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An African success story, Botswana is endowed with rich mineral resources, including diamonds, and has benefited from uninterrupted and effective civilian leadership since independence in 1966. Its government has negotiated contracts with multinational corporations such as DeBeers, which stand in stark contrast to the exploitation of African resources during much of the colonial era. The returns from its mineral wealth, augmented with income from tourism, cattle ranching, and financial services, have been invested in education and various social services. As a leader in SADC (Southern African Development Community), Botswana has played a leading role in the region since the 1980s, from the time that South Africa was still under apartheid, and more recently in negotiations with Mugabe’s Zimbabwe. Although, like many other countries in Africa, it has had to confront the problem of HIV/AIDS and the resulting social disruptions, Botswana demonstrates that progressive social policies can mitigate some of the effects of the disease. Botswana thus provides both a healthy antidote to the negative characterizations of Africa often found in American media and a rich array of possible solutions to the various crises of the third world.

The ACM Botswana program is expressly designed for students with interests in politics, political economy, economic and social development, public health, and environmental studies. Housed at the University of Botswana in Gaborone, Botswana’s capital, the program is offered each spring semester, and combines formal class study with site visits to places in and around Gaborone and an Independent Study Project (for credit). Classes include Setswana language, a course taught by the ACM faculty director, and an elective course at the University of Botswana.

During the semester-long program, students are housed in a residence hall at the University of Botswana. Among the excursions typically planned are a weekend trip to Johannesburg, South Africa; a week-long trip to Maun, near the Okavango Delta in the north; and a visit to the Jwaneng diamond mine, the largest in the world. Students also volunteer with community service organizations and other non-governmental organizations.
Botswana is a model of how an African country should be governed: considered one of the least corrupt governments in the world (according to a 2012 Transparency International ranking), Botswana can boast of over four decades of uninterrupted civic leadership, progressive social policies, and significant capital investment. Diamonds, cattle, and, increasingly, tourism are the three largest elements in its strong economy, and the government has invested the income from these sectors in infrastructure, education, and health. The DeBeers Company, which controls most of the diamond trade in the world, and the Government of Botswana own equal shares in the diamond mining industry in the country, and the profits have provided the basis for much of the development in Botswana since independence—the diamonds were discovered in 1967, the same year that Botswana became independent.

The diamonds are not forever, though, and it is estimated that in thirty-five years the mines will be exhausted. Instead, the government has begun to encourage tourism, doing so in a sustainable and responsible way that preserves its natural environment. Its approach is, on the one hand, to attract fewer but wealthier tourists and, on the other, to give local communities a stake in developing and adhering to sound conservation strategies. Program students will have the opportunity to visit these two important sectors of the Botswana economy with field trips to Maun and the Okavango Delta over Spring break and to the Jwaneng diamond mine later in the semester.

Responsible government, a strong economy, and a relatively prosperous population have not protected Botswana from many of the social and health issues found elsewhere in Africa. It has one of the highest rates of HIV/AIDS infection on the continent, and the impact on local communities and health care has been severe. Approximately 40% of the population is HIV-positive, and life expectancy has now been reduced to 33 years. (It has been estimated that without HIV/AIDS life expectancy would be 74 years.) The government’s response to the epidemic has been enlightened—especially when compared to South Africa’s—and rather than ignoring the disease or promoting false remedies, it has taken steps to limit and even reverse the epidemic, providing anti-retrovirals free of charge to all HIV-positive citizens, among other measures. It has also committed to radically slowing the spread of HIV and has had strong success so far, with new infections decreasing significantly from 15,000 in 2005 to 9,100 in 2013, according to UNAIDS.

Botswana is a relatively urbanized country compared to much of Africa, with a number of small towns and villages and two larger cities, Gaborone and Francistown. On the positive side, the villages are important sites of grassroots democracy, and the nucleated settlement pattern has made the construction of infrastructure and provision of education relatively efficient. Although Gaborone, the capital, has been described as a rambling village, it is like many large cities in post-colonial Africa in that it has received a significant influx of migrants from the rural areas hoping to find work and its growth has been both unplanned and unchecked. The rate of unemployment has been estimated from 20 to 40% in Gaborone, and the actual rate may be higher yet, pushed upward in part by Zimbabwean immigrants fleeing the collapsing economy and state in their own country. The influx of Zimbabweans has led to a certain amount of disapproval and prejudice, and petty thefts and other crimes are often blamed on Zimbabweans. As with most stereotypes, this is not without some truth, but in Botswana it has not led to riots and other strong reactions as it has in South Africa.

Botswana is south of the equator, and when you arrive in January, you will arrive in the middle of summer. It will be quite warm and rainy at first, but will gradually cool as the semester progresses. January and February are a time of the most intense heat and also the height of the rainy season. This means that the temperature will be very high...
(usually in the range of 90-100° Fahrenheit, or 32-38° Centigrade), but that you can expect brief respites from the heat during the torrential downpours that are common in the afternoons. Things will settle down a bit in March, and the temperatures will be more comfortable, usually in the range of 80-90° F. (27-32° C.) during the day. Nights will be cooler; the average low temperature during this month is about 65° F. (18° C.). The rains of January and February will be replaced with afternoon clouds and modest precipitation. April and May mark the beginning of the peak tourist season, and for good reason! The rains will be rare during this time, and the temperature will range between 80° F. during the day and 50° F. at night (or between 27° C. during the day and 10° C. at night).

A note about country, ethnic, and language names in Bantu languages: Setswana is one of many Bantu languages, a family of languages spoken from Cameroon to Kenya and down to southern Africa. Like other Bantu languages, it is a language of prefixes: “Bo” is a prefix indicating place, of the Tswana, hence the country’s name “Botswana.” “Mo” and “ba” indicate one and plural Tswana individuals, respectively, while “Se” is the prefix indicating language, of the Tswana. (These prefixes vary from one Bantu language to another: “Ki,” for example, indicates language, of the Swahili, while the national language of Rwanda is “Kinyarwanda.”)
### Botswana Schedule

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<td>Field Trips in the Gaborone Area</td>
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**Spring 2017: January 18 - May 26**

**Wednesday, January 18**  
Students arrive in Gaborone

**Thursday, January 19**  
University of Botswana registration and ACM Orientation

**Monday, January 23**  
University of Botswana classes begin

**Friday, January 27**  
Last Day to Add Course

**January 28-29**  
UB International Student Cultural Excursion (tentative*)

**Friday, February 3**  
Last Day to Drop Course

**February 11-12**  
Gabane Homestay Visit (tentative*)

**February 18**  
Field trip to Jwaneng Diamond Mine (tentative – depending on security clearance*)

**March 11-19**  
Mid-semester break excursion to Northern Botswana

**Monday, March 20**  
University of Botswana classes resume

**April 6-9**  
Trip to Gauteng and Phokeng (tentative*)

**April 22-23**  
Trip to Serowe (tentative*)

**April 14-17**  
Easter Break (UB closed)

**Friday, May 12**  
University of Botswana last day of classes

**May 15 - 26**  
University of Botswana Final Examination Period

**Friday, May 26**  
Student departure

*Please note that it is ACM’s best intention to offer a variety of extra and co-curricular activities to students, including the above field trips. Every effort will be made to arrange the field trips, but because of occasional circumstances beyond ACM’s control, excursions might be cancelled or an alternative activity may be planned on short notice.

