

Madrid 2012-13



Study Abroad Handbook

A useful guide to your
study abroad experience



INDIANA UNIVERSITY

OFFICE OF OVERSEAS STUDY

*The usefulness of this handbook depends on student input.
If you find erroneous information, please contact overseas@indiana.edu.
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What's Inside?

TABLE OF CONTENTS

Program Contacts	5
Program Introduction	6

The Program in Madrid

Academic Program	12
Calendar	9
Computer Usage.....	20
Final Exam Schedule	19
Libraries.....	20
Pass/Fail Policies.....	19
Student Activities	21
Travel and Arrival Information	9
University of Madrid	15
Madrid.....	11
Visa and Residency Permit.....	10
Withdrawal from the Program	19

Life in Madrid

Health Insurance.....	25
Housing.....	23
Medical Care	25
Money and Banking	26
Packing	29
Predeparture Reading	31
Public Transportation.....	28
Safety in Madrid	32
Shipping.....	31

What's Inside?

TABLE OF CONTENTS

Life in Madrid (Cont.)

Telephones	27
Vacation Travel	33
Volunteerism.....	28
<i>Appendix A: Housing Vocabulary</i>	35
<i>Appendix B: Madrid Housing Statistics, AY 2011-12</i>	38
<i>Appendix C: Madrid Housing Statistics, Spring 2012</i>	40

PROGRAM CONTACTS

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**Please note that this e-mail account is not active during July and August*

***Note that the office fax and the resident director's e-mail address and cell phone are for official communications only and should not be used for personal correspondence, family messages, etc.*

SEPTEMBER CONTACT INFORMATION

In September, academic year students will be housed at the Colegio Mayor Fundacion SEPI, Avenida Gregorio del Amo, 2 in the Ciudad Universitaria for two weeks while searching for an apartment. This is not a reliable mailing address. During September, mail should be sent to the program office. The Colegio Mayor switchboard number is 011-34-91-533-86-03.

In January, students will be assigned a homestay for one month. In December, students will be contacted by the housing provider Tandem Europa Plus to arrange the details. Once students are assigned a homestay they will receive the contact information directly from the housing provider.

PROGRAM INTRODUCTION

This handbook provides information relevant for all Wisconsin, Indiana, Purdue and Tulane students going on the WIP/T Madrid semester or academic year program. Contact your school's study abroad advisor regarding general travel-preparation information, school-specific academic program and degree requirements, tuition and program fees, scholarships and financial aid, and contractual arrangements.

You should use this booklet and other supplemental materials now as you prepare to leave and later while you are abroad. Since many student questions are addressed in this handbook, please consult it before contacting your study abroad office.

This handbook is also available on the Web: www.indiana.edu/~overseas/docs/Handbooks/madrid.pdf.



Additional University Handbooks and Information:

- Wisconsin: www.studyabroad.wisc.edu/programs. The International Academic Programs Study Abroad Handbook for University of Wisconsin students can be found under the "Spain, Madrid" information section.
- Purdue: www.studyabroad.purdue.edu
- Tulane: <http://global.tulane.edu/studyabroad/programs/madrid.html>

ICONS IN THIS GUIDE



Helpful Program Information

Information to help prepare you for study abroad



Student Advice

Suggestions from study abroad returnees



Savvy Traveler Tips

Traveling tips to get you where you're going

GOALS & OBJECTIVES FOR STUDYING ABROAD

The goals and objectives of a study abroad program are as diverse as the students, faculty, and administrators involved. Some goals may be common (e.g. language acquisition), while others may be more personal (e.g. becoming independent). Some goals may seem more important to some than to others (e.g. desire for academic integrity in course work vs. desire to travel).

Study abroad programs will provide a more enriching experience if they incorporate a wide range of goals. The first step toward the achievement of these goals is acknowledging and defining them before the program begins. Once you are abroad, the process continues with a structured and cooperative approach to achieving these goals. We've begun the process by outlining some goals for your program.

WIP/T Madrid Program Goals

- Competence with the Spanish language, and knowledge of Spanish literature, culture, history and the arts
- Integration into the academic and social environment of the Universidad Complutense de Madrid
- Immersion experience in a supportive environment
- Personal development and growth

Program Elements that Support these Goals

- Resident staff to provide personal and academic advising
- Program office located on the Complutense campus
- Special courses taught by Spanish faculty in area studies for program participants
- Attendance in University of Madrid courses with Spanish students
- Course work integrated into students' academic goals
- Volunteer opportunities available for Academic Year students
- Cultural excursions to various regions in Spain
- Independently-arranged housing with Spanish and international peers

The Program in Madrid

Tentative 2012-13 Calendar*

Arrival in Madrid (Academic Year Students).....	Aug. 30
Fall Orientation.....	Aug. 30-Sept.3
September course.....	Sept. 3-28
Reunidas fall term.....	Oct. 1-Jan. 31
Winter recess.....	Dec. 22-Jan. 6
Arrival in Madrid (Spring Semester Students).....	Mid-January
Spring orientation	Mid- to end of January
Reunidas spring term.....	Feb. 1- May 31
Spring recess.....	March 22-April 1
Final Exams	throughout June (last day June 28)

In addition, the following religious and national holidays are observed: Oct. 12 (*Día de la Hispanidad*), Nov. 1 (*Día de Todos los Santos*), Nov. 9 (*Día de la Almudena*), Dec. 6 (*Día de la Constitución*), Dec. 8 (*Día de la Inmaculada*), April 26 (*Día de San Isidoro*), May 1 (*Día del Trabajo*), May 2 (*Día de la Comunidad de Madrid*) and May 15 (*Día de San Isidro, Patrón de Madrid*). Holidays that occur on Fridays or Mondays usually create long weekends called puentes.

Once set and formally announced, the dates for classes and examinations are firm. They may be changed only in case of extreme hardship, such as a death in the family or serious illness of the student. You are not permitted to request changes to accommodate your travel schedule.

**These dates are subject to change. The student will be notified in advance if any changes are to be made.*

Travel & Arrival Information

Academic Year Participants

August 30 is the official arrival day for academic year participants, and you must be in Madrid by 1 p.m.

This spring you will receive details of the optional group flight from Chicago to Madrid, departing on August 29 and arriving August 30. A chartered bus will take group flight participants and their luggage from the airport to the Colegio Mayor. Information about phoning home, life at the Colegio, big city safety procedures and the schedule for the first few days will be distributed immediately.

If you do not travel with the group, you are responsible for arriving in Madrid on the day that the group flight arrives and reaching the Colegio independently no later than 1 p.m. A cab from the airport will cost about 30 Euros. This includes a supplementary charge of 5.50 Euros for leaving from the airport. When the driver turns on the meter it will show an initial charge. Be sure you ask for a receipt (recibo) so that you are not overcharged. Take the first cab in line and say, "Voy al Colegio Mayor Fundación SEPI, en la Avenida Gregorio del Amo, número 2. Está cerca del metro Metropolitano." Even experienced cab drivers may need this extra information to locate the dorm. It is in a maze of other dorms on the edge of campus.

Semester Participants

The official arrival day for semester participants will be in mid-January, and you must arrive in Madrid on the official arrival date that will be announced. You will receive information about the group flight in your acceptance packets. Whether you arrive on the group flight and are greeted by staff at the airport or if you arrive independently you will take a taxi or a shuttle bus to your homestay. A taxi from the airport will cost about 30-40 Euros, depending on where your homestay is located. This includes a supplementary charge of 5.50 Euros for leaving from the airport. When the driver turns on the meter it will show an initial charge. Be sure you ask for a receipt (recibo) so that you are not overcharged. Take the first taxi in line and have your homestay details with you in order to indicate your address to the driver.

There is a new shuttle service in the Madrid airport, which is a cheaper option. However, availability and wait times depend on the number of people who are waiting for the shuttle service when you approach the desk.

Plan to arrive in Madrid no later than 1 p.m. in order to attend the official WIP/T program orientation meeting. Place and time will be announced by email at a later date previous to arrival. The program staff cannot be available to assist you before the official arrival date. If you arrive early, you must make your own housing arrangements for the interim. You will receive detailed instructions about arrival in Madrid, housing and orientation for the first month of the program in a separate mailing.

Important note about the group flight:

When thinking about booking the return trip of your group flight, you must keep in mind that return dates in June and July are extremely popular and space is limited. If you must be back by a certain date, you need to remember that Complutense final exam dates are not always available until late February or early March. By that time many of the return flights in June are full. We do, however, know that all Complutense exams are over by June 28th. This is a reliable date as to the end of possible exam dates for your Complutense classes. Therefore, if you reserve a return flight now, make it after June 28th or wait until you know the dates of your final exams keeping in mind that your ideal return date may not be available.

