Important Names & Addresses

In the United States

University of Minnesota Learning Abroad Center
230 Heller Hall
271 19th Ave. S.
Minneapolis, MN 55455-0430
Phone: 612.626.9000
Fax: 612.626.8009
Email: UMabroad@umn.edu
Website: UMabroad.umn.edu

Contact Prior to Departure
Kate Johnson, Enrollment Specialist
Phone: 612.625.6076
Email: foste287@umn.edu
Ashley Metz, Associate Program Director
Phone: 612.626.6380
Email: armetz@umn.edu
Tim Dohmen, Program Director
Phone: 612.625.5182
Email: tedohmen@umn.edu

Emergencies
In case of emergency, contact the Learning Abroad Center at 612.626.9000 at any time. If it is after business hours, a recording will give you a number to call. The Learning Abroad Center has someone on call to deal with emergencies and can contact the on-site director if needed. Once overseas, you should contact CAPA in case of an emergency.

In Spain

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

CAPA The Global Education Network
Primera
Carrer d’Ausias Marc, 25
08010 Barcelona
SPAIN

Telephone Codes
To call Spain from the US, follow these dialing directions:
1. First dial 001, the US exit code.
2. Next dial 34, the country code for Spain.
3. Then dial the phone number.

Time Differences
Barcelona is seven hours ahead of Minnesota (Central Time). Note that due to daylight saving time, the time difference is six hours during certain points of the year.

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

Go SAFE
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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

The Study & Intern in Barcelona program provides you with the opportunity to experience the rich culture of Barcelona while studying a wide variety of subjects that cater to the specific needs of study abroad students. The multitude of internship options opens doors to the Spanish professional lifestyle and connects you with the Spanish public, while enhancing your training in your chosen field.

Attending courses with fellow participants and program excursions will give you ample opportunities to get to know one another and share many new and memorable experiences. Gaining confidence through the security of a group experience will enable you to venture out on your own to help ensure that your time abroad is everything you always wanted it to be.

Living in Barcelona provides a unique and exciting cultural experience for students. You will learn new traditions and new vocabulary, taste different foods, and more. To prepare you for these inevitable changes in lifestyle, the following pages will give you an overview of life as a study abroad student in Barcelona. The Barcelona program staff provides excellent on-site support for participants, yet the ultimate success of this unique opportunity depends on your ability and commitment to make the most of the experience and to adjust effectively to the changes you will encounter.

The following information is intended to help prepare you for your upcoming experience by acquainting you with certain customs and aspects of life in the Spain and Barcelona, which may not be familiar to you. It also addresses academic issues including the academic program overseas and considerations at your home institution in the US. Finally, it provides you with some important information about your housing. We recommend that you take this handbook with you to Barcelona. Keep in mind, however, that it offers only an overview of certain topics and is not comprehensive; consider reading other sources of information about the Spain and Barcelona in preparation for your stay.

You will find a recommended reading list in the appendix of this handbook, and you can check your local libraries for additional resources. Note that you will receive an extensive orientation and handbook in Barcelona at the onset of the program. The better prepared you are, the more quickly you will adjust to and function effectively in Spanish society.

Study abroad requires independence and individual initiative. To encourage and guide you, 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 handbook, do not hesitate to contact the LAC or your local institutional study abroad advisor with any questions.

Cheers!

Preparation & Planning

Documents

**Passport**
A valid passport is required to enter the 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. 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 the Spain. Students who are not traveling under a US passport may have to follow different visa procedures in order to enter Spain. 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
Participants will receive flight information and booking instructions from Village Travel, a local travel agency. Students from the Twin Cities area fly in a group; students from elsewhere join that group in either a US or European hub. Coordinated flight information will be available in mid-October for spring semester and in late April for fall semester/academic year.

Purpose & Benefits of Village Travel
The LAC arranges an optional coordinated flight in consultation with Village Travel. This flight confirms the official arrival date and time. Village Travel will contact you directly when this information is available. 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 the option to 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/Staying After the Program
Students who arrive in country prior to the official start date will be responsible for their own housing.

Students are subject to Spain and EU border regulations regarding their immigration status and early arrivals. Students should double-check the validity dates for your visa when you receive it, and contact your CAPA program adviser for further instructions before making arrangements before and/or after the official program dates.

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.

