STUDENT HANDBOOK

FALL 2016, SPRING 2017,
and ACADEMIC YEAR 2016-2017
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Congratulations on your acceptance to the Consortium for Advanced Studies Abroad (CASA) Sevilla program. You are about to participate in what may be the highlight of your undergraduate career and an experience that may well affect decisions and goals long after you have finished your undergraduate education. This handbook is designed to help prepare you for this experience and, we hope, help you to enjoy your time abroad to the fullest. Shortly before the program begins you will receive a letter from the program director that gives last-minute details about your arrival and the first few weeks of the program. Please read this handbook carefully and become aware of all aspects of the program before you travel abroad. Do not forget to take it with you when you leave for Spain, as it serves as a useful reference for any questions or concerns that may arise once abroad.

The program is designed to provide students with an immersion in Spanish culture and the Spanish university system. One of the best ways to prepare for your program abroad is to learn as much as possible about the program prior to departure. It is unrealistic, however, to expect that you will be able to prepare yourself completely. There will be situations you will not have anticipated. Some of them will be pleasant surprises, while others may be less positive experiences. In either case, your sensitivity and flexibility are the most important skills you can bring to dealing with these new situations and will determine in great part the quality of your time abroad. As a former program student remarked, “It doesn’t matter what you expect, it won’t be what you expect!”

SPAIN CONTACT INFORMATION
Consortium for Advanced Studies Abroad (CASA) Sevilla
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For academic and administrative questions, contact Stephen Capobianco, Education Abroad Advisor, SLC328@cornell.edu, (607) 255-6224.
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For health-related and/or safety emergencies outside of business hours, please work directly with CASA site staff and then email geoalerts@vanderbilt.edu.

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PROGRAM CENTER OVERVIEW

The program in Seville is designed to provide CASA students with an immersion in Spanish culture and the Spanish university system. Program participants are required to have completed at least the equivalent of five semesters of college-level Spanish prior to the start of the program. Once in Seville, students will take a combination of program center-based courses and University of Seville courses. All students are required to live in home stays during their participation with the program. The home stay introduces students to Spanish family life and to a range of social interactions that they would not otherwise experience. The program is thus as much about cultural immersion and academic integration as it is about language acquisition.

Cornell Abroad, Cornell University serves as the lead administrative office on behalf of the program, handling all program financial arrangements including preparing budgets, transferring funds, and accounting for expenses. Major decisions regarding curriculum, expenditures, and fees are arrived at jointly, but each school is responsible for its own student selection procedures. The faculty members are selected from among the consortium member institutions on a rotating basis. Each consortium member also has a faculty advisory or steering committee. While the structure and specific charges to these committees differ between the campuses, both institutions are involved with academic policy, student advising, student recruitment and selection.

CASA-Sevilla has its own program center and offices located in downtown Seville, easily reachable by public transportation or on foot. The location is attractive and convenient, directly across from the Torre del Oro along the bank of the Guadalquivir River. The University of Seville’s main campus is a ten-minute walk from the center, and students can easily get between the two sites for classes. The program center occupies the third floor (Segundo piso) of a building on Paseo de las Delicias. Its facilities include a computer lab, a classroom, a library with hundreds of books available for student use, and offices for the program director and program coordinator. The faculty-in-residence meets and advises students at the program center. The center serves as a focal point for various activities (studying, checking email, discussing concerns or issues with program staff members, receiving mail) in addition to program courses.

This is a Spanish immersion program; students and faculty should be prepared to speak Spanish at all times in the Center, and preferably in all contexts throughout the entire stay. Classes are taught in Spanish, by faculty members from the partner universities and by local Spanish professors at the University of Seville. Accordingly, students must sign a Center Spanish-only language pledge, strictly enforced by program staff: "Me comprometo a hablar únicamente en español mientras me encuentre en el Centro de CASA Sevilla. Entiendo que si no cumplo con este compromiso el personal del Centro puede pedirme que abandone las instalaciones." In order to maintain an atmosphere conducive to the language pledge, students are prohibited from using Skype or any other internet program that might cause students to speak English while in the center.
Program staff in Seville

Program Director: Dr. Eva Infante Mora
(eva@sevilla.casa.education) is responsible for overall administration of the Center, including day-to-day management of the program, student advising, liaison with the University of Seville, and supervision of program faculty and staff. Dr. Infante, a native of Seville, holds a Ph.D. in Arabic and Islamic Studies from the University of Seville, and an M.A. from the University of Michigan. She has been with the program since 1997.

Program Coordinator: Luisa Alvarez-OssorioPiñero
(luisa@sevilla.casa.education) has been with the Center since 1997. Among other responsibilities, she handles student housing, paperwork for student registration, visa extensions, and other official matters. She is a graduate of the University of Seville.

Program Assistant: Dr. Bartolomé Miranda Díaz
(bartolomemiranda@hotmail.com) assists the Program Director and Program Coordinator with maintenance of the program library, organization of cultural activities, and organization of student excursions. Dr. Miranda Díaz holds a degree in Art History and holds a Ph.D. in History from the University of Seville.

Faculty-in-Residence: This is a rotating position among faculty members from the consortium universities. The faculty-in-residence teaches one class, advises students and contributes to the overall life of the program. The faculty-in-residence represents the interests of the consortium institutions and home university departments to the University of Seville, building connections to academic departments.

For the 2016-2017 academic year, the faculty-in-residence will be Professor Gustavo Flores-Macías
(gaf44@cornell.edu). Professor Flores-Macías is the director of the Latin American Studies Program and assistant professor in the Government department at Cornell University.
FALL SEMESTER

22 August Arrival in Seville
23 August “Beyond the stereotypes” starts
19 September Classes start at the Center and the University
12 October Día de la Hispanidad (holiday)
21 October Pass/Fail deadline
1 November Día de Todos los Santos (holiday)
6 December Día de la Constitución (holiday)
8 December Día de la Inmaculada (local holiday)
19-21 December Exams period (fall students only)
21 December End of fall semester *
22 December-8 January Christmas break
9 January Classes resume
23 January-5 February Exam period for fall classes at the University for full-year students

* No Fall student can leave the program before this date

SPRING SEMESTER

9 January Arrival in Seville of Spring students
10 January “Beyond the stereotypes” starts
6 February Classes start at the Center and the University
28 February Día de Andalucía (holiday)
10 March Pass/Fail deadline
9-16 April Holy Week vacation
29 April-7 May Feria vacation (tentative)
1 May Labor Day (Holiday)
22-26 May Finals at the Center
2 June Finals start at the University of Seville *

No student can leave the Program before the date of his / her final exams at the University

*There is no official date for the end of the spring semester at the University of Seville. Final exams take place during the month of June. Exact exam schedules are not available until on-site course registration. It is recommended that students purchase flexible or open-ended airline tickets.
ACADEMIC INFORMATION

ACADEMIC REQUIREMENTS
All courses are taught in Spanish. Fall students will take five courses, including Másallá de los estereotipos. Spring students must take five courses, including Másallá de los estereotipos. Program Center courses are similar in style to courses taught on a U.S. university campus, while courses at the University of Seville provide direct contact with local students and a different university system.

All students should attend at least two extra courses for which they will register during the first weeks of class at the university, and then narrow down their final list once they have read the syllabus, listened to the instructor’s lecture style, pronunciation, and so forth. Students can also use this week period to get approval from their home university academic advisors if necessary. The program center fax machine and email can be used for these academic needs during this time. Students must make final decisions about dropping courses one week after the beginning of classes.

You may enroll in almost any course offered at the University of Seville, provided you have the necessary academic background. Students typically take classes in the facultades of philology, history, psychology, communications and labor relations, and have been very successful in these classes. Political science does not exist as an area of study but many students find appropriate classes in history and other areas. Some students have had difficulties taking courses in economics and business administration because it is a very challenging and demanding facultad. You need to be aware that some facultades restrict courses a visiting student can take (such as first year courses). Classes in the fine arts are unavailable. If there is a course that you must take while on the program, you should check with your study abroad office and the Program Director to see about possible restrictions.

Please note that the instructors at the University of Seville are not obligated to comply with requests for special exams or dates. If the instructor for a course is not willing to make special arrangements, you should have other course choices available as alternatives. Year-long students should follow the regular schedule of exams for the Spanish students.