Visa and Residency Permit

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You will be required to have a Spanish student visa stamped in your passport when you arrive in Spain. Begin researching the application requirements at your consulate immediately and apply for your student visa as soon as you have been instructed to do so by your home institution. Your study abroad office will provide you with all necessary

documents for obtaining this visa at a Spanish consulate in the U.S. since it cannot be obtained in Spain.

Spanish student visa regulations are getting more complicated and time consuming so you are advised not to leave the U.S. for any international travel before the program begins. If you must be out of the country more than a couple of days immediately prior to the program start date, there is no guarantee that the consulate will process the visa in time for your departure. For example, you should be aware that some consulates require a travel itinerary in order to apply, thus a plane ticket may have to be purchased before the visa paperwork deadline. In addition, if the period of study in Spain is longer than six months, certificate(s) by police authorities where you resided during the last five years, as to the absence of police record may be required.

If you will be studying abroad prior to the start of the program, please be advised that it is nearly impossible to obtain a student visa outside of the U.S. In addition, consulates and embassies outside the U.S. are generally unfamiliar with student visa requirements as they relate to U.S. students and will often provide conflicting or incorrect information that will ultimately delay the visa application process and jeopardize your chances of obtaining a visa in a timely manner. Therefore, you should return to the U.S. to obtain your student visa.

Finally, keep in mind that students often have to surrender their passports to the appropriate consulate anywhere from several weeks to as long as two months or more before the program starts.

Year-long students must be sure to get a 90-day visa. After year-long students arrive in Madrid, the program staff will help you obtain the required residency permit (*carnet de estudiante*). This permit takes the place of the visa and allows you to legally live and study in Spain.

Spring semester students will not obtain this residential permit, so you must apply for a 180-day visa. The 180-day visa that will be stamped in your passport might say that it is a 90-day visa. Please verify that the length that is also mentioned in months (e.g. January-June) covers 180 days. As long as that part is accurate, it's not a problem if it says "90-day visa." Both year-long and spring semester students should apply for a visa with multiple entries which facilitates travel and re-entry in Spain.

Dual citizens of any EU country and the U.S. must obtain a visa as Americans. International students must contact the Spanish consulate and confirm visa requirements for your nationality. Due to the expenses involved, check with your international student office on campus prior to departure.

Madrid

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Madrid, the political capital of Spain since the late sixteenth century, today has a population of nearly 5.8 million for the entire Madrid metropolitan area. It is located at an altitude of 2,200 feet, and on clear days the snow-capped Sierra de Guadarrama, rising to over 7,000 feet, is visible from the University campus. The climate is generally dry, with very hot summers and cold but not severe winters. Weather is most pleasant in May, June, September and October.

Madrid is a modern, dynamic, cosmopolitan city, which underwent its first major expansion in the eighteenth and nineteenth centuries. It continues to grow and exhibit all the

problems associated with urban areas: it is crowded and noisy, with too many cars and constant traffic jams. There is serious air pollution and the cost of living is high. Nevertheless, the city offers a good, inexpensive, public transportation system, so that travel around the city is relatively easy. (Buy a good bound guide to the streets of Madrid, called the *guia urbana* and use it to orient yourself the way *madrileños* do.) You must be alert for pickpockets on the Metro and take reasonable precautions on the street at night.



Madrid, Spain

The city has abundant and varied restaurants and cafes, numerous theatres, museums, cinemas and parks including one of the world's most famous art museums, the Prado. Situated at the center of Spain's rail, air and highway networks, Madrid provides an excellent base for excursions. The WIP/T Madrid Program organizes excursions each year and encourages its students to take advantage of many other opportunities for individual travel within Spain. Among the major attractions within easy reach for a day trip are El Escorial, Toledo, Avila, Segovia, Aranjuez, Cuenca, Salamanca and Navacerrada (skiing), as well as other interesting small towns and villages.

You may find adjusting to a large city with its traffic, subway, and throbbing pace is as daunting as adjusting to a new language and culture.

Academic Program

The minimal course enrollment for the WIP/T program is as follows:

Fall: 15 credits

3 credits: September course

12 credits: Combination of classes for U.S. students
 through Reunidas and Complutense courses (3 credits minimum
 for WIP students, 6 credits minimum for Tulane students)

Spring: 15 credits

Combination of classes through Reunidas and
Complutense (6 credits minimum)

September Course

Academic year students are required to participate in a 3-week preparatory language and culture course given in conjunction with other American programs during September. Classes, held either all morning or all afternoon Monday through Friday, include work in Spanish grammar and composition, politics, art, and history. All classes are taught in Spanish, so you will get some practice in following lectures and taking notes in Spanish. Three hours of graded credit will be granted on successful completion of the September Course. (S317 Spanish Conversation at IU; SPAN 302, 401 or 402 at Purdue; the next course in the Spanish language sequence at Wisconsin;

500-level Spanish credit at Tulane). During this period, WIP/T organizes a guided bus tour of Madrid and one or more group trips to nearby points of interest such as Segovia or Toledo. You will use free time in September to find permanent housing and explore the city.

January Orientation for Spring Students

All WIP/T spring program students are required to participate in an orientation program that will be given by the staff of the WIP/T office in Madrid and Spanish instructors. It includes practical advice for living in Madrid, and lectures on Spanish geography, grammar, politics, history as well as a guided tour of the Prado Art Museum

Course Load

Each semester you must enroll as a full-time student and complete a minimum of 15 credits per semester. In September and January you will meet with the Resident Director to discuss your planned course of study and work out a feasible schedule from the Reunidas and Complutense courses available. Follow the proposed schedule you planned with your advisor before leaving the United States as closely as possible. You should bring a copy of your advising schedule with you. Students who apply themselves have achieved academic success in their courses.

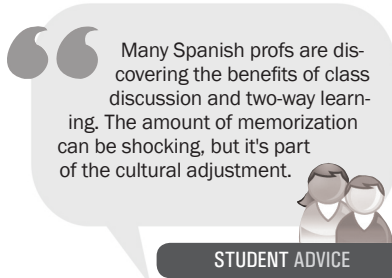
Reunidas Classes

Universidades Reunidas (www.ucm.es/info/reunidas) is a consortium of American universities that has been in operation for more than 40 years and offers about 30 special three-credit courses in the humanities and social sciences for American students only. All courses are taught in Spanish by University of Madrid professors in the Geography and History building, where the WIP/T program office is located. The Spanish professors selected to teach Reunidas courses have extensive experience working with foreign students. They are aware of your linguistic level and sensitive to the importance of providing you with background explanations and supplementary descriptions that would not be necessary for Spanish students. Academic expectations in Reunidas classes (a syllabus, midterm and final exams, homework assignments, attendance policies) are similar to those in U.S. classrooms. In selecting Reunidas classes you may refer to a large collection of course descriptions in the program office from previous WIP/T students.


For more information about Reunidas (courses offered, syllabi, class schedules, etc) check out the Reunidas Web page at: www.ucm.es/info/reunidas/.

Spanish Instructional Style

Be prepared to adjust to a different instructional style in Spain. Learning within a different cultural context is one of many important study abroad experiences. Expect less class participation than in the U.S. The Spanish educational system does not stress critical thinking as much as its American counterpart. Instead, special attention is given to students' ability to assimilate the reading and lecture material and accurately reflect this information on exams or in papers. Most professors do not solicit student comment in class or out. The traditional Spanish educational system may be better characterized as



“ “ Many Spanish profs are discovering the benefits of class discussion and two-way learning. The amount of memorization can be shocking, but it's part of the cultural adjustment.



STUDENT ADVICE

“give and return” than “give and take.” Nevertheless, many Spanish professors enjoy working with Americans who participate in a more dynamic learning environment. If you want to participate actively in your classes, take the initiative. Regular class attendance is important. Reunidas professors are asked to inform the Resident Director if you miss more than three class hours, and absences in excess of three class hours will have a negative impact on course grades. Note that final exams for first semester take place at the end of January. This schedule cannot be altered to accommodate vacation plans.

Reunidas Courses (tentative)

The following is a tentative list of courses offered by semester. You must consult the exact course offerings and the class schedules in Madrid with the Resident Director.

These classes are offered either fall or spring semester unless it lists spring and fall both in parenthesis. In these cases the student may take the class either semester since the material covered is not the same. Please consult the exact course offerings with the Resident Director in Madrid. Also, see www.ucm.es/info/reunidas/services.htm.

