

# Rouen 2009-10

The usefulness of this handbook depends on student input.  
If you find erroneous information, please contact [overseas@indiana.edu](mailto:overseas@indiana.edu).



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During your stay in Rouen, you will have the assistance of the staff of the International Relations Office, especially Annie Malbaux, Head of International Office, and Aurelie Jourdain, Assistant for International Students.

## INDIANA UNIVERSITY IN ROUEN

In 1992, Indiana University inaugurated an exchange program with the prestigious Ecole Supérieure de Commerce de Rouen (ESC), one of France's small, elite *grandes écoles*.

About five IU students are enrolled each semester with 100 other students from around the world in a program that focuses on French language and business practices, the European Union, international business, and cross-cultural issues.

### Student Advice

"Before you go, learn some useful French words, know the members of the EU, read up on French culture."

Beginning in the fall of 2003, the primary departmental affiliation at the ESC is the Institut de Formation Internationale (IFI), an undergraduate school of international business.

## INTRODUCTION

This booklet is a supplement to the *Getting Started* handbook. While it contains specific program information, *Getting Started* contains information relevant to all students on Indiana University Overseas Study programs. Both booklets should be used now as you prepare to leave and later while you are abroad. Since most 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/programs/handbooks/rouen.pdf](http://www.indiana.edu/~overseas/programs/handbooks/rouen.pdf).

# The Program in Rouen

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## FALL 2009 CALENDAR

Sept. 2-3.....	Arrival Days
Sept. 4 .....	Orientation
Sept. 7-11.....	French Language Intensive Course
Sept. 9 .....	Semester courses begin
Oct. 26-31.....	Mid-term break
Dec. 22 .....	Last day of final exams

## SPRING 2010 CALENDAR

Jan. 6-7 .....	Arrival Days
Jan. 8 .....	Orientation
Jan 13-14.....	French Language Intensive Course
Jan. 11 .....	Semester courses begin
Feb. 15-20 .....	Mid-term break
May 31.....	Last day of final exams

(June 6 for some ESC courses)

## ARRIVAL IN ROUEN

Read carefully the arrival instructions sent to you from IFI and if you want them to book a taxi for you from Paris to Rouen, return the form promptly with accurate and complete information about your flight. When you arrive in Paris, upon exiting baggage claim, look for your name on the taxi driver's handheld sign. The trip to Rouen takes about 2 hours and costs about 115 Euros (which can be split among

### Student Advice

“Prepare for some ‘what if’s.’  
What if your baggage gets lost?  
What if you lose your traveler’s  
checks or ATM card?”

the passengers - 60 Euro/person with multiple passengers). It is possible to make the trip less expensively, but this requires bus, metro, train, and taxi, a fatiguing ordeal when you are jet lagged, not familiar with fares and routes, and burdened with luggage.

If you are staying in a dorm, the taxi driver will take you directly to the residence hall from the airport. Students from the student club "Cultures Connections" are awaiting your arrival to help you settle into your room and drop off your luggage. After that, you proceed to the IFI castle to continue your check-in.

## **VISA**

You are required to have a French student visa for your stay in Rouen. A visa is a stamp placed in your passport by the host country's consulate or embassy giving permission for you to remain in the country for a designated period of time. You will receive visa application instructions and supporting documentation in October. Start this process as soon as possible. Depending on your state of residency and corresponding consulate office, you may be required to obtain your visa in person at the consulate office. An appointment is required. It is necessary to create a "Campus France" account in order to process all of your required documents and obtain your visa. Mail the required materials, your passport, and a visa fee (about \$60) to the consulate that has jurisdiction over the state of your permanent residence. The consulate will return your passport with the visa stamped on one page.

## **ROUEN**

Rouen, France's fourth largest city with a population of 450,000, lies on the Seine about 75 miles northwest of Paris. The historical capital of Normandy and the largest inland port in Europe, Rouen is known for the spires and church towers that mark its horizon, its striking Gothic cathedral, and the hundreds of half-timbered medieval houses and pedestrian ways in its old section. Twenty-one trains a day make the 70-minute trip to Paris's Gare St. Lazare.

