Paris Institut Catholique
Study Abroad Program
Spring 2009

STUDENT HANDBOOK

University of Wisconsin – Milwaukee
University of Wisconsin – Madison
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INTRODUCTION

Welcome Letter from the UW-MILWAUKEE/UW-MADISON Program Directors

Dear Study Abroad Participant:

CONGRATULATIONS on being chosen to participate in the UWM / UW Consortium Paris Study Abroad Program! As you are about to embark on the academic adventure of a lifetime, allow us to take a few minutes to point out some of the rights and responsibilities that you now assume in conjunction with this academic experience.

You have the right to participate fully in your international academics. You are encouraged to take full advantage of the quality program that has been established for you and your fellow study abroad students. Attend class. Join in the discussions. Explore new resources only available to you in another culture. Engage in research that stretches your mind and develops your cognitive skills. Enjoy your classes. Be an active international learner.

You have the right to feel safe while you are abroad. We have structured your program to be as risk-reduced as possible and encourage you to further reduce your risk by engaging in positive behaviors. Please refer to the section in this handbook on Safety While Abroad for tips and advice. You are now an ambassador from the United States, representing the University of Wisconsin System. Be sure to serve us well. Don’t engage in activities that may endanger you or others. Be attentive and cautious. Exercise good judgment at all times.

You have the right to know all you can about your program and host country. We encourage you to learn as much about your host country as possible before departing on your program. Read guidebooks. Speak to former study abroad students about their experiences. Conduct research on the Internet. Read this handbook. If you do your “homework” before you arrive you will have a much easier time making the transition into a new culture.

You have the right to have the academic semester of your life! Take advantage of day trips planned. Venture off to a museum. Explore your neighborhood. Make new friends. Take pictures. Keep a journal of your adventures and thoughts. Then, take a step back and reflect on your own academic and personal growth. We guarantee you will be a different person after your experience.

We sincerely hope you freely exercise all your rights in a responsible manner. When you return, please come by the office and share your experiences with us. We would love to hear about how you took full advantage of your study abroad program.

Good luck and safe journey!
Bon courage!

Dave Engberg, Director
CIE Overseas Programs and Partnerships
UW-Milwaukee

Rob Howell, Director
International Academic Programs
UW-Madison
CONTACT INFORMATION

During your semester abroad you will study at the Institut Catholique de Paris (ICP) at their Institut de Langue et de Culture Françaises (ILCF). Your program is offered by a consortium of UW-Milwaukee and UW-Madison. UW-Milwaukee handles the program’s day-to-day operations in partnership with ACCENT—the local organization responsible for the logistics of the program. UW-Madison students with questions relating to their relationship with UW-Madison or their academics should be addressed to UW-Madison International Academic Programs (ie. course credits, equivalents, UW-Madison registration, etc). All other students should contact UW-Milwaukee’s Office of Overseas Programs and Partnerships with their respective questions.

ON-SITE CONTACT INFORMATION
Your primary contact in Paris will be your Resident Director.
Professor Ulrich Langer (from UW-Madison)
Email: ulanger@wisc.edu

ACCENT
89 rue du Faubourg Saint-Antoine
75011 Paris
France
Phone: (011) 33 1 53 02 01 30
Fax: (011) 33 1 53 02 01 31
ACCENT Email: paris@accentintl.com
Web site: www.accentintl.com
Métro: Bastille (sortie Faubourg Saint-Antoine) or Métro Ledru-Rollin

UW-MILWAUKEE CONTACT INFORMATION
For Program Advising:
Rachel McGraw and staff of the Center for International Education
Phone: 414-229-5182 or 800-991-5564
E-mail: rmcgraw@uwm.edu or overseas@uwm.edu

UW-MILWAUKEE EMERGENCY CONTACT INFORMATION
In case of emergency, call the main Overseas Programs & Partnerships numbers (414-229-5182 or 800-991-5564); for after-hours emergencies please call the OPP’s emergency phone at 414-469-8197.

UW-MADISON CONTACT INFORMATION
For Program Advising & Grading:
Mandi Schoville, IAP Study Abroad Advisor
E-mail: maschoville@bascom.wisc.edu
Phone: 608-265-8977
Website: www.studyabroad.wisc.edu

For Financial Matters:
Judy Humphrey, IAP Financial Specialist
Phone: 608-262-6785
E-mail: jhumphrey@bascom.wisc.edu

UW-MADISON EMERGENCY CONTACT INFORMATION
In case of emergency, call the main IAP number (608) 262-2851 between 7:45 a.m. – 4:30 p.m. (CST); for after-hours emergencies, call the IAP staff on call at (608) 516-9440.
Resident Director’s Role
The Resident Director (RD) (or Academic Director) serves as the on-site liaison between your home institution and the host institution. The RD teaches a course, monitors field trips and excursions, supervises the Lycée internship and is available to help students find appropriate solutions to personal, health, and academic problems during the program. Establish good communication with your RD. If you are experiencing difficulties with the program or with your adjustment to the culture, your RD is a good person to seek out for assistance and support.

Home Institution Advisor’s Role
The home institution advisor supports the student by assisting them with pre-departure needs such as course registration, meeting home campus administrative requirements and providing general travel preparation information. While the student is out of the country, the advisor serves as their home campus representative in many matters pertaining to grades, registration, financial issues and other campus administrative matters. Advisors work in conjunction with ACCENT to respond to serious health situations. Advisors can assist students with coordinating their academic course work for the semester they return to campus.