The ACM program schedule is based on the University of Botswana academic calendar and dates are subject to change with short notice.
The ACM Botswana program has three overall learning goals:

- To develop a working knowledge of Setswana language to read papers and documents and communicate with local people;
- To develop a broad understanding of African society, and inter-cultural literacy through cultural immersion; and
- To deepen knowledge of African development, environmental, and cultural issues through course-work, first-hand experience, and field inquiry.

When students complete the program, they should have an understanding not only of the issues facing many African countries today, especially those in Southern Africa, but also of the possible solutions that can be implemented. In addition, students should have the ability to define, carry out, and write up a significant independent project as well as a command of Setswana sufficient to allow for basic conversations and interactions.

All students on the program will take four courses: the Director’s course, in his/her area of expertise; Setswana language, taught especially for visiting international students by UB language faculty; an elective chosen from among course offerings at UB (usually on some aspect of African studies); and an independent study project/course. The combination of courses and independent research allows students to experience both the discussion-based style of teaching and independent work that is common American liberal arts colleges and the more formal lecture-based approach to education that is prevalent at UB-as at most institutions of higher education outside the United States.

In the elective course you select at UB, you will find that you need to take more responsibility and initiative in working outside of class than you may be accustomed to on your home campus. Many courses at UB are conducted as large lecture courses and syllabi are not common. Instead, most professors simply recommend a long list of books for students to read. Typically, these books are not available in the campus bookstore, and in some instances may not be available in the UB library. There will be few graded assignments before the all-important final exams at the end of each semester, but instead you are expected to read and learn material on your own. It is a system quite different from that in the United States, where assessment (in short papers, quizzes, etc.) is ongoing. At most universities abroad, including the University of Botswana, American students sometimes have the false sense that “nothing happens” until the end of the semester when finals can take them by surprise. The reality is that students are expected to listen carefully and to locate and read material mentioned in class regardless of whether it is specifically assigned. A major part of your cultural adjustment will include the teaching styles of your Batswana professors. Study with Batswana students to prepare for class. They are also likely to be helpful in translating any Setswana used in class. (Past students have noted that when faculty tell jokes in class, they often use Setswana.)

University of Botswana

The program is housed at the University of Botswana, established in 1982. The country’s premier university, it offers undergraduate, master’s, and doctoral degrees. The student body consists of approximately 14,100 undergraduates and 1,400 graduate students; of the undergraduates, sixty-five percent are citizens of Botswana and thirty-five percent are from abroad, mostly neighboring southern African countries. In general, the undergraduate students are in their early 20s, somewhat older than American undergraduates. With professors who have been trained all over the world and modern infrastructure on the campus, UB boasts a very selective entrance process. The UB library is regarded as one of the finest in southern Africa. University professors usually teach in the British model, with regular lectures and note-taking. Because it is difficult to obtain books, students often rely on the library or share books. It is very common to see students studying together as they prepare for examinations.
The ACM Botswana program, by virtue of its location and arrangement with the University of Botswana, is fully integrated into academic life on the UB campus. As registered students at the University of Botswana, you will have access to libraries, computer labs, and the health clinic on campus. Your classes, including Professor Volz’s, will also be held on campus.

Formal registration at UB will take place after you arrive in country, and you will find the process very different from that on your home campus: it will be somewhat confusing and perhaps even chaotic compared to registration at home. OIEP staff will guide you through the process, and we suggest you view it as an opportunity for cultural learning. You must remember to formally drop any courses that you have added that you do not plan on taking. If you fail to drop the courses you are not taking or are enrolled for more than a single elective, you will be charged an additional fee by ACM (as ACM will be charged by UB). Your grades will not be released until you have paid ACM.

A campus map can be found at the end of this handbook.

**Office of International Education and Partnerships (OIEP)**
The Office of International Education and Partnerships (OIEP), is ACM’s partner office at the University of Botswana. OIEP staff assist international students at UB, as well as coordinate UB student’s overseas exchanges. The OIEP staff will conduct orientation for all international students, including ACM students, during the first few days of the program, as well as coordinate the registration process. They can also be of assistance with housing or student life issues.

**Academic Courses**

**Setswana Language**
Faculty: Local language instructors
Required course, 4 credits
The Setswana course combines language learning with an introduction to elements of Tswana culture, using a variety of methods and teaching materials to develop students’ listening, speaking and reading skills. Small classes allow students to work on grammar and vocabulary and develop their conversation skills to use while in Botswana.

**Urban Africa (History 474)**
Faculty: Dr. Stephen Volz (Program Director)
Required course, 4 credits
This course explores the role that towns and cities have played in African history, tracing the development of urban areas from early times up to the present. In regarding urban areas as integral features of African societies, the course questions stereotypes of Africa as essentially rural and traditional, examining instead African capacities for cultural synthesis, adaptation and innovation. Among the general themes studied are urban-rural relations, trade, political centralization, industrialization and globalization. Given the immensity of the continent and its history, the course focuses on a select assortment of urban areas as case studies, with particular emphasis on southern Africa and the twentieth century. It also utilizes a range of sources such as archaeology, memoirs, government documents and literature, and it includes scholarship from sociology and other disciplines. This course is offered through the UB History department and will likely have a cohort of UB students enrolled in the course.

**Independent Study Project and Seminar (ISP)**
Faculty: Dr. Stephen Volz (Program Director)
Required course, 4 credits
Throughout the semester, participate in a seminar taught by the visiting ACM faculty member that incorporates a site-based research project. The seminar will provide guidance for students as they plan their project while integrating student experiences and group field trips with the academic study of development in southern Africa. Projects may be conducted in a wide variety of disciplines, but they must be based on a student’s study of and engagement with
Botswana during the semester. Projects may include fieldwork conducted on campus, participant observation at a community organization, or archival research. At the end of the semester, each student will typically prepare a written report or reflection piece and give a presentation on their project. Students are encouraged to formulate projects to fit their individual interests and/or their program of study at their home campus.