# INSTITUT DE FORMATION INTERNATIONALE

IFI is located in the town of Mont Saint Aignan, a suburb approximately five kilometers from the centre of Rouen, on the Campus Consulaire, which includes:

- IFI (undergraduate school of international business)
- ESIGELEC (engineering school)
- ECAL (school of distribution)
- ISPP (school of accounting)
- ESC Rouen (the graduate school of management)

IFI occupies the Chateau, which is at the heart of the Campus Consulaire. The building dates from 1889 and has been completely restored. During World War II, the Chateau was the headquarters of the German naval occupation forces in the Normandy region. To this day, the concrete bunker used by the Germans can be seen 25 meters from the front door of the Chateau.

The Campus is located alongside a large forest overlooking the Seine and the city of Rouen.

## ACADEMIC PROGRAM

You will earn 14-15 credit hours for the semester in Rouen: a combination of French language and culture, and business courses. Most of the business courses are taught in English. Business courses include Z302, international marketing, management or finance; and additional management, finance, marketing, and business law electives.

Be sure you make an appointment with Tammy Orahoad to discuss your schedule for Rouen. Do not alter the program of studies that you arranged with Tammy without her approval. Please be aware that most IFI courses are 3 credits, but most ESC courses are 2 credits, so most students take 6 courses Plan accordingly. In no case may your enrollment fall below 14 credits. Courses may not be taken on a **pass/fail** basis, nor does Indiana University permit **withdrawals** or **incompletes** for Rouen course work. If you have any questions about your academic program, contact [overseas@indiana.edu](mailto:overseas@indiana.edu).

Check [my-esc-rouen.fr](http://my-esc-rouen.fr) Moodle/Sharepoint for more class information (their version of OnCourse)

## French Instructional Style

Be prepared to adjust to a different instructional style in France. Learning within a different cultural context is one of many important study abroad experiences. A syllabus that details course requirements, daily reading assignments, and the date and hour of the final exam is

not standard in Europe universities, nor are exam dates publicized in advance. You may not be told the exact day, time, and place until shortly before the exam is scheduled. At IFI, the final, which typically addresses broad concepts and big issues, counts for 40 percent of the overall course grade. You may have no quizzes, written homework assignments, or midterm exam. Individual presentations, group presentations, and case studies, however, will be a major part of

### Student Advice

“It is not as structured as IU. A syllabus usually consists of one page and only provides tentative dates for assignments. More time is spent in class than out of class (Eight straight hours of class). Professors do not return assignments quickly.”

### Student Advice

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

your coursework and the quality of class participation is factored heavily in your grade. Most classes rely on lecture notes, photocopied readers, and case studies (for which IFI charges a fee) instead of a single textbook. In France, individual student grades are not considered confidential and it is considered

acceptable for grades to be announced publicly, occasionally with frankly unflattering commentary. Talk with your professor before or after class to arrange a meeting if he or she does not have regularly scheduled office hours.

IFI is a small institution that relies on somewhat informal transmission of information. Meeting rooms, class times, and professors may change at the last minute and this information may be relayed by bulletin board notices and word of mouth. Check with your French classmates to learn the best ways to keep abreast of such information.

## Grading

All course grades are based 40 percent on the final exam or project, 40 percent on course work, and 20 percent on participation. Class attendance is required and punctuality is taken into account in grading. The French use a grading scale of 1-20, in which a grade of 16 is considered outstanding. IU translates the French numerical grades to IU letter grades using the conversion scale below.

<b>French Grade</b>	<b>IU Grade</b>
20.00 - 15.00	A
14.99 - 13.00	A-
12.99 - 12.00	B+
11.99 - 11.00	B
10.99 - 10.00	C+
09.99 - 09.00	C
08.99 - 08.00	D
07.99 and below	F

## LIBRARIES

The ESC building has a small, computerized library and open stacks. It is open Monday through Thursday until about 7:30 p.m., Friday until 6:30 p.m., and Saturday from 9 a.m. until noon. It is not open late evenings or on Sunday.

## E-MAIL AND COMPUTERS

ESC's computer centers have IBM computers with Word and Excel software for Windows. The centers are open weekdays 7:30 a.m. to 9 p.m. and Saturday mornings, although you may not be granted access when classes are in session there.

