

**Washington University
Program in Spain
With
Universidad Carlos III de Madrid**



Handbook

2010

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Important Contacts while you are in Madrid

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* If you are calling Spain from the US, you must dial 011-34 and then the number as written.

General advice and information

Students participating in the WU program in Spain must speak Spanish during all program functions. These include but are not limited to: classes, excursions, and group social activities. English may be used with the program director in case of an emergency.

Arrival

Arrival dates for new students will take into account an intensive language course as well as a one-week orientation to the Universidad Carlos III. Our Resident Director, Ramiro Feijoo, prefers to pick students up at the airport, so it is vital that you give WU your flight information **at least two weeks** before your scheduled departure date. Airport security in Spain prohibits anyone from having contact with international passengers until they have gone through passport control, picked up their luggage, and passed through customs (*aduana*), so he will be waiting for you once you exit this secure area. If you are unable to arrive on the scheduled day, please inform Ramiro and Amy Suelzer so we can inform those who need to know.

Dress

Spaniards in the cities (just like in the U.S.) tend to be fashion-forward. So, skip the tennis shoes, sweat pants, and shorts and bring your jeans, khakis, and dress shoes. Also, you will certainly look like an American (which, of course, you are) wearing logo t-shirts, so if you want to blend in, try something more neutral. Be ready to dress nicely for going out at night—that means no tennis shoes—sorry folks.

Getting Settled

It will be your responsibility to integrate yourself as much as you can in Spanish life. Co-curricular activities are a wonderful way to do this, so try to carry over any activities you normally participate in. Music, dance, theater, sports, community service, and other pursuits should all be available to you in one form or another in Madrid.

Excursions are an integral part of your experience in Spain since they will introduce you to places and customs that you probably wouldn't have discovered on your own. You have paid for them and they are incorporated in the *Cultura y Civilización Española* course, so you should take advantage of them as an additional opportunity to learn and travel.

Cell Phones

You will need a cell phone in Spain, since that is the way you will stay in contact with your Spanish friends and your friends from the program. You will probably have to buy or rent the phone there, unless your phone here is tri-band/Euro-friendly. The minutes are pre-pay, and you will rarely talk on your phone as texting is pretty much the standard mode of communication. You will still want to carry around a calling card for any phone calls made to the U.S. because although it might seem like a good idea to call your

friends at 4am from your cell phone, it won't seem like such a good idea when you run out of minutes every other day.

Computers

You need to prepare for the fact that Spain isn't as extensively "wired" as the US is and that computers (and especially home internet access) are still a luxury. For e-mailing, Internet cafés abound in Madrid and Carlos III has quite good facilities by Spanish standards. There are plenty of internet cafés in the Puerta del Sol, and there is sure to be one in your neighborhood. Just ask your hosts—they will be able to tell you where to go. For academic work, many classes are based on exams rather than papers and you may not need to use the computer as much as you do here, especially since many professors still accept hand-written papers. That said, many students prefer the convenience of a laptop computer, even if they don't have email access from home. You know your own habits and preferences better than anyone and should make your decision accordingly. If you do choose to bring a laptop, please make sure it is heavily insured against loss, theft or damage.

Etiquette

Men and women and women and women will kiss each other on the cheek, even when meeting for the first time. This is more common in casual social situations than in business situations, although it may still happen. Baseball hats are not common, and you ought to avoid wearing them in the classroom. As you may have heard, utility costs are quite high in Spain, so you ought to turn off lights and other electronics when leaving a room, take short showers, and close doors when you are using a space heater. Your host family will appreciate this consideration. In addition, be prepared for Spaniards to be more direct with you than your American friends. This is certainly not true for all Spaniards, but don't be offended if someone responds to you this way. An example of this is asking someone to go to a movie or meet you for lunch. In the U.S. we may say, "Well, we'll see" or "I'll call you about that" when we really mean "no." In Spain, your friends are more likely to just say "no" to an invitation if they are not interested. This doesn't mean a person doesn't like you—s/he is just being honest!

Meals

This is probably the biggest change in your life going from the U.S. to Spain. Breakfast can happen between 8am-10am, with many people going to grab coffee and toast with marmalade after they have gone into work. Breakfast tends to be a light meal, so be ready for this change if you are eating breakfast at your host home. Lunch will be much later than you are used to, starting anywhere between 1:30 and 4:30, and dinner won't start until after 9pm. In some households, it won't start until as late as 10:30! And you wonder why Spaniards get, on average, the least amount of sleep in the WORLD.

