This program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in partnership with CET Academic Programs. Throughout the course of your study abroad experience you will be communicating with both IAP and CET 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 CET 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.

CET handles the program’s day-to-day operations. Generally, questions about aspects of your program abroad should be directed to CET (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 ..................................................................................................................................3
Living Abroad ..................................................................................................................................................5
Student Testimonials ....................................................................................................................................6

**Contact Information**

**CET On-Site Program Information**
Kimberly Strozewski, Director of Prague programs
CET – Prague
Kancelar c. 300
Vodickova 41/791
110 00 Praha 1
Tel: (420) 224-152-069

**CET Pre-departure Contact Information**
Rachel Howard
CET Academic Programs
Czech Republic and Spain Programs Manager
1920 N Street, NW, Suite 200
Washington, DC 20036
Phone: +1-800-225-4262, ext. 7343
E-mail: RHoward@academic-travel.com
**For Program Advising & Grades:**

**Erin Polnaszek**
IAP Study Abroad Advisor
Tel: 608-262-1446
E-mail: eepolnaszek@bascom.wisc.edu

**For Financial Matters:**

**Judy Humphrey**
IAP Financial Specialist
Tel: 608-262-6785
E-mail: jhumphrey@bascom.wisc.edu

**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**

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.

U.S. Embassy in Prague, Czech Republic
Tržiště 15
118 01 Praha 1
Tel: (+420) 257 022 000
Fax: (+420) 257 022 809
Web: [http://prague.usembassy.gov/](http://prague.usembassy.gov/)

**Program Dates**

**Spring 2010**
Arrive in Prague; orientation begins: January 21, 2010
Orientation continues: January 21-24
Intensive Czech: January 25 - 29
Classes Start: February 1
Spring Break: March 26 - 30
Classes End: May 12
Depart from Prague: May 13, 2010

**NOTE:** These dates are tentative. CET will confirm exact dates with accepted students. Students should not plan independent travel for the first two weekends of the
program, since there are required orientation activities. As much as possible, students should not plan independent travel until they arrive in Prague so they can be sure of their free weekends.

**Preparations Before Leaving**

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

**Immigration Documents**

Students must have a passport that is valid until at least six months after you plan to return to the US from the Czech Republic in order to receive a visa. Visas are included in the program fees. Please submit your visa materials in one package to the CET DC office by the due date. Please understand that applying for a Czech student visa is a lengthy process. There is no way to rush process a Czech student visa, so this deadline is firm. We recommend that you send your package via certified mail, Fedex, or UPS so that you may track it if it is lost.

**Travel and Arrival Information**

CET offers airline tickets at reduced fares and can make travel arrangements for students for an additional cost. Information about this service is provided to students upon acceptance into the program.

**The Academic Program**

**General Information**

Students from UW-Madison may enroll in one of two different programs offered by CET, Central European Studies or Jewish Studies:

*Central European Studies*

Central European Studies courses are offered in association with the Charles University Faculty of Humanities. The curriculum has been designed by leading U.S. scholars of Central European and Czech history, culture, politics and arts. The multi-disciplinary curriculum provides an opportunity to examine Central Europe holistically. CET's emphasis on experiential learning allows you to greet the local culture hands-on and to use the entire region as a learning laboratory.

*Jewish Studies*

The Jewish Studies in Prague curriculum was designed by leading U.S. scholars of Jewish History, Czech and Polish Studies, and the Holocaust. The multi-disciplinary curriculum provides an opportunity to examine the history, culture, literature, and the arts of Central and Eastern European Jewry, while at the same time offering a context for exploring the non-Jewish history, politics, and society of the region. CET’s emphasis on experiential learning allows you to greet the local culture hands-on.
All CET courses are taught specifically for CET students, although in some terms Czech students may be invited to certain CET courses. Some courses may not be offered during certain terms. CET asks all applicants to submit course request forms, which are used to determine the final selection of electives. In the Jewish Studies program, individual Hebrew or Yiddish language instruction may be arranged upon request for an additional fee.