Arts and Philosophy

Pintura española en el Museo del Prado (Fall and Spring)

Arte español del siglo XX (Spring)

Taller de teatro español contemporáneo (Fall)

El cine español (Spring)

Filosofía: Ética (Spring)

Filosofía Española Contemporánea: Ortega y Unamuno (Fall)

Filosofía y literatura (Spring)

Teología (Spring)

Spanish Literature

Literatura española (Fall and Spring)

Literatura hispanoamericana (Fall and Spring)

Cervantes (Spring)

Literatura española del Siglo de Oro: Teatro (Spring)

Literatura Española Contemporánea (Spring)

La mujer en la literatura española (Fall)

Literatura española contemporánea (Spring)

Spanish Language

Gramática española avanzada (Fall)

Composición (Spring)

Español de los negocios (Spring)
Fonética (Fall)
Dialectología (Spring)
Introducción a la lingüística (Fall)
Sintaxis comparada inglés/español (Fall and Spring)



STUDENT ADVICE

“Amount of busy work is almost completely eliminated, grades are based on 1-2 exams and possibly a paper.”

History and Culture

Culturas de España (Spring)
Historia general de España I: 1492-1808 (Fall)
Historia contemporánea de España: 1808-present (Spring)
Historia de Hispanoamérica (Spring)
El Islam en España: Perspectiva Histórica y Cultural (Spring)

Social Sciences (Political Science, Economics and Geography)


Análisis político y economía comparada de la España actual (Fall)
Relaciones internacionales y política exterior de España (Fall)
Service Learning: Cambios sociales en la España actual (Fall)
Los sistemas políticos europeos: El modelo español (Spring)
España en el mundo global (Spring)
Geografía de España: Análisis socioeconómico y territorial (Fall)
Etnología de América (Spring)

University of Madrid

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The University of Madrid is organized on the basis of several schools called *facultades*, which vary in size from a few hundred students to several thousand. The university's total enrollment is more than 75,000 students. Most of the facultades are located in the Ciudad Universitaria, which encompasses an extensive area on Madrid's western edge. Some of the present buildings date from before the Civil War (1936-1939) when most of the old campus was destroyed. Each facultad has its decano and administrative staff and seems to operate quite on its own. There is a rector (roughly equivalent to the president of the university) who has his own office 14 complex Pabellón de Gobierno) near the Plaza de la Moncloa. The University of Madrid (also called La Universidad Complutense de Madrid) is the national university (practically all other Spanish universities are state institutions) and, like all other educational institutions in Spain, is ultimately under the control of the Ministry of Education.

The *facultades* have their own facilities, field of study, and courses. The Complutense is



“Go to class! One learns so much more from participating. Do the homework. Homework is reflected in the final grades!”

STUDENT ADVICE

undergoing a modification in the organization of its degree programs. The new system, referred to as the Bologna Process aims to institute a common *Grado* system throughout all of the universities in Europe. The modification is being slowly put into practice, with the first three years of new *Grado* courses coexisting with the previous *Licenciatura* courses, including electives. You will receive in-depth information on this during academic orientation.

Complutense Courses

In addition to Reunidas classes, you will take Complutense courses. These are regularly scheduled University of Madrid classes with Spanish classmates. While Reunidas classes have the advantage of greater structure and a more familiar academic environment, it is also important for you to participate in the Spanish university system.

Complutense offerings span a full range of depth and breadth in world geography and history (including area studies), world literature, anthropology, philosophy, and economics, and all courses carry three credits.

Complutense courses start at the same time as Reunidas classes in the fall, and several weeks after Reunidas begins in the spring. Final exams, which may include an oral component, are scheduled in January and June. Mid-term examinations are customary. In addition to lectures, you can expect to have group work and papers, practice sessions, and even an oral presentation.

Note that courses taught in English with readings in English do not satisfy the program's Complutense course requirement.

Although opportunities exist to study other foreign languages in Madrid, WIP/T students are limited to advanced courses in literature, culture, civilization, history of the language, or advanced linguistics that are taught in the foreign language, not beginning and intermediate language courses. (UW students must refer to their IAP Study Abroad Handbook for more information on policies regarding third language classes.)

Choosing Complutense Courses

Prior to your departure for Spain, take advantage of Complutense course lists available at your school's study abroad office or on their Web site to make some tentative plans regarding the Complutense courses you will pursue.

The Complutense University Web Page

You should consult the class schedules and available syllabi in order to familiarize yourself with what you will find on campus. Class schedules (timetables) are available online usually by July.

The main Complutense University (UCM) page is: www.ucm.es.

If you look under the menu on the left-hand side, then choose Facultades y Escuelas, you will be given a list of faculty (school) buildings from which to choose. To access this information, you must click on the Facultad you wish to see and then once the page opens follow the next link inside.

Otherwise, you can also go directly to the Facultad home page. The *facultades* (schools) where WIP/T students pick their courses from are the following three:

- **Facultad de Filología:** www.ucm.es/centros/webs/ffilo/

Students take courses in Spanish language and literature in this Facultad. You must follow the regulations about taking other foreign languages besides Spanish which are outlined in this manual.

- **Facultad de Filosofía:** <http://fs-morente.filos.ucm.es/>

Students take courses in Philosophy, religion, and ethics, in this Facultad.

- **Facultad de Geografía e Historia:** www.ucm.es/centros/webs/fghis/

Students take courses in Geography, History, Art History and Music in this Facultad.

How to Consult the Class Schedules:

- **For Filología:** First click on Alumnos and then on Clases and finally on Horarios de Titulaciones or Horarios de Grados.

For specific courses in Spanish language and literature, click on Filología Hispánica.

- **For Filosofía:** Once in the Web page, scroll down and consult the menu on the left hand side. Under the headings Grado and Licenciatura you will find the plans of study as well as the class schedule (Programación Académica) once times have been updated.

- **For Geografía e Historia:** Consult the menu on the left-hand side that reads La Facultad, click on Alumnos. You can consult plans of study and also class schedules for Grado and Licenciatura (Horarios- Titulaciones Oficiales) once they are updated.

Important Note: Keep in mind that the credits listed for the courses here do not apply to us and should be disregarded. The Spanish system has a completely different number of credits for their classes and do not correspond to the American system.

How to Find Class Syllabi:

Go to the main Complutense University (UCM) page is: **www.ucm.es**.

Next, click on Estudios. The syllabi are organized according to Grado and Licenciatura.

- **Grado class syllabi:**

1. Under *Estudios*, click on *Grados*, then *Relación de grados*.

2. Under the heading *Artes y Humanidades*, there are several areas of *Grado* studies to choose from. Students will find the following to be most useful:

Grado en Español: Lengua y Literatura

Grado en Estudios Semíticos e Islámicos

Grado en Filología Clásica

Grado en Filosofía

Grado en Historia

Grado en Historia del Arte

3. Once you have chosen one of the above, click on the link under *Más Información*

that reads *Información de Curso Académico*. A list of classes will appear. Click on the course title to view the syllabus.

• **Licenciatura Class Syllabi:**

1. Under *Estudios*, click on *Diplomaturas, licenciaturas e ingenierías*, then *Relación de titulaciones*.

2. Under the heading *Licenciaturas e ingenierías*, there are several areas of study to choose from. Students will find the following to be most useful:

Licenciatura en Filología Clásica

Licenciatura en Filología Hispánica

Licenciatura en Filosofía

Licenciatura en Geografía

Licenciatura en Historia

Licenciatura en Historia del Arte

3. Once you have chosen one of the above, click on the link under *Más Información* that reads *Información de Curso Académico*. A list of classes will appear. Click on the course title to view the syllabus.

In Madrid, talk with the Resident Director to focus on areas of interest or competence, and use the class schedules and syllabi to find possible classes that fit within your advising plan that you made with your academic advisor prior to the program. Challenge yourself. Seize the chance to study topics available only in Spain. Advanced classes with smaller enrollment may provide better academic opportunities and more individualized attention than large introductory lectures.

Succeeding in Complutense Classes

Once you have selected your Complutense courses, find out exactly what is expected to complete the course successfully. The program syllabus will indicate the areas of study for the class and a bibliography to use for complimenting what you learn in lecture. Spanish university classes place emphasis on the professor's lectures, class notes, complementary readings and even more on independent research.

Make an effort to approach Spanish students and sit with them in class. They can explain doubts you may have about the class and/or the syllabus and the coursework required. Most WIP/T students find Spanish students friendly and quite willing to share their copious notes, if asked. Arrive for class early so you can sit near the front of the room. You will be able to hear and understand the teacher much better. If you have not previously mastered the *vosotros* verb forms, study them, because they are constantly used in Spain.

Do not be deceived by Complutense students' apparent relaxed attitude toward class attendance. They are accustomed to independent study culminating in comprehensive annual examinations, which they are allowed to retake the following fall (American students are not allowed).

You should expect that you can do as well academically in Madrid as on your home campus if you apply yourself seriously. This generalization becomes highly problematic if you miss classes or exams or fail to take your studies as seriously as the Spanish professors assume you will.

