

Study & Intern in Madrid

PROGRAM HANDBOOK 2018–19



LEARNING ABROAD CENTER

UNIVERSITY OF MINNESOTA

Important Names & Addresses

In the United States

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Holly Zimmerman-LeVoir, Program Director
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Emergencies

In case of emergency, contact the Learning Abroad Center at 612.626.9000 at any time. If it is after business hours, there will be a recording giving you a number to call. The Learning Abroad Center has someone on call to deal with emergencies and can contact the on-site administrators if needed. Once overseas, you should contact your in-country program staff.

In Spain

Note: Please direct pre-departure questions to the Learning Abroad Center, not to the on-site staff.

Fundación José Ortega y Gasset-Gregorio Marañón
Calle General Martínez Campos, 14
28010 Madrid, Spain

Phone: +34 917 004 138

Saúl Oliveros Lerín, Subdirector

Alissa LeVoir, Program Coordinator

Telephone Codes

The country code for Spain is 34. To dial Spain from another country, dial “34” followed by the city code and phone number. From Spain, you can dial the US by first dialing “011” followed by the area code and phone number.

Time Differences

Spain is six or seven hours ahead of Minnesota (depending on daylight saving time in each country—visit: timeanddate.com to check current time.

Program Health & Safety

Program health and safety information is available at global.umn.edu/gosafe/index.html.



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Introduction

Purpose of This Handbook

Before you leave the country, make sure that you have read and understood the information in your Confirmation Checklist, the Health & Safety Online Orientation (available in your confirmation checklist), and the information outlined in this handbook. These materials will guide you on a safe and successful learning abroad experience.

Valuable resources for your friends and family members can be found at UMabroad.umn.edu/parents. It discusses topics such as health and safety, program prices, logistics, and travel.

Overview of the Program

Study & Intern in Madrid offers you the opportunity to experience the culture of Spain firsthand. You will take courses primarily with other program participants. The semester curriculum offers topics including Spanish language, business, art history, religion, history, and more. The summer program provides you with the opportunity to intern at a Spanish company or organization for eight weeks. The cultural and social activities organized by the program help you to experience the city and surrounding areas.

There are many similarities between Spain and the United States, but in many ways Spanish society and culture are not like our own. Although some differences may seem obvious, it is important to prepare yourself for your upcoming experience by reading this information carefully and by anticipating unexpected differences in the new culture. While the program can provide support for you on site, the ultimate success of your experience abroad depends on your ability and commitment to make the most of the encounter and to successfully adjust to the changes you will meet.

The following information is intended to help get you ready for your upcoming experience by acquainting you with certain customs and aspects of Spanish life, which may not be familiar to you. It also addresses academic issues and considerations at your home institution. It is recommended that you take this handbook with you to Spain because it contains information which will be useful before, during, and after your stay in Madrid. Take into consideration that this handbook is not comprehensive. We encourage you to read other sources of information available concerning Spain and Madrid.

To help you along the way, the University of Minnesota Learning Abroad Center (LAC) provides a full range of services from preliminary program advising to assistance with re-entry. As you read through this guide, do not hesitate to contact the LAC or your local institutional study abroad adviser with any questions you may have. ¡Buena suerte!

Preparation & Planning

Documents

Passport

A passport is required to enter Spain. If you don't have a passport, you should apply for one right away. Passports can take 4–6 weeks to process, so it's important to begin this process early. More information is available at UMabroad.umn.edu/students/travel/passports.

Embassy Contact Information

Always keep your passport in a safe place. If your passport is lost or stolen, contact the local police, the American Consulate or Embassy, and the on-site staff. To identify the consulate or embassy nearest you, consult usembassy.gov.

Visa/Immigration Documents

The University of Minnesota Learning Abroad Center (LAC) can assist you with the visa process for your time in Spain. Please contact lacvisa@umn.edu if you have questions.

Non-US Passport Holders

Students who are not traveling under a US passport may have to follow different visa procedures in order to enter Spain. Please contact lacvisa@umn.edu for assistance in determining the correct visa process.

Power of Attorney

We encourage you to consider designating someone as your Power of Attorney while you are abroad. Your Power of Attorney can act as your legal representative in a number of situations, including banking and tax issues. For more information, review the information at UMabroad.umn.edu/students/policies/finances/powerofattorney.

Safekeeping Important Documents

Copy all of your important documents and store the copies separately from the originals. Leave an additional copy with someone in the US and keep an electronic copy in a secure location.

Coordinated Group Flight

Purpose & Benefits of Village Travel

The LAC arranges an optional coordinated flight in consultation with Village Travel, a local travel agency. This flight confirms the official arrival date and time. The program staff will meet this flight at the airport. You will receive information about this flight in your confirmation email. Information, booking, and payment are handled directly by Village Travel. Consult Village Travel's website for information on the coordinated flight: villageinc.com.

The coordinated flight cost is designed to be competitive, but priority is placed on services such as routing, ticketing flexibility, and the ability to make group reservations and reserve specific travel dates. Travel can be arranged from any location in the US or internationally and every attempt will be made to connect with the coordinated flight. While you are not required to choose this group flight, it is designed to offer travel in the comfort of other participants in the program.

If you make your own flight arrangements, select a round-trip flight that has a flexible return date, since most students change their return date. Flying standby is not allowed.

If you are not taking the coordinated flight, you are required to provide the LAC with a copy of your flight and train (if applicable) information by the date requested.

Arriving Early

You may arrive up to 10 days before your visa becomes valid. If you arrive early, you must be sure to meet the program at the Fundación, homestay, or residence hall on the program arrival day.

Staying After the Program

You may stay in Europe for the duration of your visa, which is valid for a total of six months.

Round-Trip Airline Tickets

Round-trip tickets are the best option, since many countries require travelers to purchase a round-trip ticket as part of the visa process. In addition, one-way tickets can be expensive, and it is extremely difficult to find a return flight to the US.

Packing

Packing Principles

Experienced travelers suggest that you bring half as much luggage as you think you will need. Consider airline baggage weight restrictions. Contact your airline or travel agent for specific information. You will be responsible for physically managing your own luggage at all times, including excursions and transport between the airport and the program site.

We recommend that you check one suitcase and bring a carry-on bag with essential and expensive items such as any medication, electronic items, an extra set of clothes in case your luggage is lost or delayed, and a copy of this program handbook with important phone numbers.

You will need to bring clothing for a range of temperatures. The weather in Madrid can get fairly cold at night, so bring clothing for cooler weather as well. See the Geography & Climate section of this handbook for weather details.

A packing list is included in the appendix of this handbook.

Important Policies

Policies of the University of Minnesota and the Learning Abroad Center exist primarily for the protection and safety of LAC study abroad participants. The LAC expects all participants to read, understand, and adhere to the University of Minnesota and LAC policies, guidelines, and contractual documents. These include academic policies, finance and cancellation policies, health and safety policies, and student rights and responsibilities: UMabroad.umn.edu/students/policies.

FERPA

Under Federal Family Education Rights and Privacy Act of 1974 (FERPA), Minnesota Government Data Practices Act, and University policy, college students are considered responsible adults and are allowed to determine who will receive information about them. As a result, the LAC does not share academic, personal, or financial information with a third party (including parents, spouse, guardians, etc.) without the student's written permission. As part of their application, all students designate two emergency contacts who will receive information only in the case of an emergency.

Official Communications

Your UofM email address is the official means of communication. LAC messages will be sent to your UofM email address.

Health, Wellness, & Safety

Health

Health Information Form

The purpose of the form is to help the University of Minnesota Learning Abroad Center (LAC) to assist you in preparing for your time abroad. It is critical to disclose fully any health conditions or accommodation needs you may have on the LAC's Health Information Form. If your condition changes after completing this form or you realize you forgot to fully disclose anything, contact the LAC and provide the updated information as soon as possible.

Timely disclosure allows the LAC to support your overseas experience effectively. The information provided will remain confidential and will be shared with program staff, faculty, or appropriate professionals only as pertinent to your own well-being.

For more information, visit: UMabroad.umn.edu/students/healthsafety/healthinfo.

Mandatory Health & Safety

Online Orientation

The mandatory Learning Abroad Center Health & Safety Online Orientation contains important information on health precautions, taking prescriptions overseas, and the mandatory insurance policy in which you will be enrolled as a program participant. Refer to your online acceptance checklist for the link to this orientation information and contact the LAC with questions.

Health Insurance

US Health Insurance

All students enrolled at the University of Minnesota are required to have US health insurance. This includes students registered for education abroad.

The travel, health, and security insurance coverage through CISI is specifically exempt from the requirements of the Affordable Care Act (ACA) and was not intended to and does not satisfy a person's obligation to secure minimum essential coverage beginning in 2014 under the ACA. The University encourages travelers to consult with their legal counsel or tax adviser for information on their obligations under the ACA.