PRE-DEPARTURE AND ARRIVAL INFORMATION

PROGRAM CALENDAR SPRING 2009

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>February 16</td>
<td>Depart the U.S.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>February 17</td>
<td>Arrive in Paris, official program starts, date housing is first available</td>
</tr>
<tr>
<td>Wed/Thurs</td>
<td>February 18-19</td>
<td>ACCENT Orientation</td>
</tr>
<tr>
<td>Monday</td>
<td>February 23</td>
<td>Start of ILCF classes</td>
</tr>
<tr>
<td>Sat-Sun</td>
<td>April 11 – April 29</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Friday</td>
<td>June 19</td>
<td>End of ILCF courses and exams, last night housing is available</td>
</tr>
<tr>
<td>Saturday</td>
<td>June 20</td>
<td>Depart Paris</td>
</tr>
</tbody>
</table>

PRE-DEPARTURE ORIENTATION AND LANGUAGE PLACEMENT EXAM
Each student will attend a pre-departure orientation at their home university. Participants must attend their mandatory pre-departure orientation as well as any other scheduled informational meetings or orientations. In addition, each student will be required to take an online placement test before departure and an oral placement test upon arrival in Paris. Instructions on how to complete the online placement test will be given at orientation.

UW-Madison Orientation
Friday, November 7, 2008
General Orientation 2 – 3:30pm. (Check-In is from 1:30 PM to 2 PM in Room B10 Ingraham)
Program Specific Orientation: 3:30 – 5pm

UW-Milwaukee Orientation

General: Friday, November 14, 2008, 2-4pm
Lubar N146

Site-Specific: Thursday, November 13, 2008, 4-6pm
Garland 104
ACCENT AND THE ACCENT PARIS CENTER
ACCENT is a San Francisco-based organization that is contracted to arrange all on-site logistics of the program, including student support services and excursions for the semester. ACCENT works with dozens of U.S. institutions in arranging study abroad programs.

The ACCENT Paris Center is located in the 11th Arrondissement near the Bastille. Office hours are 9:00 a.m. to 5:00 p.m. daily. They are closed on weekends and French National holidays. You will receive your mail at the ACCENT Paris Center so this is the address to give to family and friends who wish to send you letters.

The ACCENT Paris Center is a lively place during the semester. There are classrooms, faculty offices, a computer lab, and a resource area with reference books for travel, exploring Paris, etc. The staff will first and foremost speak French to you but depending on the circumstances they may use English. Since this is a language program please try to speak in French as much as possible.

Be sure to keep ACCENT, your Resident Director and your host family informed of your travel plans when you are away from the program. The ACCENT Paris Center can also assist you with basic health matters by providing a list of area doctors and offering some assistance with setting up medical appointments.

Arrival Information
Students will be required to meet at a designated hotel near the ACCENT Paris Center on Tuesday, February 17, 2009. More information containing the specific hotel address, directions from the airport and transportation options will be provided prior to departure. This one-night hotel stay is included in your program fee. You will move to your home stay option or studio on February 18.

On-Site Orientation
On the afternoon of your arrival, an ACCENT staff member will meet you at the hotel at a pre-designated time. There will be a guided neighborhood tour followed by a get-together at the ACCENT Center. The three days thereafter are for orientation and include practical, cultural, medical, and emergency information. **It is mandatory for all students to arrive in time for their on-site orientation.** On-site orientation in Paris covers practical matters as well as aspects of cross-cultural living and learning -- giving program participants the tools they need to make the most of their time in Paris. In addition, the orientation addresses local customs, money, safety, telephones, mail, transportation, housing and the importance of registering with the American Consulate in Paris. Orientation packets are provided and include maps, practical living information, as well as copies of "Paris at your Fingertips" and "The ACCENT Guide to Living in Paris," both written by ACCENT for U.S. students living in Paris.

VISA
To study in France for longer that 90 days, you must obtain a visa prior to your departure from the United States. France instituted a new visa system in 2007, CampusFrance, that all applicants for student visas must use. Please pay close attention to all deadline and visa requirements. You will not be able to leave the US if you do not have your visa arranged for before your departure date. **More information on obtaining a French student visa is in Appendix D.**
ACADEMIC INFORMATION

CREDITS
Students are required to enroll in at least 12 credits during their semester abroad on the program. Students can take up to 18 credits without getting special permission. Students wishing to take an overload of 19 or 20 credits must consult with the RD and obtain permission from the home campus.

COURSES
The Paris Study Program offers students a select group of courses designed to dramatically enhance French language proficiency level as well as knowledge and appreciation of French culture. Prior to departure, students will be required to take an online ILCF language placement test. Students will receive instructions on how to take the online test at orientation. Once in France, students will then take an on-site oral placement test and will be placed in one of eleven language levels. Students will fill out the “On-Site Final Course Registration” form (see Appendix A) with their final courses choices after having discussed their study plan with the RD. The Resident Director signs off on the form and returns it to the student’s university in Milwaukee or Madison.

These charts summarize the course offerings and course selection requirements. Required courses are indicated in the first table. Electives are indicated in the second table.