Packing
Packing Principles
It is extremely important that you pack lightly because you will be carrying your luggage yourself during the trip, often for long stretches in airports and bus and train stations. Take only as much as you can carry easily by yourself. One way to measure what is easily carried is to pack everything you would like to take, pick it all up and walk around the block. If you are not comfortable doing so, you may want to re-evaluate what you’ve packed. Remember, you will want to leave room to bring back souvenirs.

Clothing
Clothing styles are similar to the US but a bit more formal. Unlike in the US, wearing things like pajamas would be considered rather inappropriate. Jeans, T-shirts, dresses, skirts, etc. are all standard wear. You can refer to the packing guidelines at the end of the handbook.

You may have a required dress code for your internship; you will find out once you receive your placement.

Laundry
All flats are equipped with a laundry unit to be shared among flatmates. Be aware that most dryers will not completely dry your clothing, so small loads are recommended. You will most likely have to air dry your clothing after the cycle is complete.

Students staying in homestays will have access to laundry facilities at home or through public laundromats.

Converters and Adapters
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 Barcelona). 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.

If at all possible, avoid taking electric appliances such as hair dryers or shavers with you to Spain because these types of appliances have difficulty operating, even with adapters.

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 the Family Educational 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.

Title IX Statement
As required by Title IX, the University does not discriminate on the basis of sex in any of its education programs or activities, including admissions and employment. Inquiries about the application of Title IX can be directed to the University’s Title IX Coordinators or to the U.S. Department of Education, Office of Civil Rights. See the University of Minnesota’s Title IX Statement (eoaa.umn.edu/resources) and the University’s policy (policy.umn.edu/hr/sexharassassault) for information about (1) how to contact the Title IX Coordinators on the University’s campuses; (2) how to report or file a formal complaint of sexual harassment, gender-based harassment, sexual assault, stalking, or relationship violence; and (3) the University’s procedures for responding to reports and formal complaints.

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 CAPA and the University of Minnesota Learning Abroad Center (LAC) to assist you in preparing for your time abroad. It is critical to fully disclose any health conditions or accommodation needs you may have on the CAPA 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 security, medical, and evacuation 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 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.
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.

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/prepplanning](http://UMabroad.umn.edu/students/healthsafety/prepplanning).

Review the Centers for Disease Control and Prevention ([cdc.gov/travel](http://cdc.gov/travel)) and US Department of State ([travel.state.gov](http://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.

- **Positive attitude**: Try to keep perspective on the challenges that you may encounter and work toward your long-term study abroad goals.

- **Support structures**: Identify who in country is available to provide support and guidance when you feel confused or challenged.

- **Finding resilience**: Keep in mind that it is important to recover and grow from adversity and navigate difficult challenges with awareness, intention, and skill. Seek out healthy connections to others, focus on balanced self-care, keep an open, engaged mind, and work to address manageable challenges with patience and intention.

The following website provides suggestions: [globaled.us/peacecorps/maintaining-strong-mental-and-emotional-health.asp](http://globaled.us/peacecorps/maintaining-strong-mental-and-emotional-health.asp)
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 and travel advisories 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/eooa/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.

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

Personal Safety
When you are 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 with any major city, common sense will go a long way when it comes to safety in Barcelona. Barcelona is a metropolitan city with people from many different economic levels and cultures, and you should not assume that you are safe to travel without concern. Particularly students from smaller towns or who have lived in relatively safe neighborhoods in the US must adopt a much more cautious attitude. Don’t travel alone at night and always be aware of your surroundings.

Violent crime is not as frequent in Spain as in the US. Petty theft is very common (specifically theft of wallets, purses, or cell phones - iPhones are a hot commodity in Spain). Use caution when walking around with expensive items in hand. If you go out at night, leave valuable items at home.

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
You may choose to travel independently to locations other than your program site during your time abroad. We encourage you to seek opportunities to travel that do not interfere with your academic responsibilities, such as during official program break periods, over holidays, or before or after the program is completed.

Depending on the timing and destination of your independent travel, there may be other requirements or expectations associated with that travel.

Before or After the Program
To most easily avoid conflicts with your academics, travel before or after your program dates. While traveling outside of the official program dates, your travel is not subject to University travel policies, and the University is unable to provide you with support and resources in the event of unforeseen challenges. We encourage all such independent travelers to investigate and obtain medical and evacuation insurance coverage for travel outside of the program dates. This can be best achieved by extending your University-provided CISI policy, which you can do at your expense via the CISI portal. You can only purchase this coverage after you receive your CISI insurance materials from the University.
During the Program

All LAC program participants must notify the on-site staff in advance of departure of any independent travel that involves an overnight stay away from the program location. Some sites will collect an independent travel form (which can be found in the appendix of this handbook) and others will have a slightly different way of collecting the same information. Refer to your on-site orientation or ask your on-site staff for more specifics.