CET students in either study track enroll in a total of five courses, including two required courses for the Central European Studies program and three required courses for the Jewish Studies program. At least two of the five courses in the Jewish Studies program must be in Jewish Studies. There is no language prerequisite for the program. CET may be able to arrange for students to take one elective course at the Humanities Faculty of Charles University or at FAMU, the Film and TV School of the Academy of Performing Arts. An additional fee may apply. Students will receive a final elective course listing once in Prague.

Course Information
All students participate in a week-long Czech Language Intensive course (CE100-300 Czech Language) for 4 hours/day at the beginning of the term to introduce practical Czech. No other classes are taught during the first week. Students continue to study Czech throughout the term. Students are challenged to utilize their new language skills in everyday situations. Students entering the program with previous Czech language study enroll in a language course at their level of fluency. First week: 4 hours/day. Remaining weeks: 3 hours/week.

Both programs have other required courses:

Central European Studies
- CE250 Political and Cultural History of Central Europe in the 20th Century (3 hours/week)

Jewish Studies
- JS250 History of the Jews in East Central Europe (3 hours/week)
- CE250 Political and Cultural History of East Central Europe (3 hours/week)

Students take two or three electives, depending on their program, for a total of 5 courses. CET asks all applicants to submit course request forms, which are used to determine the final selection of electives. Upon approval from the Director of Prague Programs, Central European Studies students are allowed to take one elective from the course offerings for the Jewish Studies Program, and Jewish Studies students are allowed to take one elective from the Central European Studies course offerings. Students will receive a final elective course listing once in Prague.

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). Your CERF needs to be submitted to IAP after your fourth week of regular classes. Further information on the UW course equivalent process is available in the IAP Study Abroad Handbook (page 15).

**Credits**
The required credit load for UW Madison participants is 16 credits for the semester. Czech language study is worth 4 UW-Madison credits. CET Area Studies courses (have 3 contact hours per week and are worth 3 UW-Madison credits, unless indicated otherwise.

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

**Grades and Grade Conversions**
Grades are determined by mid-term and final exams or research papers, active course participation, and other course requirements. Each course syllabus details the percentage of each course’s requirements, totaling 100%. Letter grades of A, B, C, D, and F are given with pluses and minuses.

CET will report grades to UW Madison using their CET equivalent grades. The grade conversion scale for this program is as follows:

<table>
<thead>
<tr>
<th>CET Grade</th>
<th>UW-Madison Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+/A</td>
<td>A</td>
</tr>
<tr>
<td>A-/B+</td>
<td>AB</td>
</tr>
<tr>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>B-/C+</td>
<td>BC</td>
</tr>
<tr>
<td>C/C-</td>
<td>C</td>
</tr>
<tr>
<td>D+/D/D-</td>
<td>D</td>
</tr>
<tr>
<td>F</td>
<td>F</td>
</tr>
</tbody>
</table>

**Living Abroad**
Educate yourself about your host country. Read the Preparing to Live in Another Culture section of the IAP Study Abroad Handbook. Consult the following resources as well as travel books and program binders in the Study Abroad Resource Room (250 Bascom Hall). 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.

**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.

**Student Testimonials**

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

**Preparations Before Leaving**

Buy a dictionary, phrasebook before you come.

Bring travel books for countries you think you’ll be traveling to. It’s easier and cheaper to purchase them in the states before you come over.

Don’t come in blind. Get some Czech language tapes from the library, do some reading over your school vacation prior to going. Always have an open mind, and don’t get too frustrated when communication is difficult with those for whom English is a second language….have patience.

I absolutely recommend setting up a bank account that you can use an ATM card to get money.

**Academic Program**

The language barrier was intimidating at first, but we took Czech as one of five classes, which helped integrate us into society. I felt independent while being able to share my experiences with the 15 others on my program. Our classes ranged from politics to Jewish history to art and literature of Eastern Europe. Not only were the professors amazing, but many actually lived through the history we were learning about, and could give us walking tours of the history.

**Living Abroad**

The best way to learn more about the Czech language and culture is to get to know Czechs. The program provided many opportunities for this, with the Czech family and Czech buddies. So they should be taken advantage of. There were also many opportunities to go to activities that taught cultural activities.
I would advise them to cement friendships with the Czech buddies from the beginning and really make an effort to go out with them. The people are very interesting to talk to, but it’s easy to surround yourself with Americans and not branch out if you don’t put forth the effort.