Interning Abroad

API INTERNSHIPS
SUMMER 2020
# Table of Contents

- **Academics** ........................................... 2
- **Pre-departure Planning** .......................... 2
- **Credits and Course Load** ....................... 2
- **Course Equivalency** ............................... 2
- **Syllabus and Academic Work** ................... 2
- **Internship Placement** .............................. 2
- **Internship Attendance/Expectations** .......... 3
- **Check-Ins** .......................................... 3
- **Grades** .............................................. 3
- **Transcripts** ......................................... 4
- **Language Immersion Requirement** ............ 4
- **Money Matters** ...................................... 4
- **Cost Estimate** ....................................... 4
- **Housing Costs** ...................................... 4
- **API Payments/Refunds** ........................... 4
- **Currency Exchange** ............................... 4
- **Money on Arrival** ................................. 5
- **Cost of Living** ...................................... 5
- **Banking** ............................................ 5
- **Credit Cards and ATMs** ........................... 5
- **Traveler’s Checks** ................................. 5
- **Scholarships** ....................................... 5
- **Health & Safety** ..................................... 5
- **Centers for Disease Control** ................... 5
- **CDC Recommended Vaccines** ................... 6
- **Common Health Problems** ...................... 6
- **Water** ............................................... 6
- **Insect Bites** ........................................ 6
- **Dengue Fever** ...................................... 6
- **Zika Virus** .......................................... 7
- **Malaria** ............................................. 7
- **Healthcare (May include the following)** .... 7
- **CISI Insurance** ...................................... 7
- **Services for Students with Disabilities** ...... 7
- **Safety in Your Host Country** .................. 8
- **Emergency Contacts** .............................. 9
- **911 Equivalencies** ............................... 9
- **Marijuana and other Illegal Drugs** .......... 9
- **Hiking** .............................................. 9
- **Drinking Culture Abroad** ...................... 9
- **Expectations of Hanging out with Colleagues** 10
- **Catcalling** ......................................... 10
- **Required Documents** ............................. 10
- **Visa/Immigration Documents** .................. 10
- **England & Scotland Tier 5 Visa** ............. 11
- **Visas for Travel to Other Countries** ........ 11
- **Packing Tips** ....................................... 11
- **Weather** ............................................ 11
- **Clothing** ........................................... 11
- **Gifts** .............................................. 12
- **Converters & Adapters** ........................... 12
- **Do Not Bring** ....................................... 12
- **Getting To Your Country** ...................... 12
- **Travel Arrangements** ............................ 12
- **Getting to your Host City** ..................... 12
- **Early, Late or Delayed Arrival** .............. 12
- **Settling In** .......................................... 12
- **Orientation** ......................................... 12
- **On-Site Support** .................................... 12
- **Local Transportation** ............................. 13
- **Activities/Events** ................................. 13
- **Housing** ........................................... 13
- **Living Situation** .................................... 13
- **Meals & Snacks** .................................... 13
Laundry ........................................................................... 13
Internet Access ......................................................... 14
Living with a Host Family ......................................... 14
Your Room in a Host Family ..................................... 14
Guests ............................................................................. 14
Changing Families ..................................................... 14
Financial Arrangements ........................................... 14
Communication .......................................................... 15
Time Difference .......................................................... 15
Email/Internet Access ............................................... 15
Cell Phone Information .............................................. 15
Courteous Communication ........................................ 15
Snail Mail ......................................................................... 15
Communicating in Spanish (if going to a Spanish
speaking country) ....................................................... 15
Travel While Abroad ............................................... 16
Organized Travel ...................................................... 16
Air, Bus & Train Travel .............................................. 16
Web Resources for Learning More ............................ 17
Contact Information .................................................. 17
CONGRATULATIONS on being accepted to the UW-Eau Claire program with Academic Programs International (API). Living and interning in a foreign culture is both an exciting and a challenging experience. Advantages of international internship include:

Gaining new perspectives on a career field
Increasing understanding of different cultures and workplace environments
Getting to know oneself
Developing different perspectives on U.S. work culture
Achieving self-confidence, independence, adaptability and resiliency
Learning skills for the future international job market
Building upon foreign language skills

It is up to you to determine how you can best benefit from these possible advantages. This is your experience!

This program guide is to be used together with the general Study Abroad Handbook. The handbook has information that is valid for all UW-Eau Claire study abroad programs. This guide will provide you with specific information to assist in your preparation for the program. It is designed to complement the study abroad orientation and your individual pre-departure preparations.

Please realize that although this guide was written to help you better prepare for your time abroad, and that all of the information available at the time of publishing has been used, it is impossible for any single resource to answer all of your questions. Your peer advisor will e-mail additional information throughout the semester. We also strongly encourage you to contact the study abroad staff and your peer advisor with your specific questions.

What are YOUR goals for this experience? Common goals of interns include advancement in future profession; wish to expand personal and career horizons; need for a change; wish to challenge oneself with immersion in a new culture.

Information was accurate at time of publishing but is subject to change.
ACADEMICS

Additional information on topics such as maintaining program eligibility, registration at UW-Eau Claire, class attendance, course equivalencies, grades, transcripts and service learning is in the Academics section of your Study Abroad Handbook.