University of Botswana course
Faculty: University of Botswana
Elective course, 4 credits
Students select a course taught by University of Botswana faculty from a menu of offerings determined by UB and ACM. Most selections fall under the broad category of African Studies. ACM will ask you to make a preliminary selection before you travel to Gaborone, and you should choose one course and several back-up possibilities (in the event of a cancelled class or schedule conflict). Past participants recommend using the first week of class to preview several courses and making your final selection after that initial week. It is important that you formally drop any course that you do not take. If you fail to drop courses you do not take, you will be billed for additional tuition by ACM.

Field Trips
Ecotourism—especially community-based tourism—is an important sector in the Batswana economy. ACM students will have the opportunity to explore this sector first hand during the spring break. Students will travel in a group to the Okavango Delta and visit a game reserve in northern Botswana. You will travel by plane from Gaborone to Maun, where you begin the safari and return to Gaborone. Accommodations are simple but comfortable; 2-3 students will share tents. Sleeping bags will be provided, although you are welcome to bring your own. (A personal sleeping bag may be useful if you plan to do independent travel.) Food, water, and toilet facilities will be provided by the outfitters, and you will be expected to help set up and break down camp along the way. The lack of the comforts of home will quickly be forgotten as you travel through the Delta in motorboats or dugout canoes to get a close-up view of a wide variety of wildlife in their natural habitat.

Other program-sponsored trips may include an excursion to South Africa and a visit to the Jwaneng Diamond Mine, the source of much of Botswana’s national wealth.

Because of shifts in curriculum and/or availability of certain sights, all field trips are tentative. ACM will make its best effort to offer several cultural activities, including those listed above but some circumstances are out of our control. Alternative field trips and excursions will be offered, if possible.

Credit and Grades
ACM recommends 16 semester credits, as shown in the course descriptions, for your work overseas. Before you leave you should find out from your registrar exactly how many credits you will earn and what graduation requirements they will meet. Different colleges have different policies and it is your responsibility to inform yourself about how your Botswana credits will appear on your transcript. You should also discuss your plans for your independent project with your advisor and home academic department, particularly if you want to use it to fulfill a requirement or serve as the basis for an honors or senior project.

Students must complete and submit all academic work required for program courses before leaving the program. Failure to do so will result in ACM’s reporting a failing grade for the course or courses to your home college.

Expected Participation
You are expected, unless excused, to attend all ACM classes and events and to participate in the field trips. As a general rule, students will not be excused from ACM activities to attend to visitors or to travel. As a courtesy to your fellow students and to the program director, be sure to attend all ACM planned activities. Those who participate fully
in the program will definitely benefit culturally and socially. Keep in mind, neither visitors nor traveling may take precedence over your academic responsibilities. You are expected to attend every class session and all program events, including the director’s courses, Setswana course and the elective you choose at UB.

**Community Engagement**

As a way to better connect with the local community, ACM encourages (not requires) all students to seek out a volunteer placement in association with their Independent Study Project. This opportunity will allow you to spend several hours each week interacting with local residents and helping in an organization. In addition, you can use your observations from your time spent at local organizations for your ISP. Finding a placement can be time-consuming and frustrating because organizations often want to go through a formal process. You will also need to visit the organization to make face-to-face contact with someone in the organization. Below is a list of past organizations:

**Education and Children**

- **Northside Primary School**
- Sunbeam Academy (local pre-school), Gaborone
- **Red Cross**, Gaborone
- **Botswana National Youth Council**, Gaborone
- SOS Children’s Village, Tlokweng
- St. Peter’s Day Care Center, Gaborone
- **Stepping Stones**, Mochudi
- Tshwaragano House, Gaborone

**Health Care/Public Health**

- **Holy Cross Hospice**, Gaborone
- **Baylor Clinic**, Gaborone
- Botswana Society for the Deaf, Gaborone

**Environmental**

- **Botswana Ministry of Environment, Gaborone**
- Action for Economic Empowerment Trust (AEET), Gaborone
- Botswana Khwedom Council (San rights NGO), Gaborone

**Arts**

- Rhythm II Project, Maru a Pula School, Maitisong
- **Phuthadikobo Historical Museum**, Mochudi
- National Art Gallery, Gaborone

**End of Program – Clearance Form**

Before you leave the University of Botswana at the end of the program, you will need to fill out and submit a Certificate of Clearance (COC), which requires signatures from various departments and offices certifying that you do not owe the UB money. This is a necessary final step before you leave, and without this certificate, UB will not be able to issue a transcript for your academic work on the program. The Office of International Education and Partnerships will provide you with more information about this process.
Preparing to Go

Forms to ACM
You will need to provide ACM with several forms which include: copy of your passport, UB Registration, ACM emergency and medical form (which requires the signature of a medical professional), and ACM Waiver and Release. In addition, you will be asked to provide additional information about your proposed independent study project. Please watch your email for information regarding forms and deadlines.

Passport and Visa
You will need a passport that is valid for at least six months beyond the end of the program. You will also want to make sure you have sufficient blank pages in your passport for arrival and trips outside of Botswana (e.g., to South Africa). If you do not now have a passport and are an American citizen, please review the information on the U.S. Department of State website (www.travel.state.gov/passport) and apply immediately. If you are not a U.S. citizen and need to renew your passport, please contact the nearest consulate or embassy.

You do not need to obtain a student or other visa before you travel to Botswana unless you do not hold a U.S. passport. Instead, before you leave you will receive (from ACM) a letter from the University of Botswana confirming your participation in the program and enrollment at that university. (UB issues these letters once it has received your enrollment information from ACM.) Keep this letter with your passport when you travel; you may be asked to show it to airline personnel or immigration officials, and it will confirm your status as a student. If you happen to have any problems at the airport where you depart from the United States, please contact ACM staff immediately.

If you are an international student studying in the United States, there is a possibility you will need to obtain a visa prior to arriving in Botswana. Please contact the Assistant Program Manager to determine whether or not you will need to fill out additional paperwork. All the visa forms will be handled by the University of Botswana Office of International Education and Partnerships.

Travel Arrangements
You should make your travel arrangements as soon as possible after you accept the offer to participate in the program: keep in mind that earlier reservations are likely cheaper. You will need to arrange to fly from your home to Gaborone to arrive at the Gaborone airport on Wednesday, January 18, 2017. You will likely need to leave home on Monday, January 16 because there are no direct flights to Botswana and you will need to change planes at least once, likely in Johannesburg. If you arrive on Wednesday, January 18th, you will be met at the airport by the Program Director and/or a staff member from the University of Botswana’s International Education and Partnership office.

