The Sydney, Australia Parliamentary Internship is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with Arcadia University. This IAP Program Handbook supplements handbook(s) or materials you receive from Arcadia University 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.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions relating to your relationship with your host university or academics (e.g. course credit and equivalents, registration deadlines, etc.) should be directed to International Academic Programs at UW-Madison.

This program handbook contains the following information:

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**Contact Information**

**On-Site Program Information**

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(866) 927 2234  
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**Arcadia Melbourne Office**

62 Elgin Street  
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Australia (Melbourne)  
Australia  
+61.3.9348.1200

**UW-Madison Information**

International Academic Programs (IAP)
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
All 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 online at <https://travelregistration.state.gov>. If you are not a U.S. citizen, register at your home country’s embassy or consulate.

United States Consulate General
MLC Center, Level 10
19-29 Martin Place
Sydney NSW 2000
Australia
+61-2-9373-9200
+61-2-4422-2201 emergency
http://sydney.usconsulate.gov/sydney/

Program Dates

For confirmed Fall 2010 program dates, visit the Arcadia website:
http://www.arcadia.edu/abroad/default.aspx?id=18758
Preparation Before Leaving

Refer to the Pre-Departure Checklist on pages four and five of the IAP Study Abroad Handbook for essential information.

Immigration Documents

Passport
A passport is needed to travel to Australia and to obtain your student visa. 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 6 months beyond the length of your stay abroad.

Visa
A passport valid for at least six months is required. Arcadia will work with you directly on the Visa process. You will need to apply for a Special Programs Visa. The visa application will be sent to you by Arcadia via certified mail after you have been accepted. You will need to complete and return your application along with a photocopy of your passport to Arcadia.

For more information about the visa process, please visit Arcadia’s website: http://www.arcadia.edu/abroad/default.aspx?id=10382#students

Handling Money Abroad

The Australian unit of currency is the Australian dollar, which we abbreviate as $A. Exchange rates can fluctuate on a daily basis.

You can use credit cards in Australia for everything from drawing cash to buying dinner. While Visa and MasterCard are more widely accepted than American Express for purchases, American Express offers its card holders some very useful financial services. Check with each company before you depart.

The easiest way to handle your money is with an American ATM card. The advantage to using your card is that you will be assessed the wholesale exchange rate that applies to large foreign currency transactions. You should check with the issuer to make sure your numerical PIN number will work abroad. You can only draw from a primary (usually checking) account. Cirrus is a more widely accepted ATM card; Plus is only taken at ANZ (Australian New Zealand Bank). Be sure to check with your bank to make sure your ATM card can be used in Australia. Australian banks currently do NOT charge a fee for the use of their ATMs, but check with your home bank to see if fees will be assessed by them.

American ATM cards are difficult to replace quickly if lost or stolen. Students have told Arcadia that they sometimes had difficulty finding cash machines that would accept their American ATM cards. Take your American ATM card with you, but have other sources of money in case your ATM card does not work.

In addition to your ATM card, Arcadia advises you to bring some of your funds in travelers
checks—they usually recommend approximately $200. This is a more convenient and the safest way to carry your money. With travelers checks, you have immediate access to your money and checks can be used to open a local bank account. Be sure your checks are from an internationally recognized source such as Visa, American Express, MasterCard or Cooks. If you are a member of AAA, you can obtain free American Express travelers’ checks at your local AAA office. (AAA will accept a personal check in payment if you have an American Express card.)

Even with careful planning and strict adherence to a budget, it is frighteningly easy to overspend. Finance charges can add up quickly if you extend payment on goods or take out cash advances. Planning a budget and sticking to it can help avoid overspending.

Packing
There is no such thing as taking too little—just ask someone who has studied abroad. Returned students will probably advise you to leave as much as you can at home.

"Pack everything you might need, then take half of it out," was one student's advice. It will be there when you get back. Let practicality be your guide for packing. Keep in mind that overseas it's perfectly acceptable to wear the same outfit a few times in one week. If you plan carefully so that all articles of clothing mix and match, you can create plenty of different outfits from a minimum number of items. Also remember that the weather can vary quite a bit throughout the day and from town to town. Choose clothes that are good for layering.

You are going to have to carry whatever you pack by yourself, so leave behind half of what you think you need. You will be limited to two pieces of checked luggage and one carry-on bag on the flight, and even that is more than you can comfortably carry. Large, hard-sided suitcases are tough to carry and even more difficult to store. USE DUFFEL BAGS with wheels or a good, internal frame BACKPACK. Closet space will not be as generous as what you are used to, so even if you can get it there, you won't necessarily know where to put it.

Every year students struggle to get a mountain of their own luggage on and off busses and up and down stairs. Don't be one of them. Students should be prepared to move their luggage through airports, on and off busses during orientation, and up several flights of stairs to their rooms. Student rooms are normally equipped with only a foot and a half of hanging space and two, three-foot bureau drawers or the equivalent shelf space, and emptied luggage is usually stored under beds. Keep this in mind when you're packing.