Pre-departure Planning
Please see the API academics page on UWEC’s study abroad site for details on the course you are required to take through API.

Credits and Course Load
All UWEC students are required to enroll in the 6-credit course offered through Nichols College in partnership with API. If API asks you if you want to earn this credit, you must answer “yes.” UWEC feels the credit portion will assist you in getting the most out of your internship experience.

Why can’t I just take an internship course through UWEC? At this time, UWEC’s summer tuition is more expensive than enrolling in the credit through API/Nichols College.

Keep in mind:
• To receive summer financial aid, you must take at least six credits (which this program will fulfill).
• The credits you earn abroad are considered UW-Eau Claire resident credits.
• The classes you take abroad will count towards the total credits needed for graduation.
• You can earn 11 credit for this program. You will need to opt-in when the time comes.
See the Study Abroad Handbook and your BlugoldsAbroad account for more details.

Course Equivalency
The internship program will come back and appear on your transcript as six credits of IDIS 398 International Internship. If you need this program to count for a specific internship credit within your major, you will want to work with your college to substitute it. Since this program attracts a wide variety of students, this blanket equivalency was created but the colleges have said they’d consider substituting if you initiate that conversation.

Syllabus and Academic Work
You’ll receive a syllabus for the Global Studies Internship course you’ll be enrolled in with Nichols College. API will connect you with the Nichols College faculty member about 2-3 weeks before your program begins. That faculty member will then be in contact with you throughout the duration of your program and issue and assess your assignments. That faculty member will also issue you a final grade for the internship course.

The course will be facilitated through Nichols College Canvas learning system. Use of Canvas is required as you will submit ALL of your assignments there. Everything about due dates, instructions, rubrics etc. will be posted to Canvas. No late or make-up assignments are allowed.

You’ll spend a minimum of 240 hours interning abroad. During that time, you’ll apply academic knowledge in a practical setting to your area of interest. You’ll explore the role of culture and international work experience and how that shapes you personally and professionally. You’ll be graded on reflection exercises, employer evaluations, discussion posts, resume development and the completion of the internship. You’ll be encouraged to keep a daily journal to assist you in writing your final reflection assignment.

Internship Placement
During the application process with API, you will communicate with an API advisor to discuss your internship goals. You will have a Skype or Zoom session with the API advisor to further discuss your goals and talk through the process.
They will then reach out to the staff in the host country to see what options might exist. Once API has identified an internship that aligns with your goals, they will send you a placement offer letter. It is at this time that you will learn the internship details and what you would be doing. If you have ANY concerns or don’t feel like it aligns with your goals, you need to speak up. If you accept your internship placement and then change your mind later on, it will be nearly impossible to change it. When you accept the placement, the internship site then becomes dependent on you arriving and working with them.

API has a database of internships that past students have done. They usually start there to see if they can find one that fits your goals, but the staff are always reaching out to new companies to explore new partnerships. Many times, companies will go back to API to obtain another intern, especially if they have a good interaction with past students. API receives no kick-back for placing students at certain companies.

Your placement will most likely be in a smaller company like a start-up or locally run companies. Placement in larger, well-known companies isn’t very common. While the name recognition is what many students want, gaining the experiences should be more important. In the smaller companies you will be exposed to more and have more opportunities to dabble in a variety of things.

Internship Attendance/Expectations
- Remember, these are unpaid internships
- Arrive to your placement on time and ready to work
- Most placements will be project based work
- You should NOT be solely running errands, making copies, shuffling the supervisor’s children around ☹. Your placement should be meaningful work to your area of interest.

- Work when you are scheduled and notify the appropriate people in a timely manner if you cannot work a given day
- Don’t expect evenings/weekends to always be free. Each placement will have hours unique to that position.
- Have appropriate attire for the workplace. (See the Packing section further in this guide.)
- Communicate any concerns directly with your supervisor and the API staff
- Be respectful of your co-workers, clients, other stakeholders you interact with
- Ask questions, take initiative, be excited to learn
- Complete tasks by deadlines. Work hard.
- Keep track of your internship hours
- Keep a list of tasks/projects you complete. Also note any challenges you face, how you overcome them, etc. This will help for future interview prep.

Check-Ins
The API resident director will check-in with both you and your internship supervisor throughout your time abroad. This is meant to make sure both parties are happy with how things are going. This is also a time to express any concerns you may have about the placement.

Grades
To receive credit for the internship, you will be required to complete all assignments by the deadlines and present yourself in a professional manner, at all times, at your workplace. You’ll receive a grade on the traditional A-F scale that you are used to at UWEC.

Note: UWEC students abroad are not allowed to take classes pass/fail. Grades from Nichols College/API are figured into your UWEC GPA and posted to your UWEC transcript. No exceptions will be made
Transcripts

Please see the Academics section of the Study Abroad Handbook for important information if you are graduating, transferring or applying for a competitive major such as Nursing or Education at the end of your term abroad.

A Nichols College transcript with your grade is sent to API then to UW-Eau Claire, roughly 1-3 months after the end of the summer term. Because grades may arrive later than the end of the UW-Eau Claire summer, your MyBlugold CampS account will initially indicate “NR” (not reported). This will be changed once the transcript arrives.