Tutorials

WIP/T provides tutorial assistance for Complutense courses throughout the semester. The purpose of the tutorials is to help you clarify and complete lecture notes, help explain basic entry-level concepts and vocabulary of the discipline in Spanish, and help you identify and locate bibliography for exams, papers and projects. The WIP/T program strongly encourages students to meet with tutors for their Complutense classes. Data show that students who had tutorial assistance did better overall in their Complutense classes.

Final Exam Schedule

The final exam schedule for both Reunidas and Complutenses courses will not be released until after students arrive in Madrid. Students should NOT plan to leave the program prior to the last day of June and should schedule their return flights no earlier than July 1. Students are not permitted to re-schedule exams in order to depart the Madrid WIP/T program prior to the dates that individual exams are set. Re-taking exams is not allowed.

Pass/Fail Policies

The deadlines for the pass/fail option will be included in the Academic Deadlines section of the on-site manual for Madrid that students receive upon arrival. (Note: Data show that WIP/T students who take their Complutense courses for a letter grade tend to achieve better results than students who choose to exercise the P/F option.)

Purdue: During the academic year, Purdue students may take one course each semester on a pass/fail basis. Only free electives may be taken P/F.

Indiana: IU students may opt for pass/fail grading in the equivalent of one course each semester as long as the courses are elective in nature. (Pass/fail credits satisfy no requirement except hours toward graduation.) Courses in your major may only be taken as pass/fail once you have satisfied all major requirements.

Wisconsin: Juniors may take one pass/fail course each term, while seniors are permitted two pass/fail courses each term. Pass/fail courses are considered elective only. No courses in the major department may be taken pass/fail, even if they will not be used to meet requirements. Consult the IAP Study Abroad Handbook for more details about the pass/fail option and other grade issues.

Tulane: Students are allowed to take one course per semester on a pass/fail basis with restrictions. Students may not take any required courses or any independent study/directed research course pass/fail. Student should check with their specific department to see if the pass/fail option is allowed for their major/minor.

In order to take a course pass/fail, students must request permission from the Office of Study Abroad. Requests must be submitted to the OSA by airmail, fax, or email and postmarked within 10 weeks after the first class meeting. The OSA will notify the student of the decision. Once filed, the change is irreversible. Students may not exercise the S/U option with the program sponsor without notifying the OSA.

Overseas program directors submit a regular American letter grade to Tulane for courses taken on an S/U basis. The OSA will convert this grade for students with approved

S/U requests on file. Tulane cannot accept courses without a letter grade. If no letter grade is given, the student will not receive credit for the class.

Withdrawal from the Program

Each university has different policies regarding complete withdrawal from the program. You **MUST** consult the WIP/T program administration and your home campus study abroad office before withdrawing from the program to learn what the implications are for your academic record.

Libraries

In general, public libraries in Madrid are not as conducive to study as their American counterparts. They are open usually until 8 or 9 pm, and offer longer hours during exam periods. In order to work in them you might have to acquire a membership card, which can be obtained with ID and passport. Many public libraries offer Internet access.

There is no central University of Madrid library, and the individual *facultad* libraries tend to be crowded, especially at exam time. There are several libraries near the WIP/T program office and the faculty building where most classes are held. The new María Zambrano library, with plenty of room to study, and even an area to work on group projects, is across the street from the faculty building where WIP/T students have most of their classes.

In the main Geography and History library, there are some open stacks with a large selection of reference books for use in the library. When checking out books, you may be asked to fill out a request slip and turn it in, and an attendant will get the book for you from the deposit. Books are in great demand and can be checked out for only a week or two at the most.

In short, you must be ready to forget the comfort of central U.S. university libraries as you know them and adjust as European students do. This means making sufficient allowance in your budget for buying books. Nonetheless, total book costs in Spain are far less than those at U.S. universities. Spanish or history majors have a wonderful opportunity to begin a private collection of basic works through Madrid's many excellent bookstores. Each "school" in the University has its own bookstore where textbooks can be purchased (with student ID) for a 10% discount, and Madrid has hundreds of bookstores (*librerías*).

Campus Virtual

Many classes require students to open a Campus Virtual account where professors post the syllabus, class readings, projects, homework, and class information. In the event that your professor mentions Campus Virtual in class, you will need to activate your account through the Complutense webpage (you will receive instructions from the WIP/T office on how to do this) and ask your professor to add you to the class list by providing him/ her with your Complutense "estumail" email account, once activated. Many students have found that Campus Virtual is a very useful tool that helps them follow the course.

Computer Usage

There are university computers available for academic and investigative use. They may be used to type papers and projects, as well as to perform searches on the Internet while doing research projects. There are no printers in the computer room, so any work that you do must be saved on a USB flash drive and printed out on one of the copy machines in the building, or at the student copy window.

E-mail is permitted, but Internet use is limited by very strict guidelines that must be read upon arrival. Students are not allowed to chat, download, or play video games; nor view pages with sexually explicit content. If any of the usage rules are disobeyed, the computer lab will revoke your privileges for the remainder of the academic year. Most Spanish university students (as well as WIP/T students) use *salas de Internet*, *locutorios* (call centers) or Internet cafés to chat, or surf the web. These cafés are located throughout Madrid and charge hourly rates, and discounted abono rates are also available in some.

Students that own laptops should bring them to Madrid. The WIP/T office building has a wireless network (WiFi) and laptops will have wireless internet access in this building that they can register to use once classes begin. WiFi networks in Madrid are still limited at this time, but they are becoming more common. Many cafés will charge you an hourly rate and allow you to use your laptops there. A serious word of caution, however: laptops continue to be a luxury in Spain. They draw considerable attention from thieves and pick pockets in public. Their use should be limited to your apartment and buildings on campus, and great care should be taken while carrying them on your person. If it is obvious that you have a laptop on you someone may try to take it from you if the opportunity presents itself.

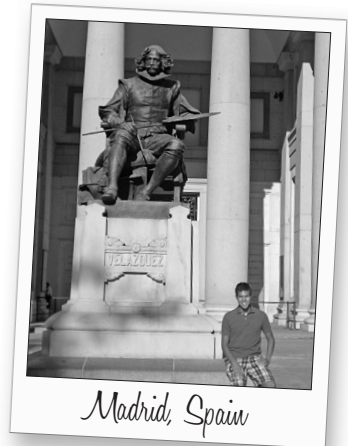
Many students use Skype on their laptops to keep in touch with friends and family. Check it out at: www.skype.com. Usually you can use it for free with others who have it. You can also call home phones in the U.S. for much cheaper than calls made by cell phones.

Student Activities

Although the University of Madrid is located in what is called the *Ciudad Universitaria*, it is not a campus in the American sense of the word, for it offers few organized student activities. Instead, the university is more like a commuter campus, and you will do little more there than attend classes, go to the library or the snack bar of the *Facultad*, or stop by the Program's office between classes. Most of the *facultades* do have active sports club where you can make friends and continue to play your favorite sports. Bring at least the basic clothing and gear. Past WIP/T students have joined student soccer, basketball, rugby and volleyball teams.

Volunteer opportunities afford students a unique opportunity to get to know aspects of Spanish culture that would otherwise be invisible and they provide a chance for you to use your language skills in practical ways while contributing something to Spanish society. Students have found these unique opportunities very meaningful in enriching their portfolio of life experiences.

You will find volunteer opportunities in Madrid through *Solidarios para el desarrollo* (www.ucm.es/info/solidarios) at the University of Madrid or through one of many ONG's (*organizaciones no gubernamentales*). Information about these groups is available in the WIP/T program office. Most volunteer organizations require a minimum six-month commitment from students in order to participate, so students only in Madrid for one semester have a harder time finding volunteering opportunities. Once you are trained and can operate on your own there is little time left to actually do volunteering. For that reason, more and more organizations are asking for a commitment for the entire academic year. If you are interested in volunteering while you are in Madrid, you will need to inquire about volunteering opportunities immediately upon arrival in order to be considered.



Travel agencies are located throughout the city, and many have great deals on flights or package trips throughout the year. TIVE, a national student union, runs a travel agency near the University campus (c/ Fernando el Católico, 88, metro: Moncloa). The TIVE office offers good student rates, but make reservations early for popular travel times. You should also check flyers posted around campus for trips organized by Forocio, European Vibe and the Erasmus Student Network.

Erasmus students are European exchange students. There is an Erasmus student organization on campus called the Erasmus Student Network (ESN) that many students join in order to meet international students and participate in activities where they make Spanish friends. For more information, check out the ESN Web page: www.es-nucm.org.

There have been few student strikes and demonstrations at Spanish universities in recent years, but, when they occur, it can be both politically and physically dangerous for you to be involved.