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.

High-Risk or Prohibited Destinations

Students are not allowed to visit any location currently designated as a US Department of State Level 3 or 4 Travel Advisory for personal reasons during program dates. Students who choose to do so may be removed from their program. Visit travel.state.gov for up-to-date information about travel advisories or for specific information about your planned destination. If you have questions about travel restrictions, contact your study abroad adviser.

Consult with on-site staff, before you book any travel, to understand if there are other destinations, beyond the Level 3 or 4 Travel Advisory locations, that you are not permitted to visit within your host country or region. These limitations are put in place for your safety and apply within the program dates.

Travel in conjunction with a parent or guardian does not impact the application of the University's travel policies during your program dates.

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 any 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

Please contact the University of Minnesota Learning Abroad Center (LAC) to let us know your itinerary. If your flight is delayed, contact the LAC if you are in the United States, or CAPA if you are in Spain, so that we know your new arrival time and date. Directions to your housing will be sent out in the final email.

Upon arrival, you are responsible for making your way to housing accommodations. There is no pickup from the airport. Directions to the housing will be emailed to you about two weeks prior to the start of the program.

Program Information

Orientation in Country

You will attend a two-day orientation held at the CAPA Barcelona center. On the first day, you will discuss the specifics of living in Spain and on the second day, you’ll learn about the internship and classes.

Program Excursions

Cultural field trips in Barcelona are included in the program fee, which may include: full-day excursions to Montserrat, a zip train to Cova de Sant Joan with guided visits and entrances, and a trip to Tarragona with guided visit to the Museum, Forum, Circus and Amphitheater. Social events and program activities include an arrival event, featuring traditional Catalan cuisine, a mid-term dinner with a Flamenco show, and a farewell event. You can also take advantage of My Global City events, a calendar of events centered on key themes that provides students a tool to help personalize your experience in Barcelona.

In-Country Staff

CAPA serves as the on-site program administration. They are responsible for housing and coordination of all excursions and can assist you with individual travel suggestions and daily routine questions. Academic concerns should be brought to the attention of CAPA staff.

Because CAPA serves the needs of all students who reside at their housing, it is important for students to take the initiative to solve minor questions and problems on their own. Part of a successful study abroad experience is the ability to tackle issues and discover solutions independently.

Housing Considerations

Students live within commuting distance of the program center, either in homestays or in shared apartments. Since CAPA services the needs of several study abroad programs, you will be sharing facilities with students from other programs. Make sure to secure your valuables.

Housing Options

Housing is arranged by CAPA and provided in comfortable, well-equipped apartments or homestays in central Barcelona.

Between 3 and 7 students share apartments, which include triple or double bedrooms and bathrooms. Meals are not included for students who choose this option, but each
apartment has a full kitchen. All flats are equipped with laundry in unit to be shared among flatmates. Be aware that most dryers will not completely dry your clothing, so small loads are recommended. You will most likely have to air dry your clothing after the cycle is complete.

Students who choose the homestay option have a room to themselves. Breakfast and dinner are included during the week; you are responsible for lunch and meals on weekends.

**Notification of Placement**
All students find out their housing placements and directions on how to get to their housing approximately two weeks prior to departure.

**Housing Concerns**
Should there be any problems with your housing situation, inform the CAPA Barcelona staff immediately.

**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**
Students’ 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 at CAPA’s main office building. The staff will work with the course instructors in coordinating and overseeing all the program’s administrative issues.

All students on the semester program must enroll in 12-18 credits, and all students on the summer program must enroll in 6 credits. If you do not take the 6-credit internship course for the semester program, you must take a minimum of 13 credits. Upon completion of the program, all courses will appear on a University of Minnesota transcript and grades will count toward your overall GPA. A full course list can be found online: Umabroad.umn.edu/programs/europe/barcelona#tab=Full_Course_List.

**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

There are a wide variety of internships available in many fields. Placements cannot be guaranteed at a specific site, but most students who ask for a certain field will receive an internship within that field. An internship site is secured through an interview process and matching of interests, talents, and background. Participants complete and hand in an internship application prior to their departure. You cannot decide to sign up for an internship after arriving in Barcelona.