For more details and specific process information for students with University of Minnesota Student Health Insurance through the Student Health Benefits Office, visit the LAC's US insurance webpage: **UMabroad.umn.edu/students/healthsafety/intlhealthinsurance/ushealthinsurancerequirement**.

CISI Insurance

In addition to your US health insurance, the University of Minnesota has contracted with Cultural Insurance Services International (CISI) to provide comprehensive international travel, health, and security insurance. This coverage is mandatory for all students and included in the program fee. You are covered by CISI only for the dates of the program and a few days before and after to allow for travel to and from the US. If you plan to travel before or after your program, you should extend your CISI coverage or purchase your own insurance.

CISI does not include any preventive care, and individuals are advised to consult their medical providers for any checkups or preventive care prior to departure.

Your CISI card and insurance policy will be emailed directly to you. Carry the card with you at all times. If you have any questions or need additional information about CISI, visit the LAC's insurance webpage: **UMabroad.umn.edu/students/healthsafety/intlhealthinsurance**.

ADESLAS Insurance

In addition to your US health insurance and CISI insurance, you will have Spanish health insurance, called ADESLAS. This coverage is mandatory for all students and included in the program fee. You are covered by ADESLAS for the dates of the program.

ADESLAS insurance allows you to use private Spanish healthcare facilities at no extra cost. You will receive your ADESLAS insurance card and more information at your in-country orientation upon arrival in Madrid.

Medication Overseas

Prescriptions

Bring all necessary medication (including such items as birth control), for the entire term of your program, with you to your study abroad site and bring it in your *carry-on luggage only*. It is illegal to ship medication overseas and will be rejected at customs. Contact the LAC if you need an enrollment verification letter to submit to your insurance company requesting prescription medication for your entire stay abroad.

Consult with your LAC program contact if you would like to consult with CISI about obtaining any medication once abroad. Some medications, including those that are commonly available over the counter in the US, are controlled or banned substances abroad. The LAC, in consultation with CISI, will assist you in determining if you can travel with your medications or if alternative solutions must be explored.

Vaccinations, Immunizations, & Travel Medicine

The LAC recommends that all students visit a travel clinic before their program abroad. Make an appointment as soon as possible so that you can get a scheduled appointment in time to complete any required and recommended immunization series. Many travel clinics often book far in advance (especially around the holidays), and some immunizations need to be started months in advance of your departure. For more information, visit: **UMabroad.umn.edu/students/healthsafety/preplanning**.

Review the Centers for Disease Control and Prevention (**cdc.gov/travel**) and US Department of State (**travel.state.gov**) websites for general vaccination, immunization, and other travel medical information for the countries you will visit. However, only a travel clinic will be able to make a recommendation tailored for your specific travel plans and health history.

Wellness

Wellness & Study Abroad

In addition to any medications and required vaccinations, it is important to plan proactively for how you will maintain healthy habits abroad, both mentally and physically. Consider the following guidelines for your time abroad:

- **Physical self-care:** Be physically active for 30–60 minutes daily, sleep enough to have energy through the day, spend at least an hour outdoors, and eat a balanced and moderate diet mostly of wholesome, minimally processed foods.
- **Emotional self-care:** Talk to your medical provider prior to departure about effective ways to cope with the stress than can arise from experiencing unfamiliar surroundings and lack of family and friend support, as well as to identify new ways of centering and embracing change and new experiences. This is a valuable lifelong skill.
- **Stress reduction practice:** Participate in at least one practice to quiet your mind and body. Examples include deep breathing, time in nature, prayer, journaling, sensory grounding, meditation, yoga, tai chi, qigong, progressive muscle relaxation, autogenic training, biofeedback, imagery work.
- **Hydration:** Be certain to drink sufficient water and nutritious fluids as your body adjusts to a new climate and daily rhythm.
- **Making adjustments:** Monitor your stress levels while abroad and adjust your daily routine (sleep patterns, exercise, food balance, hydration) to meet the needs of your new location.



Mental Health

Learning abroad can be both fulfilling and challenging for all students and may present some additional challenges for those with mental health conditions. Even if you have no history of a mental health condition, it is possible that the impact of cultural adjustment or being in a foreign environment can influence your well-being.

The Health Information Form requires you to disclose any past and current mental health issues, family history of mental health, indications of mental health concerns, and current prescription medicines. It is imperative for LAC staff to receive this information before you study abroad to best support you and provide reasonable accommodations.

Past or current treatment for psychiatric and mental health conditions does not preclude you from studying abroad. However, if a healthcare professional recommends no travel or travel under certain conditions that cannot be met at a certain study location, you may be encouraged to focus on your health first and postpone program participation until a later time.

The following steps for managing mental health are important, regardless of where you will be traveling:

- Meet with your mental health professional prior to departure to discuss learning abroad and its implications, your plan to manage your health while abroad, and access to alternative support networks.
- Discuss a realistic communication plan for your time abroad with your support networks (i.e., family and friends).
- Understand that ups and downs are normal during study abroad. Check in with yourself often and seek support if you are feeling more intense ups and downs than expected.
- Connect with an LAC staff member prior to departure to set up on-site care with a mental health care professional, if required.
- Plan to bring sufficient amounts of prescriptions with you for the entire duration of your program. Work with LAC staff to ensure you can safely bring all necessary prescriptions abroad.

Resources for UofM Students

- Student Counseling Services (counseling.umn.edu) and Boynton Mental Health Clinic (bhs.umn.edu/east-bank-clinic/mental-health-services.htm): Staff in both settings can inform you about treatment options and offer immediate crisis counseling if needed.
- Behavior Consultation Team (BCT) (mentalhealth.umn.edu/facstaff/behavioral-consultation.html): If you are concerned about causing harm to yourself or others, call the University's BCT at 011.612.626.3030. For additional resources, visit mentalhealth.umn.edu.

Safety

Travel & Safety Considerations

State Department Travel website

Consult the United States State Department Country Information sheets, travel advisories and travel warnings at travel.state.gov for up-to-date information on travel precautions for the country where you will be studying or traveling.

CDC Information

Review the Centers for Disease Control and Prevention (cdc.gov/travel) and US Department of State (travel.state.gov) websites for travel and safety information.

Embassy STEP Registration

The LAC will register you with the Smart Traveler Enrollment Program (STEP), which makes your presence in Spain known to the US Department of State. Once you are enrolled in this program, you will receive the travel updates and information directly as they are issued. Please carefully review these messages and contact the LAC or on-site staff with questions. For more information, visit: step.state.gov/step.

In addition, the local embassy can be a source of assistance and information in the case of an emergency. Each of our programs has information about the local embassy, and you might even have an embassy visitor at your orientation. For more information, visit the Country Information sheet at travel.state.gov for the countries you will visit and study in.

In order to ensure that all official communication from the US Department of State is sent to the correct address while you are abroad, check your official contact information prior to departure. Visit onestop.umn.edu to verify that the information is correct. If your contact information changes, you must notify the LAC.

Sexual Harassment & Sexual Assault

The University of Minnesota and Learning Abroad Center take the risk of sexual harassment and assault very seriously. This topic will be covered in orientations in more depth, and LAC staff and our colleagues on site are trained and prepared to provide support to victim survivors.

Anyone who experiences sexual harassment or sexual assault while abroad must deal with the stress of this unwanted event in a place and culture that is unfamiliar. Being away from the support and comfort of home can exacerbate feelings of hurt, confusion, anger, and loss of control. This is normal.

Do not tolerate behavior that feels threatening or disrespectful by staff in country, faculty members, or homestay family members. When in any doubt, consult with someone with whom you feel comfortable.

Report any incidents of sexual harassment or sexual assault to in-country or LAC staff so that we can help you understand your options and supports available. The Aurora Center is a fully confidential resource for all students on LAC programs, even if you don't normally attend the University of Minnesota.

For more information on resources, including the Aurora Center, visit: global.umn.edu/travel/assault/index.html.

The University of Minnesota prohibits sexual harassment and retaliation. In compliance with Title IX, the LAC will work with the University's Title IX coordinator on any related inquiries and complaints. For more information, please contact the LAC or visit diversity.umn.edu/eoaa/titleix.

Alcohol & Drug Use

The University of Minnesota Code of Conduct and Code of Conduct for Education Abroad allow for responsible drinking if you are legally allowed to drink in your host country. Illegal, irresponsible drinking and/or misbehaving while drinking are violations of the University's policy.

The University of Minnesota has a no-tolerance approach to drug use while abroad. Students using drugs abroad may immediately be removed from the program at their own cost. You are subject to the laws of the host country while abroad, and penalties for foreigners using or possessing drugs abroad are often very strict.

