India, Pune Alliance Internship
Summer 2010
IAP Program Handbook

The Pune, India Arcadia Internship is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with the Alliance for Global Education. The Alliance for Global Education, LLC is a not-for-profit partnership of the Arcadia University Center for Education Abroad and the Institute for Study Abroad, Butler University.

This IAP Program Handbook supplements handbook(s) or materials you receive from the Alliance for Global Education as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

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

This program handbook contains the following information:

- Contact Information
- Program Dates
- Preparation Before Leaving
- Travel and Arrival Information
- The Academic Program
- Living Abroad

**Contact Information**

**On-Site Program Information**

Uttaraa Jadhav
Assistant Resident Director
Alliance for Global Education
Bungalow #3
Fergusson College
F.C. Road, Pune 411004
India
Emergency Cell Phone: (91) 98901 76712

**Alliance US Program Information**

Traci Chupik
Senior Program Manager: India
The Alliance for Global Education
450 S. Easton Road
Glenside, PA 19038
(p) 888-232-8379 (option #2)
(f) 215-572-2174

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

**Jessa Boche**
IAP Study Abroad Advisor
Tel: 608-265-6329
E-mail: boche@bascom.wisc.edu

**Emergency Contact Information**
In case of an emergency, call the main IAP number (608) 265-6329 between 8:00 a.m.-4:30 p.m. Monday-Friday; after-hours or on weekends call the IAP staff on call at (608) 516-9440.

**Embassy Registration**
All program participants who are U.S. citizens must register at the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register on-line at [https://travelregistration.state.gov](https://travelregistration.state.gov). If you are not a U.S. citizen, register at your home country’s embassy or consulate.

American Citizen Services Unit
American Consulate General Mumbai
78, Bhulabhai Desai Road
Mumbai, Maharashtra 400-026
E-mail address: mumbaiacs@state.gov
Telephone number: (91-22) 2363-3611
Fax number: (91-22) 2367-7026 or (91-22) 2363-0350
Web: [http://mumbai.usconsulate.gov/acs_welcome.html](http://mumbai.usconsulate.gov/acs_welcome.html)

**Program Dates**
**Summer 2010**
Flight departure from U.S. May 29
Arrival in Mumbai May 30
Travel to orientation site - Program begins June 1
Program concludes July 23
Return flight to U.S. July 24
Preparation Before Leaving

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

A required orientation session held before departure at UW-Madison helps students prepare for studying abroad. Topics covered include academic, financial, administrative, cultural, and site-specific issues.

Immigration Documents

Passport
A passport is needed to travel to India and to obtain your student visa (IF APPLICABLE). 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
In order to study within India, all students are required to obtain a visa. You will not be permitted to enter India without securing a visa in advance, so it is imperative that you complete the visa application process before you depart. Instructions on how to obtain your visa are listed on the Alliance program website:

http://www.allianceglobaled.org/pre_departure/pre_departure_india/visas/visa_application_instructions/

Please read through this information carefully. These instructions are intended for US citizens. If you are not a citizen of the United States, please contact your Arcadia Program Manager, Traci Chupik, for assistance.

Handling Money Abroad

Currency: India’s currency is the rupee. At the time of writing, USD $1 = 44 rupees.

Exchanging Money: It is best to change money in banks, hotels, and other authorized locations to which our resident staff will direct you. Do not under any circumstances exchange money on the black market. This is illegal, it may put you in an unsafe environment, and you may receive fake money. ATMs are also widely available around town, and are addressed in more detail below. The best approach overall is to have several different sources of obtaining funds in case cards, cash, or travelers checks are lost, stolen, or not viable in a given location.

Travelers checks: You should definitely plan to bring some money ($200-$300) in travelers checks to have upon arrival. Unlike cash, travelers checks can be replaced if lost or stolen. You can cash travelers checks at most banks and hotels.

Credit cards: Credit cards are becoming widely accepted in India, but generally in larger stores or in nicer hotels and restaurants. Most everyday money transactions in India still take place in cash. It is always a good idea to have one or two credit cards on you for emergencies, for travel outside of Pune, and/or for any higher-end shopping you might want to do, but don’t plan on using them around town as you might in the U.S. Visa and Mastercard are widely accepted, American Express less so.
ATM Cards: A convenient way to withdraw money from your account at home is to use an ATM card that has a VISA or MasterCard logo. You should not rely on ATMs as your only source of cash as they may not always work, but in general this is your best bet for getting the best exchange rate, and for avoiding having too much cash on you (or stashed at home) that could be lost or stolen.