The internship coordinator will locate an internship in your general area of interest and provide support services on a continual basis throughout the semester. Upon arrival in Barcelona, you will attend a comprehensive orientation covering topics from the interview to dress and norms in the English workplace. There will also be an academic component. You will attend class once a week as well as keep a journal and complete any additional coursework. Internship placements are available in the following industries: administration, advocacy, art and museums, architecture, beauty and cosmetics, business, communications, community engagement, charities, environment, event management, engineering, fashion, fundraising, finance (general), hospitality, HR, human rights, health care, IT, language and translation, leisure and recreation, marketing, music, nonprofit, PR, publishing, recruitment, retail, real estate, social media, social work, sales, sports and fitness, theater, tourism and travel, TV and film. As stated, specific placements depend on the background and training, interests, and ability of students as well as their success during the interview process held during the first few days in Barcelona. The kinds of activities assigned during the workday will vary. Do not expect to be assigned to positions, which require significant training.

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 left).

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 website.

CAPA has a one-week add/drop period in country. Students looking to add or drop a course after this period must consult with CAPA and the LAC.

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

Teaching Styles
The Spanish teaching style is different from what US students are accustomed to, yet most will find it a welcome change. You will also have guest speakers in many of your classes from time to time. Spanish professors teach students, but all the students in your classes will be other US students participating in the program, mainly from State University of New York at Oswego, University of Massachusetts at Amherst, University of Pittsburgh, University of South Florida, and the University of Minnesota. Absences from class are not allowed except for valid reasons (illness or accident). Your grade will be affected if you have unexcused absences. You are there to experience another culture, but keep in mind that your main goal is to take classes.

While you are on a study abroad experience, the professor-student relationship can be quite different from the kind of relationship you may be used to in the US. You may find that your interpersonal relationships with your instructors vary depending on differences in cultural background and teaching style. If you have questions about a course, discuss your questions with the professor. If you need additional assistance, contact the CAPA staff.

Many students have expressed in their evaluations that they have had some of the very best teachers in their academic careers while studying abroad, citing the professor’s passion for the field and extensive knowledge of the subject matter under discussion. However, any course demands student participation in order to be stimulating, and it is important that participants are actively engaged in class discussions and complete homework assignments.

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
Books for the courses may be purchased once you are on site. The total cost for books and materials is estimated in the Cost of Participation: UMabroad.umn.edu/programs/europe/barcelona#tab=fees. You may borrow some books from the CAPA Library. If you are concerned about saving money on school supplies, bring them from home.

You will have access to library books at the local libraries. More information on use of the libraries will be provided once you are in Barcelona.

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.

Incomplete
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. 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, Castillian. 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.

Climate

The climate in Spain varies greatly from north to south. The climate of Barcelona is Mediterranean, with mild, relatively rainy winters and hot, sunny summers. The monthly average temperature ranges from 9 °C (48 °F) in January to 24.5 °C (76 °F) in August.

Language 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 now being taught in schools. Besides Spanish, Catalán is probably the most frequently spoken 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

Average afternoon high temperatures

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<thead>
<tr>
<th>Temperature</th>
<th>Oct</th>
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<td>°F</td>
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<td>°C</td>
<td>15</td>
<td>9</td>
<td>14</td>
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</table>

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.

**Food Considerations**

**Meals**

Some students say that getting used to Spanish eating hours is one of the most difficult adjustments to make when living in Spain. There are many places to buy snacks and fruit to tide you over. 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 dine with their families. Dinner, la cena, is served between 9 and 10 p.m. and is not quite as heavy as the comida, but it is a bit heavier than lunch here in the States. Vegetarian items will be available at all meals. 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 receive an omelet—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 Barcelona. 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.

**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 Barcelona

Tipping
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. Oftentimes stores are closed on Sundays and holidays.

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.

Transportation
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.

Communication

Email & Internet
Free Internet and computer access is available at the CAPA facilities, although it is limited and the computer lab is small. CAPA, most classrooms, and both housing facilities have wireless access throughout. If you choose to bring your laptop, you can connect wirelessly in many places through Barcelona; however, you may find that free Wi-Fi hotspots are less common in Europe than in the US. Most students who own laptops will bring them to Barcelona, but a laptop is not required. Internet cafes are available throughout Barcelona for sending and receiving email and web browsing.

Note that broadband Internet in Spain is much more limited than it is in the US. Do not use the Internet at CAPA or at your housing for downloading or streaming large files.

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.

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 United States.