Language Immersion Requirement

If you are a Spanish major or minor, you need to complete an internship in a Spanish speaking country, within a Spanish speaking placement and live with a host family, in order to have this count towards the Spanish language immersion requirement. You should consult with your Spanish advisor before you depart to make sure you are doing all that needs to be done.

If you are a Latin American Studies student and placed in Chile or Argentina, in a Spanish speaking placement, and live with a host family, you MAY be able to have this experience fulfill the LAS immersion requirement. Please consult with the LAS program director.

MONEY MATTERS

UWEC information about making payments, when they are due, withdrawal and refund deadlines, financial aid, general scholarships, budgeting and ways to bring money abroad is in the Money Matters section of your Study Abroad Handbook.

Cost Estimate

You can find the most current Cost Estimate for your program, in easily printable format, on the brochure page. Be sure you are looking at the correct term. The cost estimate includes what you pay to UWEC, what you pay to API, and what you pay directly to other vendors.

Housing Costs

Your housing fees are included in the program fees that you pay directly to UWEC. If you opt to have accommodation that is an exception to the standard being offered, you will pay those fees directly to API or the housing place.

API Payments/Refunds

You will pay a $150 application fee directly to API. This is separate from the $150 you made to UWEC. This deposit is only refundable should you not be accepted by API or if your program is cancelled. It’s not refundable if you don’t complete the application or decide to not follow through with the program.

If API issues you an Intent to Enroll, and you return it to API, you become responsible for the $400 confirmation payment should you later withdraw. You will still be responsible for owing this fee to UWEC.

After API offers you an internship placement, and you accept it, you become responsible for an additional $1,000 payment. Should you withdraw after this point, you will still owe the $400 confirmation payment and the $1,000 placement acceptance payment to UW-Eau Claire.

Keep in mind, these are in addition to any other fees already paid on your behalf.

To learn more about API’s withdrawal policies, you will want to review their website.

Currency Exchange

Being that the API program has a lot of locations, it is hard to detail out each currency. To learn more about the money in your future host country:

- Argentina
- Australia

**Money on Arrival**
You will need cash for any taxis as well as other small purchases you may need to make when you first land. A general recommendation is to travel with the equivalent of $100-$200 dollars in your host country currency. If you’re unable to obtain host country currency before you depart, you can use an ATM in the airport (of your new country) to withdraw some money.

**Cost of Living**
For an idea of what everyday costs you may encounter, check out this website and search for your program city: [https://www.numbeo.com/cost-of-living/](https://www.numbeo.com/cost-of-living/)

**Banking**
In most locations, opening a bank account won’t be possible because you are not abroad long enough. If you are required to open a bank account, API will be in communication with you about that process.

**Credit Cards and ATMs**
Credit cards are widely accepted in all the locations API has an internship program. You will want to make sure you have either Visa or MasterCard as those are the most widely accepted. It is strongly recommended that all of your credit/debit cards have a chip in them. Most places have the chip reader technology and swiping your card is less common.

When withdrawing money from the ATM, always use caution. Make sure you notify your bank and credit card companies before your travel. They will want to know your travel itinerary to the best that you have it planned out. Also make a copy of all of your credit cards so that in the event they are lost, stolen, or eaten by an ATM, you have the contact information to call and cancel.

**Traveler’s Checks**
Traveler’s checks are increasingly rare and difficult to use. They generally must be cashed at a major bank, although, in some countries, post offices also offer this service, and you must have your passport with you. Most banks charge a fee for cashing the checks; it can vary widely. Before cashing a check, ASK what the fee is.

**Scholarships**
In addition to scholarships offered at UWEC, API will have their own scholarships that you may be eligible for. You should check out their scholarship site for more info.

**Health & Safety**
*General information on these issues, as well as information on CISI insurance, is included in the Health & Insurance and Safety Abroad sections of your Study Abroad Handbook.*

**Centers for Disease Control**
The Centers for Disease Control (CDC) has vaccination suggestions, how to stay healthy when abroad, and health information specific to X. You can review the CDC sites for:

- Argentina
- Australia
- Chile
- England & Scotland
- Ireland
- New Zealand
- Portugal
- Spain
Due to an increasing measles and mumps cases worldwide, we strongly encourage all students to check their vaccine history to see if they have had the MMR vaccine.

**CDC Recommended Vaccines**
The Centers for Disease Control recommend vaccines for most travelers and additional vaccines depending on the type of travel you plan to do. See complete information here: and find your country. You are encouraged to discuss these recommendations with your medical professional and family.

**Common Health Problems**
The most common health problem for U.S. Americans in many countries is intestinal upset. The change in diet, the different meal schedule, and organisms unfamiliar to your system are possible causes.

A very common ailment is traveler’s diarrhea. Prevention includes being careful about where and what you eat and avoiding dairy products if they are not pasteurized. If you do get it, the following suggestions can help speed recovery and guide your decision to seek formal care:

1. It will usually run its course in three to five days. The worst symptoms usually occur the first day. Bed rest may help relieve cramps.
2. The main risk is dehydration. Maintain fluid intake. An excellent source of fluid replacement is ORS or Oraltye, a prepackaged liquid sold in many countries.
3. An over-the-counter medicine like Pepto Bismol may help relieve nausea and vomiting.