Be sure to carry the PIN number in a safe place separately from your card, and also confirm with your bank that your ATM card will work internationally. It is best to test your card in the U.S. before you leave. We also advise that you call your bank or credit card company to let them know that you will be using the card in India. Sometimes banks may obstruct card transactions overseas in the interest of customer security. Also be sure that you are aware of any international withdrawal charges that your bank or credit card company might charge for these transactions.

Packing
Alliance-India students will be permitted only one checked bag and one carry-on. The group will be traveling by train and bus to the orientation site. There are space restrictions for how much baggage can be brought on board. It is strongly recommend that your one checked bag be a big backpack. Sidewalks are rare in India, and backpacks are much more manageable than large rolling suitcases.

Women's Clothing: Please plan on dressing modestly during your time in India. Though Pune is a modern university town, and you will no doubt see some Indian students wearing jeans and tank tops, as a foreigner you will want to minimize the kinds of unwanted attention you might receive. Furthermore, for your internship and directed research you should be prepared to dress in manner appropriate to more traditional contexts.

This means just following a few basic rules of thumb: shoulders should be covered, pants and skirts mid-calf or ankle-length, necklines not too low, all clothes fairly loose (though fitted is fine), and fabrics opaque. Layering is always a good idea: having tank tops, camisoles, and slips under fabrics that might be translucent, tops that are hip-length, and cotton scarves or shawls to throw over your shoulders. Shorts are not appropriate for women or men.

Most students end up buying a lot of local clothing, or even better, having outfits tailor-made! The traditional Indian salwar kameez outfits that you'll see most women wearing are always comfortable, attractive, inexpensive, practical, and appropriate.

Men's Clothing: Men may have things a bit easier when it comes to clothing, but there are a few things to keep in mind as you're packing. Shorts and T-shirts are not appropriate, especially not for internships or directed research. Most men in India wear lightweight, collared shirts with cotton pants. Remember that your experiences in India will be enhanced if you are dressed appropriately to the local context.

Women’s and Men’s Clothing:
Underwear: In most cases your wash will be hung out to dry in common areas, so keep that in mind as you’re packing your undergarments! Modest cuts and solid colors are the best bets, and cotton is always a good idea for hot climates.
Sweater/Outerwear: Even in December and January Pune has a lovely climate, so one sweater or fleece should suffice unless you are planning on traveling to North India after the program. For travel and the rainy season, it is good to pack one lightweight shell or waterproof jacket.

Shoes:
Flip-flops or sandals - In India people commonly slip off their shoes before entering homes, temples, and even some classrooms and places of business, so you’ll want at least one pair of flip-flops or sandals that you can take off easily. These are widely available and inexpensive in Pune as well, if you’d prefer to wait to acquire a pair when you’re there.

Sturdy walking sandals – also a good idea, also available in Pune.
Light trekking shoes or sneakers – with the many hills and mountains that surround Pune, you might want to bring a pair for light trekking.

Sun hat/sunglasses: Indian sun is strong, so be sure to bring adequate protection.

Dress clothes: You may be invited to at least one Indian wedding or other celebration while you are in India, so bring at least one nice outfit to wear. Women, this could be your opportunity to buy your first sari, but if you do also want to bring something from home, keep in mind the above guidelines here, too.

Pharmaceuticals/Toiletries:
Please be sure to bring a full supply of any prescription medication you require. Most medications are available in Pune, but certain brand names may not be available or there might be slight variations, so bring as much of any required medication as you will need for the duration of your stay. Most everyday toiletries are also available in Pune, but you’ll still want to start out with a basic supply of the following:

- Sunscreen
- Mosquito repellent
- Basic self-medication needs (aspirin, band-aids, etc.)
- Anti-bacterial waterless hand cleaner (you’ll be using A LOT of this)
- Contact lens solution
- Feminine products (though you might want to consider the Keeper, a favorite of women travelers, www.thekeeper.com)

Miscellaneous:
- Journal
- Camera
- Adapter for electronics
- Small flashlight (power cuts are frequent)
- Sturdy water bottle with screw top
- Money belt
- Small photo album with pictures of family, friends, home, and college to share with your host family/roommates
- Travel alarm clock
- Ziploc bags (you have no idea how many uses you find for these!)
- Combination and luggage locks
- Swiss Army knife (be sure to pack in your checked baggage)
- Any favorite games (Frisbee, cards, chess, etc.)
- Musical instrument if you play one (this would be permitted as a second carry-on)
Gift(s) for your host family or roommates (anything from your home town or college/university is usually a good idea)

Travel and Arrival Information

Students are responsible for booking their own airline tickets to India. The Alliance will arrange a group flight from the US (most likely from Newark International Airport in Newark, NJ) which may be purchased before the booking deadline through their travel agent, Student Universe. For more information about Student Universe and to book the group flight ticket online, visit http://www.studentuniverse.com/study/alliance.

