Congratulations on being selected to participate in the study abroad program in Prague, Czech Republic!

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

CIEE handles the program’s day-to-day operations. Generally, questions about aspects of your program abroad should be directed to CIEE (e.g., 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 (e.g., course credits, equivalents, UW Madison registration, etc.)

This program handbook contains the following information:

Contact Information........................................................................................................................................... 1
Program Dates .................................................................................................................................................. 3
Preparations Before Leaving .......................................................................................................................... 3
Travel and Arrival Information .......................................................................................................................... 3
The Academic Program ...................................................................................................................................... 3
Living Abroad .................................................................................................................................................... 7
Student Testimonials .......................................................................................................................................... 8

Contact Information

CIEE On-Site Program Information
Dr. Lucie Zacharova, Resident Director
CIEE Study Center
Univerzita Karlova v Praze
K Rotunde 8
Praha 2 – Vysehrad
128 00 Czech Republic
Tel: (420) 224-923-072
Fax: (420) 224-922-361
Email:LZacharova@ciee.org

CIEE Pre-Departure Contact Information
Amanda Gilman, Enrollment Officer
CIEE – Central/Eastern Europe Programs
300 Fore St
Portland, ME 04101
Tel: +1.207.553.4099
Fax: 207-253-0697
Email: agilliam@ciee.org

UW-Madison Information
International Academic Programs (IAP)
University of Wisconsin-Madison
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.

In an emergency, you or a family member can call CIEE 24 hours a day at 1-800-40-STUDY (from the US) or 207-553-7600 (US and overseas). This number is monitored 24 hours per day and will put you in touch with CIEE program staff in Maine.

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 in Prague, Czech Republic
Trziste 15
118 01 Praha 1
Czech Republic
TEL: +420 257 022 000
FAX: +420 257 022 809
Web: http://www.usembassy.cz

Program Dates
Spring Semester 2010
Arrive in Prague January 18, 2010
Depart Prague May 15, 2010

Students MUST arrive on the date specified by CIEE and participate in Orientation. Late arrivals are not permitted!

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
Participants will need to obtain a student visa for this program. Within a few weeks upon acceptance into the program CIEE will send you, via express mail, supporting documentation that MUST be included with your visa application. Please refer to the following section entitled “Requirements” for detailed information on those documents that will be provided by CIEE. These letters will be sent to students as soon as they are received from Prague. **While waiting for these letters from CIEE, you should begin collecting all other necessary documents so that once you receive the letters from CIEE you can immediately apply for your visa. Do not hesitate to send in your visa application as soon as you possibly can—Czech visas can take two to three months to process!!**

For more information, refer to the Czech consulate that has jurisdiction over your home state:  

**Travel and Arrival Information**

Travel and Arrival Information will be provided by CIEE.

**The Academic Program**

**General Information**

Program participants undertake a rigorous academic program aimed at educating participants on various subjects related to the Czech Republic. Students will attend classes at the CIEE Study Center located in Prague. Courses in fields such as history, economics, politics, culture, social issues, literature, art history, and cinema studies are offered. The faculty for CIEE courses are contracted through the Philosophy Faculty of Charles University.

Classes are held Monday through Friday mid-day. Class attendance is mandatory; you may not miss class without approval of the Resident Director. Teaching methods will be quite different from what you are used to. There tends to be less discussion and more memorization, a typical pedagogical approach in most European universities, where transmission of traditional knowledge is the focus. In addition, relationships between students and teachers are more formal.

Courses taught at the CIEE Study Center are in English and are mostly composed of CIEE students with occasional Czech and other European students. While lecturing prevails as the most common teaching method, most professors welcome class discussion and questions. Courses meet twice a week for 1.5 hours or once a week for 3 hours. All regular Charles University courses are taught in Czech and are open to students able to follow instruction in Czech.

The CIEE Study Center also offers students the opportunity to enroll in courses at FAMU: The Prague Film and Television School of the Academy of The Performing Arts. The oldest film school in Center Europe and one of the most respected in all of Europe, FAMU was established in 1946, has nine departments, and meets the credit standards of European universities.

**Registration**

Registration information will be provided by CIEE. In general, CIEE will communicate with you by email. You will receive detailed information on courses and requirements in your online CIEE
acceptance materials. Read all of the CIEE materials carefully and return all CIEE forms directly to CIEE by their deadline date.

Please note, on your CIEE course selection form, it is important that you have maximum number of alternate course selections pre-approved by your UW-Madison academic advisor as this will ease your ability to change your class schedule upon arrival.