Clothing - Practical and sturdy clothes are what you need for your stay in Australia. On campus, students dress casually: jeans, t-shirts and other informal clothing are popular student attire. In summer, it is acceptable to wear shorts, t-shirts and light footwear. Here's a basic list of things to take.
- a raincoat with a warm lining (detachable is best) or waterproof Gore-tex jacket.
- a lighter weight jacket, windbreaker, raincoat or jean jacket.
- Jeans. Bring several pairs.
- Khakis or lightweight trousers.
- Two or three pairs of comfortable walking shoes. Sturdy, lace-up shoes are a good choice for fieldtrips and bushwalking. A couple of pairs of casual shoes (loafers, Doc Martens) for skirts and trousers.
- A Turtleneck.
- One or Two Dressy Outfits.
- A couple of cotton sweaters.
- Cotton t-shirts, long and short sleeve. Good for layering.
- Pajamas.
- A couple of bathing suits.
- Underwear and socks.
- One sweatshirt, one pair sweatpants.
- Umbrella.
- Accessories, such as belts and costume jewelry. Leave good stuff at home!
- Sun screen.
- A hat. The sun gets hot!!

Returning students also say:

Wear comfy clothes on the plane!
Take whatever you feel most comfortable wearing.
Wear layers to keep warm.

Electronics
If you can help it, don’t bring electrical appliances from home. The electrical current in Australia is 240/250 volts at 50Hz (cycles per second). In the US, it is 110 volts at 60Hz. You will not only need an adapter to plug in your appliance, you will also need either a transformer and adapter plug, or a dual voltage appliance which can be switched from 110 to 240 volts. (The difference in the number of cycles means that appliances with motors may not work as well in Australia as they do in the US.) Most returning students agreed that converters were a hassle and said it was best to buy a hairdryer overseas. If you want to bring one from home, try ones with dual voltage (brandnames include Krupps, Braun, or Conair).
Dual voltage electric shavers can also be purchased here in the US (Philips, Braun and Remington are just a few name brands). Otherwise, plan to either buy an electric shaver in or use a blade razor.

Travel and Arrival Information
You will work with Arcadia University regarding travel and arrival. Arcadia has organized a Group Flight for many programs. If there is no group flight, you will be met by the Arcadia in-country staff and be provided transportation to either your orientation venue or program site.

You are responsible for arranging and purchasing your individual flight. Additionally, you are required to be in attendance for the beginning of your Arcadia orientation. This coincides with the posted program arrival date.

For more information about booking travel, group/individual flights, visit Arcadia’s website: http://www.arcadia.edu/abroad/default.aspx?id=19082
The Academic Program

Academic Information
As an intern in the Australian National Internships Program (ANIP), you'll spend a semester with Australian and other international students, taking a course at Australian National University (ANU) and spending four days per week interning with a member of Parliament, or in a governmental or non-government agency. Placements will allow you to participate in the daily work of politicians, civil servants, lobbyists, or industry leaders. Along with your internship, you'll produce a major research paper which is connected to your internship.

Descriptions of the two courses comprising the program can be found below:

Australian National Internship “A”
This is the usual unit for undergraduate and most overseas students. This combines coursework on current issues and the policy making process with an 11 week part-time placement. The coursework program is based on a series of seminars presented by ex-cabinet Ministers, journalists, lobbyists and senior public servants. It is recommended that overseas students with little knowledge of the Australian political system, whether graduate or undergraduate, enroll in this course. The specific content of the coursework component varies from semester to semester, depending on issues prominent at the time and the availability of guest speakers. This course is worth 12 academic credits at UW-Madison.

One course at Australian National University
Students will enroll in one course of their choosing at Australian National University (ANU). Most courses meet several times a week and consist of both lectures and tutorials. Students should select courses that are worth 6 Australian University Credit Points. This course is worth 4 academic credits at UW-Madison.

More information about courses offered at ANU can be found on Arcadia’s website: http://www.arcadia.edu/abroad/default.aspx?id=18726

Registration
You will work with Arcadia University to register for their courses.

Equivalents and Course Equivalent Request Form (CERF)
Each course you take abroad must be assigned a UW-Madison “equivalent” course in order for your grades and credits 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 Form (CERF). Detailed information on the UW course equivalent process is available in the IAP Study Abroad Handbook.

*You will also be required to fill out an Academic Internship Syllabus Form in order for the proper UW department to approve an equivalency for your internship. This form must be typed and filled out with detailed information about your daily work in your internship.
Credits
UW-Madison students participating on the Canberra Parliamentary Internship program will receive academic credit for successful completion of academic requirements and learning objectives. The minimum academic requirements associated with the internship include successful completion of:

1. Orientation programs prior to departure and on arrival
2. Regular and active participation at the internship placement site
3. Attendance at workshop/seminar sessions in Sydney as determined by the faculty supervisor
4. Written academic products

Limits and Load
UW-Madison students enrolled in the Canberra Parliamentary Internship program must enroll in the two required courses. The coursework required for these courses is in addition to the internship placement, which is typically four full days per week.

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

Grades and Grade Conversions
Please refer to the IAP Study Abroad Handbook for academic policies.