Communication
Communication with family and friends can be very easy from Botswana. But please keep in mind that there may be times, because of service interruptions or power outages, when there could be problems with communication.

Because of the complications of communication and the busy schedule during the first days of the program, parents should not expect students to contact them within the first week of the program. After the first week, students will become more accustomed to the area and they will have additional free time. ACM will send parents notification of the group’s safe arrival via email once we have confirmed they have landed in Gaborone. Patience with communication (or lack thereof) is necessary on both ends.

Cell Phones
Each student will be issued a cell phone soon after arrival with a set number of starting minutes for use during the program. These phones are intended primarily for use in Botswana, in case of an emergency, or to call a cab to avoid walking alone at night, and students are responsible for purchasing additional
credit for their phones. **Should your ACM phone become lost or broken during your time on the program, or you fail to return the phone at the end of the semester, you will be responsible for the cost of replacing it.**

If you own a smart phone, please be advised that it may not function in Botswana. You will want to check with your US provider to see your options but if you would like to use your smart phone in Botswana, you’ll want to make sure the phone is unlocked. You can then by a SIM card and data package once you arrive in Botswana.

**Communicating with Home**
The most cost effective way for parents and their students to speak with each other is via Skype, either by purchasing Skype minutes to call a landline or cell phone, or by using free on-line service from one computer to another.

When placing a phone call from the U.S., there is a simple formula for reaching phones in Botswana. Dial 011-267-xxx-xxx for all landlines; to reach students on their cell phones, dial 011-267-7xxx-xxxx. To call the U.S. from Botswana, dial the international calling code (00) + country code (1 for the U.S.) + 3-digit area code + 7-digit number.

**Internet Access**
As a University of Botswana student you will have access to the internet. Wifi is available but can be unreliable. The library on campus has over 200 computers and many of them are dedicated for email use. The internet will not be as fast as you are accustomed to on your home campus and can be intermittent in your dorm room. You will need an Ethernet cord to plug into the hardwire routing in the dorms. Keep in mind that you will be expected to pay for printing on campus.

**Computers**
Past students strongly recommend that you bring your own laptop computer. If you do, purchase a computer lock to prevent theft. Also, talk to knowledgeable people about traveling with your electronic equipment and protecting it from climate and power fluctuations. Local conditions will be hot and humid, and you will not have air-conditioning. In addition, you will need an adapter and a surge protector. Tech support on site will be minimal, and thus, if at all possible, you should not bring a laptop more than three years old; past students found it difficult to get Mac repairs.

If you do bring a laptop, pack it in your carry-on and be prepared to complete paperwork for Customs officials when you arrive in Gaborone. Customs may make a record of the equipment in your passport. If your computer is stolen, make sure you get a police report to show at the airport when leaving Botswana. Please note that ACM cannot be held responsible for lost or stolen items.

**Postal Service**
The postal service is slow but generally reliable. An airmail letter from the U.S. will take 7-10 days or longer. You should use the following address for all mail because someone will always be there to receive it:

*Student's Name*
ACM Botswana Program  
University of Botswana  
c/o Office of International Education  
New Student Centre 139, Office 126  
Private Bag 0022  
Gaborone, Botswana

Advise your parents and friends not to mail thick envelopes or packages containing money. Customs can be a problem for all packages, especially those containing items of value. Customs duty, especially on food, is very high—as much as 100%—so be sure you bring everything you need or plan to buy it locally. If a package needs to be mailed, we recommend Federal Express International or UPS, which take about four to seven days.

**Handling Money and Planning Expenses**
In making preparations for your term in Botswana, you should discuss with your parents or guardians the best way to access money for living expenses at the University such as your meals, groceries, local transportation, and entertainment. Students on the program have relied on debit and/or credit cards almost exclusively to obtain cash (Botswana pulas). There are two ATMs and a bank on the UB campus, and a number of ATMs in Gaborone. Using your
debit card at an ATM gives you the best exchange rate and is the most convenient way to get cash. You likely will be charged a transaction fee for each withdrawal. Make sure your debit card has a Visa, Mastercard, Plus, Cirrus, or Shazam logo and that the first number of your PIN is not “zero.” ACM recommends that you call your bank or credit card company to notify them that you will be using your card in Botswana; otherwise using your card in Botswana may alert auditors who watch for activity outside a card holder’s usual expenses as an indication that the card has been stolen. Be sure that you leave a record of your debit and/or credit card numbers with your parents or guardians. ACM also recommends that you bring $100 to $200 in cash and keep it in a secure place, separate from your wallet, in case your wallet is stolen. The program staff will NOT be able to cash checks for you, and it is difficult to wire money from the U.S.

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

Suggested Packing List
While packing, keep in mind that you will probably leave Botswana with more than you brought, and that airline luggage restrictions can be strict. Please be prepared to pay additional fees if your baggage is overweight and make note that each flight of your journey is different. The normal international luggage limit is two pieces of checked luggage, each to weigh no more than 50 pounds, nor to measure more than 62 inches in total dimensions (one length measurement + one width measurement + one height measurement). We recognize that this limits what you might want to bring, but you should remember that it will be possible to buy almost anything you might want in Gaborone, which is a relatively modern city. When you pack your bags, include your name and the program address inside the bag in case of loss. You will also want to invest in locks for your luggage. Make sure you buy TSA-approved locks.

Put your essential documents, all your money, a few toiletry and prescription medications, and a change of clothes in your carry-on. (Remember there is 3 oz. maximum for gel and liquid items in your carry-on.)

It is not uncommon for luggage to be lost on this trip. Most lost luggage is found and returned to you within a few days. It is important to remember this when you are packing your carry-on luggage. You don’t want to land in Gaborone without a change of clothes. It’s also a possibility that your luggage will get damaged during handling. It is important to pack your things in a strong, sturdy bag.

Essential Documents
☐ Passport
☐ Health insurance card and contact numbers
☐ Copies of immunizations and medical information
☐ Credit card, money, and/or debit card. Cards with a Visa logo work best
☐ Letter for the University of Botswana regarding your acceptance

Do not pack your passport in your checked luggage since you will need to show it several times while in transit. Photocopy your passport (the page with the number and the place and date of issue) and carry the copy separately from your passport. Also keep a few extra photos and an extra copy of your birth certificate. Given the slow mail service to Botswana, it can take quite a long time to have any of these items sent from home. You will be responsible for any expenses incurred in case of the loss of your passport. Especially while you are traveling, it would be safest to keep your passport separate from your wallet in a money belt or other concealed carrier. That way, if you lose your wallet, you won't lose your passport, as well. This is useful advice both for traveling to Gaborone and within the country. While Botswana is a relatively safe country,
pickpockets are becoming more common with increased tourism, and international airports are always popular spots for thieves.