It is extremely dangerous for an American in Spain to be caught with drugs. If you are at a party where drugs are being used, you should leave immediately. If the police arrive, more than likely the only people to be arrested will be the Americans and there will be nothing we can do to help you. Do not take that kind of risk.

For more information, visit: UMabroad.umn.edu/students/healthsafety/alcoholdrugs.

Personal Safety

When traveling overseas, there are a number of precautions you should follow in order to travel safely. Consult the US State Department's resources and your orientation materials for up-to-date information on travel precautions for the country where you will be studying or traveling.

For more information on women travelers: travel.state.gov/content/passports/english/go/Women.html

For more information on students abroad: travel.state.gov/content/studentsabroad/en.html

As in most large cities, safety should always be a concern for students. However, Madrid is relatively safe as long as you know which areas to avoid. During the on-site orientation, the staff at the Fundación will give you a rundown of the city and advise you on where and where not to go.

Petty theft is very common in Spain. At least one student each term has their wallet stolen and many past participants have had digital cameras stolen. If you go out at night, leave valuable items at home. iPhones are a hot commodity in Spain. Use caution when walking around with expensive items in hand.

For more information on staying safe while abroad:

UMabroad.umn.edu/students/healthsafety/safetyabroad.

Emergency Procedures

All students are required to carry a cell phone for use in an emergency. On-site staff will contact you on your cell phone, and you will utilize your phone to contact on-site staff and/or emergency services. In a life-threatening emergency, please seek immediate emergency care; otherwise, please contact on-site staff for assistance and recommendations. On-site staff are trained and have resources available to respond to all types of emergencies including, but not limited to, civil disturbance, natural disaster, illness or injury, hospitalization, robbery or pickpocketing, sexual assault/harassment, hate crimes, and mental health.

The LAC will utilize on-site resources as well as insurance and security resources, including CISI. See more details above on insurance.

For more information, visit: **UMabroad.umn.edu/students/healthsafety/emergency**.

Independent Travel

Independent Travel Notification

You are encouraged to travel during official program break periods, over holidays, or after the program is completed. During the program, travel on the weekends should be limited to nearby locations to ensure that you are able to maintain good rest, health, and timely completion of all coursework. Students are not permitted to travel during the program dates, including on weekends or vacations, to countries currently under a US State Department Travel Warning. See **travel.state.gov** for the most up-to-date list.

Consult with the on-site staff, well in advance of your planned travel, to understand if there are other locations, beyond the Travel Warning locations, that you are not permitted to visit within your host country or region. These limitations are put in place for your safety and security and apply within the program dates. If you choose to visit a Travel Warning or other banned location before or after your program, you do so at your own risk.

All LAC program participants must notify the on-site staff of any independent travel that leaves the program location overnight. The required independent travel form is provided in the appendix of this handbook. Some sites will collect this form and others will have a slightly different way of

collecting the same information, so refer to your on-site orientation for more specifics.

Travel after the Program Ends

You may travel after the program ends within the limits of your visa. You should not plan to leave extra luggage at the Fundación or with your host family while traveling unless special arrangements have been made on site.

Travel Restrictions

During the Program

Students are not allowed to visit any country currently under a US Department of State Travel warning as a part of personal travel. Please visit **travel.state.gov/content/passports/english/alertswarnings.html** for up-to-date information about travel warning countries. If you have questions about travel restrictions, contact the LAC.

Driving & Renting Vehicles Abroad

It is against University and Learning Abroad Center policy to drive or rent motor vehicles (including motor scooters or motorcycles) while a participant on an LAC program. These limitations extend from the start date to the end date of your program and are put in place for your safety and security. Traffic accidents are the leading cause of injury and death of students abroad.

Arrival Logistics

Arriving at the Program Site

Coordinated Arrival

One of the on-site program coordinators will meet the coordinated group flight at Madrid Barajas International Airport, Terminal 4, Gate 10/11, on the day of your arrival. If your flight arrives at a different terminal, there is a free shuttle bus you can take to Terminal 4. You will get settled and rest before having orientation the following day.

Independent Arrival

If your flight arrives after the coordinated group flight arrival time, make your way directly to your housing upon arrival. You will receive more specific instructions closer to departure.

If you arrive before the official start date, you will be responsible for making your own housing arrangements.

Initial Arrival Housing

If you are staying with a host family, your family will meet you at the study center. If you are staying in the dormitory, you will go to the dorm with the on-site staff.

Program Information

Orientation in Country

Orientation occurs on day two of the program, and you will meet the staff, have a tour of the building, and learn what to do and where to go in Madrid. You will also learn about your interviews for the internship, if applicable.

Program Excursions

On the fall and spring semester programs, students take two one-day excursions to places such as Segovia and El Escorial. There is also an extended excursion to another region of Spain included in your program fee. Specific dates and itineraries of all excursions will be communicated via program calendar.

Classes meet Monday through Thursday, leaving a number of three-day weekends that you may use for your own travel. Opportunities for travel within Spain and throughout Europe are possible. We encourage you to find a balance between studying, exploring Madrid, spending time with your host family and/or local friends, and traveling on weekends. Students who travel every weekend often do not perform as well in their classes and spend significantly more money than students who travel less frequently. The on-site staff can offer advice and resources for students planning independent travel.

Discounted Travel

If you are planning to travel extensively in Spain or elsewhere, investigate the availability of student discounts before purchasing tickets. There are a number of train passes that can be purchased in the US. Eurail has one-month and two-month passes as well as "Flexi-passes." You cannot buy these passes in Spain. For more information, visit raileurope.com. There are also many student travel options once you arrive in Spain, and local travel agencies there can assist you in everything from bus to train to air travel.

The European Youth Card (Carnet Joven Comunidad de Madrid) costs just a few € and gets you discounts on bus travel between Madrid and other cities in Spain, as well as discounted travel on the AVE (fast train). The on-site staff will assist you in getting this card. Ask about discounts frequently as you are traveling. Students under the age of 26 are eligible for many discounts at various attractions throughout Europe.

In-Country Staff

To help orient you when you arrive and so you know to whom you can turn for specific concerns, listed below are staff members you will meet in Madrid.

Saúl Oliveros Lerin, Subdirector
Alissa LeVoir, Student Coordinator

Program Center

The program is offered in collaboration with the Fundación Ortega y Gasset-Gregorio Marañón. The Fundación building includes classrooms, a library, a garden, a computer lab, and a student lounge.

Housing Considerations

Housing Options

You can choose to live with a host family or in a local residence hall (summer only). There is an additional fee for the residence option. Both options include two meals per day.

Notification of Placement

You will learn the details of your homestay family about two weeks prior to arrival.

Housing Concerns

Living with a family is what you make of it. But sometimes, people are just not compatible. When frustrations or concerns arise, the homestay coordinator is there to help you, and can even arrange a new family if necessary. Many students make lifelong ties to their Spanish families. As with using the bus and many other facets of your new life in Spain, it will take a little while to become accustomed to the changes.



Homestay Families

The Placement Process

You will be matched with your homestay family according to the preferences indicated on the housing form.

Homestay Conditions

For many people, living with a family is one of the best parts of their experience while in Spain. You will have a firsthand look at Spanish culture and society and a wonderful opportunity to be immersed in the Spanish language. Your family can become a way for you to meet other Spaniards. Keep in mind that families in Spain can be as diverse as families in the US. Every family will be different. More than likely you will be living in an apartment because single-family houses are not as common in Europe. You will have your own room or share a room with another student from the program. Many students make lifelong ties to their Spanish families. As with using the bus, subway, and many other facets of your new life in Spain, if you are flexible, it will soon feel like you have been doing it your whole life.

You will be provided two meals a day with your family—breakfast and the evening meal. Due to your class schedule, sometimes it is difficult to eat the midday meal at your house. If this is the case, there are many places close to the Fundación to buy a salad or sandwich. If you plan to eat a meal elsewhere, inform your family so that they do not prepare a meal for you. One of the best parts of living with a family is that you will have authentic Spanish meals. Be honest about your likes and dislikes, but also be prepared to adjust to the diet of your family. Be adventuresome and try new dishes. You may be surprised at the new dishes for which you will acquire a taste.

Day-to-day living arrangements will be different with each family. For example, the host mother may do your laundry, or you will do it in the house, or you may go to a laundromat. Bedding and towels will be provided but you may want to bring one towel for traveling. You will also be able to use household items such as the iron, stove, refrigerator, etc. Make sure that you ask before using anything, especially before you have established a comfortable pattern of everyday interaction. It is better to be more courteous than might seem necessary.