Night Life

Although you are sure to find your favorite hangout (with the help of your Spanish friends), some good places to start are the big clubs: Joy, Palacio, Kapital, and Soho. Some popular metro stops to find good places to go out are Tribunal and Gran Via. If you are looking for a gay-friendly scene, go to the Chueca metro stop. Some drinks that might

be unusual to you and very common in Spain are *Clara*, *Calimocho*, and *Vermút*. Clara is a combination of beer and soda water. Calimocho, a favorite drink among teenagers hanging out in the plaza, is a mix of Coke or Pepsi and Red wine. It sounds odd, and you have to give it a try! Vermút is vermouth and water. Wine is popular, especially in the Bodegas, and you can get any drinks you are used to in the U.S. at most bars.

Transportation

The metro is the easiest and best way to get around. Instead of paying the fare each time, you should purchase an *abono*, a monthly metro pass. In order to get one, you need two pictures and an application, which you can get from any *Estanco* (tobacco shop). Ramiro will help you with this when you arrive. The metro is not open 24 hours, so you will need to take cabs or the *Búho* (night owl) bus at night. The buses all leave from the same location, the Plaza Cibeles, at the north end of Retiro Park until 6am when the Metro opens up again. As far as getting to class, you will either want to take the metro to Atocha and get on a bus to Carlos III or take the train to Carlos III. Either way takes about the same amount of time, although the bus drops you off right at campus and the train puts you about a 5 minute walk away from class.

Weather

Weather is comparable to St. Louis, although it rains a lot more in the fall. So be sure to be ready to buy an umbrella or pack a small travel-friendly umbrella in your bag. Bring warm clothes, especially to sleep in since energy costs are high and your space heater will probably not do the trick to keep you cozy in the middle of winter. Slippers would be good too. Also bring light clothes to sleep in for the summer months because July and August in Spain can be brutal and the air conditioning is rare in homes. The different seasons and regions are one of Spain's charms—just be ready for them.

Tips for Packing

Airline Policy: Since September 11 2001, many airlines have placed restrictions on the type, size and weight of bag that can be checked or carried on. Liquids and gels can be problematic in carry-on bags unless they are packaged according to TSA specifications. Additionally, there have always been restrictions on how many bags (and of what weight) you can check free of charge. Please make sure you understand what your airline's policy is before you begin packing. If you plan to fly within Spain or within Europe, please note that there may be different baggage limits for domestic travel.

Baggage: It is always possible that your suitcases will not arrive at the same time you do. Be sure to pack anything you cannot live without for a few days in your carry-on baggage. This could include but isn't limited to the following: prescription medication, important contact information, a toothbrush and toothpaste (if allowed by TSA), a change of clothes or, at least, underclothes, and, of course, all necessary travel documents.

Dress in Spain: In Spain and elsewhere in Europe, people tend to own fewer articles of clothing and wear them more. Use this as a guiding principle as you pack. Also remember that you will probably acquire things while you are abroad and will eventually need to get everything back to the US.

Winter: Winter is not very cold in Madrid, but because of higher energy costs, many thermostats are set lower than in the US. Be prepared to wear warmer clothing indoors. This will be true in Granada as well. If you have light-but-warm underwear (silk is great!) it is a good idea to bring some. Don't forget something warm to sleep in. You should also bring warm sweaters, a good multipurpose jacket, clothing that layers well, gloves and a scarf.

Toiletries: Some things, like contact lens care products, are considerably more expensive in Spain. You may want to bring a supply with you. Most other basic beauty and personal hygiene products will be readily available and comparably priced. Some American brands are available in Spain, but others are not. If you are very brand-specific you might wish to bring certain things with you

Medical Matters

If you have an ongoing condition that may require treatment in Spain, you may wish to forward your medical records to the English-speaking clinic in Madrid. Amy Suelzer can provide information on how to do this. We understand that they can also help students refill prescriptions.

Bring prescription medication with you, clearly labeled. It is always prudent to ask your doctor to provide you with a letter documenting the medication and condition it treats, a legible generic prescription or chemical formula of the drug you take.

Insurance

Your WU insurance coverage is valid in Chile and the basics are as follows:

- You must pay for medical services at the time they are rendered.
- There is a \$350 annual deductible.
- Although you are abroad, you are in network for insurance purposes therefore insurance will reimburse you for 80% of allowable expenses. They determine what is allowable.
- There is no reimbursement for prescription medication.
- To claim reimbursement, you must send the itemized receipts to Aetna Student Health. They do not need to be translated, nor is there a specific claim form required. Your name, social security number, and WU group number (474928) must be on all documents you submit.
- You can get further information by calling **1-866-525-1956**. Aetna Student Health is based in the Eastern time zone.

Your WU insurance also includes a travelers' assistance policy administered by On Call International. It can provide:

- Referrals to English-speaking physicians,
- Medical evacuation
- Verification of insurance for hospital admission
- Critical care monitoring
- Repatriation to the US
- Prescription assistance
- Emergency trauma counseling
- Transportation of a family member if you will be hospitalized for an extended period.

