To: Erika Zynda  
From: Lisa Fetheringill Zwicker  
Re: Curriculum grant report

In summer 2015, I received a curriculum grant to set up a study abroad program in Berlin. I visited five German language schools and spoke with the staffs of these institutions. I also visited classrooms and housing if the school offered accommodation.

1) German Language School [http://www.gls-german-courses.de/learn_german_in_germany.html](http://www.gls-german-courses.de/learn_german_in_germany.html)  
4) Inlingua Berlin [http://www.inlingua-berlin.de/inlingua-berlin.html](http://www.inlingua-berlin.de/inlingua-berlin.html)  
5) Deutschule [http://www.die-deutschule.de](http://www.die-deutschule.de)

After returning to the US, I put together the program proposal, which is below. At this point it has been reviewed by Neovi Karakatisanis, Oscar Barrau, Scott Sernau, and Jonathan Nashel. After the final ok from Jeff Luppes, then I will submit it to Linda Chen who will put together the IU South Bend support letter for the program.

The next stage in the review process will be for the program to be reviewed by the members of OSAC the Overseas Advisory Committee. This process is described here: [http://overseas.iu.edu/policies/develop/proposal.shtml](http://overseas.iu.edu/policies/develop/proposal.shtml)

If all the levels of review go as smoothly as we hope, we should be able to run this program in 2016.

Sincerely,

Lisa Fetheringill Zwicker
A brief note from Lisa Fetheringill Zwicker, director of international programs at IU South Bend:
In 2015, I received a curriculum grant to put together a Berlin program with directorships that could rotate among diverse faculty members. Professors Neovi Karakatsanis (Political Science), Jeff Luppies (German), Elaine Roth (Film), and Michelle Bakerson (Education) have expressed interest in leading the program. If we can work out the details, Michael Hutchins, Assistant Professor in German at IU Southeast would also like to lead this program. For this first summer, Professor Jonathan Nashel, a historian and expert on the Cold War, would teach the general education course.

My training is in German and European studies, and I teach German history at IU South Bend. In 2011 and 2014, I led study abroad trips to Berlin and Prague. I also spend most summers in Germany because of my research interests and because of family in Berlin.
Also please note, I had hoped to partner with CIEE in this program. Because CIEE costs are significantly higher than other local options, however, it did not make sense to pursue this possibility.

A. Basic Description of the Program
Briefly describe the proposed program and its location. Provide a program mission statement.

Students in this program will enroll in three units of general education credit, HIST-T190 “The Cold War” and three units of German language credit at their appropriate level. IU South Bend is partnering with GLS [http://www.gls-german-courses.de], and GLS faculty will teach the German language courses and GLS is providing housing.

This program aims to provide opportunities for students to deepen their knowledge of German language and European culture. This study abroad trip is primarily geared to German majors and minors; however it would also be suitable for students in almost any field because they could begin their language study with first semester German.

At what academic institution abroad will the program take place, if any?
This application proposes that we partner with GLS, the German Language School. I selected GLS because of its long history, its many awards, and its connections to the international house ihworld.com. With 5000 students per year, it is one of the largest language schools in Berlin, and has been used as a partner by companies like Fendi, Ebay, and Deutsche Welle. [http://www.gls-german-courses.de/learn_german_in_germany.html]

I have visited five language schools and have discovered that they are organized with basically the same structure, perhaps because governments and private companies are willing to subsidize courses and impose their own expectations. Visiting these schools, I was impressed by the number of people from so many different parts of the world I encountered, including many students from Asia,
Africa, the Middle East, Eastern Europe, and Scandinavia. Students in this program will not only have a chance to learn German and get to know German culture, but also spend significant amounts of time with people from across the world.

GLS, like all the schools that I have visited, offers certificates for the Common European Framework of Reference for Languages
http://www.goethe.de/lnm/prj/pba/bes/enindex.htm
The largest schools begin courses each Monday and offer 12 different levels with the aim of providing students the background they need to pass language tests. GLS is willing to arrange to have students take tests at the end of their stay in Berlin, which would allow those applying for graduate school or those who wish to work in Europe to gain a universally acknowledged certification of their language abilities.

Sponsoring units at Indiana University
The departments of History and World Language Studies at Indiana University South Bend will sponsor this program. There is no additional US institution or organization that is co-sponsoring this program.