Tips for a Successful Homestay

The in-country staff seek families eager to incorporate US students into their lives. Host families are generally warm and welcoming and will want their students to participate in social events with friends and extended family. When you are placed with a family, you will probably get more than the family itself. You will get a wide range of friends, not to mention information, coaching, advice, and endless opportunities to practice your language skills. If you and the family are both willing to throw yourselves into making the

experience a rich one, you are likely to look back on your homestay as a highlight of your time in Madrid.

Keep your room very neat and tidy and be respectful of the common spaces in the house. Since you are a guest in the home, your bedroom should be kept in a manner that shows your respect and appreciation.

When you leave the house, it is important to let the family know approximately when you plan to return. Never stay overnight elsewhere without first notifying your family. This is because the family feels responsible for your well-being and needs to know that you are safe, but your host family will not judge you when coming home late or not at all. If you are staying with a host family, you are not permitted to stay in the residence overnight.

Dormitory

During the summer session, you may choose to live at a residence hall, which includes two meals per day. You may share a room with another program participant or have your own room. The rooms include a wardrobe, desk, chair, bookcase, cable, and Wi-Fi. At the residence hall, there are study rooms, a cafeteria, a fitness area, a leisure/activity room, access to laundry facilities, and weekly maid service. This option offers convenience and flexibility to come and go as you please.

Liability Insurance

Regardless of your housing arrangement, consider your insurance coverage and needs. Does your renter's or homeowner's insurance cover your items if they are lost or stolen abroad? You may also wish to buy additional insurance in case you accidentally damage your accommodations, since any damages will be yours to pay.

For more information, visit: global.umn.edu/travel/insurance/outgoing.html#personal-tab.

Visitors

Program Housing

Your personal guests (e.g. friends, family, etc.) are not allowed to stay overnight in program housing, including apartments, dorms, and homestays.

During Program Period

Friends or relatives may visit during official program breaks or before or after the program, but not while classes are in session. Visits during this time interfere with your ability to focus on the program and host culture. Visitors are not allowed to stay with you in your official program housing.

Academics

Students are responsible for understanding and adhering to the academic policies for study abroad as published on the University of Minnesota Learning Abroad Center (LAC)'s website: UMabroad.umn.edu/students/policies/academic-policies.

Courses

Overview of Program Courses

All academic program courses take place on site at the Fundación Ortega y Gasset-Gregorio Marañón.

Classes are held Monday through Thursday during the semester. Classes will meet twice a week for one hour and 30 minutes either on Tuesday and Thursday, or on Monday and Wednesday. You will have classes scheduled anywhere from 9 a.m.–2 p.m. and 4–9 p.m.

Global Identity

Global Identity: Connecting Your International Experience to Your Future

This optional, one-credit course will provide opportunities for you to “make meaning” of your learning abroad experience and prepare you to communicate your intercultural competence to future employers, graduate schools, or law schools. As global connectivity becomes increasingly important, you are asked to think beyond the borders of your own perception and better understand the world based on the new ideas and experiences to which you are exposed. Your ability to work in a multicultural setting and succeed in different cultural contexts is vital to your future. This course will help you apply these skills to your post-graduation plans.

For more information, visit: UMabroad.umn.edu/students/academics/globalidentity.

Internships

Internships offer the unique opportunity to experience the Spanish work environment and further immerse yourself into life in Madrid.

An internship, including an academic seminar, is worth 3 credits during the semester and 3 or 6 credits during the summer session.

Semester students who choose a three-credit internship should be prepared to work 7–10 hours per week at their site. Summer students who choose a three-credit internship should be prepared to work about 14 hours per week; those who choose a six-credit internship should be prepared to work approximately 28 hours per week. For a manageable course load, semester students should plan on taking only three or four additional courses.

The classroom component will deepen your understanding of the Spanish work and social organizational structure and culture. An interdisciplinary approach will be used, emphasizing the historical, political, and economic perspectives of the labor market. Other topics exploring the work force include the role of Spanish women, the effects of immigration, environmental and developmental issues, and Spain from an international view. The course will also act as a debriefing tool for the internship. This time will allow you to discuss cross-cultural communication problems, examine coping strategies and solutions, study community characteristics, and compare work in Spain to work in your own country.

All internships are supervised by a professional in the chosen field. Internships are available in a wide variety of areas, including tourism, mass media, advertising, education, and more. You will be interviewed for placements by Madrid staff upon arrival and will not find out where you are placed until you arrive in Spain. If you are participating in the internship course, consider bringing more formal clothes for your internship placement.

Registration

Registration through the UofM

University of Minnesota–Twin Cities Students

Before registering, you should meet with your academic adviser(s) to discuss the courses you plan to take and complete the Academic Planning form. All University of Minnesota–Twin Cities students will be responsible for registering themselves using the University of Minnesota online registration system. Prior to departure, you will receive an email with all the necessary information for registration. Do not look for your class number to appear on the class schedule on the MyU website. The numbers required for registration can only be obtained from the LAC. If you register for a course that is listed online, you have registered for the wrong course and may be subject to tuition charges. Complete your registration by the stated deadline in the registration instruction email from the LAC. Check online for holds or required registration approvals that would prevent you from registering for classes and clear them before the registration deadline. The LAC cannot remove holds on student accounts. Failure to complete registration may result in late registration fees and may delay or prevent financial aid disbursement. If you do not register for study abroad, your grades cannot be processed. Failure to register before departing for study abroad may result in no credit for your study abroad program.

UMN System Students

Students from the University of Minnesota–Morris, Crookston, Rochester, or Duluth will be set up as a multi-U student by their home campus. Please contact your study

abroad office to verify that your multi-U status has been set up. You can then register as a UMTC student (see above).

Non-University of Minnesota Students

Students from other institutions will be registered by the Learning Abroad Center and do not need to register themselves through the MyU website.

Maintaining Full-Time Status

Students are required to maintain full-time registration status as defined by their individual program throughout the duration of their study abroad program. Dropping or withdrawing from a class will not be allowed if it will bring a student below the required full-time enrollment.

Post-Program Registration

While abroad, University of Minnesota students and most other students will need to register for classes for the following term on their home campus. You must make any necessary arrangements prior to departure so that you are able to register while overseas. In many cases, students are able to register online.

Course Drop/Add/Withdrawal

Course Changes

These must be made in consultation with the on-site staff and per the deadlines as outlined on the LAC's Academic Policies webpage.

You must speak with the on-site staff prior to dropping or adding a class. Semester students will have one week from the beginning of the program to drop/add classes. After the second week, you will receive a "W" on your transcript if you drop and you will need the approval of on-site staff as well as the LAC in order to add.

UMN 13-Credit Policy

University of Minnesota students are required to maintain a minimum enrollment of 13 credits per semester or maintain the minimum credit enrollment determined by their study abroad program, whichever is greater. For certain semester programs, 12 credits is considered a full-time course load.

Academic Culture

Academic Rigor

The program is designed to be academically rigorous, and it is each student's responsibility to maintain good study habits and complete assignments on time.

Books & Materials

You will purchase all required books and materials in Madrid.

You do not need to purchase any course materials before you depart the US. Include books and printing costs into your overall budget planning. Books are fairly inexpensive in Madrid compared to buying books here in the US. The total cost of books will likely be several hundreds of dollars less than if you were on campus.

Grades & Transcripts

Grades will be posted to the University of Minnesota transcript 6–8 weeks after the LAC has received them from the program. Grades will be converted into US equivalents, if necessary, prior to being posted on the University of Minnesota transcript. The LAC will provide one free transcript to the home institution of all non-University of Minnesota students. Additional transcripts can be ordered separately on the One Stop Student Services website: onestop.umn.edu.

Incompletes

Students are generally expected to complete all course requirements by the end of the term. In very rare circumstances, students can arrange an "Incomplete" in consultation with the instructor, the on-site staff, and the LAC, whereby the remaining work can be finished shortly after returning to the US.

Grade Appeals

If you wish to question a grade issued for a particular course after the program is completed, you must provide evidence that the professor made an error in his/her grade calculation. The following are not reasonable grounds for grade appeal:

- Differences between US and host country educational systems
- Personal disappointment in the grade outcome
- Comparison with one's own prior academic record/GPA
- Failure to complete one or more assignments
- Minimum grade requirement of college/department or home university
- Health concerns/missed classes

Consult with your program contact in the LAC if you believe an error has occurred and you wish to complete the Grade Petition Form.

Student Grievances

Academic grievances are complaints brought by students regarding the provision of education and academic support services affecting their role as students. For grievances concerning University of Minnesota Learning Abroad Center or affiliated programs offered through the LAC, students should make inquiries and appeals to the appropriate University officials, in the following order: the program representative in the LAC, the assistant dean for Learning Abroad, the Student Conflict Resolution Center, and the Office of the General Counsel. For complaints concerning non-University of Minnesota programs, students should make appeals to the program sponsor.

