, 1.800.603.HELP
• RAINN Hotline, 1.800.865.HOPE (This is a national hotline available 24/7 that will connect a caller to the nearest rape crisis center all over the U.S.)

Eating Disorders
• Insight Illinois, Loop Location, 312.540.9955
• National Institute of Mental Health, 866.615.6464
• National Associated of Anorexia Nervosa and Associated Disorders Helpline, 630.577.1330

Drug Abuse
• Clean Start Hotline, 888.223.4137
• Association House of Chicago, 773.235.7703

Gay and Lesbian Issues
• Gay and Lesbian Helpline, 773.929.4357 (24 hours)
• Gay and Lesbian Anti-Violence Project, 773.871.2273
• Gay and Lesbian Outreach, 773.525.3872
• Howard Brown Health Center, 4025 N. Sheridan, 773.388.1600

Suicide Prevention
If you have begun to think about suicide, it is important to not let anything stand in the way of vital communication with your physician, family, and friends. Take immediate action; tell a mental health care professional. Suicidal thoughts can be treated. When these thoughts occur, they are your signal that you need professional care. When people don’t understand the facts about suicide and depressive disorders, they may respond in ways that can cut off communication and worsen the problem. That’s why it is important to find someone that you trust and can talk with honestly. **If you are feeling suicidal, tell someone you trust right away.** Call **1.800.SUICIDE** (the National Crisis Help Line; www.hopeline.com)
"It is hopeless for the occasional visitor to try to keep up with Chicago. She outgrows his prophecies faster than he can make them." - Mark Twain, 1883

Chicago was only 46 years old when Mark Twain wrote those words, but it had already grown more than 100-fold, from a small trading post at the mouth of the Chicago River into one of the nation’s largest cities, and it wasn't about to stop. Over the next 20 years, it would quadruple in population, amazing the rest of the world with its ability to repeatedly reinvent itself.

And it still hasn't stopped. Today, Chicago has become a global city, a thriving center of international trade and commerce, and a place where people of every nationality come to pursue the American dream.

Early Chicago
Chicago’s first permanent resident was a trader named Jean Baptiste Point du Sable, a free black man apparently from Haiti, who came here in the late 1770s. In 1795, the U.S. government built Fort Dearborn at what is now the corner of Michigan Avenue and Wacker Drive (look for the bronze markers in the pavement). It was burned to the ground by Native Americans in 1812, rebuilt and demolished in 1857.

A Trading Center
Incorporated as a city in 1837, Chicago was ideally situated to take advantage of the trading possibilities created by the nation’s westward expansion. The completion of the Illinois & Michigan Canal in 1848 created a water link between the Great Lakes and the Mississippi River, but the canal was soon rendered obsolete by railroads. Today, 50 percent of U.S. rail freight continues to pass through Chicago, even as the city has become the nation's busiest aviation center, thanks to O'Hare and Midway International airports.

The Great Fire of 1871
As Chicago grew, its residents took heroic measures to keep pace. In the 1850s, they raised many of the streets five to eight feet to install a sewer system – and then raised the buildings, as well. Unfortunately, the buildings, streets and sidewalks were made of wood, and most of them burned to the ground in the Great Chicago Fire of 1871. The Chicago Fire Department training academy at 558 W. DeKoven St. is on the site of the O’Leary property where the fire began. The Chicago Water Tower and Pumping Station at Michigan and Chicago avenues are among the few buildings to have survived the fire.

"The White City"
Chicago rebuilt quickly. Much of the debris was dumped into Lake Michigan as landfill, forming the underpinnings for what is now Grant Park, Millennium Park and the Art Institute of Chicago. Only 22 years later, Chicago celebrated its comeback by holding the World’s Columbian Exposition of 1893, with its memorable "White City." One of the Exposition buildings was rebuilt to become the Museum of Science and Industry. Chicago refused to be discouraged even by the Great Depression. In 1933 and 1934, the city held an equally successful
Century of Progress Exposition on Northerly Island.