<table>
<thead>
<tr>
<th>Courses</th>
<th># of required credits</th>
<th>Institution (site and course grading info)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRENCH LANGUAGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Langue Française</td>
<td>6</td>
<td>ILCF</td>
</tr>
<tr>
<td>CULTURE (choose 2 of three; may take all three depending on availability)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature and the History of Paris</td>
<td>3</td>
<td>Taught at ACCENT by Ullrich Langer, UW-Madison professor of French</td>
</tr>
<tr>
<td>Contemporary France</td>
<td>3</td>
<td>Taught at ACCENT by ACCENT Professor Veronique du Parc</td>
</tr>
<tr>
<td>From Watteau to Picasso – A History of French Art, 1715 - 1914</td>
<td>3</td>
<td>Taught at ACCENT by ACCENT Professor Chris Boicos</td>
</tr>
</tbody>
</table>

- Students may choose to take an additional culture course at the ILCF. There will be an additional fee of $570/course for this option.

In addition to the 12 required credits, some students may take the following optional credits:

<table>
<thead>
<tr>
<th>Courses</th>
<th># of credits</th>
<th>Requirements</th>
<th>School placement</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lycée Internship (add'l $175/student)</td>
<td>2-3 credits</td>
<td>Requires separate application and approval of Resident Director</td>
<td>Students are placed in various schools; administered by ACCENT but graded by RD as C/NCR (Milwaukee) or Pass/Fail (Madison)</td>
<td></td>
</tr>
<tr>
<td>AdvanciaNegocia Business School</td>
<td>3</td>
<td>Only Milwaukee students may select this option</td>
<td>Students choose one course from the AdvanciaNegocia catalog</td>
<td></td>
</tr>
</tbody>
</table>
Course Descriptions

The following are descriptions of the various courses open to students on this program:

French Language (REQUIRED)

*Langue Francaise* (6 cr): This required course will meet several times each week and conclude with a final exam. Taught by faculty at the ILCF, it will develop participants’ language skills in composition, grammar, and in advanced classes, stylistic analysis of selected readings in French literature. As determined by the results of the ILCF placement exams, students will be placed within eleven different levels with other international students.

French Culture (REQUIRED- must choose two, may take three depending on availability)

*Director’s Course: Literature and the History of Paris (3 cr):* This course is designed to present the history of the city and the population of Paris through literature from the late Middle Ages to the 20th century. The study of each literary work will be complemented by historical readings and visits, either as individual projects or group activities, to urban sites and museums, serving as a counterpoint to fictional representation. At the outset, Paris is present as the site of satirical or popular literature. The city over the centuries becomes more and more the site of fiction and the space of artistic creativity; especially so in the 19th century, when literature and art engage overtly with urban space and the esthetics and socio-economics of industrialization.

*La France Contemporaine (3 cr):* The purpose of this course is to introduce students to a panoramic view of life in contemporary France. Taught at the ACCENT Center by Veronique du Parc, a French scholar. This course is designed for students with fewer that 5 semesters of French.

*From Watteau to Picasso – A history of French Art, 1715 – 1914 (3 cr):* This course traces the evolution of French painting from the decline of the Ancien Régime through the upheavals of the Revolutionary age to the birth of modern industrial and capitalist France in the 19th century. It ends with the last heroic re-definition of “modernity” in art at the opening of the 20th century.

Elective Options

*Stage au Lycée (2 or 3 cr):* A unique option offered by the program is the opportunity to do a 2-3 credit stage or internship in a French lycée or college (high school or middle school) in Paris or its vicinity. Further information about this course option is described in the Lycée Internship section below. The Lycée option is an additional $175/ student.

*AdvanciaNegocia Business Course (taught in English) (3 cr):* This elective is open to UW – Milwaukee students only. Taught at AdvanciaNegocia and open to advanced French students who wish to enhance their vocabulary and study aspects of business that are particularly relevant within French culture. This option requires an early departure and housing during this time may not be guaranteed. For more details, UW-Milwaukee students must contact their study abroad coordinator.

EXCURSIONS

The program fee for this semester includes three day-long trips that will be scheduled with the Resident Director after arrival in Paris.

ACCENT also coordinates various one-day and multiple-day trips around Paris in particular and France in general. Students interested in these trips should work directly with ACCENT for scheduling and payment.
ACADEMIC EXPECTATIONS

Attendance
Attendance is expected and is part of the academic portion of your program. Failure to attend classes may result in the lowering of a grade; assigning failing grades for poor attendance; or in severe cases, a student being dropped from the class, thus not receiving any credit for the course.

Absences
You should inform the instructor of any planned absence as soon as possible and make arrangements to take any scheduled quizzes, exams, or labs in advance. Permission may not be guaranteed in all cases and should not be taken for granted.

Assignments
Assignments include required reading, course work, field trips, etc. as determined by instructors. You are required to complete all of your assignments while abroad.

Course Equivalencies
Course equivalencies vary and are done separately at each university so check with your study abroad advisor. You should also check with your French Department Faculty advisor before your program begins.