At the end of the semester, you will need to schedule an exit interview with the Program Director to talk about your experience in Seville. This is the chance for her to verify your class schedule and make sure that you have completed all course requirements at the University. It is essential that you finish all course work and requirements before leaving Seville at the end of the program. The program does not take any responsibility for providing you with a grade if you leave with work unfinished. As with an incomplete in the U.S., an incomplete in Seville becomes a failing grade on your transcript in time. Work not completed before departure from Seville will result in a failing grade. Only in case of extraordinary circumstances, such as documented medical incapacity, can a student receive a temporary grade of incomplete.
Fall Course Requirement
All students will begin with **Másallá de los estereotipos**, after which they must take four additional courses to complete the fall semester, one of which must be taken at the program center, and three of which must be taken at the University of Seville.

Spring Course Requirement
All new students will begin with **Másallá de los estereotipos**, after which they must take four additional courses to complete the term, one of which must be taken at the program center, and 3 of which must be taken at the University of Seville. Continuing full-year students will not take the course **Mas allá de los estereotipos** in the Spring and must take four courses, 1 of which must be taken at the program center, and 3 of which must be taken at the University of Seville.

**COURSE SELECTION**

Home Center/Facultad
- Students will need to select a Preferred Center (department) due to the online registration system at the university. You can find a list of Facultades (departments) here: http://www.us.es/centros/propios/index.html. All students can take as many classes as they want to in the preferred center and are required to take at least one in that department.
- Then there is an option to select up to two courses in other departments, but at least one has to be in the preferred center.
  - Instructions on how to navigate websites of most popular Facultades in search for courses: http://sevilla.casa.education/programa-academico/preseleccion-de-clases/**Note: Class schedules for the Fall (and Academic Year) will not be posted until September.**
- Students are required to plan their course of study prior to departure. Students from each home university should be sure to fill out the following documents:
  - Cornell University: Study Abroad Participation and Course Approval Form
  - University of Pennsylvania: Academic Approval Form and XCAT
  - Any other CASA student should check with their home school advisor about academic requirements
- On these forms, students list a tentative selection of courses and then seek approval from the undergraduate chair or advisor in each department where credit is sought. All courses selected should be appropriately rigorous in academic content. Each home university reserves the right to award or deny credit accordingly. The Program Director is available to clarify and advise on this subject. Remember, also, that in order to grant departmental credit for a course, some departments require that you show the syllabi, reading lists, and your notes and papers when you return from Seville. Do not discard these items at the end of the term.
- After you have consulted with your advisors about your courses, you will begin the second step in the pre-selection process, which entails pre-registration through the online University of Seville website. Eva Infante will provide you with details and instructions for this pre-selection process.
- All students are reminded that academic advising is a continual process, beginning with pre-selection of courses and continuing with onsite registration. In meeting with academic advisors prior to departure, many students benefit from discussing broad requirements in order to maximize onsite flexibility with course selection.
ACADEMIC CREDIT AND COURSE APPROVAL

Cornell University
If for any reason your course selection differs from the course you listed on your Study Abroad Participation & Course Approval form, you must notify your faculty advisor and the study abroad advisor in your Cornell College. If you are seeking major credit for courses taken in Seville, you should seek preliminary approval from the department in question; the final award of major credit comes only after your grade report from abroad is received at Cornell. You will finalize your course selection after arrival in Seville.
Students in Cornell’s College of Arts and Sciences must take all courses in liberal arts subjects (subjects, if they were taught at Cornell, would be taught in the College of Arts and Sciences). Only with permission in advance from the College may you be able to take one non-Arts course per semester (in business, engineering, law, etc.) Cornell students remain registered at Cornell while they study in Seville. You will be registered for placeholder credits while you are abroad; when your grade report is received at Cornell, the course titles and grades of all courses for which you enrolled will be entered on your Cornell transcript. In most cases you will receive 15 Cornell credits for completing a normal full course load in the program.

University of Pennsylvania
Students from the University of Pennsylvania should contact the Penn Abroad office or their home school academic advisor for study abroad for more information on academic policies pertaining to Penn requirements.
All courses taken abroad must be entered into XCAT to request credit approval.
*Penn students should not enroll in De la idea al Texto, Taller de RedacciónenEspañol, as Penn credit will not be given for this course.

Vanderbilt University
All courses taken through this program will appear on your Vanderbilt transcript as direct credit. This means that your grades from Seville will factor into your transcript and GPA nearly exactly as if you had taken them at Vanderbilt. (Exceptions include AXLE credit, which is only available for courses taught by Vanderbilt faculty.)
Although Vanderbilt does not require a specific course approval form, all students are expected to have discussed how coursework might be used to fulfill major, minor, AXLE, or Liberal Arts Core credit with their academic adviser.
Your grades from abroad cannot be processed unless all of the courses have been reviewed by Vanderbilt faculty. Students are responsible for ensuring that all of the courses that they take abroad have been properly evaluated for equivalency. Contact the Global Education Office for more information about how to request course evaluations.

CASA students
Any other CASA student should check with their home school advisor about the transfer of credit.

COURSE STRUCTURE AND ATTENDANCE

Másallá de los estereotipos and all other classes at the Center follow the American system. You are required to attend class, participate in the discussions and prepare daily work. Your attendance record will be reflected in your final grade.
There are differences between how class attendance is viewed in the American and Spanish university systems. American universities function on the basis of daily preparation by students, so as to better enable them to follow the instructor’s lecture and participate in discussion. The advantage of this system is that the student becomes more interested in the subject, and because of the daily preparation, prepares for the final examination as the semester progresses. The study that takes place before the U.S. final examination tends to be a review, not learning of the material for the first time.
Many Spanish university classes are very large and there is little discussion or participation, especially in the first three years of a degree program. The instructor lectures and may not be aware of, or care, who attends class. Usually there are no quizzes, no credit for participation, no oral report or other ways of accumulating grades through multiple assessments. Within this context, students are graded solely on their performance on a final exam. Final examinations tend to be exhaustive and based on the material given in class and reading lists students cover independently. European students are more likely to miss classes than American students; however, they are used to the system and adept at preparing for finals. They are also less grade-conscious than Americans, and under less pressure to pass a course the first time they take it, because they have up to six opportunities to pass the course later. You will not!

Upper-division elective courses called optativas are somewhat similar to U.S. university courses. They tend to be smaller and sometimes the format is like that of a seminar, with opportunities for discussion. Optativas have been popular with many program participants.

Tempted as program students may be to follow the example of Spanish colleagues, they should not skip class. Most American students do not know Spanish as well as their Spanish counterparts, and they generally cannot grasp the lectures or readings as quickly. Students who miss classes must work doubly hard to recover and understand the material, and they risk failing the course. Repeatedly failing to attend class, whether at the Center or at the university, may be grounds for dismissal from the program.

2016-2017 SEVILLE PROGRAM CENTER COURSES

Detailed course descriptions and syllabi are also online: http://sevilla.casa.education/programa-acade-mico/clases-en-el-centro/

FALL SEMESTER

Más allá de los estereotipos: Encuentros con la historia, sociedad, lengua y cultura de Sevilla.

Más allá de los estereotipos is a core component of the program. It integrates multiple dimensions of the program beginning on the first day students arrive in Seville and runs until departure. Seville is a complex, dynamic city. Its multidimensionality and the extraordinary number of learning possibilities it offers are a wonderful opportunity for exploration and personal development. Through course, students will develop the skills to learn effectively about this complex and dynamic place.

This course runs for several weeks before classes begin at the University of Seville and continues in a condensed form throughout the academic semester. During the initial phase, the course includes:

- orientation to the University of Seville
- integration into homestay families
- personalized language training and evaluation
- explanation of course offerings
- introduction to the language, anthropo-logy, history, and art that will form the foundation for courses

- selection of and initial participation in community organizations
- guided cultural visits

Each student develops a learning contract to establish personal goals and an activity plan to achieve those goals over the semester. Individual goals may include meeting linguistic improvement targets and developing techniques for studying and reflecting on Sevillano society, culture, politics, history, and art. The results of this work are managed by each student through a personal Seminario portfolio that integrates his or her work.