If nausea and vomiting persist for more than 24 hours, if you develop a fever over 101 degrees F, or if you develop severe abdominal pain, contact a physician immediately.

**Water**
The water in Australia, Chile, England, Ireland, New Zealand, Portugal, Scotland and Spain is potable (drinkable, like the US). By making sure that you are drinking uncontaminated water, you can reduce your exposure to many diseases such as infectious hepatitis, cholera, diarrhea and dysentery.

For students going to Argentina, the CDC recommends not drinking the tap water and has the following recommendations:

<table>
<thead>
<tr>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brush your teeth with bottled or boiled water.</td>
</tr>
<tr>
<td>Carbonated bottled water, soft drinks, beer, wine, hot tea, and coffee are usually safe.</td>
</tr>
<tr>
<td>Wipe off the top of a bottle before drinking out of it or ask for a straw (&quot;popote&quot; in Spanish).</td>
</tr>
<tr>
<td>Where water is contaminated, ice is also contaminated—you may wish to order drinks “sin hielo” (without ice).</td>
</tr>
<tr>
<td>Avoid fruits that cannot be peeled, fruit juices diluted with water, raw vegetables, and salads that have not been washed with disinfected water. If buying food from street vendors, stick to breads or fruits that you peel yourself.</td>
</tr>
<tr>
<td>When you are not in control of your water supply or cannot purchase bottled water, consider bringing a portable water purifier, available at most outdoor stores, boil water vigorously for at least 10 minutes, or use water purification tablets (one tablet per quart of clear water, or two tablets if water is cloudy).</td>
</tr>
</tbody>
</table>

**Insect Bites**
Insect borne diseases, particularly mosquito, such as malaria, zika and dengue fever, are present in certain places all over the world. Click on the above links to learn which parts of the world are affected.

There is no vaccine for zika virus or dengue fever, so prevention of insect bites is the best prevention. See the CDC recommendations on avoiding bug bites for detailed information.

**Dengue Fever**
Per the CDC, “Dengue fever is the most common cause of fever in travelers returning from tropical or subtropical areas of the Caribbean, Central and South America, Australia, Africa and South-Central Asia.” It usually isn’t found in altitudes above 6,500 feet. This disease is spread through the bites of
infected mosquitoes and cannot be spread person to person.”

Severe dengue can be fatal, but with good treatment, less than 1% of patients die from dengue. **See a doctor immediately if you develop dengue symptoms during or after your time abroad:**

Symptoms of dengue include:

- Fever
- Headache
- Pain behind the eyes
- Joint and muscle pain
- Rash
- Nausea/vomiting
- Mild bleeding, such as nose or gum bleeding or easy bruising

**Zika Virus**
The Zika infection, in pregnant women, can cause serious birth defects so the CDC does not recommend travel to infected countries for women who are pregnant. If you have concerns over this, please consult with your doctor.

**Malaria**
Malaria prevention should be talked about with your doctor if you are traveling to one of the areas where it is present. Please see the CDC pages for the country you plan to travel to (links in the Centers for Disease Control section above). If you are traveling to country where malaria is present, consulting with your medical doctor, early on, will be very important.

**Healthcare (May include the following)**
**Clinics/Hospitals in the Community:** During your on-site orientation with the API staff, you will receive information on where to find the nearest medical facilities. If you are unsure, always ask! It is good to know where these are before an incident occurs.

In some countries, visiting an actual doctor is saved for only very serious issues (i.e. broke a foot). If you go with a common cold, you can expect to wait longer as they will take the patients that have more severe symptoms. Pharmacies, in many countries, can provide advice on what to take to help alleviate symptoms of a common cold, cough, etc. Again, API will provide you with more information on-site.

If you are going to a country where English isn’t the primary language, the API staff can assist you in visiting a doctor.

**Counseling Resources:** If you would like to see a therapist while abroad, we can work with CISI to identify English speaking therapists in your country. Start this process before you go, or afterwards, by contacting your UWEC study abroad coordinator.

API can also assist you in locating services if you are already abroad, so don’t hesitate to reach out to them.

**Medical Supplies/Medications:** You can find basic medical supplies or medications in local pharmacies. They are plentiful and are identified by a green cross (universal symbol in all of Europe, Australia, New Zealand and many other countries). They even sell personal hygiene items that you might not expect, like toothbrushes.

**CISI Insurance**
If you have an accident or become ill while abroad, you **must pay the price of the medical service up front.** You will then file a claim through CISI, the insurance provided through the UW System for partial or full reimbursement in accordance with plan coverages.

**Services for Students with Disabilities**
It is important to look at the level of accessibility in your host country as each country is so different. To find more information on this topic, please see the Local Laws & Special Circumstances sections on
your country’s US State Department Travel Advisory page.

Safety in Your Host Country
Information on crime, specific safety issues, road safety, drug penalties, and terrorist activity in your host country is included in the U.S. State Department’s page. Specific safety in and around your specific location will be discussed during orientation in Eau Claire and when you arrive on-site.

Below are some common safety items you should consider:

Pick-Pocketing: Pick-pocketing is the most common issue we hear students running into. Pickpockets are professionals at what they do. To reduce the risk, do not have your phone or other valuables out in public spaces. An iPhone is a target for pickpockets. If you carry a purse, make sure it is across the body and has zippers. Keep your wallet in a front pocket, not a back pocket. Only carry small amounts of cash on you to minimize loss. Using a money belt under your clothing is another way to prevent valuables from being stolen.