Students who do not take the group flight are required to arrive in Mumbai within a mandatory four-hour time window on the program start date. Specifically, students must arrive within two hours either before or after the group flight arrives. For example, if the group flight is arriving in Mumbai at 9:40PM, students travelling independently must arrive between 7:40PM and 11:40PM.

Most U.S. flights will arrive in India on the day after they depart. Be sure to confirm that you are arriving on the same day that the group flight arrives. Once you have booked your flight, send a copy of your confirmed travel itinerary to International Academic Programs and Traci Chupik, Senior Program Manager: India.

Students taking the group flight or arriving within the mandatory time window in India will be met at the airport by the Pune program’s Resident Director and Assistant Resident Director and transported to a Mumbai hotel. For this purpose, you MUST communicate your travel plans to the Alliance before you depart for India.

After you leave the customs area and exit to the main arrival hall at the airport, look for the Alliance Resident Director holding a sign that says "The Alliance for Global Education". Students will stay for their first night with their fellow participants and the Alliance staff in Mumbai before traveling to the orientation site the following morning.

You will likely experience jet lag during your first few days in India. To help you adjust to the time difference, try to sleep on the plane and drink a lot of water (not alcohol or drinks with caffeine) on the plane and in the first few days after you arrive.

**Additional arrival details will be provided to participating students. Check the Alliance website often for up-to-date information.
The Academic Program

General Information
At the beginning of the program, students arrive in Mumbai and are taken to an off-site retreat location for orientation. After arrival in Pune, classes begin at the Alliance program center at Fergusson College.

During weeks one and two students will have an intensive group seminar-lecture entitled "Contemporary India" that will emphasize an overview of history, society, culture, and political economy geared toward understanding contemporary India. Students will begin to select their academic internships or apprenticeships under the guidance of the director and staff.

During weeks three through eight students will conduct their academic internships concurrently with the continued Contemporary India class. Students will be required to keep a detailed journal of their internship activities, which must total at least 20 hours a week. In addition, students will have weekly meetings with their faculty advisors, as well as with the rest of group.

The final product of the internship will be a paper and accompanying presentation that report and reflect on the student's experience. Students will be expected to take an ethnographic approach to involving themselves in some aspect of life in Pune, and to document their experiences rigorously. Intern managers, faculty advisors, and guides for apprenticeships will be asked to give the student at least one discrete task they can accomplish in the time of their internship/apprenticeship.

The final three days of the program will be a capstone event that will consist of students presenting their work and discussing their experiences and observations as a group. The capstone event is an opportunity for each student to benefit from the experiences of his or her fellow students.

Course Information
Each student is required to be enrolled in:

- Introduction to Contemporary India: Politics, Society, Economy and Culture
  This course is worth 3 credits at UW-Madison
  This seminar provides an introduction to the study of contemporary India and lays the foundation for the internship experience. It will be taught intensively for the first two weeks of the program, and then run concurrently with the internship for the remaining six weeks. Students are expected to engage seriously with readings and associated activities, to take an ethnographic approach to exploring the India in which they findthemselves, and to learn from each other as colleagues.

  The class will include a mix of lecture, discussion, film viewing, and field visits, which will often extend into the afternoon. It will also take advantage of the wealth of scholars and experts on all aspects of India’s contemporary politics, society, economy, and culture in and around Pune through guest lectures. Interactions with many of these professionals and academics will also open up vistas of possibility as students plan for the internship component of this study abroad program.
• Internship

This course is worth 4 credits at UW-Madison

Internships are to have a specific academic focus, corresponding reading list, and intensive levels of writing, analysis, and contact hours. In other words, internships should be conceived of as structured student research projects that take place within the context of an organization.

An internship faculty member will have the overall responsibility of guiding, supervising, and evaluating student internships, and students will also be assigned Faculty Guides whose areas of specialization match their areas of interest. The development of the research plan and the execution of the research will be conducted in consultation with and under the guidance of both the internship faculty and the assigned Faculty Guide.