Hull House
In the half-century following the Great Fire, waves of immigrants came to Chicago to take jobs in the factories and meatpacking plants. Many poor workers and their families found help in settlement houses operated by Jane Addams and her followers. Her Hull House Museum is located at 800 S. Halsted St.

Chicago Firsts
Throughout their city's history, Chicagoans have demonstrated their ingenuity in matters large and small:

- The nation's first skyscraper, the 10-story, steel-framed Home Insurance Building, was built in 1884 at LaSalle and Adams streets and demolished in 1931.
- When residents were threatened by waterborne illnesses from sewage flowing into Lake Michigan, they reversed the Chicago River in 1900 to make it flow toward the Mississippi.
- Start of the "Historic Route 66" which begins at Grant Park on Adams Street in front of the Art Institute of Chicago.
- Chicago was the birthplace of:
  - the refrigerated rail car (Swift)
  - mail-order retailing (Sears and Montgomery Ward)
  - the car radio (Motorola)
  - the TV remote control (Zenith)
- The first self-sustaining nuclear chain reaction, ushering in the Atomic Age, took place at the University of Chicago in 1942. The spot is marked by a Henry Moore sculpture on Ellis Avenue between 56th and 57th streets.
- The 1,450-foot Sears (Willis) Tower, completed in 1974, is the second tallest building in North America and the twelfth tallest in the world. It was the tallest building in the world until 1998. When it was completed in 1968, the John Hancock building, a 100-story, 1,127-foot tall skyscraper, was the tallest building in the world outside New York City.

Chicago's sole female mayor, Jane M. Byrne, served from 1979 to 1983, and was succeeded by city's first African-American mayor, Harold Washington, who served until his death in 1987. The longest-serving mayor, Richard J. Daley (1955-1976), presided over a public and private building boom that strengthened both downtown and the city's neighborhoods. His son, Richard M. Daley, (mayor 1989-2011), reformed education and public housing, strengthened community policing and oversaw construction of billions of dollars of schools, libraries, police stations and infrastructure, as well as the renovation of Soldier Field and the creation of Millennium Park. Rahm Emanuel was elected in 2011 as the 55th Mayor of Chicago. A member of the Democratic Party, Emanuel is Chicago's first Jewish mayor who resigned as President Barack O'Bama's Chief of Staff to run for mayor of Chicago.
CHICAGO FUN FACTS
Courtesy of the City of Chicago, www.explorecity.org

Chicago is home to...
- 237 square miles of land
- An estimated 2,718,782 residents
- Dozens of cultural institutions, historical sites and museums
- More than 200 theaters
- Nearly 200 art galleries
- More than 7,300 restaurants
- 77 community areas containing more than 100 neighborhoods (more or less, depending on who you ask!)
- 26 miles of lakefront
- 15 miles of bathing beaches
- 36 annual parades
- 19 miles of lakefront bicycle paths and 12 miles of protected bike lanes in the city
- 552 parks

Did you know...
- An estimated 50.2 million people visited Chicago in 2014.
- Chicago was incorporated as a city in 1837.
- Chicago's nicknames include: The Windy City, the City of Big Shoulders, the Second City, and The City That Works.
- The Chicagoland area contains nearly 10 million people in three states – Illinois, Wisconsin and Indiana – and is the 25th largest metropolitan area in the world.
- Chicago is home to ten Fortune 500 companies, while the rest of the metropolitan area hosts an additional 21 Fortune 500 companies.
- The first Ferris wheel made its debut in Chicago at the 1893 World's Columbian Exposition. Today, Navy Pier is home to a 15-story Ferris wheel, modeled after the original one.
- Chicago's downtown area is known as “The Loop.” The nickname refers to the area encircled by the elevated (‘L’) train tracks.
- The game of 16-inch softball, which is played without gloves, was invented in Chicago.
- In 1900, Chicago successfully completed a massive and highly innovative engineering project – reversing the flow of the Chicago River so that it emptied into the Mississippi River instead of Lake Michigan. Each year, the Chicago River is dyed green to celebrate St. Patrick's Day.
- The Art Institute of Chicago has one of the largest and most extensive collections of Impressionist and Post-Impressionist paintings in the world.
- The Chicago Cultural Center is the first free municipal cultural center in the U.S. and home to the world’s largest stained glass Tiffany dome.
- When it opened in 1991, the Harold Washington Library Center, with approximately 6.5 million books, was the world’s largest municipal library.
- The Lincoln Park Zoo, one of only three major free zoos in the country, is the country's oldest public zoo with an estimated annual attendance of three million.
- The Skydeck elevators of the John Hancock center, manufactured by Otis, travel 94 floors at a top speed of 1800 ft/min (Feet Per Minute), or 20.5 MPH. The Willis Tower (Sears tower) elevators travel as fast as 1,600 feet per minute. (per Wikipedia)
How well do you know Chicago?
(courtesy of Time Out Chicago, Student Guide 2008/2009)