Living in the Host Country

Introduction to Spain

Spain, which occupies the largest part of the Iberian Peninsula, is the third largest country (with the Balearic and Canary Islands) in Europe. Geographical situation and natural features make it unique and have had a marked effect on its history and civilization. Isolated behind the high mountain barrier of the Pyrenees, it is attached to Europe only by an isthmus a mere 300 miles wide. Spain extends south to within nine miles of Africa, and between are contrasts of relief and extremes of climate. Due to the vast number of mountain ranges in Spain (second only to Switzerland in Europe), the people and the cultures within Spain are varied.

History Resources

Spain's economy is currently undergoing a revolution, which is transforming the country. Once an extremely rich power which fell into decline, it has become a modern state with an important tourist industry and its own coal mining, iron, and steel industries. Development is not universal in Spain. There may be factories producing cars and tractors, but donkeys and mules are still seen carrying people and drawing carts in rural areas. Nevertheless, the transformation of the last 30 years is remarkable.

Spain's population is currently estimated at over 47 million, with over three million in Madrid alone. After being devastated by the Civil War from 1936 to 1939, it was difficult to rebuild all that had been destroyed, in part due to an international blockade that resulted in a lack of raw materials. After the war, Spain was under the control of Francisco Franco, who attempted to unite Spain under one language, Castilian. It was forbidden to teach any of the dialects or other languages of Spain in the schools, so many people were unable to learn to read and write in their native tongues. Since the death of Franco in 1975 and

the crowning of the King, Don Juan Carlos, there has been a strong resurgence of the native dialects and languages in Spain. We encourage you to learn more about the king and parliamentary democracy in Spain prior to departure.

Geography & Climate

The climate in Spain varies greatly from north to south. The *meseta*, where both Madrid and Toledo are located, is more or less continental. The temperature variation is considerable with hot, dry summers and cold winters. In the winter months the temperature can dip down into the 30s and in the summer reach the high 90s and low 100s.

Refer to the charts below for information about weather conditions in Spain, and pack accordingly.

Madrid temperatures and rainfall

Month	Low	High	Inches of Rain
January	32	51	1.8
February	35	54	1.7
March	38	60	1.5
April	42	63	1.8
May	48	71	1.5
June	56	82	1.0
July	61	90	0.4
August	61	90	0.4
September	55	82	1.2
October	47	68	1.8
November	39	58	2.5
December	35	52	1.9

You can find up-to-date weather at www.accuweather.com/en/es/madrid/308526/weather-forecast/308526.

Languages of the Country

Castilian Spanish is the national language, and virtually everyone in the country speaks it. There are also a number of other languages that are now being taught in the schools.

Catalán is probably the largest other language in Spain with speakers living mostly on the east coast from France, through Valencia and down to Alicante. The other two main languages are *el gallego* and *el vascuence*, both spoken in northern Spain to the west and to the east respectively.

Spaniards tend to use the more informal *tu* and *vosotros* forms more than Latin Americans. Students who have learned Spanish in Latin America or from Latin American instructors may find that the accent in Spain is quite different from what they are used to.

Spaniards are friendly and fairly easy to meet. If you want to become friends with the Spaniards, don't be afraid to make the first move. You will be the one to benefit the most

from the contact made because it will give you the chance to see what the people are really like and enable you to speak the language more fluently. Spaniards are very patient with foreigners who try to speak their language. They appreciate an attempt at the language and would never dream of correcting your pronunciation or grammar unless you specifically asked them to or if they cannot understand what you want to say.

You may want to bring an English-Spanish dictionary, phrase book, textbook from a previous course, or other resources to assist with language learning. Some students have found it helpful to keep a small notepad with them to jot down new words or phrases that they learn.

Cultural Considerations

You can minimize the stress involved with traveling abroad and a new lifestyle by preparing adequately. To gain insight, read as much as possible about where you are going. Talk to international students and veteran travelers who have been where you want to go. The LAC has travel tips from return travelers, many of whom are willing to be contacted and give advice in person.

Spaniards meet and greet each other and part with a slight embrace and a kiss on each cheek. The usual greeting exchanged between Spanish males is a handshake. Good friends will often add a pat on the back and, if they have not seen each other for some time, will give an *abrazo* (embrace). Family names and titles, such as *señor* (Mr.) and *señora* (Mrs.) may be used to address older people or professionals. The titles *don* and *doña* are used with first names to show respect to someone of importance. First names may be used among close friends and young people.

The Spanish are very concerned about dress. Style and quality of clothing are important indicators of a person's

status and respectability. Men usually dress conservatively, not with flashy or bright colors. Women try to be stylish; children are dressed as nicely as possible. Visitors should avoid wearing shorts in formal places.

If you are living with a host family, we recommend bringing a pair of slippers with you. It is not customary to be barefoot at home.

Learn to slow down. Things move at a slower pace in Spain. Use your free time to socialize with the people around you. Listen to what they have to say and try not to be judgmental. Find the positives in any situation and take advantage of them.

It is important that you adjust to the Spaniards and don't expect them to adjust to you. Try to learn as much about the culture as possible so that you can discuss things intelligently with them. Read more about the relationships between the US and the European Union as well as the US and Spain.

Most Americans are poorly informed about relationships between other countries as well as the countries themselves. Learn to look for the things in common between Americans and Spaniards. Appreciating common elements and differences will help you succeed in adapting to life in Spain.

Food Considerations

Meals

Some students say that getting used to Spanish eating hours is one of the most difficult adjustments that one must make when living in Spain. There are many places to buy snacks and fruit to tide you over. Lunch is the largest meal of the day. Vegetarian items will be available at all meals.

Breakfast, *el desayuno*, is continental style, consisting of a croissant or roll, cereal, coffee or chocolate. Breakfast is served from 8–10 a.m. The Spanish lunch, *la comida*, is the big meal of the day and is usually served between 2 and 3 p.m. During the hours of *la comida* most stores close so that people can go home to be with their families for the meal. Dinner, *la cena*, is served between 9 and 10 p.m. and is not quite as heavy as the *comida*, but is a bit heavier than lunch here in the States. Apart from the main meals, Spaniards typically eat a *merienda* or snack at about 11 a.m. and then again at about 5:30 p.m. When eating with your family, don't hesitate to tell them you are full because many will continue filling up your plate until you say something.

Be an adventurous eater. Don't be afraid to try new dishes. Spanish cuisine is similar to French cuisine and not at all like Mexican. If you order a tortilla in Spain, you will get an omelet and not the tortilla of Mexico. A *tortilla francesa* is just an egg omelet, and *tortilla española* is an omelet with potatoes and onions. Squid, *calamares*, is a common *tapa* (snack) in Spain and is much better than it sounds, so be sure to give it a try. Olive oil is used heavily in this part of Spain. It has quite a strong flavor but is very good once you get



used to it. The Spanish are famous for a dish called *paella*, which is a combination of rice (made yellow by saffron), chicken, shellfish, pork, peas, and other vegetables. Paella is the normal Sunday meal in Spain, but many homes and restaurants also serve it as the first course of a meal.

In order to be served in a bar or restaurant, you must be proactive. It is assumed you'll order when ready. The waiter will not bring your check until you ask for it. Spaniards consider it rude to rush customers by leaving the check before it is requested.

Managing Gluten Allergies in Spain

If you have an allergy to gluten, you will be able to manage it in Madrid. There are several stores—Eroski and Mercadona—that sell gluten-free food. Look for items that are marked “sin gluten.” Host families will be able to accommodate you and offer a variety of foods. The tortilla española at your homestay is gluten free and is a good standby. Going out to restaurants will be similar to the US. You will likely find servers to be quite knowledgeable, so just ask and they will help you. Spanish law forbids bars, restaurants, and cafeterias from cooking tortilla española with eggs, so instead they use a flour tortilla that contains gluten.

Alcohol & Other Beverages

The legal drinking age in Spain is 18 years. Wine is probably the cheapest form of liquor, cheaper even than a glass of water in most places. At your homestay, water is served with dinner. Be aware that although liquor is served freely in Spain and there is no drinking age, there is a definite social stigma attached to getting drunk. It is normal for Spaniards to hang out at a bar and have only 1–2 drinks. Bars can be a great place to get to know Spaniards. However, be careful of how much you drink. Getting drunk will reinforce negative stereotypes that Spaniards have of Americans.

The LAC expects moderation in the use of alcohol. Keep in mind that the consumption of alcohol may be more socially prevalent in other cultures, but excessive consumption is not appropriate. Drunkenness can seriously jeopardize student safety and damage relations with host families or communities. Monitor your approach to alcohol consumption; unfamiliar surroundings, high altitude, and the emotional strain of adjusting to another culture can sometimes cause alcohol to affect you differently. If excessive drinking becomes a problem in terms of a student's safety, class attendance, academic performance, or relations with hosts or other students, it could be grounds for expulsion from the program.