Please note that some services, particularly medical evacuation and repatriation, must be approved by WU's Student Health and Counseling Service, 314-935-6666.

You can contact On Call by phone (800-407-7307 or 603-898-9159 collect) or e-mail mail@oncallinternational.com, www.oncallinternational.com.

Money Matters in Spain

Students have found that the best strategy is to diversify and have with you 3 things: an ATM card that draws on an American bank account; a comfortable amount – perhaps \$150 - \$250, or more if you choose – in traveler's checks; and a Master Card or Visa credit card.

ATM: As long as someone is monitoring the balance in your American bank account, using an ATM card to get cash in Spain is convenient as well as sensible. The nominal fee that your bank will charge per transaction is less than you would usually pay in exchange commissions and the rate of exchange is very good – usually the bank rate. With the ATM, you withdraw euros and the amount you withdraw is debited from your American account in dollars. You may need to experiment a bit once you arrive in Spain to find which of the Spanish ATM networks is compatible with yours, but once you discover that, for example, Banco Santander ATMs work for you, you will be able to go to any Banco Santander ATM knowing that you can withdraw money.

Traveler's Checks: The traveler's checks are a good backup if anything should happen with your ATM card or account. If you purchase traveler's checks in dollars, you will need to exchange them for euros in a bank, an exchange kiosk, or at the American Express office if your checks are from that firm. The banks will usually give you a good rate but take a substantial commission. The kiosks often don't charge commission, but give you a poor exchange rate. The American Express Office doesn't charge commission to cash its own checks and gives a pretty good rate, but there is only one office in Madrid. Please note that you cannot use US dollar traveler's checks like cash in Spain (or most of the rest of Europe) as you can in the US. It is possible to purchase traveler's checks in euros rather than dollars if you prefer. This would make them easier to use in Europe since they could be spent like cash, but would require you to exchange them for dollars upon your return if you have leftovers.

Credit Card: It is always a good idea to have a Visa or Mastercard credit card for large purchases or in case of an emergency, again, as long as someone at home is paying the bills! You get a very good exchange rate on credit card purchases and the convenience can't be beat. It is best to avoid taking cash advances with a credit card unless you absolutely must since it is considered a loan and carries a high interest rate. NB – Americans have been having increasing difficulties using credit cards in Europe since the EU has moved away from credit cards with a magnetic stripe and towards cards with an imbedded chip + PIN that are not available in the US. It is still good to have a credit card, and it may work fine in some settings, but you shouldn't depend on it

American Express: A note on American Express cards: our understanding is that not only is the transaction fee high if you use it to withdraw money from an ATM (~\$6 per transaction), but also that it isn't widely accepted in outside of the US as a credit card. Although having an Am Ex. Card will provide you with member services that might be useful while you are abroad, it isn't prudent to count on it for all your financial needs.

Discover: This cards is practically unknown outside of the US. You shouldn't expect for it to work in Europe.

Security advice: In order to prevent problems, it is vital that you notify your bank and credit card company that you will be using their cards while abroad. Some cards, if they see unfamiliar usage patterns, will suspect fraud and freeze accounts. Make sure they know that you will be living and traveling in Europe and the expected duration of your time abroad. It is also important to photocopy the front and back of all cards you will be taking to Spain. Leave a copy in the US with your parents and take one set with you, keeping it in a safe place. This way, if a card is lost or stolen you have both card numbers and the company's phone number on hand.

Buen Viaje!

Program Fees and Withdrawal Policy

Fees: The fee you are paying to Washington University to participate in the Carlos III program includes the following:

- Tuition, fees and some supplementary activities for the intensive language program
- Tuition, fees and some supplementary activities for Carlos III
- Room and dinners during the intensive language program
- Room and board in a Spanish home for the duration of the program. This includes 2 meals a day, breakfast and dinner, during the week and 3 meals a day on the weekend.
- Mandatory WU Student Health Insurance
- Excursions and other group activities
- On-site support

Refunds & Withdrawal: Refunds are not available if you are unable to participate in a group activity or excursion, if you take less than a full load of courses at Carlos III, or if you miss a meal or spend time away from your hosts, or if you finish your academic obligations and choose to leave the program early.

The refund policy for withdrawal from the program is the following: If you are required to withdraw after the commencement date or you leave the program before the concluding dates, Washington University is under no obligation to make any refund of the program price. Unpaid amounts will remain payable to Washington University and will be posted to your WU account. However, a portion of the program fees may be recoverable for you from the program sponsor or foreign institution, depending on its refund policies, specific contractual requirements, and individual circumstances; but you should not expect a refund.