**Clothing**

Clothing can be challenging when you are in a new and varied culture with changeable weather patterns. You will be arriving during the peak of summer, and temperatures may reach as high as 110 degrees Fahrenheit (44 degrees Celsius). However, when it rains, temperatures may drop to as low as 60 degrees Fahrenheit. While you naturally will want to dress as casually and comfortably as you do on your own campus, you need to realize when this is appropriate. Keep clothing loose and comfortable—especially for warmer periods. This list contains recommendations, and it is not meant to be a required packing list. You should bring clothes you feel comfortable wearing yet do not make you appear especially out of place. Please plan to dress more modestly than you would on your home campus. Pajama and yoga wear is inappropriate on campus.

One thing you should keep in mind while choosing clothing is the laundry facilities. Although there is a laundromat on campus, many UB students wash their clothes by hand and hang them to dry. You may find that you want to use this method to clean your clothes as well. No matter what you decide, you can buy everything you need to wash your clothes, including laundry detergent and clothes pins, in Botswana. Very delicate clothing may show wear over several months. Cotton-poly blends will wash nicely and dry without too many wrinkles.

Although it will be very warm when you arrive in January, past students have commented on how cold it can get in April and May. You should be sure to pack some warm clothing (fleece, sweatshirt, long pants, etc.) for this time.

**What to Bring**

In addition to normal, everyday clothing you should keep in mind the following items:

- Sweatshirts and warmer clothing for the safari and later in the semester
- 1 semi-formal outfit for presentations
- Shoes for comfortable daily wear, hiking
- Lightweight rain jacket
- Sandals
- Pajamas
- Bathing suit (a modest two piece is acceptable) and a swim cap, which is required in most pools

**Other Items**

These items will make your life and work easier in Botswana, especially during those first few days when you don’t know what to do with your free time. You might want to bring a reminder of home, a favorite novel or game to pass the time alone or with others. A watch and battery-operated alarm clock will be essential for most students.

- Watch
- Alarm clock (battery-operated)
- Day pack for short trips
- Sunglasses
- Water bottle
- Lock for luggage (TSA approved)
- 2 padlock/bicycle locks for dorm room and closets
- Leisure books or novels
- DVDs
- Ziploc bags in various sizes
- Travel-size kleenex packs
- Towel(s)
- Hat to protect yourself from sun
- Head lamp/flashlight, useful during blackouts and safari
- AA batteries
- Camera
- Hand sanitizer

**Protection against the Elements and Insects**

Part of the program will coincide with Botswana’s rainy season, the height of which is usually in January. Past students have commented that they wished they had brought more sunscreen, so please keep this in mind.

- Hat, sunglasses
- Umbrella and/or light raincoat
- Sunscreen, min. SPF 30 (expensive in Gaborone)
- Insect repellent hard to find)
Toiletry Items
Basic toiletry items like toothpaste and shampoo are readily available in Botswana at reasonable prices, though you may not be able to find familiar brand names. Bring enough toiletry items to last for a couple weeks, until you are comfortable going shopping. Feminine hygiene products are available at prices comparable to the U.S. Tampons and pads can be purchased in larger stores.

Personal Health Travel Kit
You may not use many of these items on a daily basis in the U.S., but they might be helpful in controlling minor ailments as you adjust to different living conditions. Remember you will be able to purchase similar medications in Gaborone when you are familiar with the local chemists. You will not need a full container of each, as sample sizes are compact and more portable. All these supplies should fit in a small bag. Again, use your good judgment. If you bring prescription or over-the-counter medicines, be sure to keep them in their original containers, and bring the prescriptions along. This will prevent hassles at customs or if you need the prescription refilled.

- Prescription medications
- Antiseptic towelettes
- Tweezers, small knife, scissors (in checked luggage)
- Anti-bacterial soap, such as Dial
- Antihistamine like Benadryl
- Corrective lenses with extras and prescription
- Birth control supplies; supply of condoms
- Band-aids
- Triple antibiotic cream, such as Neosporin
- Pain reliever, such as Advil or Tylenol
- Pepto-Bismol
- Imodium AD for diarrhea
- Aloe
- Ointment for insect bites
- Malaria prophylaxis (for travel north of 22º)
- You may wish to speak with your doctor about Cipro, or a similar antibiotic

Other
- A laptop computer
- If you bring your laptop computer, be sure to bring a computer lock to keep it secure
- Bring a surge protector and plug adapter kit for electronic equipment. Electricity in Botswana is 220/240 V, 50 Hz. Both square and round wall plugs are used.
- If you intend to record interviews, bring a tape recorder and cassettes, and some batteries.
- A combination lock for cabinet in your dorm room

Preparing to Go Checklist

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

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

Arrival in Botswana
When you arrive at the airport in Gaborone, you will need to clear Immigration, where you will be asked for your passport and, most likely, the letter from UB, and then go through Customs, where you may be asked to open your suitcases. In Immigration, please ask for a **90-day tourist visa** and explain that you will be staying until May. Once the semester has begun, UB staff will give you information (and assistance) to apply for a resident permit waiver.

Provided you arrive on Wednesday, January 18th and have notified ACM of your flight arrangements, the Program Director and/or someone from the UB International Students Office will meet you at the airport and take you to the residence hall on campus where you will be staying. The Director will give you information about the ACM group’s initial schedule for on-site orientation.

The arrival process at Gaborone airport and University of Botswana might seem chaotic and unorganized compared to what you are used to on your home campus. Because you will be one of the first groups of students on campus, the campus will be very quiet until the local students arrive over the weekend. The UB housing office is responsible for placing students in dorms around campus. This process is dependent on many factors and there is a possibility that you may have to wait several hours before you are assigned housing. Additionally, you might be required to move again once the local students arrive. These are normal processes that occur and can take some time as a large university resumes operation for a new semester.

In addition to the ACM on-site orientation, there will also be an orientation for all incoming international students hosted by OIEP. At this orientation, you will be given instructions on registering, shown the locations of various facilities on campus, and informed of various activities planned for international students for the semester.

Registration Process
The first full day on campus, Thursday, January 19th, the OIEP will help you register at UB. You will officially register for the Director’s course and one additional elective course. You might remember filling out a UB registration form in September/October: this was a form to get you registered as a student at UB. You will need to register again for courses. The staff will help you to determine what courses are being offered during second semester and at what time. Students usually “shop around” during the first week of classes to decide which course is best suited for them. You can register for more than one course, but you MUST drop any courses that you will not take. The deadlines for adding/dropping courses will be explained in detail by OIEP staff.