1) In 1872, and with only $2,400 in capital, Montgomery Ward established the first:
   a) Bridal gown department
   b) Local business directory called The Facebook, a name entrepreneur Mark Zukerberg
      “borrowed” for his business in 2004
   c) Mail-order business
   d) Mail-order bride business

2) The first American spaghetti sauce named after dean Mafioso was created in Chicago and hit
   grocery shelves in 2007. What was it called?
   a) (Tony the Ant) Spilotro Pesto Paste
   b) (Tony the Tuna) Accardo Fish Sauce
   c) (Joey the Clown) Lombardo Stoolie Spaghetti Sauce
   d) (Sam the Cigar) Giancana Marinara Pasta and All-Purpose Sauce

3) Pigeons rule the roost in Chicago, but the city also has a long history with doves. What kind of
dove originated here?
   a) Dove Energy Glow, a moisturizing self-tanner, debuted on Chicago shelves as an at-home
      treatment for tanning addicts
   b) The spotty-tailed dove, a specific discovered in Lake View’s Bill Jarvis Migratory Bird
      Sanctuary in 1976
   c) The Dove soap bar, designed by a student at the Institute of Design
   d) The Dove ice-cream bar, invented to stop kids from chasing ice-cream trucks

4) In 1884, William Le Baron Jenney was the first to use a steel frame in a skyscraper, the ten-story
   Home Insurance Building, on the northeast corner of LaSalle and Adams Streets. How did he
   come up with the method we still use today?
   a) New Chicago steel companies pushed Jenney to make something with their product
   b) As a Union soldier, Jenney learned about steel while dismantling Confederate bridges during
      the Civil war.
   c) Jenney stole blueprints from New York architecture firm Kimbell and Thompson, and
      finished his building first.
   d) The conventional material of choice, iron, was in short supply

5) The first poetry slam went down in Chicago in 1984. What was the name of the bar where
   creator Marc Smith staged the first competition?
   a) Slammer Jammer
   b) The Get Me High Lounge
   c) The Green Mill
   d) The House of Blues Entertainment Emporium

6) Chicago introduces the county’s first modern sewer system in 1855. How was it made?
   a) A loose layer of ash from the Chicago First allowed for easy dredging and the installation of
      underground pipes
   b) Romanesque public latrines filtered human waste into the Chicago River
   c) Whole houses and streets were gradually raised at an incline so that gravity pulled sewage
      into the river
   d) Wind blew waste into an underground sewage system – hence the city’s nickname, the
      Windy City
7) Chicago’s Robert Taylor Homes was the first housing project in America to:
   a) Be named after an African-American activists who quit the Chicago Housing Authority (CHA) to protest segregated housing
   b) Encompass 28 16-story buildings, approximately 4,300 apartments and 27,000 residents, making it the largest project in the nation
   c) Serve as the home of Mr. T
   d) All of the above

8) What event marked the first nail in Wicker Park’s gentrified coffin?
   a) Being showcased as an idyllic Gen X theme park in the 2000 John Cusack/Jack Black High Fidelity
   b) Becoming the protest-inspiring setting for the 11th season of MTV’s The Real World in 2001

