Australia, Sydney Arcadia Internship – Summer 2010
IAP Program Handbook

The Sydney, Australia Internship is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with Arcadia University. Throughout the course of your study abroad experience you will be communicating with both IAP and Arcadia University staff. 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.

Arcadia University handles the program’s day-to-day operations. Generally, questions about aspects of your program abroad should be directed to Arcadia University (i.e. Housing information, program facilities abroad, extracurricular activities offered as part of the program, etc.). Questions regarding your relationship with UW-Madison or your academics should be addressed to IAP at UW-Madison (e.g. course credit, equivalents, UW-Madison registration, etc.).

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Contact Information

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Glenside, PA 19038-3295
(866) 927 2234
(215) 572 2174 fax
http://www.arcadia.edu/abroad/

On-Site Program Information
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Glebe, NSW 2037
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Resident Director: Carmelle LeVin
**UW-Madison Information**
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University of Wisconsin-Madison
250 Bascom Hall, 500 Lincoln Drive
Madison, WI 53706
Tel: 608-265-6329  Fax: 608-262-6998
Web: www.studyabroad.wisc.edu

<table>
<thead>
<tr>
<th>For Program Advising &amp; Grades:</th>
<th>For Financial Matters:</th>
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<tbody>
<tr>
<td><strong>Jessa Boche</strong></td>
<td><strong>Judy Humphrey</strong></td>
</tr>
<tr>
<td>IAP Study Abroad Advisor</td>
<td>IAP Financial Specialist</td>
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<td>Tel: (608) 265-6329</td>
<td>Tel: 608-262-6785</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:boche@bascom.wisc.edu">boche@bascom.wisc.edu</a></td>
<td>E-mail: <a href="mailto:jhumphrey@bascom.wisc.edu">jhumphrey@bascom.wisc.edu</a></td>
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**Emergency Contact Information**
In case of an emergency, call the main IAP number (608) 265-6329 between 7:45 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 on-line 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

**Summer 2010 Program Dates**

<table>
<thead>
<tr>
<th>Event</th>
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<tr>
<td>Depart from US</td>
<td>May 30, 2010</td>
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<tr>
<td>Arrive in Melbourne</td>
<td>June 1</td>
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<tr>
<td>Orientation</td>
<td>June 1-3</td>
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<tr>
<td>Travel to Sydney</td>
<td>June 4</td>
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<tr>
<td>Course/Internship Start</td>
<td>June 7</td>
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<tr>
<td>Course End</td>
<td>July 16</td>
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<tr>
<td>Program Concludes</td>
<td>July 18</td>
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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 visa is required for this program. 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 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.

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.

For more information about packing, refer to you IAP Study Abroad Handbook, and/or visit: 
http://www.arcadia.edu/abroad/default.aspx?id=6093

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

Arcadia provides a group flight option for students, from Los Angeles to Melbourne. Students 
who would like to arrange their own transportation are given guidelines by Arcadia for arrival 
dates and times.

The Academic Program

Academic Information
Program coursework will allow you to interact with other program participants, in a learning 
community structure, providing the opportunity to share and benefit from others’ 
perspectives. At the end of your program, you will have a deeper understanding of 
Australian culture; a clearer view of where your education, talents and interests can lead you; 
and a greater understanding of your place in the world.
You'll work full time three days per week during your internship and will also attend class one day per week. You'll be assessed on an academic project that you research and write and is based on your work experience. At the start of your internship, you will attend an orientation session that will help to ensure your smooth transition to the workplace. Near the end of your placement, you will have a debriefing session to help you effectively review and analyze your professional experience.

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

**Work and Thought in Action: Academic Project and Internship**

The Academic Project is the core assessment component of the workplace experience. The outcome of this component is a major piece of written work that is planned, researched and prepared during the course of the internship. Ideally, it should link, in some way, the work in which the student is engaged in at the workplace with academic work the student is undertaking whilst in Australia. It may also link to prior studies. An academic supervisor is provided for each student. The student will see their supervisor several times throughout the course of the program. This project is presented and defended during the final week’s oral presentation. *This course is worth 3 academic credits at UW-Madison.*

**Parallel Realities in the Workplace**

This course is multidisciplinary and will provide students with an introduction to contemporary Australian society. It brings together, through seminars, field trips and discussions, many of the issues relevant to the students experience whilst working in Australia. Students will consider socially responsible issues relating to business, environment, and self-identity in the workplace. Particular focus will be given to the issues effecting urban indigenous Australians, such as education and identity. Students will conclude the course with a reflection of what they have learned. *This course is worth 3 academic credits at UW-Madison.*

**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 Sydney Summer Academic 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 Sydney Academic Internship program must enroll in the two required Arcadia courses. The coursework required for these courses is in addition to the internship placement.

Pass/Fail/Drop/Audit
Students do not have the option to take courses for Pass/Fail credit on the Sydney Internship Program. All courses on this program will receive a letter grade on the Arcadia transcript.

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

Living Abroad
Sydney
With its magnificent harbor, ocean side beaches, modern skyscrapers, and multi-cultural population, you’ll quickly understand why Sydney is such a popular destination for students from around the world. The vibrant life of this city of more than 4 million people means that you’ll never be at a loss for things to do.