Dates of the program and frequency of repetition
If the program enrolls strongly, it could be run yearly; otherwise, it will run every other year. Planned dates for 2016 are June 26 – August 1 with travel dates July 2 – July 31.

Estimated number of participant; minimum and maximum numbers that program can accommodate
In this program, most students will enroll in six units, but only one faculty member will accompany students and be paid a summer salary. As a result, this program has permission to run with as few as eight students paying for two courses each, or the equivalent of sixteen students enrolling for three units. This program could accommodate up to twenty students, but it is difficult to see how that many students would enroll unless large numbers of students from Bloomington and IUPUI decide to enroll.

B. Rationale
What is the educational rationale for conducting this program overseas?
Immersion in everyday life in Germany as well as three hours of class in German each day will create opportunities for significant language learning. Sites in Berlin such as the Stasi museum, the DDR museum, the German Historical Museum, and the Memorial Museum to the Berlin Wall will all enhance students learning about the Cold War.

Is there any conflict or overlap with existing IU programs overseas?
IU runs a program from SPIA to Berlin, but it is not a German language program. There is a German language program to Graz, but it is significantly more expensive than this program, and different types of students might prefer the picturesque Graz over the metropolis of Berlin.
What evidence is there of IU student demand/need for this program?

After the 2012 appointment of Assistant Professor Jeff Luppes in German language and German cultural studies, the German program has seen a surge of new interest in students majoring and minoring in German. In three years the German program has gone from 0 majors to 12. In addition, IU South Bend currently has 12 students minoring in German. IU South Bend German students want to go abroad, as demonstrated by the fact that seven of the eleven students who participated in the Berlin/Prague program summer of 2014 were German majors and minors. Taking intensive language courses while living in Germany could dramatically increase students’ language abilities, abilities that they could further develop when they return to their coursework at IU South Bend.

The IU South Bend strategic plan includes the goal of “doubl[ing] the number of students studying abroad from an average of 54 per year between 2009-2013 to 110 by 2020.” (page 10) Only by increasing the numbers of programs we offer will it be possible to reach this goal because some of our current trips only allow for a maximum of 15 students. In this year’s Academic Address to the campus, Vice Chancellor Jann Joseph noted the two areas of Honors Program and Study Abroad that have received additional budget resources with the expectation of further growth in order to meet the 2020 goals.

Memorandum of understanding between IU South Bend and IU Southeast

IU South Bend and IU Southeast hired their tenure track Assistant Professors of German in 2012, and both institutions have one tenure-track line each. In order to expand course offerings, the institutions are partnering and using distance education technology to allow IU South Bend students to enroll in IU Southeast classes and vice versa. For example, this semester IU Southeast students have a chance to enroll in Jeff Luppes’ German Cinema (GER-G370) and IU South Bend students are taking part in Michael Hutchins Introduction to German Literature (GER-G30) and Writing German (GER-G313).

The memorandum of understanding also envisions joint summer courses and a possible winter intensive “camp.” A study abroad course, especially one that recruits students from both campuses, can deepen the ties between students and create more of a sense of community among students. The memorandum of understanding includes the expectation that during the academic years 2013-15, these two faculty members will begin discussions about planning an overseas study trip to Germany. It further states that this summer course will be jointly offered between our two campuses and initially administered from the South Bend campus with appropriate task and revenue sharing. A travel program should be offered by summer 2016.

This innovative model allows for the small program of German language to thrive in a context of tight budgets. The energy and excitement that would come from a German language study abroad program that brought IU South Bend and IU Southeast students could help German language continue to grow at our institutions.
Why Berlin?
The large number of international students in Berlin has led to a high demand for language courses and as a consequence relatively lower cost for instruction in language schools. In comparison to other world cities like London, Hong Kong, or New York, in general Berlin is affordable. With its three extensive universities, Berlin is filled with students and part-time students, part-time entrepreneurs, artists, actors, fashion designers etc. It is simply a fascinating place to be a young person. It would give students from IU regional campuses – most of whom have never lived in a metropolis - a chance to experience big city life. Berlin as a location for the trip might also make it attractive to students interested in history, art history, literature, political science, or music among other fields. Berlin's world-class museums and low-cost theater and music performances for students – as well as impromptu or organized happenings – for example the free open-air films in the summer - give students a chance to experience a diversity of culture that is simply not available in Indiana.