Beach Safety: Some of you will be going to countries where the ocean is readily available. Swimming areas at some popular beaches can have dangerous rip currents. Depending on where you are, some beaches may or may not have lifeguards or warnings of unsafe conditions. Before heading to the ocean, be sure to research the current information on local swimming and surf conditions.

• Do not dive into water of unknown depths.
• Do not swim alone, especially at isolated beaches.
• Avoid the consumption of alcohol while swimming.
• Swim between the flags as that indicates where rip tides aren’t currently located.

• Educate yourself on riptides and beach safety.
• Know what ocean life is common in the area you are swimming (sharks, jellyfish, etc.)
• If the locals aren’t in the water, there might be a reason why – ask!

Adventure Sports: Some tour operators take risks, and government regulation and oversight of firms that organize sporting activities may not always adhere to international standards and best practices. Tourists have died while participating in adventure sports.

• Use caution and common sense if engaging in ALL adventure sports, and remember that they are NOT covered by CISI insurance, such as bungee jumping, sky diving, hiking, rappelling, climbing, whitewater rafting, kayaking, etc.
• Never participate in adventure sports alone. Always carry identification and let others know where you are at all times.
• When hiking, rappelling, or climbing, carry a first aid kit and know the location of the nearest rescue center.
• Observe all local or park regulations and exercise caution in unfamiliar surroundings.

Driving abroad: In many countries, they drive on the other side of the road. It is very important to always look where you are walking and never trust that you will have the right away!

Driving laws vary around the world so you are advised to not drive or operate motor vehicles/mopeds. All of the locations students can intern in have great systems of public transportation.

Natural Disasters: It is very hard to predict where the next natural disasters will occur so it is
important to stay aware of what is going on in your host country. Depending on where you go, you could be in an area that may experience floods, earthquakes, tsunamis, bushfires, volcanic eruptions, etc. See the US State Department page for your country to learn more about your specific country.

**Emergency Contacts**
General emergency procedures are described in the Safety Abroad section of the Study Abroad Handbook, and your study abroad coordinator is available for consultation if difficulties arise. You will receive an emergency contact card at Orientation 2; be sure to keep it in your wallet. The information is also found at the end of this guide.

**911 Equivalencies**
If you are in an emergency situation in your country, you will need to know how to reach the local police, fire, or ambulance services. The local equivalent to the 911 emergency line in your country is:

- **Argentina**: 101 for ambulance/police; 107 for fire
- **Australia**: 000 from landline; 112 from cell phone
- **Chile**: 131 for ambulance; 132 for fire; 133 for police
- **England**: 999
- **Ireland**: 999 or you can use the European wide emergency number which is 112
- **New Zealand**: 111
- **Portugal**: 112
- **Scotland**: 999
- **Spain**: 112

**European wide emergency number which is 112.**
We suggest you save these numbers in your cell phone in case you need to use them quickly.

For a full list of Emergency numbers abroad, click here.

**Marijuana and other Illegal Drugs**
Although marijuana can be relatively easy to obtain in some countries, the possession and use of marijuana is often illegal. As countries continue to change laws in regards to marijuana, it is better to assume it is illegal. Even carrying it on your person can be considered drug trafficking. Penalties for possession, use, or trafficking in illegal drugs are severe, and convicted offenders can expect jail sentences and heavy fines. U.S. citizenship offers no protection if you break a law abroad. There is NOTHING the CIE, API, or the U.S. government can do if you are found in violation of laws.

In addition to legal penalties, you are putting yourself at risk of robbery or assault, or you may get a much more dangerous combination of drugs than you thought you were buying.

**Hiking**
The world is full of beautiful hiking locations but it is important to take precautions before venturing out. Per the U.S. State Department, “Hiking in higher elevations can be treacherous. Several people die each year while hiking, often due to sudden changes in weather. We encourage visitors, including experienced hikers, to discuss their intended routes with local residents familiar with the area and to adhere closely to recommendations.”

**Drinking Culture Abroad**
The following is primarily for those heading to the UK/Ireland, however, it can be applicable to many other countries, so do read this section, no matter where you are going.

“Lad culture” is a concern among British universities. In recent research, it was defined as a “group” or ‘pack’ mentality residing in activities such as sport and heavy alcohol consumption, and ‘banter’ which is often sexist, misogynist and homophobic.” Lad culture is seen as particularly influential in the social side of university life (which may translate over to work life after uni). Some
commentators compare it to “bro culture” or frat culture here.

Many respondents, in the study, reported sexist jokes and rape banter in their friendship groups that made them feel uncomfortable or felt pressured to engage in sexual relationships. Harassment ranged from verbal harassment and catcalling to physical harassment and sexual molestation. Some viewed groping in nightclubs as a part of a normal night out.

Excessive drinking is an often-cited contributing factor and the university drinking culture is seen as one of the biggest obstacles to eliminating lad culture. Some women were also found to participate in the heavy drinking and crude behavior associated with lad culture and have been dubbed “ladettes.”

