This program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in partnership with the Institut de Touraine. Throughout the course of your study abroad experience you will be communicating with both IAP and the Institut de Touraine staff. It is essential that you pay close attention to all information provided to you from both organizations. This IAP Program Handbook supplements handbook(s) or materials you receive from the Institut de Touraine as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

The Institut de Touraine handles the program’s day-to-day operations. Generally, questions about aspects of your program abroad should be directed to the Institut de Touraine (ie. housing information, program facilities abroad, extracurricular activities offered as part of the program, etc.) Questions relating to your relationship with UW-Madison or your academics should be addressed to International Academic Programs at UW-Madison (ie. course credits, equivalents, UW Madison registration, etc.)

This program handbook contains the following information:

- Contact Information ..........................................................1
- Program Dates ....................................................................2
- Preparations Before Leaving.................................................3
- Travel and Arrival Information ............................................3
- The Academic Program........................................................4
- Living Abroad ....................................................................6

**Contact Information**

**Institut de Touraine**
Béatrice CAPON
Service Vie Etudiante
1, rue de la Grandière
BP 72047
37020 Tours Cedex 1
Tel. +33 2 4705 5929
Fax +33 2 4720 4898
http://www.institutdetouraine.com

**UW-Madison Information**

International Academic Programs (IAP)
University of Wisconsin-Madison
106 Red Gym, 716 Langdon Street
Madison, WI 53706
Tel: 608-265-6329 Fax: 608-262-6998
Web: www.studyabroad.wisc.edu

Erin Polnaszek
IAP Study Abroad Advisor
Tel: 608-265-6329
E-mail: eepolnaszek@studyabroad.wisc.edu

Emergency Contact Information
In case of an emergency, call the main IAP number (608) 265-6329 between 8:00 a.m.-4:30 p.m. Monday-Friday; after-hours or on weekends call the IAP staff on call at (608) 516-9440.

Embassy Registration
Program participants who are U.S. citizens must register at the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register on-line at https://travelregistration.state.gov. If you are not a U.S. citizen, register at your home country’s embassy or consulate.

U.S. Embassy
2 avenue Gabriel
75382 Paris Cedex 08
TEL: 33-1-43-12-22-22
FAX: 33-1-42-66-97-83
Web: http://www.amb-usa.fr

Program Dates
Session 1: May 26 – June 20, 2014
Session 2: June 30 – July 25, 2014
Session 1 and 2: May 26 – July 25, 2014

**Please note that these are the days you will need to be on the program. IAP will confirm the suggested arrival date and send you that information once it is received. It is strongly recommended that you do not purchase your airfare until confirming with your Study Abroad Advisor what the suggested arrival and departure dates will be for the summer.

Arrival
Watch for additional arrival information from the Institut de Touraine. Students should plan on checking in at the Institut de Touraine on the first day of their program at 8:45 a.m. (i.e. May 26th for the June session, June 30th for the July session). If you’ve completed the on-line placement test (which is e-mailed to you), you will just need to have an interview with one of the professors. If you are not able to complete the on-line placement test, you will need to take it that morning. Your housing will typically be available the day before the first program date but you will want to confirm this once you receive your housing placement.
Preparations Before Leaving

Immigration Documents
Passport
A passport is needed to travel to France. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website (http://travel.state.gov/passport). If you already have your passport, make sure it will be valid for at least six months beyond the length of your stay abroad.

Visa
No Visa is required for U.S. citizens for programs less than 90 days in France. Non-U.S. Citizens should email their Study Abroad Advisor for instructions on how to determine if they will need to apply for a French visa.

Handling Money Abroad
The currency in France is in Euros. For the latest currency exchange rate, visit http://www.oanda.com/currency/converter/. Detailed information on handling money abroad is available in the IAP Study Abroad Handbook. If you choose to obtain Euros before leaving for France (which is recommended), ask for smaller denominations if possible. It can be difficult at times for vendors to break larger bills.