Whereas the Faculty Guide is a specialist in the field of the student’s research interest, the internship faculty oversees the quality and the integrity of the student’s research projects both in design and execution, consistency in attendance and diligence in carrying out the research, and overall academic rigor.

Evaluation will thus be carried out according to the following structure:

30% - Fieldwork Journal (students are required to keep a journal of their internship and fieldwork experiences, with a minimum of 400 words a week)

30% - Final Presentation (this will be about 20 minutes and should include the research design, implementation, problems/issues encountered along the way, and final results/analysis/conclusion)

30% - Final Paper (10-12 pages, incorporating secondary sources and critical analysis)

10% - Attendance

Meetings during the Internship Period will be once weekly with the internship faculty, and as needed with the Faculty Guide.

Registration

You will submit a course preference form directly to Arcadia indicating the elective course you would like to take. Contemporary India, the Academic Internship, and one elective course are required.

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.
Limits and Load
UW-Madison students enrolled in the Pune Academic Internship program are required to enroll in all required courses in order to be registered at UW-Madison as full-time students. Contemporary India, the Academic Internship, and one elective course are required.

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

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

Living Abroad
The program will take place primarily in the city of Pune, in Maharashtra, located two hours by highway from Bombay. Pune offers an ideal setting for undergraduate students. The city has numerous colleges and universities, offering a vibrant college-aged culture—it is often referred to as the Oxford of the East.

It has long been considered the center of Maharashtrian culture and arts, with a plethora of traditional artists and performers. Pune is the home of India’s National Film Archive and its premier Film and Television Institute, offering students interested in media and film ample opportunities.

Over the last five years, Pune has also become a key center for information technology and other global technology industries, offering students opportunities for well-placed internships with some of India's biggest companies. Furthermore, Pune has long hosted a tradition of NGO activity in slums, in rural areas, and with organizations dedicated to the welfare of women and children.

Housing
Students will be placed with host families or student apartments. Homestays will be either in semi-autonomous or embedded arrangements according to student preferences and availability. Meal arrangements vary according to housing arrangements, but students are responsible for most of their meals. Breakfasts are provided on weekdays at the program center, and there are plentiful inexpensive eateries around the Fergusson College neighborhood, bustling with Pune's vibrant student population.

A comprehensive orientation to living with Indian host families will be included as part of the opening program orientation and Alliance staff will be available throughout the program to assist with student adjustment.

For more information on housing, visit the Alliance program website: http://www.allianceglobaled.org/pre_departure/pre_departure_india/living_in_india/housing_and_meals/

Student Life
Besides the orientation and capstone event held outside of Pune, all scheduled activities and day-trips during the program will be in Pune or its immediate environs. These field activities will be designed as supplements and extensions of the program's academic coursework, and student participation will be expected.
Given the intensive nature of the program, there will be little time for independent student travel while the program is in session. Students are encouraged to plan for independent travel after the program's conclusion.

**Health & Safety:**
The first step to staying healthy in India is to fully disclose any pre-existing health issues or concerns before you go. This allows IAP and Alliance to be sure that your needs can be accommodated in the context, and to anticipate any care that you might require. Failure to fully disclose any and all physical or mental preconditions might impact the ability to provide adequate care in India. Please know that all medical information is treated confidentially by staff, and shared only on a need-to-know basis.

**Prescriptions:** If you plan to take any prescription drugs while in India, we recommend that you take a supply to last you the entire term. Also pack a prescription from your doctor for any medications you take to India. You should consult your doctor prior to departure about the need for any monitoring while in India, and inform the Alliance staff if you anticipate that any might be required.

If you plan to purchase a medication in India, you will need to bring a copy of your prescription and possibly see an Indian physician to obtain a new one. Be sure to have your physician note whether generics or alternatives are acceptable in case the brand name is not available in India. Prescriptions may be sent through the mail, but they may be stolen or held up in customs. It is best to bring all of the medication you think you will need for the term.

**Over-the-counter medications:** Most over-the-counter medications are available in some form in India, and are usually much less expensive. Be sure to consult your physician before departure if you have any concerns about allergies to over-the-counter medications or generic versions of brand names that you use in the U.S.