Much of the life of the city is centered around the water. Sydney Harbour serves as a main transportation artery for ferries, and a recreation venue with sail boats and pleasure craft. The Sydney Opera House and Darling Harbour are just two of the locations where you will find performances and festivals right on the water. Oceanside beaches like Manly, Bondi, and Coogee are popular venues for surfing, swimming, and enjoying a sunny day in Sydney.

While its physical beauty is impressive, the history and diversity of Sydney are equally important contributors to making it such a great place to study. Sydney was Australia’s first settlement, and there are plenty of opportunities to explore this history in museums throughout the city as well as simply wandering through some of the residential neighborhoods. These neighborhoods will also provide a vivid picture of the diversity of Sydney. It’s not hard to find Italian, Vietnamese, Chinese, Greek, and Lebanese neighborhoods, just to name a few of the diverse cultures which make up Australia today.

If you’re interested in exploring beyond the city, commuter trains will put you into the Blue Mountains a rugged wilderness area within easy daytrip distance of Sydney. Ocean beaches north and south of the city are less than an hour away.

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**

As a participant on the Arcadia Summer Internship Program, you are guaranteed housing. You will need to submit your housing preference form online to Arcadia after you’ve been accepted. In order for Arcadia to consider your preferences, you must submit your housing preference form before the deadline of **March 31st**. If you require accommodations for any special needs—including dietary, medical or physical—you should indicate this on your Housing Preference Form. Any information will be treated as confidential and will only be shared with those individuals involved in your housing placement.

**Housing Information:**

**Regent Street Apartment Complex**

Arcadia provides program housing in central Sydney at the Regent Street Apartment Complex. The apartments are conveniently located near numerous bus routes and Central Railway Station and are within ten minutes walking distance from the University of Technology Sydney and 15 – 20 minutes from the University of Sydney. Most apartments house four students in two shared bedrooms and include two bathrooms, a fully equipped kitchen, living area and laundry facilities. The apartments are in a modern security building with key card access for all residents.

**Terrace House**

An ideal setting for student accommodation, this immaculate terrace house is just metres from shops, cafes with public transport right outside the front door and is located a short walk from Sydney University (5 min), the Arcadia Sydney office (6 min), and Broadway shopping complex (10 min). The terrace houses up to 8 students in 4 well-sized bedrooms, it also has 3 bathrooms, a light filled study alcove, large open plan fully equipped kitchen, outdoor courtyard and laundry facilities.

**UniLodge Sydney - www.unilodge.com.au**

UniLodge is a large student residence providing self-catered studio accommodation for Sydney-area university students. It is conveniently located in central Sydney between the University of Sydney and University of Technology Sydney and accommodation comprises single or twin-share rooms with a small living area and bathroom. Residents are able to prepare their own meals in communal kitchen facilities on each floor or can take advantage of the numerous shops, restaurants and eateries nearby. Students will need to provide their own bed linen, towels and crockery at UniLodge.

Students may also be housed in short-stay apartment-style accommodation in the Surry Hills neighborhood of Central Sydney.
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). 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.

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.

You 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. Make sure to check the U.S. State Department website http://travel.state.gov/index.html for Travel Advisories and Consular Information Sheets for
any country you are considering traveling to before you make any travel plans. If you do not have access to the Web, check with the U.S. Embassy or Consulate nearest you.

**Websites of Interest**

- U.S. State Department Students Abroad site: [http://www.studentsabroad.state.gov/](http://www.studentsabroad.state.gov/)

- UW-Madison International Academic Programs [http://www.studyabroad.wisc.edu](http://www.studyabroad.wisc.edu)

- Arcadia University Center for Education Abroad [http://www.arcadia.edu/abroad](http://www.arcadia.edu/abroad)

- U.S. State Department: [http://travel.state.gov](http://travel.state.gov)


- Current exchange rates [http://www.oanda.com](http://www.oanda.com)

- Lonely Planet [http://www.lonelyplanet.com](http://www.lonelyplanet.com)

**Student Testimonials**

The testimonials below are from past Australia program participants; they reflect various students’ experiences and are included to provide different perspectives. IAP does not endorse any specific view expressed in this section.

*Through my experience, I found a focus and inner passion that I will take with me far beyond my time in Sydney, Australia. My summer internships gave me a better understanding on how I can be part of the solution to curb climate change. I have started to understand the challenges of making changes in governmental policy and in peoples' attitudes. I now have a better idea of what I want to do after I graduate and the kind of graduate school work to go into.*

*The Sydney experience was amazing. Everything that people say about Australian culture and people are true. They are most down to earth, friendly people I have ever met. They truly made it feel like home.*

*Studying abroad is a huge risk. You miss out from your UW experiences for a semester, miss out on your friends and family, but overall, no other experience is as remarkable as studying abroad.*
As far as advice, I would tell people to do as much research they can... it will save you valuable time and money. Also, travel as much as possible when you are there... it is halfway around the world and you may never be there again!

Sydney is an amazing city where there is always something to do and new things to experience. The beauty of Australia and the people there are incredible and something I think few other places can match!