Students’ learning goals are overseen by the Centro staff, faculty, and tutors, who provide each student with individualized attention. Each student’s aims and progress are tracked through a Blackboard site, which also serves as the basis for individualized tutoring and guidance throughout the semester.

Several meetings are held throughout the semester for students to share their learning experiences with each other. Between in-class hours, projects, and experiential learning, Más allá de los estereotipos requires a similar workload to any regular 3 credit hour course.
Pueblos y culturas de España: Una mirada desde la Antropología Cultural
Dr. Javier Escalera Reyes

The aim of the course it to help the students to develop cultural analysis techniques to research the origins, particular features and current situation of the Spanish peoples, from a plural perspective and using multiple methods (Brewer, & Hunter, 1989, 2006; Johnson, Onwugbuzie, & Turner, 2007; Greene, 2007; Teddlie, & Tashakkori, 2009; Guest, 2013; Johnson & Christensen, 2014; Morgan, 2014). The students will explore the cultural diversity of Spain from ancient times to the present through a systematic approach to cultural, semiotic, social, economic, political and historical perspectives in order to capture a complex and versatile cultural reality without reductionism. We will make use of historical, sociological, anthropological, literary, art and cinema analysis to understand the elements of the diverse cultures of Spain and the images built upon them.

The students will be able to understand the way individuals and social groups, in the national and regional spheres, use cultural references about ethnic, historical and regional identities in present-day Spain, especially in the cases of Castile, the Basque Country, Catalonia and Andalucía. The students will be able to use the same analytical framework to study cultural phenomena and ethnic relations in the United States.

Crisis económicas en América Latina y Europa: causas y consecuencias con énfasis en el contexto español
Dr. Gustavo A. Flores-Macías (Cornell)

This course draws on the Latin American experience with economic crises and structural reform during the 1980s and 1990s to inform and contrast the way that Spain has managed the crisis. It emphasizes the social and political consequences of the crisis for that country, in general, and for Seville, in particular.

In order to make the learning experience more meaningful for students, I intend to organize visits to different actors that have experienced the crisis first hand, including Seville’s Chamber of Commerce, the Seville chapter of the Andaluz Workers Union (Sindicato Andaluz de Trabajadores), and the city’s government (Ayuntamiento de Sevilla) to expose students to different perspectives of the causes and consequences of the crisis. Students would be required to read the newspaper every day, participate actively in class, and comment on daily developments using social media. They would also be required to write several brief memos throughout the semester and a research paper at the end of the term.

This political economy course would provide valuable context for students’ experience abroad, since it would help them make sense of the country’s current economic, social, and political reality. The course could be offered at the 3000 or 4000 level, and no previous knowledge of politics or economics would be required.

SPRING SEMESTER
Más allá de los estereotipos: Encuentros con la historia, sociedad, lengua y cultura de Sevilla.
See above description.

La izquierda en Iberoamérica
Dr. Gustavo A. Flores-Macías (Cornell)

This course aims to introduce students to the different strands that have dominated the Spanish-speaking Left on both sides of the Atlantic, including the evolution of Spain’s left during the 2nd Republic, the Franco years, and the country’s democratic transition, as well as Cuba’s revolutionary left, Chile’s democratic Marxist left, Uruguay’s social-democratic left, and Hugo Chavez’s 21st century socialism.

The course leverages the two-way influence that leftist parties and leaders have had, from the influence of the Cuban Revolution on Spain’s PSOE during Franco’s dictatorship, to the influence that Felipe González’s presidency’s had on social-democratic projects in the New World. It should appeal to students interested in the political factors necessary to understand current political projects advanced by leftist parties—including Spain’s Partido Socialista Obrero Español (PSOE), Izquierda Unida, and Podemos, and Latin America’s pink tide—as well as the policies implemented by contemporary leftist governments.
As with the first course, visits outside the classroom would provide an opportunity for students to experience firsthand the contents of the course and better relate to them. I would take students to visit the local offices of the main political parties. These would be not only leftist parties but across the political spectrum, so that students can compare the institutional settings, cultures, and practices between left and right. For most students, this will be the first time they will have stepped foot in a party headquarters. I will also have them follow the policies of the PSOE mayor Juan Espadas and, if possible, interact with this staff.

This course can also be taught at the 3000 or 4000 levels, and no knowledge of politics is assumed. Students would also be expected to read the newspaper daily and be able to comment on political developments in class and through social media. Participation will be a central component of the final grade, along with regular memos and a final research paper.

**Historia de España Actual**

**Dr. Inmaculada Cordero Olivero**

The main objective of this course is for the students to be able to understand contemporary Spain and, at the end of the semester, give an opinion in a critical, reasonable and objective way about the situation of the country in which they will have been living for a few months. This implies understanding the difficulty of Spanish history in finding a definitive path towards modernization in every aspect. Being part of European Occident on a geopolitical level, Spanish history, during a great part of the 20th Century, from 1939 to 1975, was left out of political and social evolution in the Western World and mostly in Europe. Later, Spain entered into a democratic process which created a transition political model (that inspired studies and analysis) which guaranteed the present running of democracy that can be compared to surrounding Western democracies; however it contains specific features that are presently put into question.

**SPANISH UNIVERSITY SYSTEM**

As is true in most of Europe, the majority of universities in Spain, including the University of Seville, are public rather than private institutions. Of the fifty-plus universities in Spain, all but four are state-controlled, receiving virtually all their funding from the government and offering programs of study whose structure and requirements are centrally mandated. Choosing a university is a very different process for Spanish students than for Americans, with admission being less selective, but with a higher attrition rate than in the U.S. Moreover, Spanish students are required to attend a university within the region in which they reside. The principal advantage of the system is that the cost of a university education is relatively low for every Spanish student who qualifies, tuition costing only a small fraction of what it does in the U.S., even at U.S. public institutions. Many Spanish students can and do continue to live at home during their university years.

Another important contrast is that Spanish university students are far more specialized in their studies than their American counterparts. They apply and are admitted to a specific school (facultad) at a university and choose a major department from within that facultad. All of their courses are taken in that particular department, usually in a set sequence, and there are few or no opportunities for electives. Most degree programs take four years to complete, at which time a grado is awarded. Many students, however, fail to complete their programs of study.

In addition to Spanish students and other Americans studying at the University of Seville, a significant number of students are from European Community countries. Known as ERASMUS students (European Action Scheme for the Mobility of Students), they are part of a large exchange program that sends thousands of EU university students abroad to other EU universities for a term or year.

Spanish university students are expected to work independently and are only rarely subject to the continuous evaluation (quizzes, short papers, etc.) to which American students are accustomed. Most courses are lecture courses, and discussion sections are rare. Accustomed to small classes, assigned readings, and opportunities during class to speak about the material with their professors, American students may initially feel that the Spanish university system is not as demanding as the American one. This is very deceptive, however, and to have a successful academic experience, it is necessary to attend all
lectures (even if your Spanish peers do not) and keep up with your work outside of class. In some subject areas, you will find you need to do extra research to keep up with Spanish students that typically have more background through previous study. In addition, you will need to compensate for any linguistic shortcomings by paying careful attention to what is said in class and learning to take good notes. You may find it valuable to ask Spanish students in class for help—you are likely to find them very generous with their time and even willing to lend their notes.

There is also a strong contrast between the U.S. and Spain with respect to the philosophy that underlies the grading system: Spanish students are not graded on a curve (i.e., are not assessed in comparison to other students in the course), but rather are evaluated against an abstract standard of what constitutes excellent performance. Only a small fraction of Spanish students receive the highest marks, and there is much less emphasis on grades or on accumulating a high overall academic average. In general it is enough to pass a course—most marks are in the range of aprobado and any mark above 4.9 is considered passing. The grading scale, from 1 to 10, is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Matrícula de Honor</td>
</tr>
<tr>
<td>9</td>
<td>Sobresaliente</td>
</tr>
<tr>
<td>7-8</td>
<td>Notable</td>
</tr>
<tr>
<td>5-6</td>
<td>Aprobado</td>
</tr>
<tr>
<td>0-4</td>
<td>Suspenso</td>
</tr>
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<td>NP</td>
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Universities in Spain do not usually provide housing for their students, and many students continue living with their families while at university and afterwards. Students whose families do not live within commuting distance of the university often live in town at one of the colegios mayores (residence halls) which are privately run and house students from different institutions together. In Madrid, some of these colegios mayores are similar to dormitories on U.S. university campuses; in Seville, however, they tend to be more traditional and somewhat restrictive—a number are run by religious organizations and have strict rules, including curfews.