Academic requirements (minimum GPA, prerequisites, class standing, language level)
Student participants will need to have a minimum GPA of 2.75. In addition, students must have earned a total of 30 credit hours prior to the study abroad program or gain permission from the program director. Students’ application essays will be evaluated to determine their readiness for a study abroad experience.

Open to students from all IU schools and/or campuses?
This program will be open to students from all IU schools and campuses.

D. Orientation Programming
Describe the pre-departure and on-site orientation (how many sessions; who will conduct them; content)
Students will attend three pre-departure orientation sessions: 1) introduction to Berlin and to the program 2) health and safety 2) culture shock and the experience of living abroad. These ninety-minute sessions will be set up with videoconference software to allow students at IU Southeast to participate.

International programs staff at IU South Bend is working with Harry Vasilopoulos, teaching faculty in human resources, to set up materials for trip leaders that would help students prepare for the culture shock and the challenges of studying abroad. Jonathan Nashel, I, as international programs director, and Harry Vasilopoulos will conduct the sessions.

Trip leader Jonathan Nashel will conduct an on-site orientation that will emphasize safe practices for social situations, mastering the public transportation system, and safety in the big city. He will emphasize the points highlighted in the safety orientation (please the final pages of this application).
E. Educational Program Abroad

Briefly describe the overall instructional program

Students will enroll in a German language course at the appropriate level for them; this could be GER G-101, GER G-102, GER G-203, GER G-204, or GER G310, intermediate German. The standard course schedule has students attend courses five times a week for approximately three hours sessions with a fifteen-minute break in the middle. The language schools describe this as twenty 45-minute lessons per week, and they are in class from 9am to 12:15pm Monday through Friday.

Students will also enroll in the general education course HIST-T190 “The Cold War” taught by Jonathan Nashel. Please see the attached syllabus. In addition to the two-hour academic orientation session, this class will meet twice a week for three-hour classroom sessions at the IU Gateway in Berlin as well as one outing each week. Outings includes a day trip to Dresden, day trip to Potsdam, a weekend trip to Arzberg, and several shorter outings to local museums like the Stasi Museum, the DDR Museum, and the German Historical Museum in Berlin.

In the 2014 Berlin-Prague IU South Bend trip, students visited South Bend’s sister city of Arzberg. In September 2015, a twenty-person delegation from Arzberg visited South Bend and was hosted by former International Programs Director Gabrielle Robinson and Director of the Center for Sustainability Mike Keen. As part of the 2016 trip, we would like to incorporate a visit to Arzberg, a small city near the border with the Czech Republic that is a six-hour train ride from Berlin. I will be in Berlin this summer and can travel with the group and Professor Jonathan Nashel to Arzberg. Gabrielle Robinson will also meet us there. In Arzberg, students will have a chance to connect with Arzbergers, who are extremely enthusiastic to continue the sister city relationship with a new generation of students.

How many credits will each participant be required to take?

Students will enroll in six units of credit.

Which major, distribution or other requirements can be satisfied on the program?

This program should be of interest to German majors and minors; however, all IU South Bend students could benefit from the general education course.

Outline the instructional schedule and provide the classroom contact hours

German language course
60 = 3 hours a day x 5 days a week x 4 weeks

HIST-T190 “The Cold War”
24 = Regular classroom hours: 3 hours per session x 2 times per week x 4 weeks
2 = Academic orientation to the program
18 = 3 day-long (8 hour sessions, day long trips to Arzberg, Dresden, Potsdam), 3 local museum visits to the DDR museum, the Stasi Museum, the German Historical Museum, two hour museum visit, and one hour discussion time = 30 *.5 = 15 (outings multiplied by 50%) + 3 (discussion of the visits)
Describe classroom or other teaching facilities on site
The HIST-T190 class sessions will take place at the IU Gateway; the German language sessions will take place on the GLS campus.
http://www.gls-german-courses.de/2013.html

Who will determine students’ grades and on what basis?
Jonathan Nashel will determine the HIST-T190 students’ grades. Following the IU South Bend Mexico model, Assistant Professor of German Jeff Luppes will evaluate a portfolio of the students work, students’ pre- and post-tests, as well as a reflection paper to determine the final German grade.