9) FBI agent Eliot Ness’s team of law-enforcement officials, so straitlaced they were called the Untouchables, captured Al Capone in 1931 and guaranteed their place in the national consciousness. Which of the following dramatizations of this triumph was the first one filmed in Chicago?
   a) 1987 film by Brian DePalma
   b) 1963 Bugs Bunny cartoon “The Unmentionables”
   c) 1959 TV series starring Robert Stack
   d) 1993 TV series starring Bill Forsyth

10) The first known case of death caused by deliberate product tampering occurred in Chicago in 1982. What was the product?
    a) Metamucil
    b) Aspirin
    c) Preparation H
    d) Tylenol

11) In 1887, the city hatched a plan to reverse the flow of the Chicago River, making the city the first in the country to force a reversal of a river’s current. What was the goal of this feat?
    a) To test a new invention called the “Flow Back”
    b) To create an early public-transit system based on the canals of Venice
    c) To rid the lake of human waste pollution
    d) To irrigate the gardens of Mrs. Marshall Field

12) The University of Chicago lays claim to the first successful organ transplant, which occurred 50 years before such operations were carried out in humans. Which animal has been reported as the lucky recipient?
    a) A pig, which received a kidney transplant and went on to sire four piglets before succumbing to renal failure
    b) A pig, which survived a bladder transplant and was later exhibited at state fairs, providing a young E.B. White with the inspiration for Charlotte’s Web
    c) A dog, which received a heart transplant
    d) A cat, which lived for 15 minutes after getting a new carotid artery

13) Which of the following did visitors to the 1893 World’s Columbian Exposition enjoy?
    a) The first funnel cake, served at an Amish stand on the Midway
    b) The first escalator, which led to the Japanese Pavillion’s Ho-o-den Temple
    c) The first Ferris wheel, invented by an engineer from Pittsburg
    d) The first ice-cream cone, a collaboration between an ice-cream vendor and waffle merchants
14) In 1930, James Dewar, a manager at Hostess Bakery in Schiller Park, concocted the Twinkie. Its original filling was:
   a) Strawberry jam  
   b) Banana cream  
   c) Whipped cream  
   d) Chocolate pudding

15) Al Capone was the first American to privately finance a soup kitchen. Where in Chicago was it?
   a) 935 S. State  
   b) 900 N. Michigan  
   c) 1201 W Taylor  
   d) 6804 W Irving Park