**UNIVERSITY OF SEVILLE**

The University of Seville is one of the oldest universities in Spain. The royal warrant for its establishment was granted in 1502, ten years after Columbus set sail for what was to become known as the New World. In its first years, the university was housed in a building near the Cathedral and Reales Alcazares, and consisted of just four facultades: theology, medicine, civil and canon law, and liberal arts. A nearby colegio provided housing for the entire student body of fifteen. Today, the university boasts an enrollment of more than 32,400 students and a faculty of 1,550, divided between seventeen facultades. The main university building, in central Seville and convenient to the program center, houses the facultades of law, history and geography, and philology, the principal schools in which program students are most likely to take courses. This building was once a tobacco factory—the same one where the heroine in Bizet’s opera Carmen was employed. Other facultades (communication, psychology, pharmacology, physics, chemistry, the language institute, economics and business administration, fine arts, biology, education, mathematics, medicine, architecture, industrial engineering, and nursing) are located elsewhere in the city and can be reached by bus.
Seville Libraries
There is a central library at the University of Seville, the BibliotecadelRectorado, located in the main building (tobacco factory). Each facultad has its own library, but access is limited and hours tend to be shorter than libraries in U.S. universities. Locating and retrieving materials for research papers may also take longer than at home. Most libraries in Seville, as in Europe in general, have closed stacks where you are not allowed to search for books yourself, but instead must leave the name of the book and its call number with the librarian, who will locate the book and bring it to you. In general, library hours are from 9:00 to 13:00 and from 16:30 to 19:00, Monday through Friday.
The program center library houses approximately 1,000 volumes, including basic reference books in a variety of fields. It is open the same hours as the center.
The public library and the library at the Escuela de Estudios Hispanoamericanos (which has an excellent collection on the Americas) are also available to you. Both libraries will issue you a library card upon application. The Archivo de Indias, for which Seville is well known, has an important collection of documents which may be useful for certain research projects.
Grades
All grades earned during the program will be reported to your home university office. Grades at the University of Seville range from 10 (the highest) to 0 (the lowest).

Pass/Fail Option
Students wishing to take a class pass/fail while abroad should check with their study abroad office and departmental advisors regarding specific requirements. Cornell University and Vanderbilt University students cannot take courses on a pass/fail basis.

Grade Changes
In Spanish universities, students do not contact faculty to ask for changes in their grade. Final grades are final. Students on the CASA Seville program are expected to follow this practice and accept their grades as final. In extreme cases where students believe there may have been an error in calculating their grade, students may discuss this with the Program Director. The Program Director can seek clarification from the professor to confirm whether the grade is indeed accurate. Please note that students are responsible for all their assignments and that the Program Director does not have the power to change a grade.

Final Interviews and Program Evaluations
All students are required to schedule an exit interview with Eva towards the end of the program. In addition, students will complete a program evaluation and course evaluations during a scheduled session at the center prior to departure. Student feedback is essential to the continued development of the Seville program, which is why these evaluations are required and will be completed by students while they are still on-site.

Posting of Credits
Each home university has different policies regarding how courses, credits, and grades earned in Seville are reported and recorded on student transcripts. In general, all students should expect significant delays before final grades from courses taken at the University of Seville reach their home university. Fall courses typically reach the home university in late April. Year-long courses and Spring courses typically reach the home university in October.

Cornell University
Transcripts will appear with the Spanish grade only. Cornell students may not take courses pass/fail.

University of Pennsylvania
University of Pennsylvania students should contact the Penn Abroad office or their home school academic advisor for study abroad for more information on grading policies and pass/fail options.

Vanderbilt University
Courses taken through CASA Seville will factor into Vanderbilt transcripts as direct credit. Courses taken will not count towards the College of Arts and Science’s AXLE core. Contact the Global Education Office or the International Curriculum and Credentials Analyst for more information.
PROGRAM-SPONSORED ACTIVITIES

Each semester, the program center organizes several cultural visits, invites lecturers, and plans other special activities for program participants. Academic year students will be invited to attend certain functions placed during the Spring term, as a way of welcoming new students to the program and helping them adapt to life in Seville. Academic year students will not be permitted to attend the activities or excursions for the Spring *Más allá de los estereotipos*. At the Program Director’s discretion, and subject to availability, academic year students may participate in certain activities or cultural visits, if they cover the cost of their participation. Occasionally students ask to be reimbursed for excursions and cultural events that were covered by their program fees and that they did not attend. Please understand that you are expected to participate in all such functions and, if any foreseen or unforeseen situation prevents your attendance, the program will not be able to reimburse the fees associated with the event.
PREPARING FOR DEPARTURE

APPLYING FOR A STUDENT VISA

It is your responsibility to inform yourself of any entry/exit requirements and to get your own visa.

All U.S. citizens participating in the CASA Seville Program must obtain a student visa before traveling to Spain. You must contact the consulate with jurisdiction over the state in which you reside to obtain the necessary visa applications and instructions. In some cases it is possible to use the consulate associated with the state in which your university is located, but this must be verified with the consulate itself.

Some consulates will not process visa applications before or after certain dates, and the process can take several weeks, so it is very important to check the requirements early to learn such details. Generally one or two in-person visits to the consulate are required, so students must plan accordingly.

For students staying longer than 180 days it is also necessary to submit a copy of a Police Record Certificate/FBI Background check with an Apostille. This process can take as long as twelve weeks, so begin as soon as possible. Also, for those staying longer than 180 days, you will also be required to submit a doctor’s letter indicating that you are in good mental and physical health.

Any questions you have about the visa application process, or entry into Spain, should be directed to the Spanish consulate in your jurisdiction:
Spanish Consulate in New York 150 E. 58th Street New York, NY 10155 Phone: (212) 355-4080 Fax: (212) 644-3751 cog.nuevayork@mae.es Website:

A full list of Spanish consulates in the U.S. is available from the Spanish Embassy.

When entering Spain, make sure that the official stamps your passport on the same page as your visa. The student visa is good for 90 or 180 days. It will not be possible to apply for an extended student visa while in Spain, so if any student is considering staying in Spain for the entire academic year, they will need to apply for that longer visa ahead of time.

Students will work with their respective study abroad advisors to clearly identify which terms they will be abroad in Seville.

Non-U.S. citizens may have different visa requirements and should check with the Spanish consulate in their country of citizenship.

Students should contact their Study Abroad offices for more information.

TRAVEL TO SEVILLE

There is no group flight to Spain, and each student is expected to make his or her own travel plans to arrive in Seville for the beginning of the program. Most flights from the U.S. to Europe are overnight flights, arriving early in the morning the following day. All participants should plan to fly into Seville (airport code: SVQ), if possible, and plan accordingly when making plane reservations. You will probably have to take one or two connecting flights, but it can be simpler to fly into Seville than to travel by train from Madrid with a lot of luggage. When you check your luggage for your flight, make sure that it is checked through to Seville. It is possible to do this even if you begin your travel with one airline and conclude with another. This will prevent you from having to go through customs in Madrid or another city before you reach Seville; it is a much simpler process in Seville, where the airport is relatively small.

Upon arrival in Seville, students must make their way to the hotel where program staff will be waiting. In June and November, the Program Director will send a letter of welcome with the hotel name and address, how to take a taxi to the hotel, and other important instructions.
PACKING

All students are recommended to inform themselves of airline policies by researching airline websites or talking with a travel agent. We strongly recommend you not take more than the allowed luggage, as it is expensive to pay for excess baggage, and even if you choose to do this, you will still be responsible for getting your belongings to the hotel, to your home stay, and then back again, at the end. If you have excess baggage sent via post office parcel post (the only reasonably priced option for mailing large items), it will take six to eight weeks to arrive. Large packages or trunks will not be delivered to you. A notice of arrival will be delivered with instructions on how you can pick up packages. This normally involves a trip to the main post office and an extended wait in line. You must then pay customs duty on the items.