F. Student Learning and Development
Describe how the program will bring IU students into direct contact with the host culture in meaningful ways.
Living and studying in Berlin for four weeks with significant language learning opportunities should make it difficult for students not to have direct contact with the host culture. The weekend visit to Arzberg will also allow students to interact with a group of local Germans who have very limited English skills. As part of the preparations for the study abroad trip, we will also seek to set up pen-pal relationships between locals (hopefully youth) from Arzberg and the students enrolled in the class.

Indicate how the program incorporates the program site into its pedagogy.
Students will visit sites in Berlin like the DDR museum, the German Historical Museum, the Stasi Museum, and the memorial and museum to the Berlin wall at Bernau Street. Jonathan Nashel’s expertise in Cold War and diplomacy as well as class readings will connect to the materials that they will study at these sites.

http://www.ddr-museum.de/en
https://www.dhm.de/en.html
http://www.stasimuseum.de/en/enindex.htm
http://www.berliner-mauer-gedenkstaette.de/en/

How will the program link discipline-specific learning outcomes to the location of the program?
1. Students will be able to evaluate and interpret information from primary sources in order to develop persuasive analyses or syntheses.
   - Through the papers, tests, and discussions that analyze primary sources at museums and other architectural sites as well as class texts, films, and photos.
2. Students will craft arguments that present an understanding of historical methods especially change over time, context, causality, contingency, and complexity. They will be able to describe historical developments, compare historical periods, synthesize data from a variety of sources, and frame historical narratives.
   Through exams and short papers
3. Students will create work that reflects knowledge of human diversity and an understanding of how cultural beliefs and sensibilities shape people’s perceptions and actions.
   -Through discussion of the experience of living in Cold War East or West Germany
4. Students will be able to write clearly and correctly and to understand, analyze, and construct historical arguments.
   -Through class writing assignments (see the syllabus)
5. Students will develop sensibilities and skills for lifelong learning and civic-minded citizenship including curiosity, initiative, independence, and reflection.
   -Through the experience of travel, living abroad, and learning German language.

How will the program provide language development appropriate to the mission of the program?
Language learning is an integral part of the program.

How might you build in reflection exercises so that students become more aware of the cultural differences around them and how they are responding to them? (Research has shown that when program interventions take place – such as reflection assignments – students experience deeper learning. For examples, see the faculty toolkit from the University of Kentucky.)
An end of course reflection assignment is part of the course.

Describe how the students’ international experiences will be integrated upon return to campus (re-entry activities, student publications, exhibits, etc.).
Students will be encouraged to share their experiences through the intern programs in international programs as well as in the German club.

G. Support Service Abroad
Will there be a U.S. faculty resident director on site?
In addition to Professor Jonathan Nashel, who will be on site, I will also spend the month of July in Germany, for the most part in Berlin, and would be available to assist in any crisis. Staff at the GLS, one of the largest language schools in Berlin, will also be available to assist in an immediate emergency at the school itself.

H. Health, Safety, and Security
What safety and security preparation will be provided by the group? What security measures will be taken on their behalf?
The International Programs office provides necessary guidelines about handling emergencies abroad and other concerns. Students will be required to complete paperwork concerning emergency contacts, health history, insurance, and agreement and release forms. The Director of Student Conduct will present guidelines on matters related to behavior and safety abroad, as well as resources available in the area of judicial affairs.

Berlin is a safe city, but as in all urban areas, risks may arise. The students will be cautioned about common risks. Students should be cautious about the potential for
influenza and are recommended to wash their hands carefully and frequently. Students will be required to walk frequently, although the public transportation systems cut down a great deal on exposure to heat and exertion. The instructors will help the students to prepare for the advertised physical challenges of the trip. Students will learn methods of avoiding becoming victims of petty crimes such as pickpocketing. Students will be warned about the dangers of traffic. They will also learn tips for finding their way through the city in the event that they become separated from the larger group. They will be provided with maps and travel cards with contact information for Jonathan Nashel, me, and GLS.

Please see the full safety handout at the end of this application

I. Supplementary Activities

*Describe excursions or group activities and how they directly complement the academic program. Note: If any planned activities abroad include contact with children.*

Strictly speaking, there will be no supplementary activities. All the planned activities will be related to the course of instruction. There are no planned activities that directly involve children.