Life in Madrid

Housing

Academic year students: In September you will be housed* in single rooms in a colegio mayor, a high-rise student residence hall on the Complutense campus. Other international students and Spaniards who are retaking final exams will be in residence with you. This housing arrangement includes three meals a day, except for Sundays and holidays, until the morning of the scheduled move-out day. It also includes a laundry service.

You may remain in the colegio mayor until September 15. It is not uncommon for a student who has not found housing during the two weeks in the dorm to stay in a hostel or other temporary lodgings rather than make a hurried commitment to a poor housing choice.

Spring semester students: You will be housed* in a private room in a Spanish household with breakfast, supper and laundry for the first month in Madrid. Semester students seek other housing alternatives after the first month, but also have the option of staying in their initial placements. The housing provider, Tandem Europa Plus will contact you with the details of your housing prior to the program. If you decide to stay the entire semester with your homestay, let TEP know soon, by the end of the second week. Financial arrangements will be worked out directly with TEP. You'll receive more details in upcoming correspondence.

**Each WIP/T institution handles separately how their own students are billed for these housing arrangements.*

Housing Search

During the month of September (or January, for semester students) you will decide what kind of housing arrangement you prefer for the remainder of your stay—apartment or private residence—and whether you want a roommate. Generally, these decisions can best be made after you know what Madrid is like and what the choices imply.

The WIP/T program staff will actively assist in the search for long term housing by providing resources and strategies. They will pass along recommendations and evaluations from former students and a list of current houses available through program contacts, assist you by providing the different Web pages that post housing ads and showing you how to use them in orientation, indicate the locations of the most frequently used bulletin boards, assist you with housing vocabulary, help you evaluate various neighborhoods, etc.

Ultimately, the initiative and the effort rest with you. You must read and respond to housing ads, search out and post bulletin board notices in and around the *facultades (estudiante norteamericano/a busca...)*, pound the pavement in areas where you'd like to live, ask porteros (doormen) about neighborhood vacancies, etc. Finding housing will be one of the most significant and difficult challenges you will face during the first months in Spain, but also one of your most rewarding accomplishments. Don't panic, however. There will be plenty of free time for you to seek housing. In the fall of 2011, the majority of the students found a place within 15 days after seeing an average of 7-10 apartments. Most have their own rooms in an apartment shared with other students. The ideal apartment would also have native Spanish speakers living there, and perhaps other foreign students as well. Students should try to avoid living with other Americans and look for roommates who do not speak English.

Most WIP/T students select housing that is an average commute of 20-50 minutes from the university. Furnishings in apartments and private homes include basic furniture, bedding (but not towels), shower curtain, hangers, kitchen utensils, study table and usually a study lamp. Appliances include a washing machine, microwave, stove top and television. An oven, clothes dryer, rugs, irons, and ironing boards are less common. Closet space is limited. Telephone lines are not common, since most people in Spain use their cell phones, and Internet is becoming more common in apartments, but is not found in all of them. All of the WIP/T participants for 2011-2012 have Internet at home, having made it a priority during their housing search.

Important Note: All legal and financial responsibilities for rental agreements rest solely with the students involved. The Program staff can serve only in an advisory capacity. You are ultimately responsible for choosing your housing. But you may wish to have the WIP/T staff review any leases or contracts before you sign them.

Apartments

Most WIP/T students live in student apartments in Madrid. The freedom that apartment living offers, the chance to live with Spanish and Hispanic students, the opportunity to interact with the culture in securing everyday goods and services, the freedom to cook what and when you want, and the chance to budget your living expenses, make apartments the most preferred alternative. You can locate apartments with Spanish students by consulting several apartment search Web pages that you will be given upon arrival in the housing section of your Madrid on-site manual. In the housing orientation, these Web pages will be discussed and their use explained. It is best to wait to search for housing until after the orientation here explores the best ways of searching and what to look out for.

Finding an apartment in Madrid is just as hard as finding one in a big city in the U.S.; it requires patience. Use the same caution in selecting compatible roommates (whether Spanish or any other nationality) that you would use at home. For example, many Spaniards smoke. Decide in advance whether this is an acceptable characteristic in a roommate.

You are required to pay the first month's rent in advance, and many landlords also require a security deposit (*fianza*) equal to one or two months of rent. Others require a twelve-month lease (or its equivalent in price spread over a nine-, ten-, or eleven-month period) when a shorter lease is all you want. The cost of utilities (*gastos*) will vary according to the use of heat, hot water, and electricity by all who live there; abuses are shared by all. As in the U.S., moving into an apartment necessitates buying miscellaneous items to set up housekeeping, which makes the first month the most expensive. The appendix at the end of this handbook you will find useful vocabulary that you should learn in preparation for you will find useful in your housing search.

Living at a Homestay

Home will be an apartment (*piso*) rather than a house, for almost all families live in buildings of seven or eight floors. A family may be composed of a father, mother, and one or more children, or it may be an older couple with children away from home. In many cases, the family consists of a señora, usually a widow with or without children. The program counsels students to avoid homes with only one person, or where there are more than two American students.

In a casa particular, you will have to adopt your family's daily schedule. In most instances, this means a light breakfast of coffee and bread, a heavy midday meal at 2-3 p.m. and a light supper anywhere from 9:30-11 p.m. Frequently, you will need to eat a light snack (merienda) about 6 p.m. This light meal is not included in the monthly charge. You will go to a cafe or bar with friends as most madrileños do in the late afternoon. Monthly charges for living with a family include two or three meals daily (negotiable) and laundry.

Getting used to a big city, living in an apartment and a new day-to-day schedule are only part of what it means to live with a Spanish family. The most important ingredient is the personal relationship that can develop between you and the family members. Some students are accepted almost as sons and daughters. Such a relationship is built on mutual understanding and consideration. Students in this situation not only observe the customs of not bringing friends of the opposite sex to the house, not asking to use the telephone (very expensive in Spain), not staying out too late, etc., but also extend certain much appreciated courtesies—calling when they are going to be late for a meal, not wasting electricity, paying rent on time, etc. They and the family may exchange gifts at Christmas, and the family may invite them on outings and to special family events.

However, not all students and their "families" achieve a close relationship; instead the union remains basically a business arrangement. In these cases, the señora may worry about excessive use of hot water, toilet paper, and electricity. The student in turn may become overly conscious of what is "owed" to him or her. If this happens, a change of housing may be indicated.

Health Insurance

Program fees paid by WIP/T students include a group health insurance policy that will cover a range of medical situations, including emergency medical evacuation. All students will be required to pay in cash immediately after all medical treatment and then apply for reimbursement from the U.S. insurance company. In some cases students can contact the group health insurance provider for their university to arrange for a guarantee of payment, and only be required to show your insurance card when you go in for the doctor's appointment. You will receive more information upon arrival.

Medical Care

Upon arrival you will receive the WIP/T Madrid program manual. Inside there is a section on Medical Matters with the names and phone numbers of recommended doctors. The American Association of Programs in Spain (AAPS/ APUNE) has negotiated reduced rates for its students with two well-known clinics; both have English-speaking general physicians and specialists. When hospitalization is required, all necessary medical services can be arranged. Similar Arrangements can also be made for non-routine dental care and extractions. When you go to a clinic or physician, take along the necessary claim forms to be filled out for insurance reimbursement or consult in the WIP/T Madrid program manual which clinic accepts your group insurance without charge for the visit.

If you need a specialist while in Madrid for a chronic medical condition let staff know prior to arrival so that they can assist you in finding an English-speaking specialist in Madrid. You should also check the list of recommended specialists that can be obtained from the group insurance provider for your home university.

If you regularly take a prescription medicine you should bring a supply with you for the entire year or semester if possible. Spanish law prohibits prescription medicine to be shipped to Spain by mail, and will be confiscated in customs. (See the Shipping section for more details on items that cannot be shipped to Spain). If necessary, a Spanish doctor can prescribe your medicine to you here provided that you have the main ingredients of the medicine along with a prescription and diagnosis from your U.S. doctor.

Money and Banking

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The European Union monetary unit is the Euro. The Euro functions similarly to the U.S. dollar in that it is subdivided into 100 cents. There are eight Euro coins denominated in 2 and 1 Euros, then 50, 20, 10, 5, 2, and 1 cents. Each Euro coin has a common European face and a face designed by each country that can be used in every country. There are seven Euro notes which are differently sized and colored, and come in denominations of 500, 200, 100, 50, 20, 10, and 5. The notes, unlike the coins, do not have national sides and are completely uniform. For more information about the Euro, the European Union, and related topics, check the EU website: <http://europa.eu>.