ANSWERS
1) C. Montgomery Ward started this business by sending out a single-sheet price list of 163 items, which evolved into a giant catalog that featured such items as engraved 14-karat gold watches
2) D. Not content with a memoir, a made-for-TV movie and a Playboy photo spread, "Mafia Princess" Antoinette Giancana used her infamous name to launch a line of imported Italian edibles under the name The Pasta Princess. The tag line "Just like Dad's, maybe better!" is extra creepy: Sam was killed while making Dinner.
3) C and D. The shape of the Dove soap bar started as a wood prototype designed by a student at the Institute of Design in the 50's. Candy-shop owner Leo Stefanos invented the Dove ice-cream bar as a ploy to stop his son Mike from running after ice-cream trucks.
4) B. Jenney learned the strength of steel during his tenure as a union engineer.
5) B. Smith moved the slam from the Get Me High to the Green Mill in 1986, where poets have continued to make each other cry ever since.
6) C. Ever notice the front doors of many older houses sit below street level? Chicago raised its streets for a sewage system, which utilized pipes that dumped human and street waste into the Chicago River, most, but not all, private residences followed suit – we’d hate to see the garden apartments of those that didn’t.
7) D. The Robert Taylor Homes, where Mr. T spent his formative years, came to represent the worst effects of racism and mismanagement in public housing after it opened in 1962. For decades, poverty, gang violence and drugs plagued the residents – 99 percent of whom were African American. The last of the high-rises that once spanned two miles of S. State Street just west of Bronzeville were demolished in 2006.
8) A. Although The Real World incursion proved a headline-grabbing flashpoint in the gentrification war, Cusack helped hipster wannabes feel good about forking over big bucks for slices of the Bohemian dream.
9) A. Kevin Costner vehicle The Untouchables took liberties with its source material, but not its Chicago scenery. The 1959 TV series of the same name was the first hit for the L.A. based Desilu Productions, owned by Lucille Ball and Desi Arnaz.
10) D. Seven people in the Chicago area died from taking Tylenol laced with cyanide. The company rebounded by introducing Tylenol gelcaps, the first tamper-proof capsule. There was a break in the case in early 2009.
11) C. After an 1854 Cholera epidemic, followed by a series of devastating Typhoid outbreaks, the drainage and water supply commission devised a system of manmade canals that effectively reversed the river’s flow and carried waste away from the lake and down to the Mississippi River. No, that doesn’t mean the mighty Miss carries Chicago's crap; after a 1930 court order, sewage treatment centers were built to remove the waste.
12) C. Controversial today for his support of eugenics, Dr. Alexis Carrel, who performed this ground-breaking surgery, won the Nobel Peace Prize in 1912, not only for his work in the field of transplants but for developing a procedure for suturing blood vessels.
13) C. George Washington Gale Ferris developed the wheel for the Columbian Exposition, hoping to outshine the Eiffel Tower built for Paris’s 1889 International Exhibition. The ferris wheel became the 1893 Fair’s most popular attraction, with as many as 20,000 riders per day. Visitors to the fair also witnessed the debut of the moving sidewalk.
14) B. Originally, Hostess produced unfilled “little shortbread fingers” only during the short six-week strawberry season for use in homemade strawberry shorts. When to turn the cakes into a year-round moneymaker that could be enjoyed on their own, Dewar injected them with banana cream, which, due to the fruit’s constant availability, could be made anytime. Hostess switched to the vanilla filling we know today during World War II, when the U.S. experienced a banana shortage. Twinkies have more fans here than in any other market – Chicagoans consume about 27 million a year.
15) A. Chicagoans who lost their jobs in the Great Depression expressed gratitude to the mob boss for establishing a place where they could get three free meals a day. Known as the free lunch restaurant, the kitchen opened as part of a massive publicity campaign Capone launched in order to sway the working man to see him as a benefactor, not a fabulously wealthy crime lord.
The Associated Colleges of the Midwest (ACM) is a consortium of 14 residential liberal arts colleges in Illinois, Wisconsin, Iowa, Minnesota, and Colorado. ACM programs reflect the academic standards and policies of its member colleges, and the standards and policies in the paragraphs which follow are applicable for all ACM off-campus study programs.

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

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

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

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

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

Please note that these policies and procedures comprise guidelines that can be changed by ACM at any time in its discretion. It is not and should not be construed as a contract, either express or implied.
Expectations of Student Conduct
Any student who engages in inappropriate conduct will be in violation of this Code of Student Responsibility and will be subject to a conduct review and possible sanctions. While it is impossible to outline all forms of inappropriate conduct, what follows is a non-exclusive list of the more common examples:

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

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

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

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

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

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

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

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

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

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

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

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

13. **Bias-related behavior or personal abuse** – use of language, images, signs, symbols, threats, or physical behavior that directly or indirectly demonstrates hostility or contempt toward a person or group on the basis of actual or perceived identity. Behavior that exceeds the bounds of appropriate discourse and civil conduct. Harassment of another because of his/her race, sexual orientation, ethnic background, religion, expression of opinion, or other personal characteristics. Actions that would reasonably tend to cause alarm, anger, fear, or resentment in others or would endanger the health, safety, and welfare of another member of the ACM community.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ACM Housing Policy

Student housing will vary across the ACM programs and may include homestays, apartments, educational institutions, camping, hostels, and other appropriate housing. Your housing situation while abroad is part of the learning environment that ACM programs provide, and you will want to take advantage of the opportunities that different housing situations provide. You are responsible for your behavior and actions in your housing environment and must respect the policies and practices of each establishment or facility in which you are housed, including respectfully following your homestay family's rules. Any damage to property or environment, disruptive activities, or willful disregard of policies and practices of any housing situation may result in disciplinary action including expulsion from housing and/or dismissal from the program. You should inform your on-site director if problems or concerns arise regarding your housing and efforts will be made to either resolve the issue or find an alternative placement.