Academic Misconduct
Academic misconduct is an act in which a student seeks to claim credit for the work or efforts of another without authorization or citation, uses unauthorized materials or fabricated data in any academic exercise, forges or falsifies academic documents or records, intentionally impedes or damages the academic work of others, engages in conduct aimed at making false representation of a student's academic performance, or assists other students in any of these acts. Student academic misconduct procedures are specified in Chapter UWS 14. Students should refer to their university websites if they are not familiar with the serious consequences of academic misconduct:

UW-Milwaukee students: http://www3.uwm.edu/Dept/Acad_Aff/policy/academicmisconduct.cfm
UW-Madison students: http://www.wisc.edu/students/saja/misconduct/misconduct.html

GRADE SCALE
You will be graded on the French 20 point scale for all courses associated with the IC or ILCF and these grades will be converted according to the scales below. Note: There is an imperfect correlation from 8 downward on a 20 point scale.
<table>
<thead>
<tr>
<th>UW-Milwaukee</th>
<th>IC &amp; ILCF Scale (out of 20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>15.0 - 20.0</td>
</tr>
<tr>
<td>A-</td>
<td>14.0 - 14.9</td>
</tr>
<tr>
<td>B+</td>
<td>13.0 - 13.9</td>
</tr>
<tr>
<td>B</td>
<td>12.0 - 12.9</td>
</tr>
<tr>
<td>B-</td>
<td>11.0 - 11.9</td>
</tr>
<tr>
<td>C+</td>
<td>10.0 - 10.9</td>
</tr>
<tr>
<td>C</td>
<td>9.0 - 9.9</td>
</tr>
<tr>
<td>C-</td>
<td>8.0 - 8.9</td>
</tr>
<tr>
<td>D+</td>
<td>7.0 - 7.9</td>
</tr>
<tr>
<td>D</td>
<td>6.0 - 6.9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UW-Madison</th>
<th>IC &amp; ILCF Scale (out of 20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>15.0 - 20.0</td>
</tr>
<tr>
<td>AB</td>
<td>13.0 - 14.9</td>
</tr>
<tr>
<td>B</td>
<td>12.0 - 12.9</td>
</tr>
<tr>
<td>BC</td>
<td>10.0 - 11.9</td>
</tr>
<tr>
<td>C</td>
<td>9.0 - 9.9</td>
</tr>
<tr>
<td>CD</td>
<td>7.0 - 8.9</td>
</tr>
<tr>
<td>D</td>
<td>6.0 - 6.9</td>
</tr>
<tr>
<td>F</td>
<td>0 - 5.9</td>
</tr>
</tbody>
</table>
LIVING IN PARIS

HOUSING
Before your departure, you will fill out a housing preference form. You should complete this form with the utmost honesty as housing placements are determined by the information provided on this form. ACCENT will work with students to ensure compatible home stay placements. During the Spring break, housing at the home stay and private student residence are included in your fee. You will be notified if you will be assigned to a home stay or a private student residence prior to departure.

Home Stay Option
The standard accommodation included in the program fee is a home stay with daily breakfast. Home stay with an additional 4 dinners per week, Monday to Thursday, is an additional fee of approximately $1300.00. Home stay placements will include only one English speaker per home and home stay locations can vary. Students will likely receive their home stay assignments upon arrival.

There are many advantages to a home stay. Our experience indicates that students who opt for home stays show a greater degree of improvement in their French language skills than those who choose to live in private student residences. Home stays provide the opportunity to use your French daily and to interact with French people in a very natural setting. Students staying with French hosts should be open to the diversity of the modern French society. Hosts can include a variety of individuals such as individuals of French descent, African descent, single parents, large traditional families, a widow, or a young couple with no children.

There are general guidelines for both students and hosts in a home stay arrangement. Students will not have a curfew imposed upon them and will be given a set of keys to the apartment to come and go as they please. Out of consideration for their hosts, students should inform the home stay if they are going away for the weekend or if they are not coming home at night. When coming home late at night, students should make every effort to be quiet and not to disturb the home stay members or the neighbors.

Students will have some space in the refrigerator (which is generally much smaller than in the U.S.) for their food and will be able to use the kitchen to prepare other meals. Discretion is important when planning to cook meals. As one can imagine, making a three-course dinner every night or using the kitchen for hours on end would not be appropriate use of the kitchen. Therefore, an arrangement or routine for kitchen usage between the host and the student will be worked out. Students in home stays should not plan to have use of the family telephone; you might have to use an outside phone to make any phone calls. Often students purchase a cell phone for a reasonable fee.

The home stays are carefully selected. Although you are paying guests, students are often welcomed as new family members. In the rare cases students have experienced legitimate discomfort in their home stay, a new home stay was found in a timely manner. The student-host relationship will be discussed during orientation, both on our campus and at your arrival in Paris.

Students wishing to have overnight guests at their home stay must discuss it with their host(s). Some hosts may be ok with overnight guests, others may not. Students should respect the fact that you are staying in someone’s home and should receive permission from your host before inviting a stranger into the house.

Private Student Residence Option
There are two single private student residences available to participants for an additional fee (approximately $1300.00). Space is limited. These small studio apartments at the Daumesnil facility are equipped with a bathroom and a kitchenette. No meals are provided. The Daumesnil facility
accommodates mostly ACCENT program participants from the United States. If you select this housing option, there is no guarantee that you will receive the private student residence. Students should be aware that his option will limit their practice of the French language.

GENERAL BEHAVIOR EXPECTATIONS

Even though classes are not in the United States, students are still expected to comply with UW System behavior requirements. UW-Milwaukee provides these in the Behavior Guidelines form and UW-Madison outlines them in the IAP Statement of Responsibility. Both of these forms require student signatures. Please read them thoroughly. Failure to comply with regulations could result in students being sent home immediately at their expense to face disciplinary proceedings at UW-Milwaukee or UW-Madison. In addition to being subject to UW System behavior guidelines, students are also subject to the disciplinary codes of ACCENT, the ILCF and to French laws.