- **Work out a budget for the year, for each semester.** You should calculate how much money you can spend on a monthly basis during your year abroad. This will help you, as you will know what your monthly limit is for rent, leisure, food, personal items, books, and travel.

- **Bring an ATM card and its four-digit PIN.** With it you can withdraw funds directly from your U.S. checking account at many ATM machines in Madrid and throughout Europe at very favorable exchange rates. Be sure to check with your bank to see if you need an international PIN. The Cirrus network works the best in Spain, so request a card within that network. European keypads do not have letters, so know your 4-digit PIN numerically. Important Note: Prior to your departure from the U.S., check on the ATM fees that your home bank will charge you abroad. Often they charge a surcharge and commission every time you take money out. You also must alert your bank of the dates you will be studying abroad. Otherwise, they may cancel your card once they receive international charges thinking that it has been stolen or is being used fraudulently.

- **Bring the checkbook (with a generous supply of checks) from your U.S. bank account.** One branch of the Banco Santander, whose office is across the street from our building, permits WIP/T students to open a bank account there if they choose to do so. If you decide to open an account there, you will be allowed to write a personal check to yourself from a U.S. bank account and deposit the money in your new account in Spain. This makes international wire transfers from the U.S. unnecessary. Your family can simply deposit dollars in your U.S. checking account, and then you can get access to the funds by writing a check to yourself in Madrid and depositing the money in your Spanish bank account. (Obviously, the system works only if there is money in your U.S. account!)

After an account at the Banco Santander has been established, you will receive the Tarjeta 4B cash/debit card that provides 24-hour access to your account at thousands of

locations in Western Europe. The combination of a checking account (to which you can deposit money by writing a personal check on your U.S. bank account or transferring funds from the U.S.), a 4B cash/debit card, and an American credit card will make access to your money in Spain virtually trouble free.

- **Bring a credit card and its four-digit PIN.** VISA and MasterCard (students have had mixed results with American Express and Diner's Club) are accepted for purchases and services, and can also be used to obtain cash advances but at a much higher rate than using an ATM card. Charges are billed to your account in the U.S. Visa is the most widely accepted bank card in Western Europe. Before leaving for Spain you must contact your credit card company and give them the dates that you will be out of the U.S. and notify them that you will be using your credit card while you are there. That way they will accept international charges on your card without suspecting that it may have been stolen and is being used fraudulently.

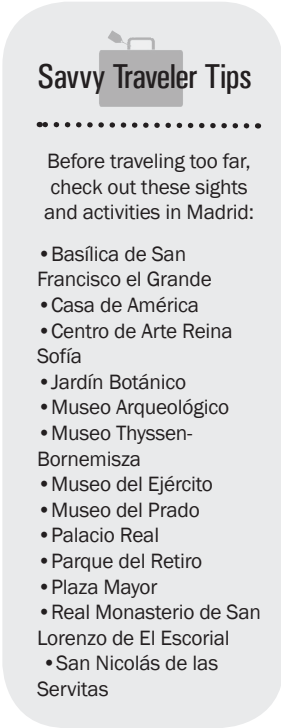
- **About traveler's checks.** Traveler's checks are not common in Spain and are only practical if you want to deposit them into the Spanish bank account you will have the opportunity to set up once you are there (please read above). Some students have brought them in case of an emergency but they cannot be used in stores. American Express traveler's checks are recommended, since there is no commission at the bank when you cash or deposit them. VISA traveler's checks DO have a commission. However, students report that they rarely used their traveler's checks. They relied on their ATM cards. Of course, those students who had situations where they were not able to use their cards and had to rely on traveler's checks to obtain money were very glad that they brought them along.

IMPORTANT NOTE: Third-party checks (e.g. financial aid and personal checks from relatives back home) are not easily negotiable in Spain! Arrange to have these funds deposited to your account in the U.S. and then access the funds in Spain via one of the means mentioned above. Money orders from the U.S. are not accepted. However, there are several Western Union offices in Madrid that can be used as long as the sender gives you a tracking number. You will receive information in your welcome materials in Madrid about this, as well as about other options of accessing money.

Telephones

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Cell phones (*móviles*) are very common in Spain. Many student apartments do not have telephones, and pay phones can be expensive. As a result, many WIP/T students choose to buy cell phones in Spain. There are a number of service providers, each of which has stores throughout Madrid where you can learn about rates and payment plans. Instead of signing a long term contract for phone service, most WIP/T students use *tarjeta* payment plans that function like prepaid or debit systems. You can pur-



Savvy Traveler Tips

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Before traveling too far, check out these sights and activities in Madrid:

- Basílica de San Francisco el Grande
- Casa de América
- Centro de Arte Reina Sofía
- Jardín Botánico
- Museo Arqueológico
- Museo Thyssen-Bornemisza
- Museo del Ejército
- Museo del Prado
- Palacio Real
- Parque del Retiro
- Plaza Mayor
- Real Monasterio de San Lorenzo de El Escorial
- San Nicolás de las Servitas

chase or recharge phones at such major stores as El Corte Inglés or FNAC. It is cheaper to call others with the same service provider so you may want to factor that into your decision before purchasing a phone. Text messaging is an even cheaper method to communicate via cell phone. Ask your provider about text message features.

The WIP/T office strongly recommends that you purchase a cell phone.

There are four main cell phone operators you can choose from:

- **Movistar:** www.movistar.es/on/
- **Vodafone:** www.vodafone.es/particulares
- **Orange:** www.orange.es
- **Yoigo:** www.yoigo.com

If you go to buy a phone (there are stores all over Madrid), you should compare prices and double check which calling plan you have been given. There are several calling plans, and usually when you buy a phone you are automatically given the most costly. When in doubt, **ASK** for the cheapest rate per minute. It is cheaper when everyone you call has the same plan.

A few students have tried using American phone operator plans on their American cell phones in Spain and have had very mixed results. The plans promise a cheap rate for phone use in Spain (both making and receiving calls) but the reality is quite different. Despite assurances to the contrary, Spanish cell phones are really charged a higher rate, because of the international area code. It is costly for others to call you, and therefore, they don't. Students who have tried this have all ended up purchasing a Spanish phone, and have had to carry around two phones in Madrid. Don't spend on an international rate when here you can use Skype to call home, and find a cheap plan to call your friends here.

A few students were able to "unblock" their U.S. cell phones by calling their operator in the U.S. and getting a code to do so. Once here, they purchased a Spanish SIM card to use on their phones, through a Spanish phone company. A word of warning though: iPhones are seen as a luxury item here, and are definitely very appealing to pick pockets.

Public Transportation

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You will save a lot on metro and bus transportation with a combination bus and metro pass called the *abono transporte*, which is a laminated photo ID card that contains a pocket for the small cardboard pass that you purchase at a significant discount each month. You must have both the photo ID card and the monthly pass on your person when you use the public transportation. Neither one is transferable; both of them are personal and correspond to a specific passport number.

Your study abroad office will immediately ask you to submit three photos of yourself and three photocopies of the passport page that has your name on it. If you submit the materials promptly, the Madrid staff can arrange speedy access to banking and have a Madrid student metro + bus pass ready when you arrive. If you do not, this pass will be delayed, creating extra work for the WIP/T staff and yourself. In addition, you run the risk of not having the time to prepare your pass for use upon your arrival.

Volunteerism

Program participants have told us that volunteering in local social agencies helped them get better integrated into the culture. Volunteering requires a serious commitment, and most organizations will only accept students who make a commitment to service for the entire school year. The WIP/T program has contact information for the main NGOs and student volunteering organizations of interest. Although it may be challenging to find the right situation and get involved, you will find these opportunities rewarding in the end. Volunteering is an opportunity to gain insight on many cultural aspects that you otherwise would not be exposed to, and work towards community-driven goals with Spaniards your age.

A number have also found *intercambios* (language partners) a useful way to improve their language skills. The program organizes an *intercambio* program that pairs interested students with Spanish students at the Complutense. Many later comment that it was through these contacts that they made their closest Spanish friends and learned the most about Spanish culture. Students who spend the year only with other program participants regret leaving Madrid without getting to know the city and its inhabitants.

Packing

Pack light! European students do not vary their dress as frequently as students in the U.S. do, and closet space in Spain will be limited. The Madrid winter is seldom severe, but it is sometimes wet and cold. Indoor heating is often inadequate, so bring warm, lightweight clothing you can wear in layers. The effect should be casual and comfortable, but not sloppy. You can purchase almost any item of clothing in Spain, although some are more expensive there than in the U.S. Cosmetics, feminine hygiene supplies, razors, contact lens solution, etc. are widely available, but more costly.

Spanish students dress much like their peers on U.S. campuses; except that they do not wear sweatshirts, sweatpants, or baseball hats to class. Otherwise, plan on dressing in the same style comfortable for you in the U.S. One semi-formal outfit is recommended for special occasions like dining out in a nice restaurant.