IFI has computer rooms within the IFI building that are also available from 8:30 to 6:30 p.m. Monday through Friday. They

have 50 computers with free Internet connections, as well as laptop connections and e-mail for all students.

A laptop is not necessary, as it is somewhat expensive to get an Internet connection in your dorm room. Approximately 20€/mo. for WiFi or 4.99 €/mo. for unlimited downloads. The strength of connection varies from room to room. However, a laptop is helpful for entertainment purposes (DVDs or music) since there are no TVs or stereos in the dorm for the most part. Remember to purchase an adaptor in order to plug your laptop into the outlet.

# Life in Rouen

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## HOUSING

IU students are normally housed in Ango, a privately owned dormitory that is a five-minute walk from the ESC campus. Rent is about 230-330 Euros per month. Ango houses 150 students from the University of Rouen and ESC, as well as many of the other exchange students at IFI. The five-story building has compact single rooms, each with bed,

dresser, desk, small book shelf, hot plate, small refrigerator, and sink. There are no carpets or sofas, so the building can seem somewhat cold and sterile. Bed linens are provided and may be exchanged for clean ones every two weeks. You will be required to wash the linens yourself if there are large stains or spills on the fabric. A housekeeper, or *femme de ménage* has access to your room and puts each day's mail there. You will share shower and toilet with a suitemate. Ango has no kitchen facilities, but you can either do wonders with a one-burner hot plate or go to the Restaurant Universitaire du Panorama or "*panorapide*" next door. Ango residents use the washing machine and dryer in the adjoining building for approximately 4-4.50 € per load.

La Pleiade, a three-story building is about ten minutes by foot from ESC, is normally available only to students who remain for the entire academic year. It costs the same as Ango and offers spacious double rooms, each with its own sink, toilet and shower, kitchenette with refrigerator, 2-burner stove, cutlery and dishes. Bed linen is furnished. The Restaurant Universitaire du Bois is 5 minutes away.

Place Colbert is within a 10-15 minute walk with a small grocery and multiple sandwich shops.

You also have the option for a home stay with a French family. This is a great opportunity to learn the culture and speak French more often, as international students often speak English in the dorm.

### Student Advice

"The advantages of Ango are it's cheap price, 5-minute walk to class, and the contact with other students, both foreign and French. French students in this dorm know there will be foreigners there and for the most part are very friendly and tolerant of foreigners."

An alternative to student accommodation is to find an apartment in Rouen, the cost of which varies from €300 upwards (although those who share will obviously find one more cheaply). Students wishing to rent an apartment, however, are responsible for finding it themselves, although the International Office can help them in their search. In that case, students should arrive early. Note that all accommodation booked through Group ESC Rouen must be confirmed by payment of the total amount due for the semester (rents + fees), which depends upon the type of housing.

Any accommodation in France must be covered by Housing Insurance. This can be included in the rent or provided for independently. In addition, all students are required to have liability insurance (for physical damage caused to others). This insurance may be included in a private insurance taken out by you or your parents or in the housing insurance that you will have to purchase upon arrival.

## **Dormitory life**

French dormitories do not function as social centers the way American dormitories do. Most dorm residents are from Paris, and like French students nationwide, they return home for the weekend. During the week they concentrate on their studies. They are likely to keep their doors closed, rarely inviting the easy acquaintances typical in U.S. dorms. You may find it easier to establish friendships with other international students, who tend to be outgoing and make dorm life interesting and enjoyable.

## **MEALS**

You can make your own meals in your room, using ingredients from one of several nearby grocery stores, or purchase lunch at one of the two government-subsidized student restaurants on campus, Restaurant du Panorama or Restaurant du Bois. Lunch costs about 3.50 Euros. This is not gourmet cuisine, but it is cheap and offers a selection of entrees, with yogurt and fruit as an alternative. There is also a brand new cafeteria with a salad bar and hot meal option located in the building next to the chateau. When you tire of institutional fare, treat yourself to an inexpensive meal (about 4 Euros) in ESC's cafeteria.