Participants in the Paris IC Study Abroad program are expected to (1) exhibit sensitivity to the host culture, (2) maintain good behavior, and (3) observe local rules and laws.

The Resident Director reserves the right to dismiss from the program any participant for reasons of unacceptable personal behavior and/or academic participation. Such dismissal will be without refund and return transportation will be at the student’s expense.

There are some basic and inviolable rules of behavior related to this and every study abroad program.

1. Students must maintain an adequate standard of academic work in programs and behave responsibly in their living situation and on group excursions.

2. While in the host country, students should, for their own safety, refrain from political activity. Students in overseas programs may not participate in such political activities as: joining political parties or unions, demonstrations, soliciting political material or picketing.

3. Illegal drugs in any form are not tolerated, and students dependent on their use should not apply. Laws state that possession or use of illegal drugs is punishable by fine, imprisonment, and/or deportation. Students in a program found using or possessing illegal drugs in any form are subject to immediate expulsion and legal ramifications in France.

4. Violent behavior results in automatic dismissal.

5. Sexual behavior disruptive to the program or offensive to the host culture similarly merits dismissal.

6. Breaches of local law are referred to and handled by the appropriate law enforcement authorities.

Students should understand that they will be viewed as representatives of their country and my university. It is expected that students on the Paris IC program act as a good-will ambassadors and conduct themselves in a fitting manner.
COMMUNICATION

Letters from Home
Regardless of your accommodations, your mail will be received at the ACCENT Paris Center. Mail should be addressed as follows:

   Your Name  
   c/o ACCENT  
   89 rue du Faubourg Saint-Antoine  
   75011 Paris  
   FRANCE

Care Packages
Be sure to remind parents, friends, and anyone else who might send you a package, to declare “For Personal Use Only/No Commercial Value” on the customs slip. Avoid sending valuable items through the mail, as you might be required to pay high customs charges to receive the package overseas. Fees can be as high as $100 for something as simple as a coat or a camera.

Calling Home

Land Lines & Pay Phones
Private student residence rooms have individual telephones for receiving calls. Pay phones are available within the private student residence for calling out. Students in home stays should not plan to have use of the family telephone; you might have to use an outside phone to make any phone calls. For pay phones, you may purchase a prepaid telephone card, a Télécarte, from shops or cafés. Students may want to consider looking into purchasing a cell phone upon arrival.

   If a parent, guardian or friend needs to contact ACCENT while you are overseas, they may call either the Paris or San Francisco Center:

      ACCENT Paris Center  
      Phone: 011 33 1 53 02 01 30  
      Fax: 011 33 1 53 02 01 31

      ACCENT San Francisco Center  
      Phone: 415-835-3744  
      Fax: 415-835-3749

Mobile Phones
Students interested in having mobile phones while in France should contact their domestic phone provider as some offer international plans. A less expensive option may be buying a phone upon arrival in France. The ACCENT center can provide guidance on this.

Voice Over IP (VOIP) Options
VOIP can offer a very inexpensive way to keep in touch with family and friends back home. Skype.com is a very popular student choice.

Time Difference
Remind your family and friends at home about the time difference (i.e. - France is usually seven hours ahead of the Midwest) so that calls are not received in the middle of the night.
Faxing, Photocopying and Computing
Urgent faxes may be received at the ACCENT Paris Center for a nominal fee. The Center staff can recommend locations throughout Paris where you can send and receive faxes, and make photocopies.

The ACCENT Paris Center provides students with limited access to an on-site computer lab. Although the computers have Internet capabilities, students are encouraged to use the labs primarily for academic research and coursework instead of for checking E-mail.

Internet access at the ACCENT computer lab is provided minimally twice a week for 30 minutes a session. There is also a wireless connection in the ACCENT Paris Center.

Like in many large European cities, Paris has a number of public Internet cafés (cyber-cafés). For a small fee, students have access to the Internet in a convivial environment. The friendly staff at the ACCENT Paris Center will provide you with addresses of nearby cyber-cafés.

E-mailing & Internet Access
The primary form of communication used for study abroad programming is email. Make sure you check whichever email account you have given to your study abroad coordinator on a regular basis for program information from your faculty leader or your study abroad coordinator. Keep your RD, coordinator and ACCENT informed of any email address changes.

More information can be found in the ACCENT Handbook which you will receive prior to the end of the semester.

For UW-Milwaukee students: PantherLink is available from France. If you have problems, contact the Help Desk at help@uwm.edu

For UW-Madison students: IAP & the University of Wisconsin-Madison will continue to communicate with you by your UW email account when you are overseas. WiscMail email accounts are web based and easy to access through the My UW-Madison portal (http://my.wisc.edu).
APPENDIX A: ON-SITE FINAL REGISTRATION FORM

UW-Milwaukee / UW-Madison Spring Paris IC Program

Student Name: ___________________________________ Student ID ______________________________

Campus (Milwaukee or Madison): ___________________________________________________________

Students must carry a minimum of 12 total credits for the program. Required courses are indicated in the first table. Electives are indicated in the second table.