J. Room and board

*Describe student housing accommodations and meal arrangements in detail.*

We have reserved apartments in shared doubles and triples at the GLS apartments at the Brandenburg Gate

**Prices include:**
-Shared double or triple room in an apartment with fully equipped kitchen and ensuite bathroom with shower and WC
-WiFi - wireless LAN acces, TV and phone
-Breakfast buffet in [GLS cafeteria](http://www.gls-german-courses.de/3681.html) between 8 and 10 am
-Bed sheets and towels

**Not included:**
-Deposit of 100 € upon arrival - refundable
-Cleaning fee of 30 EUR

Photos are available here: [http://www.gls-german-courses.de/3681.html](http://www.gls-german-courses.de/3681.html)

K. Student Budget

*What fee will IU charge for this program and what is included?*

The student budget for this program will be as shown below. Dollar amounts are approximate either because they cannot be calculated exactly (ex. airfare), or because they are exchanged from quotes in Euros. In either case we have quoted conservative numbers, by taking into account fluctuations in airfare pricing and currency exchange rates:

Student fees to IU South Bend – total = $3650
$1565 (1400 Euros) – accommodation, breakfast, German language instruction
$110 (98 Euros) monthly transportation pass
$100 (90 Euros) entry to museums
$100 (90 Euros) four class meals
$1400 Plane ticket to Berlin
$25 Student health insurance
$200 Program fee to cover faculty travel
$150 Housing deposit and 30 Euro cleaning fee, 100 Euros will be refunded at the end of the trip.

Additional student costs: most lunches and dinners as well as six units of IU credit
Students’ accommodation includes a kitchen where they can cook their meals.
We will arrange for a group travel ticket through Stephanie Risner at Travelmore.

L. Program budget
Salary for Jonthan Nashel – paid through summer pay for teaching HIST-T190
Jonathan Nashel's travel, accommodation, and additional expenses paid for through program fee and subsidy by Academic Affairs

M. Program Administration
The program will be administered through the Office of International Programs at IU South Bend.
This program does not involve activities with children.
Berlin safety overview – handout for students in the Berlin program

Before you go...
Consider checking out a guide book from the local library or buying one online. Some good series are Lonely Planet, Let’s Go, Rough Guide series. You may want to check out the New York Times topics pages on the European Union
Germany

You can register for a Germany info weekly email newsletter from the German embassy here
These 10-minute per day broadcasts of news for kids from Germany is a great way to learn about the world and practice German
http://www.tivi.de/fernsehen/logo/start/

**If you are separated from the group**
If you get separated from the group while you are in Berlin, your best bet will be to return to the hostel and wait for us there. You can also call the hostel and leave a message for us. The numbers are below.

**Passport & Documents**
You cannot board the plane without a signed passport. Make sure your passport is valid six months past your return ticket date.
Do not pack your passport in your luggage; instead keep it close to you while traveling.
Make a passport kit before your leave: make two copies of your passports and put one in your luggage. Leave another with a trusted friend or relative in the US while you are in Europe.

**Medical**
There is no required list of vaccinations for participation in this program (although it is a good idea to keep your vaccinations up to date!) You may also want to get a tetanus-diphtheria booster and a gamma globulin (IG) shot for hepatitis A.
If you take prescription drugs, be sure to pack enough for the program. It is a good idea to bring your medicine in its original package and with the original prescription that indicates the generic name of the drug (not the U.S. brand name) and information on dosage.
Central European cities have more air pollution than American cities (I had an asthma attacks when I lived in Poland for the summer). If you have problems with asthma, it is a good idea to bring medicine with you. Smoking is also more common in Central Europe than in the US. Anti-smoking regulations are not always enforced. Please be aware that you may have more trouble avoiding smoke in Berlin than in the US
Please inform trip leaders in advance of any possible mental or physical medical issues that you might encounter. Trip leaders will hold all of this information in the strictest confidentiality.
The emergency line in Berlin is 110

**Enjoying Berlin**

German beer is world famous, very tasty, and often very strong. Use caution and commons sense and moderation. Central Europeans usually eat while drinking – this is a good idea.

Any use of illegal drugs during the program is strictly prohibited and will lead to dismissal from the program.