Living Abroad
Canberra
It's rare that you can talk about a nation's capital being an ideal location for the outdoor enthusiast, but Canberra offers a unique mix of recreational opportunities, far beyond what we would be expected in a capital city. With lakes, mountains, and forests nearby, students can go from hiking and seeing kangaroos on Black Mountain to viewing thousands of works of art in the National Gallery in less than a half-hour. Museums like the Australian War Memorial provide a fascinating perspective on how Australians see their own history, while attending a Canberra Raiders Rugby League game can give students some insight into the importance of sports in Australian society.

Canberra is also an ideal point from which to explore the rest of Australia. Sydney is a three hour drive or train ride, while Melbourne is only an hour's flight away. Regular flights from the Canberra Airport to Sydney, Melbourne, and Brisbane are inexpensive and convenient and put all of Australia within easy reach. Within a two hour drive or bus ride students will be in the heart of the Snowy Mountains, while three hours in the opposite direction will put students on the Sapphire Coast of New South Wales, with its beaches and rainforests.

Of course, there are plenty of things to do in Canberra just by staying in the city. Festivals, restaurants, and theaters, abound. Indian, Japanese, Thai, Italian, Turkish, and even Australian restaurants can be found within walking distance of ANU.

Weather. The climate varies considerably across Australia. There is rarely snow in the winter, but it can be windy, damp and dreary in the south during this time. (Continuous
below freezing temperatures are rare.) In the northeast during the summer, it is hot, humid and very wet. Australia’s seasons are opposite of those in the United States. Summer in Australia is from December to February. Autumn lasts from March to May. Winter is from June to August. Spring spans September through November.

**Housing**

Students will live at colleges on campus, in residential housing at Australian National University.

In general, colleges and halls will provide students with the best opportunity to live with Australian students and immerse themselves in the local culture. Many colleges provide a unique living community – complete with dining halls, tutoring programs, sports teams and many other services, activities and clubs. Many colleges and halls were founded on religious or social traditions but have since evolved into open, tolerant institutions welcoming students from a variety of religious, social, ethnic and international backgrounds.

For more information about the housing options at ANU, visit Arcadia’s website: [http://www.arcadia.edu/abroad/default.aspx?id=21740](http://www.arcadia.edu/abroad/default.aspx?id=21740)

Students will work with Arcadia University to submit their housing preference form to after they’ve been accepted to the program.

**Student Life**

Outside the classroom, students will find there is always something going on at ANU. An active student association ([http://sa.anu.edu.au/](http://sa.anu.edu.au/)) coordinates a wide range of clubs and societies that range from sports to politics. The compact green campus ([http://campusmap.anu.edu.au/](http://campusmap.anu.edu.au/)) makes it easy to get from students’ accommodation to the classroom. Students are only a short walk away from the museums, restaurants, and theaters, making Canberra an ideal spot for students.

**Health**

Immunizations are not required for travel to Australia or to return to the US. The US Department of State recommends, however, that you check your health records to make sure your measles, mumps, rubella, polio, diphtheria, tetanus and pertussis immunizations are up to date. Arcadia strongly recommends meningitis inoculations, although they are not mandatory. For further information, visit the Centers for Disease Control and Prevention (CDC) website.

**Safety**

When you arrive overseas, Arcadia staff will provide you with a complete orientation about the local culture in Australia and will thoroughly review country- and program-related safety and security guidelines. In the event of an emergency, students can reach Arcadia staff at any time—even after office hours and on weekends.

Student safety and security is a priority of the Arcadia University Center for Education Abroad. Health, safety and security initiatives receive ongoing and careful attention by the director, the North American-based health and safety officer, and the experienced and
well-trained overseas staff. The Arcadia director is actively involved in a national health and safety task force for education abroad. This task force works with a group of distinguished international educators to draft and disseminate statements of good practice intended to protect the well-being of the thousands of students who study abroad each year. Moreover, overseas staff maintains ongoing communication with U.S. embassies and consulates and with local officials for the latest security information.

**Communication**
When making calls, keep in mind time zone differences ([www.timeanddate.com/worldclock](http://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](http://www.timeanddate.com/worldclock/dialing.html)). Some of above steps can vary if you are using a calling card.

**Travel**
Students are responsible for inquiring about all entry requirements for other countries they plan to visit before, during, and after their program. It is important for students to understand that they may be denied entry into, or be deported from, a country for which they have not obtained the required documentation. In addition, make sure to leave your travel itinerary with the on-site contact as well as with a family or friend in the U.S. in case someone needs to get hold of you in a hurry as well as for your own protection.

Students are strongly discouraged from traveling to areas both in the country and in the surrounding areas that the U.S. State Department has designated as hazardous or has advised against travel. Students should check the U.S. State Department website [http://travel.state.gov/index.html](http://travel.state.gov/index.html) for Travel Advisories and Consular Information Sheets for any country they are considering traveling to before making travel plans.
WEBSITES OF INTEREST

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

UW-Madison International Academic Programs
http://www.studyabroad.wisc.edu

U.S. State Department:
http://travel.state.gov

Center for Disease Control
http://www.cdc.gov/travel/

Current exchange rates
http://www.oanda.com

Lonely Planet
http://www.lonelyplanet.com