**Course Information**

**Czech Language**

Many study abroad programs require previous experience with the language of the host country. While the Prague program does not require knowledge of Czech to be admitted, learning as much of the language as possible while abroad should be a high priority for every student. All students are required to take Czech language while studying at the CIEE Study Center in Prague. The required Czech language courses provide students with basic skills needed to communicate on a daily basis. They include grammar, conversation, listening, and reading comprehension. During the first two weeks, students study Czech language for five hours each day. Students then continue language study with classes three days per week (Monday, Wednesday, Friday). Students select from the Czech language courses listed below:

- **Beginners:** Regular beginner class for students who do not intend to continue studying Czech. This class will focus less on grammar and more on practice, communication, and survival language skills
- **Beginners/Fast Track:** Class for those students who plan to continue Czech and/or Slavic studies and want intensive introduction to the language.
- **Fast Track:** Class for those students who have had some Slavic language experience, plan to continue Czech and/or Slavic studies and want a more intensive introduction to the language.
- **Intermediate:** Class for those students who have had some Czech language experience.
- **Advanced:** Class for students who have extensive experience with the Czech language.

**UW-Madison students are strongly encouraged to take the Fast Track Czech language option.** Students with no prior UW-Madison credits in Czech that choose to take the Fast Track option will receive Slavic 115 as their UW-Madison course equivalent. Students that take the Fast Track option and wish to receive Slavic 351 for their language equivalents must meet with Professor Danaher of the Slavic department upon their return to UW Madison and pass an equivalency test (oral and written). Students that take an intermediate or advanced Czech language course will work with IAP and the Slavic Department to establish an appropriate UW-Madison equivalent.

Student may also elect to take the Beginners or Beginners/Fast Track Czech language options. Students that choose to take one of these language courses will not receive UW-Madison course equivalents in the UW-Madison Slavic Department as the material covered is not equivalent to the Czech language courses taught at UW-Madison. Instead, UW-Madison students will receive a UW-Madison equivalency in the Study Abroad Timetable Department (SAB). Beginners and Beginners/Fast Track Czech language courses will appear on students’ UW-Madison academic records under the course title “Individualized Language Study” and it will be elementary (E) in level.

**CIEE Area Studies Courses/FAMU Cinema Studies Courses**
In addition to Czech language study, students are required to take four CIEE area studies courses or a combination of CIEE area studies courses and FAMU Cinema Studies courses for a total of 16 credits. CIEE Area Studies course descriptions are available online:

Students may also take courses from FAMU’s international program, which offers a variety of cinema studies courses taught in English. Visit http://www.amu.cz/?r_id=610 to learn more about FAMU. Students may take up to six credits of FAMU coursework, either two 3-credit FAMU courses or four 1.5 credit courses. If you choose to take a 1.5 credit FAMU course, you must combine this course with another 1.5 credit FAMU course.

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. CIEE Area Studies courses (taught at the CIEE Study Center) have 45 contact hours and are worth 3 UW-Madison credits, unless indicated otherwise. Students interested in taking FAMU courses may select up to 6 credits total of English-taught classes in FAMU’s international program. FAMU courses are worth 3 UW-Madison credits unless otherwise indicated by CIEE. If students elect to take a FAMU course that is worth 1.5 credits, they must take a minimum of two 1.5 credit FAMU courses to equal 3 credits. UW-Madison students that take two 1.5 credit FAMU courses will have their coursework for these two courses combined into one UW-Madison course equivalent equal to 3 UW credits and grades from the two courses will be averaged.

Pass/Fail/Drop/Audit
Students may not drop Czech language; this is a mandatory part of the program. If you elect to take your Czech language course pass/fail, please note that pass/fail courses do not count towards the UW-Madison foreign language requirement. Also, you may not carry any course in your major department on a pass/fail basis. Please refer to the IAP Study Abroad Handbook for detailed Academic Policies.

Grades and Grade Conversions
Grades (A-F, pluses and minuses) are assigned based usually on mid-term and final exams, research papers, class presentations, or additional assignments depending on the course. Class attendance is mandatory and factored together with class participation into the final grade for many of the program courses.

Professors submit final grades to the Resident Director at the end of each semester. Once the Resident Director has received all grades from your instructors, she will forward them to CIEE. Please note that this process often takes two (2) months after the end of each semester. Your transcript will be sent to UW-Madison only after CIEE has received all of your grades.
The following is the grade conversion scale being used for courses taken in Prague:

<table>
<thead>
<tr>
<th>CIEE Study Center Grade</th>
<th>UW-Madison Grade 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.

Websites of Interest:

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

CIEE website:
http://www.ciee.org

Charles University website:
http://www.cuni.cz

FAMU website:
http://www.amu.cz/?r_id=610

November Fund at UW-Madison:
http://www.novemberfund.org/

For more general travel information:
http://www.worldwide.edu

U.S. State Department information:
http://travel.state.gov
Center for Disease Control (CDC):
http://www.cdc.gov/travel/

Lonely Planet Guidebook:
http://www.lonelyplanet.com

Useful Travel Books:

Fodor’s Guides
Frommer’s Travel Guides
Let’s Go
Lonely Planet
Michelin Guides
Rough Guide

Prague: A Traveller’s Literary Companion, edited by Paul Wilson
International Travel Health Guide by Stuart R. Rose, MD.

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.

Refer for your CIEE handbook for detailed information regarding communicating via telephone, email, and mail while in Prague.