Students often bring as many clothes and other personal items to Spain as they would take to campus in the U.S., and then find themselves with luggage too heavy to carry and filled with the wrong things. Below are some suggestions of what to take with you to Spain and what you can easily leave home. The best and simplest advice is to pack light.

Remember that you will need to be able to carry everything that you bring by yourself, and that what you leave behind will be waiting for you when you return. Anything that is not absolutely necessary for your time abroad should be left at home. By packing light, you will find it easier to carry your luggage around airports and bus and train stations, to move in and out of the hotel and your host family apartment, and to travel before and after the program. The following test is recommended: 1) Lay everything you think you will need out on your bed; 2) Remove half of what is there; 3) Pack what is left in your suitcase; 4) When you are already tired, walk around the block and up some stairs while carrying the suitcase and your carry-on items. This will closely resemble what you will experience while traveling. If at this point you do not think you can handle your bags, then remove more items. Remember, you will want to have room to bring home things you will buy while you are in Spain.

Clothing

Clothing that you wear in the U.S. will be generally appropriate in Spain, and you should feel comfortable with what you would normally choose. In general, styles in Spain are a bit dressier than in the U.S. Jogging and athletic attire are worn for exercise purposes but normally not as casual street attire. There may also be occasions such as a visit to the theater or a nice restaurant when you will want to dress a bit more formally than usual, so men should bring at least one sports jacket, tie and nice pants, and women should bring at least one nice dress and pair of shoes.

Bring clothes that can be mixed, matched and layered. Seville can be very warm in the fall and spring, so pack light clothes for these warmer days. While the winter in Seville is mild compared to Ithaca, or Philadelphia, it is still necessary to take winter clothes with you that you can layer. Outside, the weather in winter is likely to be milder than at home (it seldom goes below
freezing), but inside, with central heating either limited or non-existent, you will want to wear more than in the U.S. It may well feel colder inside than out! You should take warm sweaters, a medium- to heavy-weight coat, gloves, scarves, winter pajamas, and even long underwear or sweats if you get really cold at night. Past participants say slippers or warm socks are a must; wood or marble floors can be very cold. Sturdy, comfortable walking shoes are also essential, as you will be doing a lot of walking in Spain on cobble-stoned streets and uneven sidewalks.

Your host family will probably do laundry once per week. Spanish washing machines are a little hard on clothes, so select sturdy items, and try to bring clothes that do not need ironing. While families have washers, they are not likely to have dryers, so in the winter when it is cold and sometimes rainy, clothes may take several days to dry. You may want to bring two sets of sweats and other slow-to-dry items.

Toiletries
Toothpaste, hair products, dental floss and other items are expensive in Spain. You may be able to find the U.S. brands you like, but you will pay more. Students from past years have specifically recommended bringing deodorant, contact lenses and contact lens fluid from home. Toiletries brought and used during the semester create space in your luggage for your return home. Women are encouraged to bring feminine hygiene products with them to Spain, as brands and costs will vary.

Books
You may wish to bring a guidebook to Spain and Europe with you, as English-language books are likely to be more expensive abroad than at home. Students particularly recommend the Let’s Go series and the Lonely Planet publications. Although you may want a Spanish grammar and dictionary (English-Spanish, Spanish-English, or Spanish-Spanish), we do not recommend that you bring these with you. The program center has Spanish grammar books that can be purchased for approximately €45, composition books €37, and workbooks for €23, while many bookstores in Seville carry dictionaries. Rather than bring a dictionary with you, wait and see what your needs are and choose from among the selection in Seville bookstores.

Electrical Appliances
The standard electric current in Europe is 220 volts/50 cycles; the standard electric current in the US is 110 volts/60 cycles. Electricity is very expensive in Spain, outlets are fewer, and you will find it difficult and inconvenient to use American electrical appliances. Electrical items brought from home will need to be adapted for European current and electrical outlets by use of both a transformer and a converter plug, which allows you to plug an American item into a European wall socket. Past participants have felt it is better to purchase electric hair dryers, curling irons, and shavers in Spain, thereby solving both the transformer and converter problems. For some items, such as radios and clocks, battery-operated may be the best way to go; even with an adapter these items may break and are usually cheaper to replace than fix. If you purchase a transformer, you should buy one that converts 125 volts to 220 volts and reaches 1500 watts.

Laptop Computers
Students who own laptops are encouraged to bring them with them to Seville. The Center, in addition to many local cafés, provides wireless connection. A computer is an expensive piece of equipment and liable to theft when you are traveling; it is strongly recommended that you have it insured for any potential loss or damage. While most laptop computers have internal transformers, you should discuss this with the manufacturer and take the proper measures to protect your machine; low quality power transformers can end up damaging your laptop. Students who do not bring laptops with them to Spain will be able to access computers at the Center or in local cafés.

Miscellaneous
Your new Spanish friends and family will be curious about your lifestyle and family in the U.S., so bring some photographs—they are nice to have not only to show others, but for yourself as well. All living situations provide towels and bedding, so you will not need to bring them. Past participants have recommended you bring a sleeping bag and an extra towel if you plan to travel cheaply, because some youth hostels do not provide these items.
ARRIVING AND SETTLING IN

When Fall semester students arrive in late August, and Spring students arrive in early January, they go directly to a centrally located hotel in Seville where they have an opportunity to meet program staff and fellow program participants.

During this time you are given important information about procedures to follow in case of an emergency. You are given a telephone number to reach program staff and information about procedures to follow if telephone communication is unavailable during an emergency. For your own safety, and for the sake of your home university staff, onsite staff and family members back home, pay close attention to this information and be prepared to follow the instructions given.

The Program Coordinator meets with students during the first days to discuss the home stay and make appropriate placements. Throughout this time the Program Director, Program Coordinator, and Program Assistant are available to answer questions and concerns.

Mail

Program staff recommends against using UPS or FedEx due to high surcharges package recipients are required to pay before receiving their items. DHL, however, is acceptable. Please do not send any packages to the program center if there is a chance they will arrive before you do!

Beginning March 2011, all packages with a declared value higher than €45 will be kept in Madrid or Seville customs until the student pays the appropriate VAT taxes. This applies to packages sent by express mail as well as regular mail. More information is available online: http://www.correos.es/Contenido/02E-EnviarPaq/03-PaqInternacional/02E03-adpostales.asp

Fax Use

The Center fax machine is intended for necessary communication between the Center and Cornell or Penn. It is used for the program’s administrative business and to clarify academic issues for the participants. It is not intended as a means of communication for your family and friends back in the U.S., except in the case of an emergency. Students should scan and e-mail documents rather than expecting to use the Center’s fax machine.

Computers and Internet Access

While the program tries to provide participants with many of the amenities available at their home campus, not everything is feasible. Therefore, you should not expect to have the level of access to computer facilities to which you are accustomed on campus at home.

It is recommended that students bring laptops with them to Spain. The CASA Center is wireless. Read about personal laptop use under “Packing” below. Alternatively, students may use computers at the CASA Center to access the internet. More information about email use at the Center will be given to students during onsite orientation. In order to maintain an atmosphere conducive to the language pledge (see below), students are prohibited from using Skype or any other internet program that requires students to speak English while in the center.

All host families will provide internet access to their students. However, students should be mindful of disruptions caused by using Skype to chat with family and friends in U.S. time zones. In order to minimize disruptions to the host family, students are not allowed to go online after midnight.

LIVING IN SPAIN

DIVERSITY IN SPAIN

Spain is a racially, ethnically, and to some extent, religiously diverse nation—although not to the degree you find in some areas of the United States. Spaniards may acknowledge there is discrimination against gypsies and some immigrant groups in their country, but they are less likely to have extensive experiences and interactions with other groups. Regardless of your gender, race, ethnic identity, or sexual orientation, you will find a range of attitudes and responses that may be shaped more by perceptions of you as an American than, for example, as a student of color.

Some students have reported feeling uncomfortable or offended by having been perceived differently than they would normally be on their home campuses. Others have simply pointed out that Spaniards have very different conceptions of identity than we do in the U.S. These situations are not unique to U.S. students studying in Spain; rather they are common in most study abroad experiences. Few have felt that they were mistreated or discriminated against overtly.
Most students who were concerned about how they would be treated in Spain had very positive things to say about their experience. Almost all students report they made close and warm friendships among their host families, fellow Spanish students, and peers at the program center.