Undoubtedly, some UW-Eau Claire students have witnessed or been victim to this type of behavior in Eau Claire. However, it may be more difficult to speak up when you are in a new culture. You cannot change a culture in a visit, but you can make smart choices about how to manage your interactions and reactions to lad culture:

- Ask your colleagues, both male and female, how they think lad culture impacts university social life.
- Remove yourself from situations where you do not feel comfortable. Listen to your instincts.
- Drink in moderation if you choose to drink. UWEC student health services has information about being smart while drinking.

Be careful accepting drinks from people that you don’t know. In particular, watch your drink when you are out at bars or clubs.

**Expectations of Hanging out with Colleagues**
You may find that your internship colleagues want to include you in office outings, gatherings, etc. and some of these may involve alcohol (i.e. going to the pub). While this is a great way to know local people and experience the culture, it can at times leave you feeling like you have to consume alcohol to fit in. Always know you are NEVER required to participate in consuming alcohol. All establishments will have non-alcoholic options. If you ever feel pressured into drinking, please reach out to your resident director right away as that is inappropriate for anyone to do.

**Catcalling**
In Latin American and Spanish cultures, catcalls are a common occurrence and a fact of life for women who live there. Although they may be considered “harmless” at one level, they often don’t feel that way to US American women. The best way to deal with any cat call is to ignore it and continue on your way. Engaging with the people who are catcalling is not advised. If you ever feel your safety is in jeopardy, do reach out to the API resident director right away.

**REQUIRED DOCUMENTS**

*Passport information is included in the Travel Resources section of your Study Abroad Handbook.*

If you are **not a U.S. citizen**, you will need to work with the consulate of your host country to determine what visa requirements (if any) you need to follow.

**Visa/Immigration Documents**
Depending on where you are going, you may need to obtain a visa for interning while abroad. API will provide you with specific details as to whether or not you need a visa.

The UK, Australia and New Zealand will require you to apply for a visa. Once you are in the placement portion of the API application, you will receive more
information on how to apply for a visa. The process for Australia and New Zealand is easier than the UK.

The API staff will post information to your API portal and it is ultimately your responsibility to apply in a timely manner.

**England & Scotland Tier 5 Visa**
Students interning in England or Scotland are **required to obtain a Tier 5 visa** for authorization to intern in the United Kingdom. This process takes a lot of time, patience and is expensive. Please schedule an appointment with your UWEC study abroad coordinator to walk through the steps you will need to take to obtain the Tier 5 visa. *(At time of editing in January 2020, this was accurate. Due to a potential Brexit follow through, visa requirements may change.)*

**Visas for Travel to Other Countries**
If you plan to travel outside your host country while abroad, you should verify visa requirements for each country you will visit by contacting the nearest consulate for that country, or your travel agency.

Most Western European nations do not require U.S. citizens to have a visa for tourist travel of less than three months, but that is subject to change.

**Packing Tips**
*There is general packing information in the Travel Resources section of your Study Abroad Handbook, and you will get a suggested packing list for your program at Orientation 2. In addition, you should know the following:*

**Weather**
Even though you are interning during our summer, that doesn’t necessarily mean it will be summer where you go.

Students going to Europe or the UK will be interning in the summer months of Europe/UK. But students going to South America, Australia or New Zealand will be abroad during the southern hemisphere’s winter.

Europe/UK students can expect warmer temperatures. Those in Spain or Portugal will have hot temps as you will be closer to the equator. The UK will also be warm but you can also anticipate rainy days.

South America, Australia, New Zealand will be in winter but that is nowhere near a winter in Wisconsin. You may experience cooler temps, especially if you are located in or closer to the mountains. If you’re located on the shores of Australia, you may not ever feel like it is “winter” but don’t be surprised if your Aussie colleagues complain about the temps.

No matter where you are going, you will want to research the average temps and weather conditions. Always be prepared for rain.

**Clothing**
Depending on what your internship is, you may be asked to bring certain clothing. If you’re in a business setting, you may need to wear business professional or business casual clothing. Business casual is the most common attire requested for placements. More details will come as you learn about your internship. If you’re unsure if you need to bring a full suit, I’d ask your API advisor or site supervisor.

If your internship is more field or research based you may need to bring clothing that is better suited for that.

No matter what your internship is in, you’ll want to bring clothing that can be easily mixed and matched and easy to wash. Be careful of bringing too many hand-washable items as those take time to wash/dry.
**Gifts**
You may want to pack some small items as gifts for your internship supervisor, colleagues or host family (if applicable). A memento from Wisconsin, like a Wisco magnet or postcard might be nice. The Volume One Local Store would be a great place to check out for inspiration.

**Converters & Adapters**
If you plan to bring a hair dryer, razor or other appliance from the US, you will need to **buy both a voltage converter and a plug adapter**. Another option is to buy the appliances after you arrive.

If you plan to bring your laptop abroad, check the power cord to see acceptable voltage inputs and outputs. If it includes 220 volts, you will only need to use a plug adapter, not a voltage converter.

If you have several US appliances you plan to use abroad, consider bringing a power strip, also. You will still need to have a voltage converter in order to plug it into the wall.

**Do Not Bring**
Do not bring expensive cell phones, jewelry, or other luxury items that can be lost or stolen. If you do decide to bring items that are expensive to replace, you may want to consider personal property insurance for your time abroad.