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/Packing
-You are not going to a 3rd world country. If you forget it, you can buy it..BUT:
***Make sure you pack enough of your medications for 4 months. I would also bring some generic over-the-counters like Zyrtec (prescription there), Advil, Tylenol, Benadral, & such because they don't have equivalents and you may have a bad reaction
*Bring anti-biotics with you. A sinus infection cost me $700. They don't take insurance at any of the international clinics and they give you Czech brands. Bring your own. You're old enough to know what a sinus infection is.
-Bring a coat. It may not be Madison cold...but it's still cold!

Bring an English language book, music, some magazines...when you miss home the familiar book will help.
Pack light for all seasons. Learn how to use a washing machine if you're the new-wardrobe-for-every-day-of-the-year type.

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.

**Travel and Arrival Information**

-Go to places you wouldn't normally go. Part of going to Prague is being in Eastern Europe. Go to Poland, Hungary, Turkey, Morocco. Go to places that aren't England or Italy. Explore a new side of Europe.

Travel is awesome, but try not to stress about it. It can be way more expensive than you plan and there's plenty to do in Prague, so don't miss too many weekends there. Go to Greece.

Lots of kids flung themselves all over Europe every weekend. Prague has something to offer every day. Travel within the country- the countryside is one of the most stunning landscapes I’ve seen (and different beauties in different corners). One of my highlights was backpacking through fields and forest with my Czech roommate and two friends in southern Czech Republic. Travel a bit though, if you have the funds. Berlin is Europe’s New York, but less dense. Ultra modern, hip, ambitious.

The orientation gave a good idea of what to expect for our living in the Czech Republic and also for what native Czech people experience. It was good meeting with Czech buddies to show us around the city and talking to young people who had their own experiences living here and could recommend good places to go.

The orientation was helpful with general information about the city and culture. Some days were too long and it got hard to concentrate but overall it was relevant and useful.

You don't need traveler's checks but if you want to be on the safe side you can have a few handy. Make sure to always have copies of your passport with you and never let your original passport out of your sight. I almost left my passport on a bus in Kushadasi, Turkey and it was the worst 10 minutes of my entire semester abroad.

**Academic Program**

Courses are not a problem if you keep up on them and participate. Talk to your teachers. Not all of them are professional educators, but they all have really impressive resumes and could do a lot to help you with working abroad later in your life or during your semester.
Courses are notably easier, but like the money, the grades are real, too.

The program staff was absolutely wonderful. They worked so hard and were always willing to talk to students. Lucie did an amazing job addressing problems that came up.

It was very useful to have Czech language classes the first few weeks. What was learned there was useful for the rest of the semester.

The Czech teachers were great.

Registration worked very well. The instructor quality varied greatly. I had some wonderful instructors and some instructors I didn’t like. The grading scale was probably tougher than it would be at my home school. And there were more papers than I am used to.

**Living Abroad**

Really try to branch out. If there's one regret I have, it’s too easily falling into what the American students were doing on the weekends and not spending more time more places.

Student life is awesome, try to become friends with everyone in the program, it will open up the most venues and experiences.

Make an effort to get to know the people and place or you'll be dismissed as a weekend tourist and disrespected. On the flip side, the respect given to you by showing the simplest of efforts is some of the most genuine you'll ever receive. They’re a proud, but tiny people. Display the value you have for their small, but amazing culture.

CIEE can be isolated from Charles University, with few opportunities to contact with students.

I went on all of the field trips organized by CIEE and I also volunteered at a local human rights organization. In addition, I participated in Czech cooking lessons, went to a hockey game, and engaged with the Program Directors and Czech students.

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.

Take advantage of every opportunity to meet other students in your program and other American students in general. They will be your lifeline.

Keep your wallet in your front pocket and put your hand in it when you're on a crowded train or tourist attraction. I've been all over pick-pocket prone Europe and I've never had anything stolen.

**Handling Money**
Pick pockets are everywhere. Always have your money/wallet in grasp or safely tuck it away.
-Learn the exchange system. You really want to make sure you realize how much you're spending for things.
-Tips are not required! They don't expect them, so you don't have to give them at restaurants and stuff if the service wasn't good. I know it feels weird, but it's the European way.

I’m not sure if the Czech Republic is on the euro yet, but it was still the crown when I was there. Even though the crown is weaker than the dollar that doesn't mean everything is cheap (though some things are... soccer tickets and beer for example). Many things are VALUED similarly, but COST a different amount. If you don't already, keep close track of how much you're spending in dollars. Do a weekly budget, otherwise you may end up in a crunch and suddenly have to send for money back home through western union which charges $30 per transatlantic transaction (not like I’ve been in a situation like that......). Decide where you're going to splurge and where you're going to scrimp. It’s not monopoly money.

Communication
NO ONE SPEAKS ENGLISH!!! Make sure you make an attempt to learn Czech and meet new American students. Out of the tourist areas, the population speaks very little English.
-Buy a cell phone early before all the places run out-the abroad students tend to wipe them clean of their cheapest product.
-Skype!!

Bring a laptop if you have one (highly recommended). Also purchase a quality microphone. Use g-talk (Google’s computer to computer service) which is free and get a Skype account, which is cheap (computer to telephone).