Packing
All manner of clothing is possible in France, within the limits of decency and good taste. Please be aware that on average the French people dress ‘much nicer than US students’. Sweats and hooded sweatshirts are not worn unless exercising and natives shy away from shorts even in the summer. As always, a sweater and good walking shoes are advisable. Keep in mind that you will blend into the culture better by partaking in their traditions.

Electronics
French electricity runs on 220 volts, while US runs on 110 volts. Their outlet design is also different from the ones used in the US. If you choose to bring appliances, make sure that you bring an appropriate adapter. Remember that small appliances can be purchased in France and kept for return trips. One always runs the risk of ruining an appliance when switching current and most adapters are rather bulky.

Travel and Arrival Information
Students are responsible for making their own travel arrangements to Tours. Students will most likely fly into either Charles de Gaulle or Orly Airport in Paris and then will need to take the train to Tours.

To get to Tours from Paris by train
Departure from Paris Montparnasse train station: High speed train (TGV) to Saint-Pierre-des-Corps or Tours.
Duration of the journey: about one hour.
Subway station for Paris Montparnasse is called Montparnasse Bienvenüe.
Price for a one-way-ticket: between 45 and 60 Euros depending on date and time.
Number of trains a day: about 13

*Departure from Paris Austerlitz train station:* normal train to Tours Centre.
Duration of the journey: 2h15.
Subway station for Paris Austerlitz is called Gare d’Austerlitz.
Price for a one-way-ticket: about 25 Euros.
Number of trains a day: about 14

*Departure from the airport Charles de Gaulle*
Several possibilities to get to Tours
*By train:* Direct TGV connecting Airport CDG2 train station to Saint Pierre des Corps. Duration of the journey: about 2h00. Price for a one-way-ticket: about 60 Euros. Number of trains a day: about 5
*By small bus for groups of 5 to 10 persons.
*By taxi – about 350 Euros

Please contact the Institut de Touraine to get more information about small busses or taxis.

For all information about the train departures, go to the homepage [www.voyages-sncf.com](http://www.voyages-sncf.com)
Useful information for using trains in France: All trains will have a designated platform or voie from which they will depart. It is helpful to know that the voie will most likely not be displayed until 15-20 prior to the departure of the train.

Train voyages with assigned seats, such as on the high-speed TGV trains, will also have an assigned car, or voiture. These may be difficult to find the first time using the French train system: look for small rectangular screens next to the door indicating the car number, and find your seat number within.

*Your arrival at Tours*
There are two train stations in Tours: one in Tours Centre and one in Saint-Pierre-des-Corps, 3km away from the city centre. Be careful, most of the TGVs stop at Saint Pierre des Corps and not at Tours Centre. Please check your ticket before leaving! For trains which stop at Saint-Pierre-des-Corps, you have to get off at this station and then to take a shuttle train to Tours Centre. Usually the shuttle leaves on the opposite platform.

For more information and to book trains in France, students can refer to the SNCF web site: [http://www.sncf.com/en_EN/flash/](http://www.sncf.com/en_EN/flash/)

*Youth hostels in Tours:*
Hotel Val de la Loire

Hotel Trianon
The Academic Program

General Information
The Institut de Touraine is located in Tours, France which is located in the Indre-et-Loire region. Tours houses 142,000 French natives and is known for wine making, the cycling event Paris-Tours, and their pure accent. The Institut de Touraine has been teaching French culture and language to students, adults, and professors since 1912. Since that time 80,000 students have profited from the cultural immersion and quality teaching in which the Institut prides itself. Each year students from over 80 different countries share their experiences and culture with one another during their time at the Institut.

For more information visit:
http://www.institutdetouraine.com/en

Course Information
Courses
Summer courses (June to September) are organized in 9 levels, from total beginner to advanced. This ensures students who stay several months can continuously progress, moving up levels at the end of the month.

TYPICALY DAY SCHEDULE
Courses are typically divided between two teachers during the day day, with a class dedicated to reading and writing in French, French expression and comprehension, a phonetics course lasting 2 hours each week, and an optional elective. Below is the typical class schedule. Schedules vary from student to student - some do not have a class during each period everyday; there is day-to-day variation. There are often no classes Wednesday afternoons for students.