Due to images portrayed in U.S. movies and television, some people outside the U.S. stereotype young American women as loose and willing sexual targets. Female students should be aware of this potential negative stereotype and not encourage it by dressing or behaving provocatively in public. On the other hand, a passing stare or admiring comment by men is socially acceptable within Spanish culture. Female students should not respond to such public displays of attention, nor should they be offended. The best reaction is to continue about your business as though nothing happened. This topic will be discussed in Seville.

If you are concerned about how you will be perceived and treated while in Spain, we encourage you to speak to past program participants and to share your concerns with study abroad staff before you travel abroad. If you experience problems in Seville, please discuss them with the visiting faculty member, program director or program coordinator.

THE SPANISH HOME STAY

All students will be required to live with local host families for the duration of their program. The families who host our students are key partners in our organization and have been working with us for many years to support your language and culture learning. Alumni responses show that homestays are one of the best things about our program, and other studies about study abroad support this, too. Our families receive a modest stipend to offset the cost of hosting students. However, the reason they do this work is because they enjoy being ambassadors to Seville and getting to know students from other cultures. It’s normal to feel uncomfortable at first in a new, communal living situation, and it may take some adjustment and awkward encounters at the beginning as you get to know each other. Our families are committed to welcoming you into their homes and families and to making your stay with them comfortable.
Host Family Placement

Within a few days of arrival in Seville, students will move to their Spanish home stay. The Program Coordinator, Luisa Álvarez-Ossorio Piñero, works diligently to assure student placements are comfortable, by visiting the homes and interviewing families. The Program Coordinator does her best to meet student needs and preferences, using the information gathered from the housing questionnaire and from interviews during onsite orientation. When placing students with host families, priority is given to dietary and medical considerations. The program will make every effort to house students according to their preferences, but students should be aware that it may not be possible to accommodate all needs and preferences. Your flexibility and openness will make your time with the family and the program much more comfortable and enjoyable.

Host Family Expectations

Most host families house two program participants in a double room. Single rooms have limited availability. Although the program generally does not place more than two students in one home, some host families may be hosting students from other programs.

As family life can vary in the U.S., the definition of family can vary in Spain. A typical host family will not necessarily include two parents or children your age. Students often find their host is a widow or a divorcée who houses students to supplement her income.

Seville is a large city, so you can expect your host family placement to be further from the center of campus than if you were in Philadelphia or Ithaca.

Most home stays are in apartment buildings, generally within a twenty to thirty-minutewalk from the program center and the main campus of the University of Seville. In some cases, you may be required to take a bus. Under no circumstances will you be placed outside the public transportation system.

You should be aware that this is a boarding situation, paid for by the program fee, and not a free exchange, like one might find in a high school program. While the families do have some interest in the cultural aspects of housing a student, there is a clear economic motive driving the relationship.

Manners and Etiquette

Though hosting a university student is a favorable financial arrangement for a Spanish family, most students find that they develop a friendly relationship with their host families. This is not something you should take for granted, however, and it may take a concerted effort on your part. It may be some time before you feel accepted, but in the meantime you should take advantage of the benefits available to you, such as the opportunity to eat Spanish food, practice speaking Spanish, watch Spanish television, and observe Spanish customs. While you are not expected to perform any household chores, and you will not be held to a curfew, you will be expected to comply with certain family rules, such as making your bed daily or calling if you will be late for a meal. This is common courtesy, and will go a long way in establishing a comfortable and friendly atmosphere at home.
One way to establish a friendly relationship with your host family is to bring a small gift as a token of appreciation. Since you will not know who you will live with prior to departure, it is best to bring a gift appropriate to share with an entire household, such as a food item typical of your home town. After your initial arrival, a friendly relationship can be established through other occasional gestures of appreciation, such as a bouquet of flowers.

Remembering to show appreciation to your hosts can make a significant impact on your relationship.

As part of your daily routine, bid family members Buenos dias and Buenos noches and ask them about their family, pastimes, work, etc. It may seem formal, but it will help to establish a comfortable relationship in the Spanish culture.

Conflict Resolution
Cultural and personal differences might surface as you and your host family gets to know one another. We advise you to communicate with the host family and/or with the Program Coordinator before problems escalate

Program staff will work with you and your host family to remedy problems. While personality conflicts may arise, these are generally not a valid reason for terminating a housing arrangement and the Program Coordinator can mentor you through a process of conflict resolution.

Academic Year Students
Full year students may petition to opt-out of the homestay requirement for the second semester of the program. All petitions should be filed with the student’s home university no later than November 1. Students must demonstrate that the alternative arrangements will still provide similar educational outcomes as achieved by full language immersion with a local family, and that the alternative living arrangements will still be conducive to language and cultural learning. Each home university will make the final decision to grant an exception to the above host family policy. If a student’s petition is accepted, the home university will determine its policy for reduction in program fees (related to room and board costs), if applicable

Amenities
You can expect certain basic amenities from your housing situation. The agreement that the program makes with the families stipulates that your room have certain basic facilities, such as decent lighting, a table or desk for studying, a bed and a closet. You should be allowed one hot shower per day, and your laundry will be done for you. Most houses and apartments in Seville lack central heating and in the winter you are likely to find it colder in your homes than outside. Be prepared to dress and sleep in more clothes than you would at home.

Food
Sharing meals is a significant part of Spanish culture. Establishing an easy, friendly relationship with your hosts is best done during mealtimes, so the program encourages you to be present for meals in the home whenever possible. Your hosts are asked to prepare three meals a day for you, and to put aside a meal for you when you are not able to be there. Many host families will wait for you to arrive to begin eating, so it is essential that you let your hosts know when you are not going to be home for a meal. As a matter of courtesy, you should remain at the table until everyone has finished.

Eating new things and experiencing new tastes are part of exploring a new culture, and Spain is no different from many cultures in the pride it takes in its cuisine. The food may be different from what you are used to, both in the way it is prepared and in the varieties of food. If you have particular food preferences, please let your hosts know, but remember that you are expected to try to conform to the family as much as possible, including at meal times. When your hosts prepare a meal that you enjoy, make sure to compliment them, and you will be likely to be served that dish again.

The Program Coordinator will try to find host families that can accommodate students with restrictive diets. If you have serious dietary restrictions due to allergies, please make this clear in your housing questionnaire. Please be aware that very strict vegetarians (vegans) and kosher eaters will find it extremely difficult to maintain their dietary regimens during their stay in Spain. Very few Spaniards eat
only vegetarian or kosher foods, and not all families are willing to make special meals. If you are strictly vegan or kosher, it may be necessary for you to supplement your diet at your own expense, to maintain a proper nutritional balance. Students with additional questions or concerns about dietary matters are encouraged to talk to their home university advisor prior to the start of the program.

**Visitors**

If family or friends plan to visit you during your study in Seville, the program can provide suggestions on accommodations in the city. Plan early, especially if your visitors wish to come during Semana Santa or Feria de Abril, when hotel space will be at a premium. Do not plan to have visitors stay with you at your home stay, and be mindful that visitors should not disrupt your normal class schedule.

**Electricity Use**

Electricity is considerably more expensive in Europe than in the U.S. Turn lights off when you leave your room, take shorter showers or baths, and conserve energy as much as possible. Never leave electric appliances running while you are gone. It is essential to the success of your home stay experience that you develop these good habits early during your stay.

**Internet Use**

All host families will provide internet access to their students. However, students should be mindful of disruptions caused by using Skype to chat with family and friends in U.S. time zones. In order to minimize disruptions to the host family, students are not allowed to go online after midnight.