## MEDICAL CARE & INSURANCE

IFI provides the names and addresses of reputable physicians in a number of specialities. You will have to pay for any medical costs at the time of service and then file for reimbursement from IU's group insurance carrier. (See appendix in *Getting Started*.) Be sure to obtain receipts from your physician or hospital.

IFI requires that all students have appropriate health insurance coverage.

Non-EU students will have to subscribe to the National French Student Social Security Scheme for a fee of approximately €195. This is coverage IN ADDITION TO any private insurance you may have, including the health and accident insurance plan in which you have been enrolled by the IU Office of Overseas Study. The IU plan will meet the additional requirement of IFI that each student have insurance coverage that includes repatriation benefits/provisions.

EU and non-EU students must be aware that the French Social Security will reimburse a percentage of the medical/hospital costs ranging from 35% to 70%.

## MONEY & BANKING

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 monetary member state. All coins can be used in every monetary member country. There are seven Euro notes that 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. Please note that the French franc is a retired currency and that you should plan on using Euros while in France and other Euro-zone countries.

### Student Advice

"There is an American Express office at the Tourist Office in Rouen."

For more information on the Euro and related topics, locate the Web site: [http://ec.Europe.au/economy\\_finance/the\\_Euro/](http://ec.Europe.au/economy_finance/the_Euro/)

You may want to **take about \$200 in Euros with you to Paris.** Having Euros in hand on arrival will mean just one less hassle when you arrive. Your hometown bank may be able to provide the Euros if you give them advance notice.

Some students choose to open French bank accounts, but it's not completely necessary. It is required to open a bank account in order to receive your social security, however you are not required to put any amount of money on the account. ATMs are very accessible and accept major U.S. debit cards with a minimal fee.

## **SHOPPING**

Most stores are closed all day Sunday and Monday. Tuesday through Saturday they remain open until 7 p.m., with a two hour closure from noon to 2 p.m. so please plan accordingly. Hours will vary from day to day and are not posted in the window - expect unforeseen closures.

## **SOCIAL LIFE**

IU students take advantage of dance clubs with their range of classic to techno music, and bars and movies near the University and in Rouen. One or two nights a week there are lively student parties in the basement of the ESC. IFI student organizations often sponsor parties any day of the week at local bars; look for signs posted in the IFI building. Take advantage of clubs or sports organized by the school, as it's a great way to meet French students. It is required to have a medical exam and pay a fee in order to join a club or use the gym facilities.

## **MAIL**

Mail may be sent to your dorm or in care of the International Office of the IFI address on page 3.

## **TELEPHONES**

There will be no telephone in your dorm room. In fact, there is only one telephone in all of Ango--a pay phone that requires a calling card

or a prepaid *télécarte* that can be purchased at the post office, school library, news stands or the copy center next door to Ango.

You may pay an installation charge and monthly fees to have a private phone line in your room or purchase a cellular phone to use with a *télécarte*. Alternately, arrange to have your friends and family telephone you at a prearranged time. Check with returning students about purchasing their French cell phones.

All major U.S. carriers issue international calling cards that permit you to bill calls to a charge card or a U.S. telephone number. Calling cards work from all public phones.

## PERSONAL SAFETY

Rouen is a city of 450,000 people, so you will need to take the same safety precautions there that you would in any big city in the United States. Do not walk alone at night, be aware of the areas in the city that are considered unsafe and avoid them. Always err on the side of being more cautious in any place with which you are unfamiliar, even if you are just going to the laundry room.

On the street, move purposefully and ignore strangers: do not make eye contact, smile, or greet passersby.

You will be somewhat more vulnerable to harassment in Rouen than in Bloomington because you won't be on a university campus and you won't have your own car. You will walk more, take more taxis, and spend more time in public places where you may be exposed to unwanted attention. Make it clear by your dress and manners that such attention is unwelcome and treat it with the contempt it deserves.

### Student Advice

“Let's Go Western Europe is one of the best travel guides to use.”

### Student Advice

“In France buy a good guide to Paris. You'll use it again and again.”

## VACATION TRAVEL

No matter how you decide to travel, do some advance planning. Read about places that interest you, talk to people who have been there. Set

up a tentative itinerary; even if you don't stick to it (few people ever do!) you will have learned a lot about places you had planned to visit. Most important, be flexible and realistic. Don't set impossible goals like trying to see all of Europe in two weeks. You will only end up exhausted and frustrated.