Packing Suggestions

- Clothing that is easily washed and drip-dried (Dryers are not common in apartments.)
- Warm winter coat, rain coat, gloves, scarf, travel umbrella
- Sports clothes for the activities you enjoy
- Sturdy shoes (You'll do lots of walking.)
- Thermal underwear (for travelling to colder climates in winter), slippers, robe
- Swim suit
- Shower shoes (for use in the colegio mayor and host families)
- Two bath towels, two washcloths
- A year's supply of women's pantyhose or tights (It can be hard to find the right size.)

- Toiletries (only if you are particular about American brands, or prefer antiperspirant-deodorant to more basic deodorant found in Spain)
- Your laptop and a USB flash drive
- MP3 player/iPod
- Batteries (They are expensive in Spain, bring a supply if necessary to operate electronics you are bringing.)
- Good electronic dictionary for English-Spanish such as the Franklin Miriam Webster Spanish-English Dictionary or a computer dictionary on CD.
- Materials from Spanish culture courses
- Lonely Planet Guide to Spain; Let's Go: Europe; Let's Go Spain, Portugal and Morocco*, or other good student-oriented travel guide
- Camera
- Journal or diary
- Addresses and photos of family and friends back home
- Map of the U.S. for sharing with host family and Spanish friends
- Checkbook from U.S. bank account (if you plan to open a bank account here and transfer money)
- Paperback cookbook, favorite recipes and a conversion chart from American measuring cups and spoons to metric units
- Small items you can use for gifts
- Money belt or money neck pouch
- Locks for luggage and backpack
- Thermometer and remedies for colds and minor intestinal disorders
- Latex condoms and other birth control supplies
- Copies of prescriptions for eyeglasses and contact lenses
- Prescriptions for medications written clearly in generic (not brand name) terms, with the chemical composition clearly written
- All manuals and materials given to you by your study abroad office

Computers: You will find word processing, e-mail, and printing facilities accessible throughout Madrid at reasonable hourly rates, but you should bring a laptop computer if you have one. Spain is primarily a PC country with few Macintosh computers, so Mac users should know how to convert your documents for printing on a PC. Be certain that any computer is already set up to run on 220 current (most are). Then all you will need is the adapter plug that fits into Spanish wall sockets (available in Spain).

Do not mail your laptop. If you do, you may have to pay a duty on their commercial value, which is high. Instead, bring the laptop with you on the plane. Be sure the battery is charged, because airport security personnel may ask you to turn it on when you go through security. Bring a USB flash drive for saving and printing your documents. The

computer room does not offer printing services, and the printing window at the Facultad does not allow you to access your e-mail to print.

Do not pack:

Bedding. In Spain, bed linens are provided in about half the housing. You may purchase them in department stores when necessary. There are several IKEAs in Madrid that you can get to on the subway.

Electrical appliances. The U.S. operates on 110 volt alternating current (AC), whereas Spain (and much of the rest of the world) runs on 220 volt AC. As a result most U.S. electrical items do not work in Spain because the motor runs twice as fast as it is designed to do and is soon burned out or damaged. Check to see that your hair dryer is dual voltage, and bring an adapter plug.

If you plan to take a camera, computer, or watch with you, carry a receipt showing U.S. purchase or check with U.S. customs to avoid the risk of paying duty when you return home. You may want to consider getting insurance for expensive appliances (e.g. laptop computer). Check with your insurance agent.

Shipping

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Be sure to share this information with parents or others who may send you a package.

If you must ship items to Spain (not recommended), address packages to the program office and time their arrival for after you are in Madrid. Packages mailed to the program are not always delivered directly to the WIP/T office. Instead, the postal service delivers a notification, and the package is held at the post office. If the package arrives in August or December when the office is closed, no one will pick it up and it will be returned to the United States.

Address packages to yourself in care of the WIP/T office. Use the full and complete address, including postal code. Limit yourself to sturdy cardboard boxes. There are many regulations about what types of items you may send to Spain. Books can be sent by mail at special book rates. Check with your local post office about dimensions, prices, and import regulations.

Prescription medicine: According to Spanish law, you may not have prescription drugs sent to you from the U.S. You must bring a supply with you for the entire year, or go to a Spanish doctor to have the equivalent prescription (if available) prescribed to you in Spain. You must therefore know the main ingredients of any prescription drug you are taking in its generic name terms, since brand names are sometimes very different in Spain from their U.S. equivalent. Talk to your doctor before departing for Spain.

Filling out the customs form: For customs purposes, the sender of any package sent to you will have to fill out a "green sticker" identifying the contents of the package. **WARNING:** The person sending you the package will have to put an estimated value on the sticker. This is not for insurance purposes, but is considered the "commercial" value of the contents. Consequently, if the price is over a certain amount, you will be liable for customs duty here and may have to pay a tax to pick up your package. Therefore, be sure to put the value under \$50. Under "content" on the green slip write "No commercial value" and "used items for personal use" to explain the content of snacks and

other things friends and family send you. This makes it clear that you are not importing merchandise and may help avoid paying an import tax. If the package contains a valuable item or document which must be sent, register it and keep the declared value low.

Taxable items: iPods, computers and their components, CDs, DVDs, video games, cameras, and all other electronics are almost always stopped at customs and taxed according to Spanish law. The minimum tax is 18% of the estimated value of the item(s). Other duties and handling surcharges are also applied. Packages with a declared value over \$50 will most likely be stopped and taxed.

Predeparture Reading

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Before studying abroad, you should read about the history and culture of Spain. This not only will prepare you for the many cultural differences, but it will also give you an advantage for making Spanish friends. Most Spaniards enjoy talking about international politics and refer to Spanish history often as well. Nothing horrifies Spaniards more than the stereotypical foreigner that knows little about other countries or global current affairs, especially when Spain is involved in them. Spain is a complex country with a fascinating history that leaves no Spaniard indifferent. Such distant events as the Spanish Civil War and the Franco Regime still produce animated debate and very passionate viewpoints.

You will find that the more you know about Spaniards and Spain before arrival, the easier it will be to make friends and express yourself well in informal conversations.

It is strongly recommended that you read Spanish newspapers before arrival to become familiar with current issues. El País can be accessed at www.elpais.es and El Mundo at www.el-mundo.es. Another useful website is www.timeout.com/madrid, a city guide (in English) that gives you an idea of what to expect once you arrive. Wikipedia is another favorite.

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Safety in Madrid

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Madrid is a big city, and you should take the same common sense security precautions there that you would in Chicago or New York. Traffic is very intense throughout the city and drivers quite unpredictable. Do not cross the street only based on the pedestrian crosswalk indicators. You should additionally look both ways and proceed with caution.

During your orientation week in Spain you will be advised about the kind of street-wise behavior that will help protect you from petty crime. **Twenty-five percent of program participants last year were victims of a petty crime incident.** Pickpocketing is the most common security issue you will face. To combat it, avoid carrying your passport or other important documents when you go out; instead, make a photocopy to keep with you at all times. Do not carry large sums of money on you, and keep an eye on your backpack, purse, and cell phone AT ALL TIMES, particularly in bars, discos, and cyber cafes. **Men should keep wallets in either shirt or front pants pocket and when women carry a purse we recommend a small one with the opening turned inward, on a strap across your body.**

An additional safety precaution necessary in Madrid is paying close attention to possible gas fumes from a malfunctioning *calentador* (water heater) in your home or apartment. If the apparatus is located in the bathroom, you might want to keep the window ajar while you're using it, just in case of a malfunction that could create carbon monoxide.

Vacation Travel

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Trains

For travel within Spain, investigate Spanish national rail passes or buy individual tickets from town to town. For travel outside Spain, check out Eurail passes, which permit travel throughout Western Europe for various periods at reduced cost. Eurail passes must be purchased in the U.S.

Rental Cars

Car rental fees in Europe are expensive, and gasoline costs considerably more than in the U.S. To rent a car from most companies, you must be 23 years old and have

a major credit card. International driving permits are available in the United States through AAA.

Bicycles

Madrid is not a bicycle-friendly city, but WIP/T students have enjoyed rewarding cycling experiences in Spain. Various Madrid cycling clubs offer planned regional excursions. Special care must be taken in route planning and safety. Bicycles can be rented for the day in Madrid, and the tourism office has organized several guided bike tours of the city.

Planes

Commercial air travel within Europe is expensive; but there are many low cost operators with flights to most major European cities. You must be careful to read the fine print since many charge for baggage, and additional fees apply when you don't have your ticket printed out beforehand, etc. There are also numerous student trips organized with interesting destinations, particularly at vacation time, at bargain prices. Check with the student travel bureaus in Madrid (TIVE, Forocio, European Vibe and the Erasmus Student Network) for details.