<table>
<thead>
<tr>
<th>Courses</th>
<th># of credits</th>
<th>Institution (site and course grading info)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LANGUAGE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Langue Française</td>
<td>6</td>
<td>ILCF</td>
</tr>
<tr>
<td><strong>CULTURE</strong> (choose 2 of 3; may take all three depending on availability)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Literature and the History of Paris</td>
<td>3</td>
<td>Taught at ACCENT Ullrich Langer, UW-Madison professor of French</td>
</tr>
<tr>
<td>☐ Contemporary France</td>
<td>3</td>
<td>Taught at ACCENT by ACCENT Professor Veronique du Parc</td>
</tr>
<tr>
<td>☐ From Watteau to Picasso – A History of French Art, 1715 - 1914</td>
<td>3</td>
<td>Taught at ACCENT by ACCENT Professor Chris Boïcos</td>
</tr>
</tbody>
</table>

In addition to required courses, students have the following electives to choose from.

<table>
<thead>
<tr>
<th>Electives</th>
<th>Credit</th>
<th>Institution (site and course grading info)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Lycée Internship (add'l $175/student)</td>
<td>2-3</td>
<td>Requires separate application and approval of Resident Director Students placed in various schools; administered by ACCENT but graded by RD as C/NCR or Pass/Fail</td>
</tr>
<tr>
<td>☐ AdvanciaNegocia Business School</td>
<td>3</td>
<td>Only Milwaukee students may select this option Students choose one course from the AdvanciaNegocia catalog</td>
</tr>
</tbody>
</table>

☐Additional course at the ILCF ($570 add'l fee per 3 credit course)

Credit Amount: ____________________________ Course Title: ____________________________

TOTAL CREDITS = ________

Student Signature: ______________________________________ Date: __________________________

Resident Director: ______________________________________ Date: __________________________

Provided by Resident Director

ILCF Placement Score: __________ Level __________

Lycée Placement Site: ______________________________________

NOTES:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
APPENDIX B: LYCÉE INTERNSHIP

Description and expectations

Interested students may apply to be placed as stagiaires in a French lycée for one or two mornings each week. Stagiaires will acquire first-hand knowledge of the French educational system by assisting English teachers for approximately 2-4 hours per week. Their assignments vary greatly, but in many cases, they serve as “native informants” about American culture. Students also observe the way subjects are taught in the French system, whether it is math, science, language, histoire-géo, etc. Amount of supervision and responsibilities will vary. You might be in charge of a conversation group, be responsible for presenting various aspects of American (or British) culture, help students prepare for their “Baccalauréat” exam, etc. In rare cases, students may be assigned to two different “lycées.”

The Lycée internships represent invaluable experiences for students who are considering a career in education or for students who want to acquire knowledge and understanding of the French educational system and a better perspective on French culture in general. This is a rewarding experience on many levels. However, prospective applicants should possess personality traits that are suitable to the specific demands of these positions. For instance, they should be confident that they can deal with problems of discipline since they may not always be supervised. They should also be aware that some positions will require more time in class preparation than others, and thus show flexibility in their expectations.

Past participants report that this experience is one of the best ways to learn about the French and their culture “from the inside” and to gain a critical understanding of one’s own culture as well by having to explain it to others.

Lycée placements are not automatic or guaranteed and require an important commitment of your time. The placements could be in Paris or the near suburbs so commuting time could vary significantly from student to student. Students must be sensitive to the French educational system and possess personal characteristics such as a high degree of comfort with ambiguity and flexibility. Please note that the number of Lycée placements is limited.

Application and selection process

Submit a C.V. and a statement of interest in French (1 to 2 pages) by Thursday, November 20, 2008 to the following address:

University of Wisconsin- Madison
International Academic Programs
ATTN: Mandi Schoville
250 Bascom Hall
500 Lincoln Drive
Madison, WI 53706-1380

*NOTE: All UW- Madison students can either mail your application directly to Mandi or drop them off to the Resource Center in Room 250 Bascom Hall to Mandi’s Attention!

Your statement should clearly explain
- your motivations for applying,
- previous related experience if applicable,
- what aspects of your personality correspond to the demands of this type of internship,
- what you expect to gain from your teaching experience,
- any other information that you find relevant to support your application
Note: Placements are based on candidates’ qualifications and on the number of available positions in a given year.

Evaluation
In addition to their regular attendance in the Lycée for their teaching assignments, students enrolled in the “Lycée internship” are strongly encouraged to attend classes in other disciplines to enrich their understanding of the French education system and of its teaching methods.

Students are also required to attend four or five group meetings with the Academic Director to discuss various aspects of the French educational system and discuss their experiences.

Their written and oral assignments under the supervision of the Academic Director include:

- a portfolio of their class preparations
- a 5 page typed report (in French) dealing with specific aspects of their teaching experience.
- an oral presentation of the benefits and the challenges of their “internship”

Students opting for 3 credits write an additional paper (in French), comparing the French and American educational systems

Note: UW-Milwaukee students will receive CR (credit) or NC (no credit)
UW-Madison students will receive Pass (S) or Fail (U)
APPENDIX C: APPLYING FOR A FRENCH VISA

rev. 10/20/2008

To enter France, you will need to apply in person for a “Long Stay Student Visa” at the French Consulate in the U.S. that has jurisdiction over the state in which you reside permanently. The French Consulate in Chicago (www.consulfrance-chicago.org/) will work with residents of the states of Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Ohio, and Wisconsin. Here are the application visa steps to follow:

STEP 1: Register with CampusFrance
Registration with "CampusFrance" must be completed before the standard visa application process. To register with Campus France, visit http://usa.campusfrance.org/ (French Version – click on “Creer Votre Dossier” in blue box on right hand side) or http://usa.campusfrance.org/en/1.html (English Version - click on “Registration” in blue box on right hand side). You can refer to “Guide to CampusFrance Registration” in the left-hand menu for step-by-step instructions on the registration process. The registration process is in French and will take you 30-60 minutes to complete. Should you have questions, contact CampusFrance at 202-944-6294 for assistance.