**Use of Host Family's Phone**

Landline telephones are extremely expensive in Spain. A call from Spain to the U.S. costs nearly three times as much as a call from the U.S. to Spain. All host families do have telephones, but you will find that family members, especially young adults, frequently use public pay phones, or cell phones, for outgoing calls. Even local phone calls in Spain are expensive, and phone bills do not provide a breakdown of calls such as we are accustomed to here. Please be courteous if using your host family’s phone. Limit the amount of time that you spend on the phone so that the family is able to make and receive their own calls. When you first arrive, we suggest asking your host family if you are permitted to make outgoing calls from the home. For international calls from your family’s home, you must have a calling card, which can be purchased in the U.S. prior to departure or locally in Spain. It may be more inexpensive for friends and family to call you rather than the reverse, but please remind them that if they call you, they should be mindful of the time difference between Spain and the U.S. so that such calls do not disrupt your hosts.
CELL PHONES
For purposes of safety and convenience, we highly recommend students purchase or rent a cell phone, or móvil. You most likely will not be able to use your current cell phone in Europe, and you should check with your carrier to verify coverage and international roaming surcharges. Prices and calling plans can vary, but there are several affordable options, such as Vodafone, Orange, and Movistar.
Program staff will maintain a list of cell phone numbers for use in contacting students during an emergency. You must inform program staff of your cell phone number and any changes to it.

MANAGING AND BUDGETING YOUR MONEY
Banking and other money matters are your responsibility. Please budget and manage your money carefully because the Cornell-Penn program does not have the means to aid you if you find yourself without funds.
The program fee you pay your home university covers the costs of your home stay (including laundry and meals), program excursions, and other program-related events. Before you leave for Spain, you should plan how to handle your money during your term or year abroad. You will need to budget for expenses such as local transportation, toiletries, social activities, any meals taken outside your home stay, and any additional travel. The Spanish banking system can be cumbersome, and there can be long delays in transferring money to a local account in Seville. We therefore do not recommend that you open an account with a Spanish bank.
The overall cost of living abroad can be higher than at home because you are in an unfamiliar environment and will be confronted with an almost endless array of entertainment possibilities. Spanish students, because of the lack of part-time employment, have very little spare cash. They and others may assume that, because you are an American, you have a great deal of money. With tact you can avoid playing into their stereotypes. It is a good idea to check your bill at restaurants, bars, and stores. It is important not to flaunt the cash you may be carrying with you. Entertaining yourself in Seville does not have to be expensive.
In Spain, the person who does the inviting normally offers to pay the bill. This rule may vary within the college student population, but you should be aware of it. If your Spanish friends treat for a round of drinks or coffee at a café, you should take your turn to treat them to the next round or the next time you meet for coffee.
Before departure it is a good idea to purchase Euros in the United States for arrival; make sure to plan ahead for this, as it may take your bank two weeks to get foreign currency. You normally can purchase Euros at the Seville airport, unless you arrive at an off-hour when the exchange booths are closed. You may also be able to withdraw Euros from an ATM at the airport. Keep in mind, though, that most airport exchange services do not give the best rate of exchange, so it is preferable to obtain Euros prior to leaving the U.S.
ATM Cards

Both the Plus and Cirrus systems operate in Spain, as elsewhere in Europe. Many students find this the easiest way to get money—their parents deposit funds in their account at home, and they withdraw it in Spain. Typically, ATM withdrawals give very good exchange rates, better than traveler’s checks, but you will be charged a transaction fee by your bank at home, and should therefore try to make fewer, but larger withdrawals each time. If you plan to use an ATM card, make sure that your particular ATM card account is accessible in Spain and that you have an international PIN. Also, you may be limited to using your ATM card for your checking account only, as savings account withdrawals may not work. It is a good idea to have a parent’s name on your account and to bring a spare copy of your ATM card with you, in case the first gets damaged.

Debit Cards

Debit cards operate in much the same way as ATM cards, withdrawing money from a bank account (often a savings account); they also can be used as credit cards, and thus serve two functions. As with an ATM card, you should make sure you have an international PIN. Be aware too that there are sometimes limitations on how often or how much (or how little) you can charge/withdraw using a debit card. Determine this limit before you go, so that you avoid last-minute, unpleasant surprises.

Credit Cards

Credit cards such as Visa and MasterCard are widely used in Europe, and are invaluable in a financial emergency. Ask your bank for a PIN that will be valid in Europe and ask them about fees for use with foreign currencies. While we would suggest this only in emergencies, you can go into any Visa- or MasterCard-participating bank in Western Europe, present your credit card, and draw cash immediately or purchase traveler’s checks. Because of the high interest rates and fees charged for cash advances, it is advisable to avoid this method to obtain money unless you have no other option.

In some cases a Spanish merchant may not allow a credit card to be used when the amount being spent is small. For example, it may not be an option to use a credit card to pay for an inexpensive meal in a restaurant, even though there may be a Master Card logo in the window. Spaniards understand that the card can be used to pay a large bill for a party of guests, but not for lesser amounts. It is wise to ask before assuming you can use your credit card.

At a cardholder’s request, most major lenders will issue an additional card in the name of a son/daughter. If you plan to use your parents’ credit card account, you should request the additional card early enough for you to have it before you leave, and it should have your name written on it exactly as it appears on your passport. If you elect this method, the line of credit is the same amount as on the cardholder’s account, and the monthly bill is also presented to the cardholder.

Citibank has a branch in Seville, among other places in Europe, and students with credit cards and bank accounts with Citibank have found it especially easy to get money through them.

It is prudent to have more than one way to get funds while you are abroad. An ATM may refuse your card (or destroy it), banks are not always open to cash traveler’s checks, and you may not find it convenient to get to the American Express office. Personal checks cannot be cashed in any bank in Europe. Therefore, you should have more than one means of accessing funds at any one time.

American Express

There is an American Express Travel office in the city of Seville, a short distance from the program center. It is located in the Hotel Inglaterra, Plaza Nueva nº 7, phone 421-1617. At the American Express office, you may write checks for up to $1,000.00 every 21 days; to do so, you must have an American Express Credit Card (green) in your name and personal checks in your name from your account back home. Your parents can deposit money periodically in your account back home; this allows you to avoid any need to transfer funds internationally. You can also purchase American Express traveler’s checks at the American Express office.
**TRAVEL DURING THE PROGRAM**

Your home university does not encourage extensive travel while program classes are in session. If you plan to travel outside of Seville while the program is in progress, you must inform the Resident Director of your travel plans, and provide contact information. Because this policy relates directly to student safety and the program’s ability to respond to an emergency, failure to follow the appropriate procedure could result in a student’s expulsion from the program. During your first days in Seville, you will be given specific instructions for how to report this information. You will be on your own for any travel prior to the program start date or after your last final exam, so you should establish a plan with your family at home for how you will contact one another, and procedures to follow, in case of emergency during those times.

We ask that you make wise travel choices in order to fully benefit from your academic and cultural immersion in Spain. We encourage you to consider the benefits of exploring Seville on the weekends, forming local relationships, and traveling with non-English speaking friends. When making travel plans with family and friends, we recommend that you plan your trips to other European countries for before the program starts or after it ends.

**If you travel outside of Seville during the program, you must provide program staff with your itinerary and contact information prior to departure.**

**Local Transportation**

Walking, buses and taxis are the most efficient ways to get around Seville. Students should be prepared for a daily commute from the host family apartment to the university. Bus passes (bonobús) are available for ten discounted fares; you will be pleasantly surprised at the savings. Many students take advantage of a local bicycle rental service, or sevici. In addition to these methods, students may wish to take advantage of the recently completed subway system.
Intercity Trains

RENFE is the primary train company in Spain. The trains vary in quality, price and speed, but most trains take about eight hours from Seville to Madrid. There is also the high-speed train AVE that takes about two hours to complete its route, but the price of a ticket is more expensive than regular trains.

Regardless of the type of train or route followed, there are a number of discounts available. Purchasing round-trip train tickets that coincide with díasazules entitles you to a 20% discount. In Spain, inquire about Chequetren coupons, TarjetaJoven, TarjetaTurística, Interail, and Eurotren passes. Eurail passes are also a good way to travel around Europe, but can only be purchased in the U.S. Rail passes often require a supplement for sleeper cars and fast trains.

Buses

Bus transportation from one city to another tends to be less expensive than rail travel, and sometimes bus travel is faster than traveling by train. Socibus, a company based in Seville whose buses travel exclusively to and from Madrid, is the cheapest, with a round trip ticket costing roughly €30.

Air Travel

Air travel is expensive in Europe. Students under 30 years of age are often entitled to discounts through TIVE, depending on the time of year.