**Getting To Your Country**

**Orientation**
No matter which location you go to, you’ll have a required onsite orientation planned by the API resident director and staff. During the orientation they will discuss workplace culture in that country and what to anticipate. They will also discuss more of the cultural aspect of living in that country. Other events such as social gatherings, cultural activities, etc. may be included in orientation as well.

**On-Site Support**
You will have a designated API resident director on-site to assist you with any needs. They will check in with you and your internship supervisor to make sure all parties are happy with how things are going. In addition, the resident director is available should you have questions on anything from how to say something in a language to helping you overcome culture shock. They can also assist you in obtaining emergency care if that is needed.
Local Transportation
Your internship housing will be placed all over your host city. While API tries to get you relatively close to your placement, you may still need to take public transportation to get to/from. You are responsible for paying for any transportation costs you have.

Activities/Events
During your time abroad, your internship hours will vary. If you are interning in event planning, you can expect to work nights and weekends. If you are interning in an office setting, your hours may be more of a standard 9-5. Because of this, API won’t host any required field trips or cultural activities. Any activities that API hosts will be optional and open to any API student currently at that location. If you’re available, you should definitely check these out as they will usually be free or very cheap! Activities may range from having a group meal to checking out a theatre performance to going to a local brewery.

Remember, your internship obligations come first!

Housing
Living Situation
Below is the breakdown of each location’s housing options. The most popular option is apartment style housing, but if you go to Spain and South America, you have the option to live with a host family. If you are in an apartment, you will be placed with other API students. You won’t learn your housing placement until about 3 weeks before you arrive onsite as placements can fluctuate up until then. Only students going to Spanish speaking countries will have the option to live with a host family.

- **Argentina: Buenos Aires**: option for homestay with meals or double share bedroom in a furnished student apartment
- **Australia: Brisbane/Gold Coast, Melbourne, Sydney**: double share bedroom in a furnished student apartment
- **Chile: Santiago**: option for homestay with meals or double share bedroom in a furnished student apartment
- **England: Bristol, London**: double share bedroom in a furnished student apartment
- **Ireland: Dublin**: double share bedroom in a furnished student apartment
- **New Zealand: Auckland, Wellington**: double share bedroom in a furnished student apartment
- **Portugal**: double share bedroom or single room in a furnished student apartment
- **Scotland: Edinburgh**: double share bedroom in a furnished student apartment
- **Spain: Barcelona, Seville**: option of a homestay with meals or double share bedroom in a furnished student apartment

Meals & Snacks
Students living in a shared apartment will have access to a kitchen to cook their own meals. In addition, there will be several options for dining out. Depending on your roommate’s schedule, you could coordinate cooking to help cut back on costs. There will be grocery stores near your housing where you can stock up on essentials and snacks.

If you live with a host family, some meals will be included. Any meals not included, you’ll have to either cook yourself or dine out.

Laundry
Apartments will have access to a washer within the building. Don’t expect the washer to be in the unit and you may need to pay to use them. Dryers are not common and usually not available. Many places still line-dry their clothing.

If you live with a host family, you will have laundry done for you on a regular basis. There will only be washers and everything will be line dried.
**Internet Access**

All API housing has internet access. In addition, the API offices have wi-fi so if you need to get online, you can always go to the API office and use their wi-fi.

*The following section is intended for students who will be living with a host family. If this doesn’t pertain to you, please skip to the Communication section.*

**Living with a Host Family**

Get involved as much as you can with your family. They are an important resource for you to learn from and a great resource to help you experience the culture! You may have an interest in cooking. By taking some mixes or recipes from home, you may easily gain entry into the kitchen, and your host mom may be thrilled if you show an interest in the cuisine.

Conversation is important in Spanish and Latin American culture. You can spend hours after a meal chatting and watching television or learning to play card games.

If you are going to Spain, expect to eat dinner late in the evening (9pm or later). This is the norm in Spanish culture and you should learn to adapt to this. If you get hungry, you should purchase some snacks to have on hand.

Remember that you are a guest in your family’s home. Offer to do some things around the house, like helping with meals or dishes. Keep your room and other areas of the house that you use tidy. And be aware of noise levels, particularly if you are coming home later at night.

Keep in mind that any relationship is a two-way street. **It is as much your responsibility to fit into the family as it is their responsibility to include you in their daily life.** The more you put into the relationship, the more you will receive!

**Your Room in a Host Family**

You will have your own room; however, the concept of a private room is different than in the U.S.A. For example, a messy room reflects poorly on you and your upbringing. In addition, it will reflect poorly on your host family, as the messy room is part of their house. Keep your room neat, make your bed every day before leaving home, and you will avoid tensions that could otherwise arise. Just closing the door is not acceptable. In addition, be aware that it is never proper to entertain guests, regardless of their gender, in your bedroom.

**Guests**

You should only invite visitors to your house if you have first cleared this with your host family. Visitors should never be invited for meals or to stay overnight without prior family permission.

If you are expecting friends or family members from the U.S., make lodging arrangements for them at a local hostel, apartment or hotel prior to their arrival. The host family should not be expected to have additional visitors stay in their homes, even for just a few days.