Youth Hostels

Youth hostels provide clean, inexpensive, albeit spartan accommodations throughout Western Europe. You must have a hostel card to spend the night at official Hostelling International member hostels. You may apply for a hostel card online at www.hiayh.org/. Membership can also be purchased in Spain or at any youth hostel overseas. Call ahead for reservations in big cities or on weekends.

Appendix A

Familiarize yourself now with the vocabulary used here so that your housing search goes smoothly.

Housing Vocabulary

A

a/a- aire acondicionado (air conditioning)
absténganse agencias - agencies abstain from calling
abstenerse estudiantes - no students
acogedora - cozy
a convenir - negotiable
acristaladas - terrace with glass windows
a estrenar - brand new
agua caliente central - hot central water
alcoba - bedroom
alojamiento - lodging
alquiler de pisos y apartamentos - renting of apartments
ambiente familiar - family atmosphere
amueblado - furnished
apartamento - apartment
a partir - after (for calling purposes)
apto. - apartment
armario - closet (armario empotrado- built-in closet)
aseo - bathroom
ascensor - elevator
aval - references needed, bank guarantee

B

bajo - ground floor
balcón - balcony
bombona - butane gas tank
brasero - electric heater under table
buhardilla - attic
butano - butane gas

C

calefacción central - central heat
calefactor - space heater
calentador - water heater
c/c - calefacción central
casa particular - private home
céntrico - located in or near center
cocina - kitchen
cocina americana - kitchenette
cómodo - comfortable
compartida/o - shared
comunidad - sum paid by residents of a building to cover "community" expenses (trash pick-up, portero, etc.)
conserje - doorman/ caretaker
contestador - answering machine

D

derecho a cocina - kitchen privileges
derecho a todo - privileges to everything
doble ventana - double windows (2 panels)
dormitorio - bedroom
dueño - owner

E

electrodomésticos - stove, refrigerator, washing machine
enseña portero - doorman shows the apartment
"que entienda" - LGBT
estudio - studio apartment
exterior - a room who's window faces the street
ext. - exterior
estufa butano - heater run by butane

F

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fianza – security deposit

formal - mature, responsible

frigorífico - refrigerator

funcionario - public employee

fumador - smoker

G

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gas butano -butane gas

gas natural - natural gas

gastos - utilities

gastos de comunidad - sum paid by residents of a building to cover "community" expenses (trash pick up, portero)

I

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inquilino - tenant

interior - room who's window does not face the outside (could be dark)

int. - interior

indv. - individual

L

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lavadora - washing machine

lavaplatos - dishwasher

lavavajillas – dishwasher

liberal - do not look into announcements that ask for a "chico/a liberal" (it translates roughly as "loose morals")

limpieza - cleaning

lujo - luxury

luminosa/o - well-lighted

M

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media pensión - some meals included

mensualidad - monthly payment

microondas - microwave oven

moqueta - wall to wall carpeting

N

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nevera - refrigerator

nómina - proof of employment in Spain (pay-check)

no fumador - non smoker

O

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opositores - people preparing exams to be civil servants

P

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parabólica - TV satellite

particular - private owner

parquet - wood floors

pensión completa - three meals a day provided

piso - apartment

piso amplio - spacious apartment

piso a estrenar - brand-new apartment

planchado de ropa - ironing

plaza - room, space

polideportivo - sports complex

portero - doorman

portero automático - buzzer

propano - propane

precio a convenir - price negotiable

puerta blindada - security door

R

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radiador - radiator

recién pintado - recently painted

referencias (con) - personal references needed

reformado - reformed (renovated)

responsable - mature people

ropa de cama/casa - sheets, blankets

S

.....

salón/salón comedor - living room

señal - a token payment or deposit

soleada/o - sunny

sólo dormir - a room and access to the bathroom, no kitchen or living room, for people who work long hours and don't spend much time at home. Not for students.

solvente - proof of financial solvency (ability to pay)

sótano - basement apartment

T

terrazza - terrace

termo - water heater

U

urbanización (urb.) - in the suburbs (far)

V

vacío/sin muebles - unfurnished

vajilla - kitchen goods

ventiladas - breezy (well-ventilated)

W

w.c. - bathroom

Appendix B

Madrid Housing Statistics AY 2011-12

Apartment Search Timeline

Time frame when students found an apartment	No. of students who found an apartment	Percentage of total students	Average of total # of pisos visited
Sept. 1-5	5 (3 WIP/T contacts)	23.8%	6.2
Sept. 7-11	13 (9 WIP/T contacts)	61.9%	9.4
Sept. 12-15	2 (2 WIP/T contacts)	9.5%	16.5
Sept. 16-17	1 (1 WIP/T contact)	4.8%	1
Total	21 (15 WIP/T contacts)	-	8.9

- AY students have two weeks of initial housing provided while they are apartment hunting.
- 100% of the group housed at the dorm found an apartment before the move-out date.

How Students Found Housing

WIP/T Contacts		15	71.4%	71.4%
Online Housing web pages	<i>Segundamano</i>	2	9.5%	28.5%
	<i>Idealistia</i>	4	19%	
Billboards in student buildings or street		0	-	-

- 100% of students have Internet at home.

Roommate Profiles

No. of students living w/ other WIP/T students	No. of students who live with at least one native Spanish speaker	Average no. of native Spanish speakers per apartment
3(14.3%)	10 (90.5%)	1.62

Rent Prices

Rent Prices in Euros	No. of students who rent in this price range	No. of students who must pay add'l utilities	Percentage this price range makes up of the group of 46
200-299	2	2	9.5%
300-359	9	5	42.9%
360-390	5	3	23.8%
391-420	3	0	14.3%
421+	2	1	9.5%
Totals	21	11	—

- Average rent for 21 students overall: 355 Euros
- Average rent factoring in utilities: 366.78 Euros

Academic Year	Rent Prices in Euros	Rent Price in Dollars with exchange rate for that year
2009-2010	369.83 overall 369.83 individual	\$539.95 overall \$539.95 individual (Exchange Rate 1.46)
2010-2011	378.48 overall 378.48 overall	\$492.02 overall \$492.02 overall (Exchange Rate 1.30)
2011-2012	355.00 overall 362.89 individual 280.00 double	\$486.35 overall \$497.15 individual \$383.60 double (Exchange Rate 1.37*)

- In order to check the exchange rate and use the Currency Calculator, consult www.x-rates.com

Appendix C

Madrid Housing Statistics Spring 2012

Apartment Search Timeline

Time frame when students found an apartment	No. of students who found an apartment	Percentage of total students	Average of total # of pisos visited
Jan. 19-25	17 (6 WIP/Tcontacts)	29.3%	5.4
Jan. 26-Feb. 1	26 (6 WIP/T contacts)	44.8%	6.8
Feb. 2-8	13 (4 WIP/T contacts)	22.4%	7.8
Feb. 9-15	1 (1 from WIP/T contact)	1.7%	10
After move-out date	1 (1 from WIP/T contact)	1.7%	10
Total	58 (18 from WIP/T contacts)	100%	-

- 3 students did not do the housing search (2 live with initial homestay, 1 with family friends)
- Spring Semester students have one month of initial housing provided while they are apartment hunting.
- 98.3% of the group found housing before the move-out date at the homestay.

How Students Found Housing

WIP/T Contacts		18	31%	31%
Online Housing web pages	<i>Segundamano</i>	8	13.8%	65.5%
	<i>Idealistia</i>	25	43.1%	
	<i>Loquo</i>	1	1.7%	
	<i>Easy Piso</i>	4	6.9%	
Billboards in student buildings		2	3.4%	3.4%

- 100% of students have Internet at home.

Roommate Profiles

Total no. of spring students	No. of spring students who live with other WIP/T students	No. of students who live with at least one native speaker	Average no. of native Spanish speakers per apartment
61	18 (31%)	53 (86.9%)	1.9

Rent Prices

Rent Prices in Euros	No. of students who rent in this price range	No. of students who must pay addtl utilities	Percentage this price range makes up of the group of 46
250-299	5 (2 in double)	3	8.6%
300-349	9 (4 WIP/T contacts)	6	15.5%
350-399	21 (7 WIP/T contacts)	11	36.2%
400-449	17 (7 WIP/T contacts)	8	29.3%
450+	6	3	10.3%
Totals	58 (18 WIP/T contacts)	31	—

- Average rent in a student apartment for 58 students overall: 373.10 Euros
- Average rent in a student apartment factoring in utilities: 389.14 Euros
- In order to check the exchange rate and calculate in dollars, use the Currency Calculator: <http://www.x-rates.com/>