9:15am Class
10:00am Class
11:00am Coffee break
11:15am Class
Lunch Break
2:30pm Class
3:45pm Class

“Une journée à l’Institut”: http://www.youtube.com/watch?v=etopQ0oNILY

Equivalents and Course Equivalent Request (CER)
Each course you take abroad must be assigned a UW-Madison “equivalent” and the grade you receive in the course also transfers back to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request (CER) through your My Study Abroad account. Detailed information on
the UW course equivalent process that you will use through your My Study Abroad account is available in the IAP Study Abroad Handbook and in your My Study Abroad account under the academics tab.

Registration
IAP will register you for a special “Study Abroad Course” for the term(s) you will be studying abroad; therefore, it is not necessary for you to register on the UW-Madison campus. This is a temporary registration, which will be converted into graded UW-Madison credit after the completion of your program.

Credits
Conversions
During the intensive four-week course, students will have 20 hours of class per week with 15 hours of general French (oral and written), 2 hours of phonetics (half class), and 3 hours of an optional course. Optional courses include: linguistic support, French culture and literature, specialist French, depending on the level of French. Students will not receive separate credit for the 3-hours optional courses.

Students will receive 4-credits of language sequence credit and 2-credits of content credit per session. French content credit will transfer as French 299* or French 449 (for more advanced students). Students who participate in both summer sessions will earn 12 credits.

French Language Sequence at UW-Madison:

<table>
<thead>
<tr>
<th>Most recent language course taken at UW-Madison</th>
<th>101</th>
<th>102</th>
<th>203</th>
<th>204</th>
<th>227</th>
<th>228</th>
<th>311</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer language course equivalent: month 1</td>
<td>102</td>
<td>203</td>
<td>204</td>
<td>228</td>
<td>228</td>
<td>311</td>
<td>312</td>
</tr>
<tr>
<td>Summer language course equivalent: month 2</td>
<td>203</td>
<td>204</td>
<td>228</td>
<td>311</td>
<td>311</td>
<td>312</td>
<td>326</td>
</tr>
</tbody>
</table>

*French 299 is a repeatable intermediate directed study. We do not have a course on campus for a content course at the elementary or intermediate level.

Pass/Fail/Drop/Audit
Please refer to the IAP Study Abroad Handbook for academic policies.

Grades and Grade Conversions
Grades are calculated using the following conversion:

<table>
<thead>
<tr>
<th>French Grade</th>
<th>UW-Madison Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>15,0-20,0</td>
<td>A</td>
</tr>
<tr>
<td>13,0-14,9</td>
<td>AB</td>
</tr>
<tr>
<td>12,0-12,9</td>
<td>B</td>
</tr>
<tr>
<td>10.0-11.9</td>
<td>BC</td>
</tr>
<tr>
<td>8.0-9.9</td>
<td>C</td>
</tr>
<tr>
<td>6.0-7.9</td>
<td>D</td>
</tr>
<tr>
<td>0.5-5.9</td>
<td>F</td>
</tr>
</tbody>
</table>

Limits and Load
Students will earn 6 UW-Madison credits for each session of the summer program. Students who participate in both summer sessions will earn 12 credits.

Pass/Fail/Drop/Audit
Please refer to the IAP Study Abroad Handbook for Academic Policies. A Pass/Fail form as well as the due date for Pass/Fail submission can be found in the Academics tab of your My Study Abroad account.

Living Abroad
Educate yourself about your host country. Remember- it won't be possible to prepare yourself completely. There will be situations you will not have anticipated and your flexibility will determine in great part the kind of experience you will have while abroad.