You are required to purchase insurance from IU before your departure. You may want to check if you would also be covered under your own or your parent’s policies. If you will be covered, you will want to bring the necessary phone numbers with you.

You will enjoy your trip much more if you can practice patience, flexibility and understanding, especially when you encounter bureaucratic roadblocks. Our schedules may change; some simple tasks may take a long time. If you can take these problems in stride then you will have a more relaxing and fun trip.

**Expenses**

In general electronics and clothes cost more in Berlin than in the US; food costs less. You will need money for lunch, dinner, toiletries, entertainment, gifts, and independent travel. Phone calls home can be very expensive; you’d be best off emailing from an internet café or our hostel. Expenditures on restaurant meals or nights out can add up. It is easy to spend a lot of money without realizing it.

**Packing**

You’ll want to pack a few days before departure so you can be sure that you can carry your bags by yourself. By packing early, then you can rest before the flight. Generally flights overseas permit two pieces of checked baggage and one carry-on piece. Each checked bag must weigh less than 50 pounds. Total dimensions (Length+width+ height) of the first piece must be less than 62 inches, and second piece less than 52 inches. Total dimensions of carry on must not exceed 45 inches.

Make a detailed list of what you pack. In the case of theft you can file a report with the police. Most students in previous study abroad programs from the US feel that they brought too many clothes with them. Aim for layers. It may be rainy and cold, but June can also be hot and humid.

Much of your time in Europe will be spent walking outdoors. Durable, comfortable, and practical clothing is essential. People in Europe dress up more than regular US students. Try to take clothing that you can mix and match. You will be surprised how little is really necessary.

For both men and women, almost all toiletries are readily available in Berlin, although you may not find your favorite brand.

**Electrical appliances**

You’ll need to bring an adapter for Europe with you if you take your laptop. The current in Germany is 220 volts, 50 cycle AC. Electric converters are needed for small appliances.

German plugs are a standard European plug with two round prongs.
If you bring your laptop with you to Europe, you will want to be very careful to protect it from theft.

**Getting along...**

It is courteous to request permission before you take pictures of people. Photographing military installations, power plants, and other sensitive subjects (often including train stations and airports) is often illegal. Consider also trying to bring a camera suitable for taking pictures in low-light indoor conditions. Using a flash is often prohibited in museums and historic buildings.

You may see homeless people and folks who are begging in Berlin. These people actually have to get a license to beg so they will mostly likely not jeopardize it by harassing you. Usually you can smile politely and say “no, sorry” and then they will move on.

Germans often remove their shoes before they enter houses or apartments. Be sure you have your transportation pass with you when you ride on the subways or street cars in Berlin. Otherwise you may be fined.

Some Germans and international students you may encounter in Berlin may have negative attitudes toward the US. If you are confronted by what you feel is a false stereotype about the US, be frank and truthful, but tactful. A positive and serious response from you will help dispel myths about the United States. Remember that each person you meet will see you as a representative of the United States. If you can accept differences cheerfully and with an open mind rather than attempting to alter the environment around you, you can contribute to a positive relationship between the people you encounter and Americans.

**Note for women:**

As in big American cities, women may be started at or ‘catcalled.’ Smiling at men or making direct eye contact can be considered flirtatious and may invite unwanted attention. Relationships between men and women are usually not as casual as they are on an American college campus. While it may be easy to strike up a conversation and become casually friendly with someone of the opposite sex in the US, some Europeans may think you’re flirting with him and behave accordingly.

**Harassment (again, more for women)**

Here are some suggestions for dealing with unwelcome attention: stand as tall you can and put a mean “don’t mess with me” look on your face. Try to ignore the situation, find friends, and leave the area. If you are actually approached, you might try the following: speak very loudly and quickly in English and use your most arrogant voice: say something like “You are bothering me. Leave me alone.” Then walk away.

You will have the best chance of avoiding these types of situations if you are street smart and do not go off on your own.

Also note: a harassing situation might also create an opportunity for a pickpocket; so also be sure to keep a good hold on your things.

**Safety precautions**

The single most important factor in assuring a safe study abroad experience is the sensible and cautious behavior of the participants. When traveling abroad, you should exercise extra caution and always remain alert to what is going on around
you, especially in crowded tourist areas and on public transportation. You are more likely to be a victim of crime if you are intoxicated.