Phones
Barcelona is seven hours ahead of the United States (CST). International and local calls can be placed from public phones using a phone card, which can be purchased from a post office, newsagent, chemist, or grocery store. Phone cards are purchased in units, with 10 units equaling one pound. You may also use a local calling card. Check with your phone company for dialing procedures. Calls made to the US from Spain or Europe using a US calling card tend to be the most expensive calling option.

The Barcelona program requires all students to purchase and carry cell phones with a local number while on the program. This is not only a good safety precaution, it also
facilitates communication between students and program staff. Barcelona on-site program staff will help you select and obtain cell phones and service contracts. The cost of the cell phone is included in the program’s budget estimate. The service contract or minutes that are purchased by students not included in the budget estimate.

Many students bring their cellphones from the US and keep them in airplane mode to avoid roaming fees while abroad. Note that most cell phones can connect to Wi-Fi while in airplane mode, so you can use Internet while avoiding roaming fees. Simply activate both settings. You may also purchase a local SIM card so you have a Spanish phone number. We do not recommend that you buy an international plan because there are less expensive ways to stay in contact with home, such as FaceTime, WhatsApp, and Skype.

Mail
Airmail between the United States and Spain takes 7–14 days. Surface mail takes 6–8 weeks. You can receive mail at the CAPA office. Your mailing address is:

CAPA The Global Education Network
c/o [STUDENT NAME]
Primera Carrer d’Ausias Marc, 25
08001 Barcelona
SPAIN

Money Matters

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.

Be careful with your money, especially when traveling and 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 you are going to be staying overnight in a hotel.

Financial Planning

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. It’s important that you budget your money prior to departure and stick to that budget. It is not unheard of for students to arrive in Barcelona and spend their money very quickly and carelessly that they exhaust all of their funds within the first month, requiring them to take out extra private loans in order to buy food for the reminder of the program. Plan ahead and budget wisely so you don’t find yourself in such a situation.

A great tool to get clear understanding of the cost of living is expatistan.com. Expatistan provides up-to-the-minute costs and comparisons of items in two different cities. We suggest that you take some time to compare both Barcelona and Minneapolis-St. Paul or another American metropolitan area to see the differences for yourself.

Tips from Students

• “Get involved with as much as possible, you never know where the experience will take you or the people you will meet.”

• “Staying at home or spending time with people in your classes from the US may be comfortable but everyone should branch out!”

• “Be sure to plan ahead as to what you want to spend your money on.”

• “Not everyone has the opportunity to have this experience, so make the most of it and be sure not to forget to put it on your résumé.”

• “If you are ever concerned with communicating with your family back home, Facebook is great for that as well as using apps such as WhatsApp or Viber where you can text and call for free.”

• “Taking the coordinated flight is a great way to meet students on the program before you arrive.”
Social & Cultural Adjustments

As a foreigner in Spain, you will need to take the initiative to meet people. Just as you have established a circle of friends in the US, the Spanish also have established friends and habits. Don’t be afraid to start a conversation and pursue contact in order to meet new people.

On-site staff will try to help ease the transition to life in Spain by planning social and educational events for all the residents to enjoy. Guest lectures and seminars, which embrace topics relevant to Spanish life and culture, will take place in the residence.

Student Identity

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.

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.

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.
### 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.

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**Cultural Adjustment Curve**

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*Adjusted from Oberg (1960) and Gullahorn (1963)*
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

Packing List
- One week’s worth of underwear and socks
- 1–2 pairs of nylons (for women)
- 2 sweaters
- 5–7 blouses/shirts
- 2 pair of jeans or khakis
- Sweatpants
- 1 pair of pajamas
- Comfortable walking shoes
- 1 pair of dress shoes
- Jacket for cool weather
- Raincoat
- Scarf and hat
- Sun hat
- Security pouch (for important documents)
- Camera, memory card, and batteries
- Adapter and converter
- Toothpaste/toothbrush
- Deodorant

For Internships
- Dress shirt (men)
- Tie (men)
- Skirt
- Suit (men and women)
- Copy of your résumé

You will find Barcelona to be quite “hip,” so consider dressing up a bit when going out in the evening to restaurants or clubs.
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.alf
• @capabarcelona
• @capalondon
• @capasydney
• @cemanahuac
• @fogaargentina
• @fomtoledo
• @isdsithailand
• @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):

<table>
<thead>
<tr>
<th>Dates at this location</th>
<th>City and country</th>
<th>Name of hotel or host</th>
<th>Phone number</th>
<th>Email address</th>
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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.