Soft drinks are available in Spain but can be expensive in comparison to other drinks. Diet soda drinks are becoming popular but taste quite different from those we are accustomed to. *Horchata* is a popular, very sweet regional soft drink that looks like watery milk.

Safe Food & Water

Water is safe in Spain, but you should plan to drink tap water only occasionally for the first few weeks because it is different from the water that you are used to. Eventually, you will be able to drink the water regularly.

Utility Usage

Electricity & Water

Electrical current runs on a different system in Spain. Their system uses 220–250 volts, while the American system uses 110. Without the use of a converter, your appliance will burn out in a matter of seconds. Besides the converter, you will need an outlet plug adapter (which can be purchased inexpensively in Madrid). The best solution is to bring necessities only, since most types of appliances can be purchased in Spain.

Electricity and hot water are very expensive in Spain, so be considerate in usage. For example, consider shortening your showers to 5 minutes.

Relationships

For many of you, your stay in Spain will be your first time outside the US. Some of you may have the opportunity to make some very good Spanish friends. These types of strong friendships are encouraged and can lead to eventual future exchanges between you and your newfound friends. Nevertheless, please keep a few words of caution in mind:

Be careful of people wanting to make your acquaintance very quickly, since they may have an ulterior motive. Meet people in public places during the day, preferably with a friend or two. Do not give out your host family's phone number or address freely because this can lead to problems for you and your host family. Agree to meet people at a specific time and place.

Americans are easy to identify in Spain. We look and dress differently from Spaniards, speak loudly in groups, carry backpacks, wear tennis shoes, and speak with an unmistakable American accent. Since some people you run into might see all Americans as being as rich like those on TV, an occasion might arise where someone may want to become friends with you in order to obtain, in one form or another, your money or your passport. Use common sense and be cautious.

Entering into a relationship overseas should be approached with the same precautions as at home. It can be very tempting to be charmed by the idea of a once-in-a-lifetime European romance, but you should consider any relationship carefully, particularly when you are overseas. There are different cultural values and rules regarding dating and relationships. Proceed cautiously, realizing that you are only in the country for a short period.

Many female participants are flattered by the masculine attention that they receive in Spain. However, any individual should proceed with caution with any relationship and only enter into a close relationship after knowing the partner for a sustained period. American women are often placed in the stereotype of being an easy sexual partner, and women can find themselves in difficult situations because they were not cautious. It is best to just ignore their actions.

Do NOT go home with someone you do not know well, especially if you have been drinking. The concept of “date rape” is almost unheard of in Spain and the general feeling is that if a female goes home with a man, then she is willing to sleep with him, regardless of whether or not she says “no.”

Please be aware that in any type of relationship, whether heterosexual, bisexual, or homosexual, you could end up with a sexually transmitted disease, AIDS, and/or pregnancy. This is not meant as a scare tactic but rather as a way for you to realize that it can and has happened. Be sure that you know the person very well before developing a more intimate relationship and always ensure that you both take necessary precautions.

Dating Apps

Be cautious when considering online dating applications or other venues for meeting people. This is particularly important when seeking to meet new people because there are different cultural norms and values that surround relationships of all kinds. What might be considered a casual drink or meal with a person of interest can have a much more significant meaning in a different cultural context. Online dating applications can carry different connotations or serve different purposes than they do in the United States. It is important to remember that it is very difficult for you to safely determine who might be genuinely interested in you and who has ulterior motives (such as stealing your passport or money, or seeking a visa to the US). Given the significant cultural differences between the US and countries abroad, the Learning Abroad Center strongly encourages students to prioritize their academics and be mindful to seek out cultural experiences that are safe, such as through homestays, local staff, and program activities.

Living in Madrid

Tippling

When you dine in a restaurant or use services where a tip is customary, the standard tip is 10 percent.

Store Hours

In Spain, stores are generally open Monday–Saturday from 10 a.m. until 10 p.m. and 11 a.m. until 9 p.m. on Sundays and holidays. Often stores are closed on Sundays and holidays.

This includes El Corte Inglés department store, all the stores at the numerous shopping malls, Zara and other fashion shops, FNAC, La Casa del Libro, most of the stores

on Serrano, and the Gran Vía. Only small shops open Monday–Saturday from 9:30–10 a.m. until 2 p.m. and from 5 p.m. until 8 p.m.

The recent tendency in Madrid is for stores to remain open.

Festivals

There are many festivals in Spain, especially in the spring and summer. These events usually include markets, carnivals, parades, and folk dancing. Some of the more famous festivals in Spain are the Feria in Seville, the Fallas in Valencia (held in March), the Corpus Christi in Madrid, and the San Fermín in Pamplona (held in the summer). The religious processions during Holy Week in Andalusia, Madrid, and Cuenca are especially interesting to see.

Nightlife

Nightlife in Spain runs into the early hours of the morning. Movies, discos, and bars are big gathering places for Spaniards after dark.

It is also common, especially in the warmer months, to see large groups of people meeting in restaurants, at sidewalk cafes, or plazas. Conversation is a very active art in Spain, and people will get together for hours to discuss local and world events. Many times these discussions get quite heated, but that is all part of the culture and there are no hard feelings afterward.

Trains

Trains can be a cheap way of traveling, and they can take you just about anywhere in the country. There are many bullet trains, called the AVE. Reservations are recommended. Buses are also popular modes of transportation throughout Spain and are usually faster and cheaper than trains. Luxury buses are also available and can make a trip very pleasant with big seats, stereo music, and movies.

Accommodations during Your Travels

Hotels, hostels, and pensiones are controlled by the government and are all rated on a star system, with a five-star hotel being the highest class. There is a difference between a three-star hostel and a three-star hotel, since hotels are usually more expensive than hostels. Bring your passport (not a copy) when traveling. It is required when checking into hotels and hostels.

There are approximately 90 youth hostels in Spain. Many are only open from mid-July to mid-September. Places with “hostal” written above the door are not the same as the youth hostel.

Except in popular resort areas, hotels are much cheaper in Spain than in the rest of Europe. Prices are displayed in each room. It is advisable to ask to see a room before you decide to rent it, since they vary greatly in quality.

You may want to consider purchasing an International Student Identity Card (ISIC) for use in Spain. With your ISIC card you can gain discounted entry into places such as

museums and theaters. You can also use this card to prove your student status. In some locations, your home university ID card may not be accepted. An ISIC can be purchased in Spain, often for less than the cost of a card in the US.

Communication

You may not be able to call home immediately upon arrival at the airport, since this may be too inconvenient, complex, or difficult. Share this reality with your family before departure.

One of the easiest ways to stay in touch with your family and friends is through Skype or Google Chat. Have your family and friends set up accounts prior to your departure so that you are easily able to contact each other shortly after your arrival and throughout your time on the program.

A number of free smartphone apps allow you to text for free. Viber and WhatsApp are two popular apps that past participants have used and recommend.

During certain phases of adjustment, your friends and family should be prepared to receive calls or correspondence in which you complain and talk about how frustrating everything is in the host country. While these feelings are normal and should be taken seriously, students abroad tend to call and email when things are not going so well and do not call or email when things are going well. Share the many new and exciting experiences you are having as well—offer an honest, balanced report.

Email & Internet

Wi-Fi

Host families are required to provide Wi-Fi for program participants. The Fundación has wireless Internet access throughout the building. On-site staff encourage you to bring a laptop.

Social Media

Not all countries share the same laws about freedom of expression that we have in the US. Keep in mind that derogatory comments, especially on social media, can result in legal claims and have extended legal implications even after you have returned to the US.

Phones

All program participants are required to have a cell phone to ensure that they can be reached in case of emergency. The on-site staff can provide information about purchasing a cell phone in Madrid. You may rent or purchase cell phones in Spain for approximately \$100 US. To place calls you will additionally have to purchase minutes for your phone. In Spain, you only pay for the phone calls you make and text messages you send—not for the ones that you receive. If friends or family call you from the US, you do not need to have minutes on your phone in order to receive the call and you will not be billed for the call. If you wish to bring your own cell phone from the US, contact your cell

phone company to check on fees and to verify that your phone will function in Spain. It can be very expensive to use your US cell phone in Spain.

Telephone

Do not plan to call home immediately upon arrival in Madrid or set this expectation with family and friends. You may be able to email home more easily during the first day or two of the program.

Spain is six or seven hours ahead of Minnesota (depending on daylight saving time in each country—visit: timeanddate.com to check current time. The best time for someone to call would be during the lunch or supper hours in Spain (2–3 p.m. or 9–10 p.m.) when most students are not in class.