International programs: Although visitors are strongly discouraged during the program, anyone planning to visit you during the period of enrollment must plan independent accommodations. You are prohibited from bringing any visitor to stay at a homestay or other provided place of housing. You should not ask your host families to accommodate your guests.
Domestic programs: Visitors should not interfere with the functioning of the program nor any participant's ability to complete program responsibilities. Any program participants wishing to have a visitor stay overnight in program housing should consult with any roommate(s) for approval and abide by any policies of the vendor providing the housing. All visitors shall abide by all provisions of the unit's roommate agreement, and the host participant may be held responsible for the actions and consequences of his or her guest's behavior.

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

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

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

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

Sexual Harassment Defined
Sexual harassment is unwelcome words or conduct based upon the recipient's gender. Sex or gender-based harassment does not have to be sexual in nature. However, such harassment can often take the form of unwelcome sexual advances, requests for sexual favors and other verbal or physical behavior of a sexual nature. Harassment can become unlawful when (1) submitting or refusing to submit to such conduct is used as a basis for any decision affecting an individual's academic status or employment, or (2) such conduct has the purpose or effect of creating an intimidating, hostile or offensive educational environment. Be advised that ACM reserves the right to interpret these policies and procedures more stringently than applicable legal definitions. Therefore, harassment or discrimination that does not rise to the level of a legal violation may still be found to violate ACM's standards of conduct.

ACM Policy on Dual Relationships
A dual relationship is one in which the faculty/staff member/contracted vendor has both a professional and a romantic or sexual relationship with a student. (A “contracted vendor” could include: drivers, interpreters, guides, host family members, guards, etc.) This includes relationships
which appear to be mutually consensual. However, the inherent inequality of power between student and faculty/staff/vendor creates an unacceptable conflict of interest in a supervisory, educational or advisory context. For this reason, dual relationships between faculty/staff/vendors and students who participate in the same program are specifically prohibited. If a relationship nonetheless develops, the faculty/staff member/vendor is expected to remove him/herself from supervisory or advisory responsibility for that student and alert his/her supervisor or face disciplinary action.

ACM Policy on Sexual Assault

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

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

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

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

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

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

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

The initiator of sexual contact will be found in violation of this policy if it is determined that he or she knew or should have known that the other person could not give effective consent as defined by this policy. Being intoxicated or under the influence of any substance at the time of sexual contact is never an excuse for violation of this policy. Sexual assault can be committed by a man or a woman against a person of the same or opposite sex. Sexual assault can be committed by current or former lovers, friends, or acquaintances.

**ACM Policy on Non-Discrimination**

The Associated Colleges of the Midwest does not discriminate in the operation of its educational programs, activities, or employment on the basis of sex, sexual orientation, gender identity, race, color, religion, national origin, age, veteran status, marital status, or disability.

**ACM Student Conduct Procedures**

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

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

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

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

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

As a preliminary matter, any individual who believes that she or he has been sexually harassed/assaulted should report the incident promptly to any of the following:
- Director of the program in which the student is enrolled or other appropriate local staff or faculty member
- Associate Director of Off-Campus Study
  Kevin Dostal Dauer
  kdostaldauer@acm.edu or 312.561.5933
- Vice-President and Director of Off-Campus Study
  Dr. Joan Gillespie

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

Informal Procedure

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

Formal Procedure

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

Third Party Harassment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CHECK ALL BOXES THAT APPLY:

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

Name (please print)    Signature    Date

RESCISSION OF OPT-OUT REQUEST

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

Signature    Date
Program Contact Information

ACM Chicago Consortial Office

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

Phone: 312.263.5000
Fax: 312.263.5879
Emergency: 312.561.5911

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

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Kevin Dostal Dauer, Associate Director
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ACM Chicago Program Office

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