Add/Drop Process and Fees
As stated above, students often register for more than one elective at the beginning of the semester in order to determine which course you will want to take. You are responsible for dropping any courses beyond the required electives included in the ACM fee. If you do not drop the courses by the deadlines given during orientation, you will be required to pay for the additional courses and any other add/drop fees reflected in your student account at UB. There are no exceptions to this and your official transcript will be held by UB until you pay your account balance.

Room Condition Form
Once you are assigned a room, you are responsible for filling out the UB “Room Inventory Form” which will be given to you by the resident assistant for your block. Similar to what you use on your campus, you’ll want to indicate any damages or missing items. You’ll fill out the form again at check-out. You’ll be responsible for costs of any damages or missing items not reported at the beginning of the semester. Failure to fill out the check-out form will result in additional fees and will be your responsibility. Your transcript will be held by UB until you pay your account balance.
Housing Arrangements and Meals

For the Spring 2017 program, ACM students will be living together with University of Botswana undergraduates in one of the undergraduate dormitories. Living in an undergraduate residence hall is an excellent way to meet fellow undergraduates outside of the classroom. The undergraduate residence halls are composed of shared rooms, with two students to a room. Students share a common bathroom and toilet. Bedding is provided, and it will be laundered once a week, and rooms will be cleaned regularly by UB household staff. Please remember to pack your own towel(s).

For meals, you may choose to eat in the UB cafeteria, buy prepared food from one of the kiosks or small stores located near campus, or eat out at a restaurant in one of the malls located close to campus. It is possible to purchase a meal plan to eat in the UB cafeteria, and you may wish to consider a plan that would provide you with one meal a day. (Your fellow undergraduates will be able to show you how best to economize and make several meals out of one at the cafeteria.)

Please note that the program does not provide a food allowance for program students; most meal costs, as indicated on the Program Expenses cost sheet provided to you at acceptance, are your own responsibility. (On program-sponsored field trips, the costs of some, but not all, meals are included in the program fee, as are most transportation, hostel, and admission fees.)

To cut down on food costs, past students have found it useful to rent a dorm size refrigerator while at the University. Past students HIGHLY RECOMMEND renting a fridge in the first few days of the program. There will be people around campus with trucks full of fridges for about $50 – 75 for the semester. It’s important that you rent the fridge when you first arrive otherwise they “sell out” during the first few weeks and you won’t be able to obtain a fridge.
Cultural Norms and Expectations

Batswana are rightfully proud of their country and the progress it has achieved since independence. If you are traveling to southern Africa for the first time, you probably will be struck by how much is familiar on the campus at the University of Botswana: cell phones are ubiquitous, the facilities are modern, and students on campus dress in ways that their peers do all over the world. At the same time, you will likely find that there are differences in the way students interact with faculty and staff, with their elders, and among themselves. This section outlines some of these differences as a way of introducing you to cultural norms and expectations in Botswana.

Batswana are instinctively courteous, and place great importance on good manners. We recommend that you consciously practice becoming more Batswana in your interactions. This includes showing respect to all people older than you and to those who hold positions of authority.

It is also important to recognize people around you—greet everyone, recognize and return the greetings of others. In interacting with faculty at UB, for example, you should address them as “Doctor” or “Professor” rather than by their first names unless (or until) invited to do so. (You will hear professors addressing each other in this way even if they have worked together for years; status and title matter.) Similarly, it is considered rude to open a conversation with someone without first greeting them with “Dumela” and asking how they are. You will also want to accustom yourself to being patient, to a greater extent and more often than you would at home. People in Botswana seek to avoid confrontation and are not likely to complain when tasks are not accomplished immediately or when events and appointments fail to start at the scheduled time. You will likely find it useful (and less stressful) to suspend your expectations and judgments about punctuality and efficiency, and to follow the examples of your Batswana peers. Batswana accept the fact that in a developing country, not everything will be efficient and organized.

In most cases, the students at the University of Botswana will be older than you. For one thing, their system provides more years of school prior to college than in the United States. Furthermore, many students have had to save and sacrifice (as well as study and pass exams) in order to get into the University. You will probably find that the students are rather serious and formal compared to the students at American colleges.

You will learn much more about cultural differences as you talk with staff in Gaborone and fellow students at the University, and throughout your stay in Botswana. Play the role of a cultural anthropologist: observe your setting and learn by watching others. Perhaps the best advice is this: be yourself and at the same time strive to be respectful and appreciative of the culture and behavior of the country. An alum recommends three things for enjoying the program and Botswana: stay open-minded, try new things, and always carry an umbrella.

No matter how much you prepare for your semester in Botswana, however, there will be surprises, both good and bad. As one study abroad student said, “It doesn’t matter what you expect—it won’t be what you expect.” It’s natural to go through a period after you arrive when you’re desperately homesick and everything African looks more foreign than you can bear. You may find it to be a stressful time as you adjust to Botswana and recover from jet lag.
Cultural Adjustment
In the first weeks when you arrive on site it is not uncommon to experience a period of surprise, dismay, and even anxiety at the cultural differences in a new location and the unfamiliar situations in which you find yourself. The on-site orientation program is intended to help ease this adjustment, and you will in all likelihood find yourself adapting to the new culture and situations in a surprisingly short time. You’ll also likely discover that being able to settle in and “learn the ropes” can give you an enormous sense of self-confidence.

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

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

Cultural Preparations and Recommended Readings
When you first arrive in Botswana, you will undoubtedly be struck by new and different sights, sounds, and smells as well as more familiar sense impressions. And while you can never really prepare yourself for the full experience of studying abroad, you can arrive with some knowledge of Botswana today, its challenges and its successes. You’ll undoubtedly find your fellow students at UB more knowledgeable about the U.S. than you are about Botswana. The more you can inform yourself in advance about Botswana and prepare yourself, the more you can learn and benefit from discussions with instructors and other students. Your overall experience will be richer for it. At the very least, you may want to counter the stereotype of the American abroad as totally self-absorbed and willfully ignorant.

Recommended Botswana-Specific Readings
The following are texts that may help you get a feel for the history and culture of Botswana before you depart in January. Some of these selections are academic, and some of them are just for fun.


Recommended Readings about the Region
The following are texts that deal with the modern history of the African continent.