At Your Homestay

In most homes, you may not have access to their phone to make outgoing international calls. There are two main reasons for this: First, phone calls are very expensive in Spain and, second, there have been cases of families being charged for long-distance phone calls even when a calling card was used.

Landline-to-landline phone calls are free only in Spain.

Public Payphones

Telefónicas are places where your calls are placed for you, allowing you to pay with cash, calling cards, or a credit card. This also lets you place calls without worrying about exact change. When using pay phones, be sure to have enough coins on hand. The coins are lined up on the phone and are automatically dropped as needed. If you do not have enough coins for the call, you will be cut off in the middle of your conversation.



Mail

Do not have mail sent directly to your host family. Mail can be sent to you at the following address:

Your Name
Fundación Ortega-Marañón
Calle Fortuny 53
28010 Madrid, Spain

Mail that arrives after the end of the program will be returned to the sender, since the post office does not forward international mail. Mail from Spain to the US usually takes a week to 10 days. Mail to Spain may take from one to three weeks for delivery. Packages mailed to the US by surface mail will take six to eight weeks.

Money Matters

The official currency in Spain is the euro (EUR or €). Euro bills are available in 5, 10, 20, 50, 100, 200, and 500 euro denominations. Coins are available in 1, 2, 5, 10, 20, and 50 euro cents, and 1 and 2 euro denominations.

Check out oanda.com/convert/classic for the latest information on exchange rates.

Personal spending habits vary too greatly to state exactly how much it will cost to live in Spain. The amount of money that is generally spent during one semester including some travel varies anywhere from \$1,000 to \$3,000. This amount depends on three main factors: your personal spending habits, the amount of traveling you plan to do, and the value of the dollar. Also keep in mind the amount of money you plan to spend on gifts for yourself, family, and friends.

Many former students state that their one regret was not taking enough money with them to take advantage of the opportunities that came up. Most students should figure that they will be spending more than they would if they stayed on their home campuses.

Be careful with your money, especially when traveling and when in larger cities like Madrid, Seville, and Barcelona. Pickpockets do exist in Spain and generally hit when you are in a crowd. Another common place to lose money to thieves is on trains when traveling at night. Be careful to sleep with valuables close at hand. A money belt is a good idea when traveling. You should not carry your passport with you unless are going to be staying overnight in a hotel.

What to Bring

We recommend you bring the following with you to Spain:

- Cash
- A debit/ATM card with a chip for regular use
- A credit card for larger purchases and in case of emergency. Debit cards and credit cards should have a chip and PIN.

Cash

In Minnesota, you can exchange money at major banks, at the Twin Cities airport, or any major airport in the US. You can also withdraw euros directly from an ATM upon arrival at the Madrid airport.

Each time you withdraw cash, you incur ATM fees. To avoid being charged multiple fees, we recommend withdrawing larger amounts of cash at once. Keep most of your cash hidden in a safe place in your housing and only carry small amounts with you at any given time.

Expect to pay cash in bars and gift shops. Many small stores do not accept credit cards.

Debit Card

One of the easiest and least expensive means of obtaining money is at an ATM machine. If you have a debit card, this money can come directly out of your bank account and you won't have to pay interest as you will with a credit card. This is very convenient because you don't have to worry about bank hours, you won't have to pay the commission for converting your money, and ATM machines are everywhere in Spain. The drawback is that if you have a problem with your debit card's magnetic strip, as frequently happens, or your card is lost, you will have to wait for another card to be sent to you. The problem can be avoided by having a backup method. If you choose to get a debit card it should be on the Cirrus or Plus networks and you will need a personal identification number (PIN). Make sure that your PIN is a numerical code with only four digits. ATMs in Spain do not have letters or have them in a different order than ATMs in the US and won't accept more than four digits. Contact your bank for information on obtaining a card or to find out if your card can be used internationally (University of Minnesota TCF ID cards will work to withdraw money as long as you have a four-digit code).

Notify your bank that you will be using your card abroad to avoid having your account frozen. You will also want to check with your bank about ATM fees.

Credit Cards

A credit card is a good resource for emergency situations and for obtaining cash advances, including cash for emergency situations, as long as you have a personal PIN. It is important to know your PIN in both letters and numbers. Please note that some ATMs require that the card have a metal "chip" visible on the front for added security. Many US credit cards now have this chip, but it is wise to ask your credit card company whether they can issue you a "chip credit card" if you do not yet have one.

Keep in mind that you may incur fees for using your credit card abroad. Be sure to notify your bank and credit card company that you will be traveling abroad for the semester/summer. If you do not, they may assume your foreign transactions are fraudulent and may deny further transactions.

Extracurricular & Volunteer Activities

There will be opportunities for you to discover more about Spanish culture through extracurricular activities. Some examples of what may be offered at the Fundación are international meals, cooking classes, dances and dancing classes, fiesta flamenca, fiesta de Carnaval, photography contest, sports activities, and conversation *intercambios* with local students.

Sending Packages

It is very important to note that you cannot receive packages while abroad in Spain. Tell parents, guardians, friends, partners, etc. to not send you packages while you are studying abroad in Spain. This includes any time you spend in Spain before or after the program dates.

You are not able to receive packages without an official Spanish ID such as a N.I.E or D.N.I. Spaniards with an official ID are not able to accept packages for you either, so do not attempt this.

Therefore, pack any items you feel you cannot live without for three to four months. Some students like to pack peanut butter and/or other food or beauty products that are not sold in Spain. If you have questions, contact the Associate Program Director.

Social & Cultural Adjustments

Student Identity

As a foreigner in Spain, you will need to take the initiative to meet people. Don't be afraid to start a conversation with others.

Race & Ethnicity

You may wish to consult the resources available at the University of Minnesota Learning Abroad Center (LAC) related to students of color and learning abroad. For more information, visit: [UMabroad.umn.edu/students/identity](https://umabroad.umn.edu/students/identity).

Gender

You will likely experience gender roles that appear similar to those in the United States.

Sexual Orientation

Attitudes toward sexuality vary greatly from country to country. Some cultures are open about homosexuality, and strong gay communities exist in many cities. However, some cultures and peoples are intolerant of different sexual preferences, and strict taboos or laws against such relationships may exist. As a result, it is important to disclose to the program staff either through the program housing form or by contacting the LAC program staff directly for guidance.

Gay marriage became legally recognized in Spain in 2005, and you will likely find that many people are open about homosexuality. However, keep in mind that, like in the United States, attitudes toward sexuality vary greatly from person to person. For more information, visit: [UMabroad.umn.edu/students/identity](https://umabroad.umn.edu/students/identity).

Disabilities

Many of the disability accommodations or services that are provided at US universities may be different or unavailable overseas. Being in a new environment can also be stressful, and accommodations that you may not have needed at home may become necessary in an unfamiliar setting. Participants with any kind of disability, whether apparent or non-apparent, should contact the LAC early in the process to discuss their particular needs. Students should plan to submit their Accommodations Request Form at least eight weeks before the start of the program. For more information, and to download the form, visit: [UMabroad.umn.edu/students/identity/disabilities](https://umabroad.umn.edu/students/identity/disabilities).

Cultural Adjustment

The On-Site Experience

What happens when you suddenly lose clues and symbols that orient you to situations in everyday life? What happens when facial expressions, gestures, and words are unfamiliar? The psychological discomfort and adjustment period in a foreign country is commonly known as culture shock or cultural adjustment.

You will almost certainly experience some form of culture shock. It might hit you after two days, two weeks, or two months—timing varies widely for different people. Six common phases of cultural adjustment are listed below. These may be out of order for you, one phase may last longer than another, or you may skip a step entirely.

Initial Fascination: On arrival, your surroundings seem glamorous and exotic. You feel like the focus of attention and activity.

Initial Culture Shock: The initial fascination and euphoria fade as you settle in and you enter an emotional decline.

Surface Adjustment: After the initial “down” (a few days to a few weeks for most), you begin to truly adjust and settle into your surroundings. Language skills begin to improve, and you’ll feel less fatigued. Often you’ll be forming a small group of friends at this stage as well.