Please be aware that it is not culturally appropriate for you to have your boyfriend or girlfriend spend the night in your room in your host family's house.

**Changing Families**

If you discover that you absolutely cannot get along with your host family, talk with the API resident director about it so that changes can be made, if appropriate. (UW-Eau Claire is not involved in the actual family placements, and changes must be done through API.) But remember to give the situation some time and to be flexible and open-minded.

**Financial Arrangements**

While API screens families carefully to ensure that they have cultural interests for participating, most households participating do so at least partially for economic reasons. This is only logical, given the disruption that hosting a student causes to family
life. It is not easy to welcome a stranger into your home for several months. The entire family needs to adjust schedules and habits to accommodate a new person. In addition, there are very real costs associated with having another person in the home. Receiving some monetary compensation for this is only fair, and most families would not consider hosting otherwise.

**COMMUNICATION**

*Information on accessing/forwarding your UW-Eau Claire email address and on computer app-based phone services (SKYPE, What’s App, Facetime, etc) is in the Contacts & Communication section of your Study Abroad Handbook.*

**Time Difference**

No matter where you go, there will be a time difference. To see what time it is in your host country, click here: [https://www.timeanddate.com/worldclock/](https://www.timeanddate.com/worldclock/)

**Email/Internet Access**

Your accommodations will have access to internet. In addition, the API offices have wi-fi so you can stop by there if you want to use their wi-fi.

You should continue to check your UWEC email as that is how the CIE and API will communicate with you.

**Cell Phone Information**

You’ll want to discuss with your US provider as to whether or not it is best to get an international plan or to unlock your phone and obtain a SIM card in your host country. Many students also just use their phone when on WiFi, so that could be an option too.

During orientation, onsite, the API staff will talk about phones and they are a good resource if you have questions.

**Courteous Communication**

If Skyping/using other communication apps in your room, use headphones, close the door to your room, speak softly, etc. You’ll be in close proximity to roommates or a host family.

**Snail Mail**

International airmail takes a long time to get where it’s going. You can expect about 7-10 days in either direction.

**Communicating in Spanish (if going to a Spanish speaking country)**

Even if you have been studying the local language for years, there are still things you won’t know. Here are some things to keep in mind:

**Before You Go:** Start listening to the local music, movies, TV, etc. Get your ear accustomed to it before you get there!

Also, start reading it! Consider changing your phone to the local language, reading websites from your host city, finding online newspapers, etc.

**Fluency:** In the words of a past language student, "I am going to warn you right now: you WILL NOT be fluent after only a couple months in another country. I definitely improved in my reading, writing, listening and speaking, but I did not sound like a native. Don't expect to come home fluent, or you will spend your whole time abroad frustrated with yourself. Take things one day at a time and you will be so impressed with yourself."

**Speaking:** Speak as much as possible. You have SO MANY OPPORTUNITIES to speak the language, especially if you are doing an internship in the local language and living with a host family. And there are so many people willing to help you get better.

It is very likely that your family has been hosting American students for a number of years. This means that even when you say the wrong thing, chances are they will understand you. Don’t be
afraid to speak with your family at meals, after meals, during down time, at any possibility.

The local people will KNOW that you are not a native speaker even before you open your mouth. In most cases, if you are making an effort to communicate with them, they will be very kind and patient with you. In addition to this, get to know local colleagues. Many of them studied English and would LOVE to get together and talk. One thing to remember: you need to make the effort to get to know them.

**TRAVEL WHILE ABROAD**

*See additional information in the Travel Resources section of your Study Abroad Handbook.*

**Organized Travel**

As mentioned throughout this guide, API won’t organize any required travel during the internship program. All interns have a variety of schedules so it can be hard to formalize a specific trip for everyone. However, the API staff will do their best to offer optional activities throughout the summer.

**Air, Bus & Train Travel**

If you choose to do your own personal travel on your days off, you will find there is a variety of ways to get around.

Many countries have airlines that offer very affordable flights. Just be careful and know what you are purchasing. Some airlines will have hidden fees, allow only certain size bags, charge you to reserve a seat, print a boarding pass, etc.

Train and bus travel are great ways to see more of the landscape of your host country. Ask the API staff what they recommend. Often tickets are affordable but a train or bus will take longer than a flight.
WEB RESOURCES FOR LEARNING MORE

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lonely Planet</td>
<td><a href="https://www.lonelyplanet.com">https://www.lonelyplanet.com</a></td>
</tr>
<tr>
<td>Nomadic Matt Travel Blog</td>
<td><a href="https://www.nomadicmatt.com">https://www.nomadicmatt.com</a></td>
</tr>
<tr>
<td>Rick Steves (more for Europe based students)</td>
<td><a href="https://www.ricksteves.com">https://www.ricksteves.com</a></td>
</tr>
<tr>
<td>Google Earth</td>
<td><a href="https://www.google.com/earth/">https://www.google.com/earth/</a></td>
</tr>
</tbody>
</table>

CONTACT INFORMATION

UWEC Study Abroad Coordinator: Jenna Krosch, kroschjm@uwec.edu, 715-836-4411

API: api@apiabroad.com, 512-600-8900, toll free: 1-800-844-4124

Nearest Consulate information: click here to find your host country’s consulate and then search for your destination in the search bar.

Updated January 2020
jmk