**Useful Travel Guides**
You may find a travel guide useful, and those produced by Lonely Planet and Fodor’s tend to be especially useful. Check out your local bookstore or on-line retailer for options.
Insurance, Health and Safety

You will be living and studying in a city that may be larger than your home town or college town, and you’ll find clear contrasts to what you have become comfortable with at home. Some of the differences, particularly with regard to safety, are due to the fact that you’re in an urban setting with risks like those of other large urban areas. Other, health-related risks are endemic to tropical areas of the world, including Botswana, and are, by and large, preventable.

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


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

Medical Insurance

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

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

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

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

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

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

CISI is a medical insurance plan and will not cover your personal property. Please consult your parents'/guardians' insurance to ensure adequate coverage of anything you take to or purchase in Botswana.
Health
There is much you can do before departure and while in country to maintain your health throughout the program. In Gaborone, the tap water is safe to drink and you do not need to take special measures against cholera and yellow fever. Outside of Gaborone, you should drink only bottled water. For the spring break trip to Maun and the Okavango Delta, you will want to use malaria prophylaxis and insect repellent. Closed-toed shoes are a must when you are in the bush—snake and scorpion bites are a risk, as are worms and infections that can be picked up from the ground.

Medical Facilities
Medical facilities in Gaborone are very good, and the Director can assist students who become ill in making appointments to see a physician. There is also a clinic on the UB campus, and as a student at the University you are eligible to be treated here free of charge. The facility is often crowded, though, and past participants have preferred to make appointments with physicians elsewhere in the city. Your CISI insurance will cover the cost of all medical treatment for the duration of the program. Please review carefully the instructions for obtaining medical care under the CISI plan—in Gaborone, it will likely be possible to arrange for CISI to pay the medical facility and/or physician directly, but outside of Gaborone you may need to pay yourself and then submit forms to CISI for reimbursement.

Drugs and Alcohol
Recreational drugs are illegal in Botswana. Any accusation of an ACM student by the police could have severe repercussions on the program, staff, and students. Therefore, the possession or use of any illegal drugs may result in immediate dismissal from the program. If you are arrested because of suspected involvement with drugs, the ACM program staff and your embassy will be able to do very little to help you. Alcohol is generally available but excessive drinking is unacceptable and violators will be subject to sanctions.

HIV/AIDS
Botswana has one of the highest rates of HIV infection in the world, and the age group most likely to be infected is that of men and women between the ages of 15 and 24. Unlike in the U.S. and Western Europe, the primary mode of transmission of the HIV virus in Botswana—and the rest of Africa—is heterosexual, and women are more easily infected than men. Although HIV/AIDS can be controlled to some extent with drugs, there is no vaccination to prevent infection or a cure for it once contracted. You should practice safe sex at all times, if you choose to be sexually active.

Medications and Other Medical Preparation
As you prepare to go, please carefully read the information from the Centers for Disease Control (CDC) about medical conditions in Botswana and recommended precautions for Americans traveling to Southern Africa. The website is: wwwncdcgovtraveldestinationsbotswana.aspx

You should share this information with your doctor or travel clinic. You will want to make sure that you have the recommended vaccinations and are aware of and take precautions against the various health risks. While malaria is not a risk in Gaborone and most of the rest of Botswana, it is present north of 22° S, where you will be traveling over spring break. Please be sure to speak with your physician or a travel clinic about recommended malaria prophylaxis.

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

Safety
Crime and Random Violence
The risks of crime in Gaborone are comparable to those of a large urban area anywhere in the world and largely avoidable through common-sense precautions. Petty street crime and crimes of opportunity (e.g., cell phone thefts or thefts from unlocked rooms or homes) are not uncommon—but are also avoidable. You will want to be sure to lock the door and windows in your room in the residence hall, even if you are just going down the hall to the bathroom. Similarly, you should take care with your purses, wallets, cell phones, and other valuables when walking around
Gaborone. Do not wear expensive jewelry or watches and do not carry large sums of money with you. Beware of con artists and do not change money on the black market.

At night, you should NEVER walk around alone. If you will be out at night, go with a friend. If you find yourself in a situation in which you must travel alone at night, please use your cell phone to call a local cab. These and other recommended safety measures will be discussed in greater detail during the program orientation.

Gender Relations
In Botswana you will encounter a range of expectations for gender relations; the interactions of older men and women, especially in the rural areas, will reflect a more traditional, patriarchal society. The younger generation, including your fellow students at UB, are much more likely to embrace gender equality. In addition to a generational gap, you may notice that people in the city seem to be more egalitarian than those in rural areas. For example, young women—particularly in rural areas—avoid making eye-contact with men or their seniors; this is considered to be good manners. You will notice that male friends, as well as female friends, often walk hand in hand; however, romantic couples should never engage in public displays of affection—not even hand-holding. A man may hold the hand of his male friend and rarely hold the hand of his romantic partner.

American women abroad, wanting to appear friendly and preferring to turn away unwanted male offers with a smile, often find that the attention persists. Dressing conservatively can help avoid such situations, but even more effective is learning to decline offers firmly and even rudely (by American standards). You may also want to be creative and mention that your boyfriend (real or fictitious) will soon be arriving.

Sexuality and Sexual Health
Many countries have different customs and cultural values than those found in southern Africa. While this is an exciting part of the educational enterprise, you should know that some of these beliefs may challenge your values. One example is that homosexual activity is illegal in Botswana. It is not clear if this ban is enforced, but the fact that it is a part of their legal code is important to know as students seek to navigate their way through Batswana culture. Regardless of how the legal system treats homosexuality, it is without question a cultural taboo in Botswana.

Traffic and Travel in Gaborone
Traffic in Gaborone is congested and fast. Familiarize yourself with traffic patterns and practices early. Most evident will be that cars travel on the left, not the right, side of the road. You ARE NOT permitted to operate a motor vehicle, or ride with another student, while on this program. Road accidents are the leading cause of death among American students in southern Africa, and rural areas tend to be even more dangerous than urban ones.

Prohibited Activities
ACM’s insurance policy does not cover certain high-risk activities, and those activities are therefore not permitted. In addition to the prohibition on operating a motor vehicle, you are not permitted to engage in any 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. Finally, you may not participate in an of the following activities: mountaineering where ropes are normally used; hang gliding; parachuting; bungee jumping; racing by horse, motor vehicle, or motorcycle; parasailing; participating in any professional sports; or riding as a pilot, student pilot, operator, or crewmember in or on any type of aircraft.