After you register, you will then need to mail to CampusFrance the following documents:
1) $60 money order made out to “Maison Française - CampusFrance”
2) Letter from your U.S. Study Abroad Office stating that you are participating on a study abroad program

Campus France recommends that you send these documents by trackable mail (UPS, FedEX, DHL), not certified mail. Their address is:
French Embassy
ATTN: CampusFrance
4101 Reservoir Rd. NW
Washington DC, 20007
Fax: 202-944-6268

When you submit your online registration, you will receive a registration number or “pin code”. This number is important as you must include it on your visa application materials that you submit to the French Consulate. CampusFrance states that it takes them about two weeks to process all of your materials. They will send you an email confirmation when your materials have been approved. Please visit CampusFrance’s website for the most up-to-date registration information.

STEP 2: Apply for an Appointment with the French Consulate in Chicago

Once you receive your email confirmation from CampusFrance that your materials have been approved, you will then need to apply online for an appointment with the French Consulate. All visa applicants have to appear in person at the Consulate General of France in Chicago. The Visa Section is open by appointment only (no walk-in applications accepted) and appointments can only be made online at http://www.consulfrance.net/. The French consulate will not accept visa application until within 90 days of your U.S. departure (our program start date is February 16, so you will want to schedule your visa appointment for after November 16).

STEP 3: Gather Documents for the Visa Appointment
Visa application information for the Consulate General of France in Chicago is available online at: http://www.consulfrance-chicago.org/article.php3?id_article=459
Note: On the above website, U.S. citizens should lick on “You are an American citizen” in the General Information section. Then, scroll down to LONG STAY VISA and click “Student, au pair, assistant, lecteur” and read the information on long-stay student visas (stay over 6 months). Go to “Required Documents” to view application requirements to download the "long-stay" application form.

As of 10/20/2008, the following documents are required for U.S. citizens applying for a Long Stay Visa:

1. **Original passport** valid for at least three months after your return to the US +1 photocopy of the pages related to your identity. Make sure your passport has blank pages left to affix the visa.

2. **Processing fee** (Prices are subject to change so visit [http://www.consulfrance-chicago.org/article.php3?id_article=479](http://www.consulfrance-chicago.org/article.php3?id_article=479) for the latest information on the fee as well as payment procedures)

3. **Two long-stay application forms** fully filled out and signed - Note that this form is only available in French and must be filled out in French. Form is available online at: [http://www.diplomatie.gouv.fr/fr/IMG/pdf/Formulaire_visa_long_sejour.pdf](http://www.diplomatie.gouv.fr/fr/IMG/pdf/Formulaire_visa_long_sejour.pdf)

4. **One picture glued/stapled onto each application form + 1 picture left loose.** All photographs must be recent, in color on a plain white background, of full front view, taken facing the camera. No side or angled view are acceptable.

5. “Attestation” from CampusFrance

6. **Proof of studies** in the US for the current year (letter from the school or university, transcript of notes, ...) + 1 photocopy

7. **Proof of admission** to a French school or University stating the nature and exact duration of studies + 1 photocopy

8. **Financial guarantee** such as a notarized statement (sample online at [http://www.consulfrance-chicago.org/IMG/pdf/visafinancial.pdf](http://www.consulfrance-chicago.org/IMG/pdf/visafinancial.pdf)) certifying that the applicant will be provided with a monthly allowance of $800.00 for the duration of his/her stay in France, or a proof of personal income along with a letter from school stating that room, board, and tuition are fully prepaid +1 photocopy. If the host provides the student with a letter showing that the lodging will be free of charge, and a copy of his/her picture ID, then an allowance of $400.00 will be accepted.

9. If you are not a U.S. citizen: **Residency card** or valid visa to the United States, I-20, IAP66, advanced parole or any other pertinent document from I.N.S. showing that you may **reenter** the U.S. +1 photocopy
Visa Processing Time:
A visa (short or long stay) for studies may be issued on the same day upon application, if you are a citizen of: Canada, United States of America, Mexico and countries not listed just below. For citizens of: Afghanistan, Algeria, Bahrain, Burundi, Colombia, Democratic Republic of Congo, Egypt, Equatorial Guinea, Indonesia, Iraq, Iran, Jordan, Kuwait, Lebanon, Libya, North Korea, Oman, Pakistan, Palestinians, Philippines, Qatar, Refugees, Rwanda, Saudi Arabia, Somalia, Sudan, Suriname, Syria, United Arab Emirates, Yemen, the processing time is around 2 weeks for a short stay visa, up to six weeks for a long stay visa. If a visa is not issued on the same day, an “express mail envelope” from USPS for the return of your passport and visa must be supplied with the above required visa documents.

STEP 4: Make a personal photocopy of all your visa application materials
Many of the visa application documents are also required for the Carte de séjour, so plan to take your photocopy of these materials with you to France. We also advise you to take a copy of your proof of health insurance to your visa appointment.

Tips on completing the “Long stay application form” for the visa:
- All of the answers must be completed in black CAPITAL LETTERS in French.

Example of what you may write in French depending on your citizenship, etc.