**Food and water:** Paying attention to the food and water you consume is the number one way to stay healthy in India. You'll be given a thorough overview do's and don'ts during your onsite orientation, and travel guides such as the Lonely Planet offer good standard rules to live by, but the first rule of thumb is: HYDRATE, HYDRATE, HYDRATE! Dehydration is a leading cause for students having to seek medical attention, and is the most easily preventable. Of course, you want to make sure that the water you consume does not make you sick. Filtered water will be available at the program center and in your housing placements. Plan to carry a plastic bottle around with you to fill up wherever you can and to always have it handy. When you are eating out, always ask for bottled water instead of drinking whatever is provided to you. Bottled water is inexpensive and widely available.

Also pay attention as you are showering--try not to let the tap water inadvertently pass your lips--and when you are brushing your teeth, use filtered or bottled water. Be aware of plates or glasses that are still wet, and watch out for juice drinks that have water blended into them--even ice cream scoops left in water can be the cause of great discomfort. Coffee and tea are always safe choices, as they have been boiled. Soft drinks, too, are a safe bet.

For food, fruits and salads are the main culprits. Rule of thumb: if it is cooked, it is okay. Another rule of thumb: if it can be peeled, then peel it and it should be okay. Grapes, for example, are not a good idea, nor the tempting salad fixings you may see. That said, chances are good that at some point you will succumb to something food or water-borne. In most cases, though it will not be fun, it will pass within 48-72 hours. The key is to keep yourself well-
hydrated to flush it out of your system. Many students like to bring Emergen-C electrolyte packets with them from the U.S. to help combat dehydration, either heat- or stomach-related.

As with all health-related matters, keep staff fully informed about how you're feeling, even if you don't think it's anything serious. On-site staff is familiar with the kinds of medical issues U.S. students experience in India, and it is important that they be able to keep tabs on how you are doing.

Street smarts: Staying safe in India involves many of the same behaviors as staying safe anywhere in the world. Be aware of who and what is around you, avoid putting yourself in risky situations, and dress and behave in culturally appropriate ways in order to avoid making yourself a target.

Another component of personal safety that students often neglect is road safety, which is actually the number one cause of American fatalities overseas. India in particular has very high rates of road-related fatalities, and students should maintain high vigilance as they are walking (on streets which rarely have sidewalks), speak up if you are in a vehicle with a driver who is behaving recklessly, and use seatbelts wherever available.

Alliance resident staff will provide a thorough orientation to personal safety matters, with local and culture-specific tips for minimizing risk.

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.

Telephone: Land lines will not be provided in student apartments, and students will be asked to avoid using the telephone at their host family residence. Telephone call centers (STD/ISD booths) are ubiquitous and inexpensive, and students may also consider purchasing a cell phone after they arrive in Pune or bringing an unlocked cell phone with them from the U.S. The Resident Director will provide information during orientation about how and where to purchase a cell phone. You can use your cell phone to talk with friends in India easily and inexpensively.

During on-site orientation, you will receive more information about how to call home. Using Internet telephone booths is generally the least inexpensive way to call home from India, and you are able to receive calls at these calling centers as well. Students may also wish to contact their U.S. long distance carrier before they depart the U.S. and request an international calling guide. Keep in mind that using calling cards purchased in the U.S. is more expensive than using local options.

The least expensive way to communicate with your friends and family at home using the telephone is to have them call you. Reliance India (https://www.relianceindiacall.com/us/index.aspx) offers inexpensive calling cards to India from the U.S., as well as a service that allows a U.S. number to be forwarded to an Indian cell phone at reduced rates.
Internet/Email: Student computers and Wi-Fi access are provided at the Alliance program center, and internet cafes are widely available and inexpensive. Students should not expect internet access at their housing placements.

It is important to keep in mind that internet access and land-line phone service may not always be available. Power cuts are a frequent and regular part of life in India, so plan as best you can to allow for more time than you might usually need to accomplish even the most humdrum of tasks using the internet.

Critical skills for success—with all things in India—are patience and an ability to roll with the unexpected. Also, remember that your priority in India is to immerse yourself in your local environment! Too much dependence on communication with home can not only hinder your ability to adapt and integrate, but it can actually exacerbate homesickness and culture shock. So try to set realistic expectations with your family and friends in the U.S. that will allow you to fully focus on this experience and your own personal growth and transformation throughout it.

WEBSITES OF INTEREST

Students are responsible for reviewing and familiarizing themselves with the policies outlined in the Alliance Student Handbook. Please download a copy here: http://www.allianceglobaled.org/pdfs/2009_Alliance_handbook.pdf

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

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

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

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

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

Lonely Planet http://www.lonelyplanet.com