Personal Travel and Department of State Travel Warnings
The ACM Botswana program may include excursions to Johannesburg and Soweto, to Maun and the Okavango Delta over spring break, and to the Jwaneng Diamond Mine. You may also wish to travel on your own (with other program students or with friends from UB) on weekends or other times when the University is not in session. Before planning any travel outside of Botswana, you should review the information on the U.S. Department of State website about travel within the region; you should not travel to countries for which a Travel Warning is in effect. Information about safety conditions in other countries can be found at: www.travel.state.gov. All students should sign up to receive free information from the State Department through the Smart Traveler Enrollment Program at www.step.state.gov.
You are expected to complete an Independent Travel Form and give it to the Program Director anytime you will be away from Gaborone. This form asks for information on where you will be travelling, with whom, and how you can be reached and is for your safety as it allows us to respond or contact you in the event of an emergency.
ACM Program Policies

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

The ACM Off-Campus Study Program mission begins:

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

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

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

ACM Code of Student Responsibility

The ACM Code of Student Responsibility reads as follows:

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

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

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

Expectations of Student Conduct

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

1. Violations of any ACM policies or regulations – policies published in student handbooks, Study Abroad Contract, the website, or other official ACM publications (including but not limited to the Housing Policy, the Policy on Alcohol and Drugs, the Policy on Sexual Harassment, and the Policy on Academics).
2. **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 procedure more stringently than applicable legal definitions. Therefore, harassment or discrimination that does not rise to the level of a legal violation may still be found to violate ACM’s standards of conduct.

**ACM Policy on Dual Relationships**

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

**ACM Policy on Sexual Assault**

**Definitions:**

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

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

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

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

**Policy Statement**

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

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

**Definition of Sexual Assault**

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

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

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

**ACM Policy on Non-Discrimination**

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

**ACM Student Conduct Procedures**

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

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

1. The student will be notified verbally and/or in writing of the incident/alleged violation and the time and place of the review meeting.
2. At the review meeting, the student will have the opportunity to share her/his perspective of the incident and present any witnesses or documentation relevant to the incident/alleged violation.
3. The student may be accompanied at the review by a third party. Since this is not a case before a court of law, however, the third party may not be legal counsel.
4. After discussing the incident/alleged violation and the circumstances, the student will be given an opportunity to admit or deny involvement in the situation.

5. Given the information, the ACM faculty or staff reviewer will make a decision regarding the student’s responsibility for violation of the Code of Student Responsibility based on a preponderance of evidence.

6. Within five working days from the date of the review meeting, the student will be notified in writing of the decision and any relevant sanctions and deadlines for completion of those sanctions. This notification will also include the procedure a student can follow to appeal this decision (see below).

7. Repeat or more serious incidents may involve review by staff in the Off-Campus Study unit of the ACM Chicago office and may include notification of the student’s home school.

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

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

As a preliminary matter, any individual who believes that she or he has been sexually harassed/assaulted should report the incident promptly to any of the following:
- Director of the program in which the student is enrolled or other appropriate local staff or faculty member
- Associate Director of Off-Campus Study Programs
  Emily Gaul
  egaul@acm.edu or 312.561.5919
- Vice-President and Director of Off-Campus Study
  Dr. Joan Gillespie

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

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

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

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

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

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

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

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

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

1. Written warning – A warning is given and provided in written form to the student outlining the violation of the ACM Code of Student Responsibility and that any additional violations may result in more serious action during the time of warning.
2. Restitution – The student may be required to pay for any damages caused or repair or replace any property damaged or stolen.
3. Loss of privileges – The student may have privileges for use of a resource or participation in certain activities withdrawn for a certain period of time.
4. Housing change or termination – The student may be required to leave their housing and either move to alternative housing or obtain independent housing accommodations.
5. Disciplinary probation – A final warning is provided to the student in writing indicating that any further violation within the probationary period may result in dismissal from the program. A student’s home campus will be notified if a student is placed on disciplinary probation.
6. Dismissal – The student is permanently removed from the program. Once dismissed, the student will not be permitted any further association with the program and will forgo any of the benefits that the program provides including insurance coverage and visa sponsorship. The student will leave the program site and discontinue contact with the program. The student will be responsible for making his/her own travel arrangements from the site. A student’s home campus will be notified if a student is dismissed from the program.
Helping Your Peers
As a part of your off-campus study experience, you will be one member of a specific learning community, a group that you will help to define and foster throughout the program. As a part of a community, you will be thrilled to discover the great benefits that come from the contributions of others, but you should also recognize the obligations that come from being part of a group of people studying together off-campus. ACM students are encouraged to look out for each other, advocate appropriately for each other, and work together toward your community’s educational goals.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**ACM Policy on Health and Safety Notification**

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

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

**Communication with Parents/Guardians**

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

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

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

**Communication with Home Campuses**

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

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

**Evaluations and Surveys**

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

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 making a copy and signing the form below. Requests can only be made via this form, which must be completed and returned to the ACM prior to participation in the program, to be applicable to that semester/term and for subsequent periods of time. Students wishing to reverse this decision may complete and submit the revocation section of the form below.

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

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

Phone: 312.263.5000  
Fax: 312.263.5879  
Emergency: 312.561.5911

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

Joan Gillespie, VP & Director of Off-Campus Study Programs  
jgillespie@acm.edu

Emily Gaul, Assistant Director of Off-Campus Study Programs  
312.561.5919 (office)  
egaul@acm.edu

ACM Botswana

University of Botswana

Office and student mailing address:
Student's Name  
ACM Botswana Program  
University of Botswana  
Office of International Education  
Private Bag 0022  
Gaborone, Botswana

ACM Botswana: Development in Southern Africa
Dr. Stephen Volz (Visiting Faculty Director)  
Telephone: TBA  
volz@kenyon.edu

University of Botswana Office of International Education and Partnership Staff
Dr. Branko Cavric, Director  
Mrs. Kaboyaone Hiri-Khudu, Assistant Director  
Mr. Tebogo Magetse, Assistant Manager  
Mrs. Violetta Ditshotlo, Program Assistant  
Ms. Buzwani Charity Mocheregwa, Administration Supervisor

OTHER USEFUL CONTACT INFORMATION:

U.S. Embassy in Gaborone (Located in the Embassy Enclave)  
P.O. Box 90  
Gaborone, Botswana  
Phone: 011-267-395-3982  
Fax: 011-267-395-6947

American Express Office  
River Walk Shopping Center  
Gaborone, Botswana  
Phone: 011-267-370-0160

University of Botswana Health Services  
Phone: (267) 395-2257

Ministry of Environment Wildlife and Tourism  
www.botswanatourism.co.bw

Cultural Insurance Services International (CISI)  
+1.312.935.1703 (call collect)  
medassist-usa@axa-assistance.us
Campus Map
You can access an interactive University of Botswana map here:
http://www.ub.bw/map/