Take the same safety precautions in Berlin that you would in any big US American city like Chicago or New York. Always lock your valuables away in your locker at our hostel. Pickpocketing occurs frequently.

* Tourists are common targets. Always be aware of your backpacks and cameras.
* Do not carry large amounts of cash.
* It is safest to carry your passport and wallet in a bag that you can sling across your chest in front of you or in a thin pouch around your neck.
* At night try to stay in groups, stay to well-lighted areas, avoid parks and deserted areas
* Do not take car rides.
* Keep a photocopy of your passport in a separate place.

**Telephone**

Telephone machines operate on a system of local telephone cards with chips. Phone cards are available in small shops, the main post office, and any newsstands.

**Internet**

Both our Berlin and Prague hostels have internet access.

**Post Office**

You’d be best off leaving space in your suitcase to bring home souvenirs because mailing packages from Germany to the US can be very expensive.

**Money**

The national currency of Germany is the Euro broken down into 100 Cents. Best practice recently is a regular debit card with a Visa or MasterCard logo, which allows you to withdraw cash. You should check with your bank before departure about international ATM charges and conversion fees. **You should also notify your bank that you will be in Europe.** Other possibilities for acquiring currency in Europe are traveler’s checks or Visa check cards. If you want to bring cash and exchange it in Europe, make sure you bring crisp notes in small denominations. In general go with banks instead of exchange stands that may include extra fees.

**Credit Cards**

MasterCard and Visa are accepted in most supermarkets, restaurants, and larger stores, but smaller places will only take cash. American Express is not widely accepted in Europe. Keep a list of your credit card numbers and traveler’s checks separate from the cards and checks.

**Some notes about Germany…**

* Germans and Americans have different concepts about personal space. Germans may stand in line closer to you than you are comfortable.
* As in many big cities, you will be expected to be efficient and quick. You may notice this particularly in supermarkets where you should be ready to bag your own groceries and get out of the way as the next customer comes through. Or, for example, Germans may express annoyance if you are walking too slowly on the street.
* However, in contrast to the above (like many Europeans) Germans like to linger at their meals, so you will have to request your bill. It will not come automatically. The waitress will also tell you your charge and then you will pay on the spot. It is
German custom to round up for the tip (much less than in the US) – so if your lunch costs 7.20 and acceptable tip would be 80 cents. Your waitress will tell you 7.20 and then you will tell her 8 Euros.

* Germans do not serve water automatically at restaurants. You usually have to request it and pay for it.
* When you enter a shop, especially a small shop, it is polite to great the staff with “Guten Tag” or “Guten Morgen” to announce your presence.
* Germans answer the phone with their last names, not hello.
* Germans are often more direct than Americans; this may seem impolite to Americans. Americans are more likely to smile and to say ‘excuse me’ than Germans.
* We are representing America and so we need to try our best to be good examples. So in public speak quietly and be respectful, especially of the people who are working and who are not on vacation.

**Traveling can be stressful – take care of yourself...**

If you feel as though you might *ausflippen* (go bananas) here are some things to think about:
* Are you hungry? Tired? Overwhelmed? Do you maybe need a break? Would lying down, writing in your journal, or emailing with family or friends at home help you?
* Can you explain your concerns in specific detail and express explicit suggestions for how you would like your situation remedied? This would be very useful in helping your trip leaders to remedy your situation.

### Packing List

- Airline information
- Credit card/debit card with pin numbers
- Passport/photocopy
- International Student Identity Card

### Clothing

- Underwear/bras
- Swimsuit
- Shower sandals
- Shorts/skirt for warm weather
- Layers for colder weather
- Belt
- Shirts
- Socks
- Pajamas
- Shoes: sturdy (water resistant) comfortable walking shoes

### General

- 110/220-volt converter with European outlet adapter
- Camera/film/memory card
- Contact lens solution
- Flashlight
- Guidebook
Laptop (optional) Wi-Fi enabled with electrical adapter
Medications with a copy of the prescriptions
Money belt or neck pouch
Towel
Toiletries/personal items
Travel alarm clock

Some of the text in this overview is adapted from the Council on International Educational Exchange (CIEE) study abroad orientation handbook. Many thanks to Lucie Zacharova for permission to use this material.