## **Trains**

Traveling by train is the best way to see this part of Europe. Trains are punctual, clean, comfortable, inexpensive, and they go nearly everywhere. You can usually save money by purchasing a rail pass. There are a number of attractive options, all of which are described in *Let's Go* and other student travel guides. The best known is the Eurail pass, which must be purchased in the U.S. Its price is standard, and you do not need to shop around for competitive prices. However, before you invest in any rail pass, check out the benefits of student tickets in France, the national rail passes sold for travel within a single country, and individual point-to-point tickets available at train stations and student travel agencies in Europe. Your own travel plans will determine which rail pass is the most economical for you.

It is highly recommended to purchase a carte 12-25 to receive 25-50% off every train ticket within France (It costs € 49.90).

## **Airlines**

Discount Airlines such as RyanAir and Easy Jet are becoming more and more popular in Europe. They often take off from smaller airports outside of cities and make their money on fees such as strict weight limits on luggage. It helps to plan ahead when booking these tickets, to read all the fine print, and to understand which airports they are using.

## **Hostels**

Youth hostels provide clean, inexpensive, albeit Spartan accommodations throughout Western Europe. Some hotels may require a hostel card. Cards cost \$25 for the year and are available from American Youth Hostels ([www.hiayh.org](http://www.hiayh.org)). You can also purchase memberships at any youth hostel overseas.

## **Travel Resources**

Should you plan to travel around from your program site on weekends and breaks, plan ahead by bringing travel guidebooks for those destinations. Also, prepare and bring a list of useful travel Web sites.

These may include sites for cheap hotels and youth hostels as well as discount airlines such as Ryan Air, Easy Jet and Virgin Express.

## PACKING

**Pack light.** "Pack light" is the consistent advice of experienced travelers, who rely on a small wardrobe of mix and match items that wash easily and need little ironing. Some returning students recommend that you take your suitcase only half full so that there will be room for the clothing and souvenirs you acquire in France. White socks, flip flops, sweatshirts, cut-off or ripped clothing, and baseball hats will mark you instantly as an American. For a lower profile, choose more conservative clothing. Jeans, slacks, and sweaters are appropriate for class. You will do lots of walking, so take sturdy, comfortable shoes. Toiletries, feminine hygiene products, and cosmetics are readily available in France, so packing a semester's supply is not necessary unless a special brand is important to you.

Please note that many airlines are charging for checked bags and/or setting strict weight limits with monetary penalties for heavy bags.

Rouen's fall and winter weather is cool and rainy. The temperature will not dip as low as it does in Indiana in November through February, but less central heating indoors and long walks outdoors will make you appreciate comfortable, water resistant shoes and layers of clothing you can adjust as conditions change. Do not expect sunny skies and balmy temperatures until late May.

### Packing suggestions

- Sturdy, comfortable shoes
- Raincoat, umbrella and waterproof shoes
- MP3 player with headphones and batteries
- Washcloth, towel
- Shower shoes
- Cold medicine and aspirin
- Camera, film (available but expensive in Europe)
- Travel alarm clock
- Small calculator
- Backpack for weekend travel

- Journal
- Addresses and photos of family and friends
- Photocopy of passport, credit cards, etc.
- Academic Advising Sheet
- French-English dictionary
- Measuring cups and spoons (France is metric), some silverware, a can opener, and recipes that don't require oven or microwave.
- Clothesline
- Adapter plugs and current converter for any electrical gadgets
- A few good books

## PREDEPARTURE READING

*Read as much as possible about the **European Union** before you arrive.* IFI faculty will assume that you know the basic history, structure, and purpose of the EU and the major issues it faces in creating a common market and currency. Take a good **student-oriented guide book** such as *Let's Go: France* or the *Lonely Planet* guide to France. Read the initial 50 pages for basic information about weather, electrical current, train travel, etc. To help understand the **cultural differences** between French and Americans, read *French or Foe* by Polly Platt (ISBN 0 9646684-0-8) or *Culture Shock! France*.