Housing
Please be aware that payment for housing is expected upon arrival, although it may be accepted on the second day. The Institut de Touraine can book any type of accommodation for you on request:

- **Family homestay** rooms are single or double occupancy with varying furnishings. Homes will be located in the center or near-center of town near the Institut. Prices vary according to furnishings and occupancy choice.
- **University halls of residence** are 20-25 minutes' walk from the Institut de Touraine, depending on the Residence. There are 3 different locations. Students can take the bus to come to the Institut.
- **Hameau Saint Michel** is located across the street from the Institut. There are various room sizes and type which are subject to availability.
- **Lamy Residence serviced studio apartments** are from 16 to 21 sq m. Prices vary on the size requested. The residence is 5 minutes from the Tours railway station and a 15 minute walk from the Institut de Touraine.
- **Furnished flat** The Institut de Touraine will provide a list of flat possibilities upon request. Leases can be signed on arrival and fees are to be paid directly to landlords.
- **Serviced apartments Appotel** are a five minutes’ walk from the Insitut. There are three room sizes available at varying prices housing 1-5 students.

There may be other options. The availability of all options varies from summer to summer so you should sign up for your housing as soon as you are ready to do so. You can email the Institute/Bernice directly with questions you have about housing.
If you select to stay with a host family, you will receive your host family’s information in an email from the institute prior to departure. You may at that time contact the family to organize a time to meet once you arrive in Tours.

Meals
With host families, all meals but lunch during weekdays will be offered. There is a cafétéria at the Institut, meaning a coffee and vending machine. There are, however, several nearby places for lunch, of all price ranges. Les Halles, the daily indoor market, has multiple stands for lunch items and snacks, and is a short distance away from the Institut. Another inexpensive option for lunch during June, when French university students still have classes, is the cafeteria at the university (40 rue des Tanneurs). For less than €5 you will get a decently large amount of food. The Institut will be able to provide directions.

Excursions
In the summer there is generally one larger excursion each Saturday, often to destinations farther away from Tours such as Mont Saint Michel or Paris. There are also excursions on Wednesday afternoons to sites of interest closer-by, almost always the châteaux of the Loire Valley. Registration for excursions starts during the first week of each monthly session, and are ongoing until they are full. Prices range up to €60 for the destinations that are farther away. Be aware that some American universities that go to the Institut reserve places for the entire group at one time, often filling up all remaining spaces on the excursions quickly. It is best to reserve a place as early as possible.

The institute also provides cultural activities nearly everyday of the week that are free or very low-cost, usually within Tours. Such activities include wine/cheese tasting, picnics, kayaking, and more.

Websites of Interest:
U.S. State Department Students Abroad site:
http://www.studentsabroad.state.gov/

General orientation information (such as culture shock, international travel, etc.):
www.worldwide.edu

Center for Disease Control (CDC):
www.cdc.gov/travel/

Lonely Planet Guidebook:
www.lonelyplanet.com

Tours and regional websites:
http://www.ligeris.com/
http://www.cg37.fr/

Official France websites:
www.fr.franceguide.com
Useful Travel Books:
Fodor’s Guides
Frommer’s Travel Guides
Let’s Go
Lonely Planet
Michelin Guides
Rough Guide
International Travel Health Guide by Stuart R. Rose, MD.

Communications
When making calls, keep in mind time zone differences (www.timeanddate.com/worldclock). To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always “1”) followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial “011”, the country code, city access code (if necessary) and the phone number. Country and city codes can be found online (www.timeanddate.com/worldclock/dialing.html). Some of above steps can vary if you are using a calling card.

Skype is also an alternative to a calling card. If you possess a computer and a microphone/headset with microphone you can use Skype to make calls to landlines, cell phones, and other Skype users using the internet. You may also access Skype on smartphones, iPads, tablets, etc. Calls to other Skype users are free and two different payment options are available for all other calls. To view more information or to download Skype go to http://www.skype.com/

Past Participant Tips
“There are so many fun restaurants in Tours, and of course lost of places to eat galettes and crêpes, but one of my favorites is the first one I ate at. On the first day, the teachers at the Institut gave us a walking tour of the city, and at the end we asked for a restaurant recommendation for lunch. She recommended a crêperie called Mamie Bigoude, right in the center of town. It’s a cute and quirky restaurant with creative and delicious galettes and crepes. The inside is made to look like a house – you can sit in a living room, bathroom, bedroom, or even the closet. I even brought my parents there when they came to visit!” -Jenny, 2012