Automobile Rental

The program strongly recommends against renting cars for travel for several reasons. First, it can be dangerous because traffic systems and road signs are different from the U.S. Second, full insurance plus the daily rental rate is expensive. Third, the alternatives are excellent and readily available; Spain has an efficient and reasonably priced transportation system that provides access by train or bus to almost all cities and towns.
HEALTH AND SAFETY

Health Insurance
All students must have health insurance coverage while abroad. Students should contact their home university study abroad office for additional insurance details or requirements.

PRESCRIPTION MEDICATIONS
If you require prescription medication, you should bring a supply with you to last the entire time that you will be abroad. Although many medications are available worldwide, they are not always identical in strength or composition to what you take at home. Bring medications in your carry-on luggage, in their original containers, along with a letter from your doctor explaining the dosage, why the medication has been prescribed, and why you are traveling with a large quantity. This is especially important if you enter Spain with medications that are highly controlled due to their tendency to be abused in other context. It is illegal to ship medications to Spain; any medications found will be confiscated and assessed with a heavy fine.

IMMUNIZATIONS
If you plan to travel outside of Spain, please make sure you have had the necessary immunizations. You can learn about associated health issues through the Center for Disease Control: www.cdc.gov/travel/.

SEXUAL HEALTH
It is extremely important to be informed ahead of time about the availability of various services and products related to contraception, STDs, and sexual activity. The following information is a brief outline of what you can expect to find in Seville.

Birth control is widely available in Spain. Both birth control and morning after pills are available at clinics and family planning services. Some pharmacies may have birth control available over the counter. Condoms are also easily purchased in pharmacies and in vending machines in bars, pubs, and in the bathrooms of some University of Seville buildings. Abortion is illegal, and is sanctioned only in cases of rape, incest, fetus malformation, and threat of serious physical or psychological harm to the mother. New abortion legislation is scheduled to take effect in July 2010, and has been the subject of public debate.

Unprotected sexual activity risks exposure to sexually transmitted diseases, including AIDS. The rate of infection has increased more rapidly in Spain than in any other country in Europe in recent years. If you worry that you may have become exposed to HIV, you can be tested in hospitals in Spain; the results are confidential.

There is a range of counseling services in Seville. Family planning services comparable to Planned Parenthood are available, as is counseling in the event of sexual assault. The program will provide you with addresses and telephone numbers for the latter when you first arrive.

There are also organizations outside the University of Seville for the LGBTQIA community that may provide counseling services. Same-sex marriage was legalized in 2005. Please refer to the LGBTI Travel Information provided by the U.S. State Department: http://travel.state.gov/content/passports/en/go/lgbt.html
Useful vocabulary:

<table>
<thead>
<tr>
<th>English</th>
<th>Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td>birth control</td>
<td>control de la natalidad</td>
</tr>
<tr>
<td>condoms</td>
<td>condones (o preservativos)</td>
</tr>
<tr>
<td>spermicide</td>
<td>espermicida</td>
</tr>
<tr>
<td>diaphragm</td>
<td>diafragma</td>
</tr>
<tr>
<td>birth control pills</td>
<td>pastillas anticonceptivas</td>
</tr>
<tr>
<td>morning-afterpill</td>
<td>pastilla del diadéspues</td>
</tr>
<tr>
<td>gynecologist</td>
<td>ginecólogo/a</td>
</tr>
<tr>
<td>bladder infection</td>
<td>infección de la vejiga</td>
</tr>
<tr>
<td>yeast infection</td>
<td>hongos</td>
</tr>
<tr>
<td>tampon</td>
<td>tampón</td>
</tr>
<tr>
<td>sanitary napkin</td>
<td>compresa</td>
</tr>
<tr>
<td>menstrual cycle</td>
<td>ciclo menstrual (menstruación)</td>
</tr>
<tr>
<td>AIDS</td>
<td>SIDA</td>
</tr>
<tr>
<td>sexually transmitted disease</td>
<td>enfermedad de transmisión sexual</td>
</tr>
</tbody>
</table>

EMERGENCY PROCEDURES & STAYING SAFE

Spain is generally as safe as the U.S., and in some cases safer. As is true of any large city, however, there are problems with petty thievery in Madrid, and some in Seville. You can avoid many problems by being cautious and remembering the important points about staying safe listed below. While crime, most certainly violent crime, is less prevalent in Spain than in similar-sized cities in the U.S., tourists are always a favorite target of criminals, so please be mindful of your surroundings and belongings at all times.

If an emergency situation related to your health or safety occurs during the program, it is important to contact the Program Director, your home university, and your family at home immediately. This includes the unlikely event of a natural disaster (earthquake) or large-scale emergency (terrorist attack, large building fire) in Seville, or in an area where you are traveling during the program. If you imagine people may be worried about you, they probably are.

Soon after you arrive, your director will give you instructions for how you should contact program staff in case of an emergency. Since you will be on your own if you travel before or after the official program dates, please make plans and discuss emergency procedures with your family for use at these times.

The following is a list of some precautions you can take to ensure your safety:

- Pack lightly so that you do not need help with your things when traveling place to place.
- Do not leave luggage unguarded.
- Do not take anything of real or sentimental value with you; it is not necessary to wear expensive jewelry or watches.
- Do not carry your passport, plane tickets, or large sums of money with you unless these items are necessary for a specific purpose. In Seville the hotel has a safe box in each room that you can use.
- Keep a photocopy of your passport, including the validity page with your picture and signature, in a safe place both in the U.S. and in Spain. Should you lose your passport, it will help to have these copies.
- If you go out at night, do not walk home alone. Men and women should observe this precaution. Stay with a friend and take a cab home, all the way to your door.
- Do not take a purse with you to a club unless it is one you can keep with you at all times.
- Most incidents of crime and injury to students abroad involve alcohol abuse. Do not compromise your judgment or ability to respond to an emergency by drinking excessively.
EMERGENCY CONTACTS

Provide one copy to your family and carry one copy with you. Additional information will be provided during onsite orientation. In the event of an emergency onsite, immediately call local emergency services. In the event of a health emergency, students should go immediately to the nearest physician or hospital without delay and then contact their insurance provider. Contact your resident director immediately if you are victim of a crime or need emergency assistance. Finally, contact your home university as soon as you are able.

Local 911 Equivalent: 112 Emergency
091 Police
Cornell University: 1-607-255-1111 Cornell Police Department
University of Pennsylvania: 1- 215-573-3333 Penn Campus Security
Vanderbilt University geoalerts@vanderbilt.edu
Harvard Travel Assist 1-617-998-0000

My Passport Number and Expiration: ...........................................................................................................................................................................................

My local phone: ...........................................................................................................................................................................................................

Host Family: ............................................................................................................................................................................................................

Address: ................................................................................................................................................................................................................

Phone: ...................................................................................................................................................................................................................

CASA SEVILLA
Eva Infante, Program Director
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Office Phone: 011-34-954 223 351
Director’s Home Phone: 011 34 954 540 525
eva@sevilla.casa.education

U.S.A. Embassy in Madrid
c/ Serrano,75
Madrid 28006
Phone: 011-34-91-587-2200
Fax: 011-34-91-587-2303
http://madrid.usembassy.govaskacs@state.gov
ADDITIONAL RESOURCES

Print

Film & Television

Web
General
Spain Official Tourist Information: www.spain.info
Glimpse: Your Stories from Abroad http://glimpse.org
Andalucías Official Tourism: www.andalucia.org/
Seville Official Tourism Site: www.turismo.sevilla.org/paginas_es/portada.asp

Travel
Lonely Planet Travel Guides and Travel Information: www.lonelyplanet.com

Renfe trains: www.renfe.es/
Iberia airline: www.iberia.com/
Spanish Youth Hostel Network: www.reaj.com

Local Transportation
Alsabusline: www.alsa.es/portal/site/Alsa
Socibusline: www.socibus.es/index.html
Damabusline: www.damas-sa.es/
Transporites Urbanos de Sevilla: www.tussam.es/
Sevicibiclyceralent: http://en.sevici.es/
Metro de Sevilla: www.metrodesevilla.org

Media
ABC: www.abc.es
El País: www.elpais.com
La Guía de Ocio y Entretenimiento de España: www.guialdelocio.es
El Mundo: www.elmundo.es
Diario de Sevilla: www.diariodesevilla.es/

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