1. NOM - Last Name (only)
2. PRENOM(S) - First Name(s)
3. SEXE: check Male or Female
4. NAISSANCE - Date of Birth: list in this order: day, month, year
   (J = jour/ M= mois/ A = année)
5. LIEU - Place of Birth: City (and State)
6. PAYS - Country of Birth
7. AUTRES(S) NOM(S) (JEUNE FILLE, ALIAS, PSEUDONYME, ETC.)
   Other names, ie: maiden name, aliases
8. NATIONALITE ACTUELLE - Current Citizenship: américaine
9. D'ORIGINE - Original Citizenship: américain(e)
10. NATURE DU DOCUMENT DE VOYAGE –
    Kind of Travel Document: ie, passport passeport
11. NUMERO - Number on the Document: list passport number américain
12. NATIONALITE DU DOCUMENT - Nationality of document:
13. DELIVRE LE - Date passport was issued: (J = jour/ M= mois/ A = année)
    A - place passport was issued.
14. EXPIRANT LE - Expiration Date:
    (J = jour/ M= mois/ A = année)
15. ADRESSE - Address, including Street, city, zip code, country and telephone number étudiant(e)
16. PROFESSION: List student
17. EMPLOYEUR - Employer: not applicable
18. SITUATION DE FAMILLE - Marital Status (check one)
    Single, Married, Separated, Divorced, Widowed.
19. If you are a foreigner in the country in which you are submitting this form, please indicate below the information relating to your residence permit. (Indicate the number of the permit; date of issue; place of issue: name of issuing agency; and expiration date)
20. If you expect to stay in France along with other family members, please indicate their relationships to you, their names(last/first), dates of birth, citizenship.
21. I am requesting a visa for the following reason: Students should write here that they will be studying in France.
And for a duration of: indicate number of months, etc.

22. What will your address in France be? List the following address

    **ACCENT**
    89 rue du Faubourg Saint-Antoine
    75011 Paris
    France

23. Will you be engaging in a paid activity while in France: Students should answer **NON**

24. Will you be studying in France? : Students should answer **OUI**, and indicate that they are pursuing university studies. For the address, list the Academic Program address as noted above.

25. Will you be participating in an internship while in France: Students should answer **NON**

26. How will you support yourself (financially) while in France: Students should indicate their financial sources, ie: scholarship / financial aid = **une bourse d'études** checking account = **un compte bancaire** (here in the U.S.) Will you be receiving a scholarship: Is so, indicate the kind of scholarship and the amount

27. Do you have relatives living in France? If so, indicated their name, citizenship, relationship to you, address and telephone number.

28. Do you have any guarantors in France? If so, indicate their name, citizenship, relationship to you, address and telephone number. (this question relates to anyone who would be legally responsible for any money you might owe/damages you might incur while in France. You should answer **NON** to this question.)

29. Have you already lived for more than 3 consecutive months in France? If so, indicate the dates and for what reason(s). At which address ?

    Fait à = write the place (city) where you are submitting the request.
    Le = indicate the date that you complete the form.
    Signature = sign your name, or if you are a minor, have your parent sign the form.

    (Fine print) = I will willingly leave the French territory at the expiration of the visa which will eventually be granted to me. My signature attests to my responsibility and in case of false declaration, (the government may choose) to refuse me any future visa. The law #78-17 of January 1978 concerning information and freedoms allows me to request communication concerning this visa request in order to verify the information and to correct any stated anomalies. This right to access is exercised on the part of the head of the visa office.
APPENDIX D: USEFUL INFORMATION

Gifts
It is common and polite practice to bring small gifts representing your hometown, state or region to the family you are staying with. The following are some suggestions:

- Caps, clothing, and other items with college or team logos
- Cookbooks with U.S. recipes (pancakes, chocolate chip cookies, etc.)
- Nonperishable foods (maple syrup, peanut butter, saltwater taffy, etc.)
- Cassettes or CDs of U.S. music
- Calendars with U.S. scenery
- Pen and ink drawings or professional quality photographs of your area
- U.S. style paraphernalia (Disney, Warner Brothers, NBA, MLB, NFL, etc.)
- Handmade crafts or jewelry (especially Native American)
- Pictorial book

Important Documents

- Passport and visas (plus photocopies – kept separate from the originals!)
- Good French dictionary (ask Resident Director for suggestions)
- Travel guide
- Plane ticket and rail passes
- International Student Identity Card (optional)
- Hostel Membership Card (optional)
- Cash, Traveler’s Debit Cards, Traveler’s Cheques, credit cards, calling card, etc.
- Copies of the above for reporting lost or stolen cards and traveler’s cheques
- Copy of course-approval form from home campus
- Copy of letter of admission to study abroad program
- E-mail addresses, fax numbers, and telephone numbers for destination and for study abroad advisor, academic advisor, registrar and financial aid office at home campus.

Recommended Reading

- *Aspects of Contemporary France*, Sheila Perry (Routledge, 1997)
- *French or Foe*, Polly Platt (Cultural Crossings Ltd., 1994)

Helpful Websites

- UW-Madison International Academic Programs: [www.wisc.edu/studyabroad](http://www.wisc.edu/studyabroad)
- UW-Milwaukee Center for International Education: [www.studyabroad.uwm.edu](http://www.studyabroad.uwm.edu)
- U.S. State Department information: [www.travel.state.gov/index.html](http://www.travel.state.gov/index.html)
- Center for Disease Control: [www.cdc.gov/](http://www.cdc.gov/)

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