Feelings of Isolation: Difficulties in your new culture seem to stubbornly remain and you grow frustrated with the

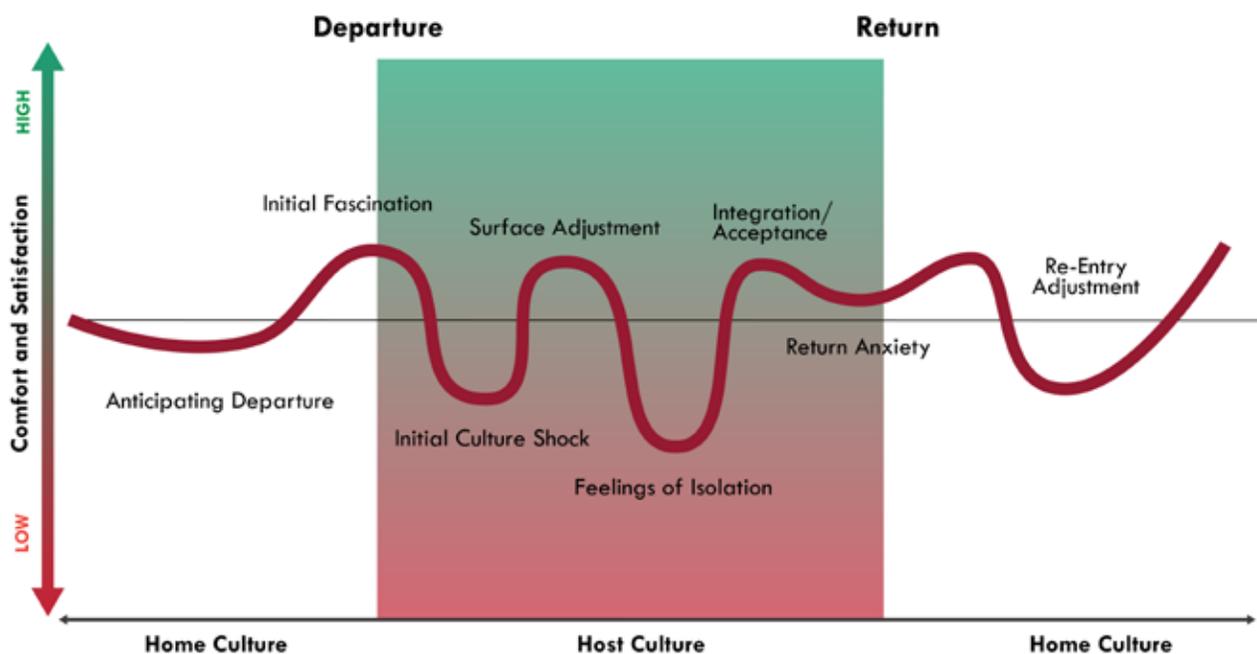
process. A sense of isolation sets in. Boredom and a lack of motivation often follow. Unresolved personal issues often surface during this stage.

Integration/Acceptance: After continued effort you find yourself more at ease with language, friends, and professional and academic interests. The culture you are living in is more easily examined. Differences between yourself and the society you live in become understandable and you come to accept both the situation and yourself in it, allowing you to relax and feel at home.

Return Anxiety: Just when you feel at home in the new country it’s time to go. Thoughts of leaving new friends raise anxiety similar to those felt before departure. You sense that you’ve changed as a person, and apprehension grows when you think about people at home who may not understand your new feelings and insights, yet you may feel guilty for wanting to stay.

When in any of the above phases, you may experience changes in sleeping habits, feelings of helplessness or hopelessness, loneliness, depression, unexplainable crying, placing blame for difficulties on the program or host culture, homesickness, getting angry easily, increase in physical ailments or pain, compulsive eating, or lack of appetite.

Other symptoms may manifest themselves as well. It is important to understand these are part of a normal process of adjustment; however, if uncomfortable feelings persist for extended periods or seem unbearable, seek assistance from your program’s on-site support staff.



Adjusted from Oberg (1960) and Gullahorn (1963)

Cultural Adjustment Curve

Looking Ahead

Career Relevance

Learning abroad can help you develop and enhance intercultural competencies that are appealing to potential employers and graduate schools. Think about your academic and career goals before, during, and after your experience abroad. For more information, visit: UMabroad.umn.edu/students/career-rel.

Re-Entry

Students often find that it is just as difficult, if not more difficult, to readjust to life in the US after studying abroad. You may find that your perspectives have changed significantly and that you may not connect with friends and family in the same way you did before going abroad. The LAC offers a variety of resources and opportunities to help you readjust to life in the US. For more information, visit: UMabroad.umn.edu/students/process/reentry.

Appendix

Suggested Packing List

Experienced travelers suggest that you bring half as much luggage as you think you will need. If you cannot comfortably carry your luggage four blocks, you may find that you have packed too much. Airline restrictions for luggage on overseas flights must also be considered. (Contact your airline or travel agent for specific information.) You will be responsible for physically managing your own luggage at all times, including excursions and transport between the airport and your homestay. Pack accordingly.

The weather in Madrid can get fairly cold at night, so be sure to bring clothing for cooler weather as well.

Necessary Items

- Comfortable, seasonal clothing to wash and wear, plus one or two formal outfits (in general, Spaniards dress more formally than most Americans, though casual clothes may not be out of place among Spanish students)
- Comfortable walking shoes
- Supply of any prescription medication you require (bring enough for your full stay)
- Voltage converter and outlet adapter if you bring any electrical appliances (electricity in individual rooms may not accommodate more than 1,000 watts)
- Earplugs to eliminate background noise for study/sleep

Recommended Items (also available in Spain)

- Small stapler, pencil sharpener, paper clips, and other items useful while studying
- Camera and batteries
- Set of travel-size toiletries for independent excursions
- Small backpack for day trips and independent overnight excursions (also useful in packing for return to the US)
- Sunscreen
- Travel alarm clock
- Slippers (for students living in a homestay)
- Umbrella

First aid kit to include:

- Band-Aids
- Cold/cough remedies
- Aspirin or the equivalent
- Insect repellent
- Pepto-Bismol
- Antacid
- Mild laxative
- Sunscreen or sun block
- Waterless antibacterial hand sanitizer
- Contraceptives (condoms)

Gift Ideas

For students who choose to live with a family, we suggest you bring a gift for your family. Some ideas include:

- US or local candies; a box of American chocolates
- Fancy lotions
- Clothing, baseball caps, and items with University logos
- Maple syrup, honey, Wisconsin cheese, or jam made from Minnesota berries
- Regional food to make a special dinner
- Local-interest wall calendars
- US paraphernalia (e.g., items from Disney World, Warner Bros., World Cup, NBA, NFL, etc.)
- Handmade crafts or jewelry
- Placemats or a tablecloth
- Anything that represents you (a hand-knitted blanket, etc.)
- Picture frames or a scrapbook

Social Media Hashtag Guidelines

Basic guidelines

- Keep hashtags on topic, always related to the post
- Place hashtags at the end of the post
- Always add a geotag based on the photo location
- Capitalize multiword hashtags for clarity

Number of hashtags to use

- Facebook: 0
- Twitter: 1–2
- Instagram: 9–11

Required hashtags

- #UMabroad
- #UMNProud
- (NOT #UMNabroad)

Recommended hashtags

- #communityengagement
- #globalseminar
- #goglobal
- #internabroad
- #internationaldevelopment
- #lifeonthemove
- #studyabroad
- #studyabroadlife
- #theworldasaclassroom
- #workreadyworldready

Program-specific usernames

- @accentflorence
- @accentrome
- @alc.fes.alif
- @capalondon
- @capasydney
- @cemanahuac
- @fogaargentina
- @fomtoledo
- @idsithailand
- @warawarc

Program-specific hashtags

- #LACFSA
- #MSIDEcuador
- #MSIDKenya
- #MSIDSenegal
- #MSIDThailand

STUDENT INDEPENDENT TRAVEL FORM

This form must be completed for all independent travel as indicated by the release and waiver you signed prior to participation. Failure to complete in full and submit prior to departure will be grounds for review and sanctions as outlined in the Policy on Student Conduct in Education Abroad Opportunities (UMabroad.umn.edu/assets/files/PDFs/policies/rightsResponsibilities/Student_Conduct_17_web.pdf).

Note:

1. You are not allowed to travel to a country or region under US State Department Travel Advisory Levels 3 and 4 or a country or region not recognized by the US government (e.g., North Korea) without prior approval. A copy of the suspension committee approval is required with this form.
2. Independent travel should not interfere with academic work, classes, or events. On-site staff has the authority to deny travel due to such conflicts.
3. Failure to return on time may be subject to dismissal. Travel with your program contact details and keep the staff updated on any changes to your plans.

Complete one form per student, per trip.

Student name _____ Cell phone (if applicable) _____

Proposed destination(s) _____

Departure date _____ Return date _____

US emergency contact name, email, and phone number _____

Contact information while traveling (below):

Dates at this location	City and country	Name of hotel or host	Phone number	Email address

Transportation Information:

Additional Information:

Signatures

Student Signature _____ Date _____

Authorized On-Site Staff Signature _____ Date _____

Acknowledge receipt: The form must be signed and dated by both the student and the authorized on-site staff person prior to travel and kept on file for the duration of program period.