In order to withdraw, you must provide prompt written notification to the Office of International Studies at Washington University. Also, especially if you withdraw after

commencing the program, you must comply with the specific withdrawal procedures of the program sponsor or foreign institution, including submission of appropriate letters or forms to the program director, academic registrar, and housing authority.

Common Academic Questions and Concerns

Carlos III Policy Information

Remember that you are going to be studying within a foreign university and will be subject to its policies and procedures. Some that you should be aware of are the following:

Absences: There is a strict limit on absences from class for reasons other than illness. Professors have photo IDs of students on their class rosters and to keep track of attendance. If there is an attendance sheet to sign in class, it is your responsibility to sign it daily.

Participation: Particularly in the Curso de Estudios Hispánicos, participation can form a significant part of your grade. Speak up!

Withdrawal: There is a much less liberal withdrawal policy: once you have chosen a class, you are expected to complete it. There is no equivalent of the “W.”

Pass/Fail: There is no pass/fail option.

Resitting Exams: If you are taking a regular university class and do not pass it, you will probably have the opportunity to “resit” the exam to improve your grade. If you have already returned to the US at the time most students resit their exams and if the professor is willing, we may be able to administer the exam here then fax it back to Carlos III for grading. You must let WU know in advance if resitting will be necessary so we can make appropriate arrangements with Carlos III.

Schedule: The course schedule at Carlos III has a very different structure than that of WU and it is likely that you will not have the freedom to organize your classes in blocks or manipulate your courses to avoid early morning or Friday classes as you do here. Courses are not usually offered in multiple sections and must often be scheduled to accommodate a professor’s other teaching obligations. This scheduling is systemic in the university and is not limited to the curriculum for foreign students. Some students have found that the scheduling differences can lead to some long days on campus and long free periods between classes. Because of the distance between the Carlos III campus and Madrid proper, it is often not reasonable to return to the city during such free periods. If you prepare for it, you can use the time between classes very productively: to work on the computer, do homework assignments, use the gym, or participate in co-curricular activities.

Course Guidelines

The intensive language course

To facilitate students' transition to the linguistic culture of Spain, WU offers an intensive language course prior to the beginning of the Carlos III courses. This program will be offered by Don Quijote Institute, a well-known Spanish school specializing in language immersion programs. In order to provide both formal and informal opportunities to learn about a different autonomous region within Spain, WU has organized this program with the Don Quijote center in Granada, where students will spend a week.

The WU course

Spanish Culture and Civilization, L38 3181

This course is intended to acquaint students with important aspects of Spanish culture, including history, civilization, society, politics and the arts, dating from the first invasion of the Peninsula to the present. Students will gain an awareness of the ethnic, cultural and aesthetic diversity of Spain as a country of multiple autonomous regions, by working with written texts, other media, and by visits to various locations. The broader aim of the course is to enable students to engage critical perspective and knowledge of its sociohistorical distinctiveness. Requirements include active participation in all classes and excursions, presentations, various written assignments, and a final exam. This course is taught in Madrid as part of the Washington University Carlos III Program. Conducted in Spanish. 3 units. Must be taken for a letter grade.

Carlos III courses

These expectations are based on the experience of our students with the Carlos III Curso de Estudios Hispánicos (CEH) core program for foreign, primarily North American, students and with courses in the curriculum at Carlos III for Spanish students. They incorporate the suggestions of the students who have studied in the Madrid program, and aim to provide students of this and future years with better exposure to Spanish university courses and a more useful range of curricular options. We anticipate continued modification of these guidelines, according to the range of major concentrations of WU students studying in Madrid and the development of course offerings at the Carlos III, both in the CEH program for foreigners and in the regular curriculum for Spaniards.

Generally speaking, experience has shown us that Washington University students, particularly Spanish majors who have done more than one upper-level literature course prior to their departure for Madrid, will profit by taking fewer courses in the CEH program and more courses with Spaniards in the Humanidades offerings and the regular year- and semester-long course offerings for Spanish major programs (*grado and licenciatura*). While these courses require a higher level of learner independence and linguistic ability, they offer fuller integration into the Spanish system with Spanish students and have been positively evaluated by Washington University students. The majority of the students who meet our prerequisites is capable of taking these courses successfully, and will be strongly encouraged to do so.

A summary of the Carlos III curricular options available to WU students

Curso de Estudios Hispánicos This course of study was developed for non-native speakers of Spanish, primarily North Americans. Its courses are designed to give students a solid grounding in Spanish language, literature, history, art, film, and relationship with the European Union. Classes are fairly small and professors adopt some aspects of North American teaching methods. All CEH courses are worth 3 WU credits. For list on Carlos III website at www.uc3m.es, look under: “Internacional” then “Estudiantes” then “Curso de Estudios Hispánicos,” then list of “Asignaturas.”

Curso de Humanidades This is the general education curriculum for Carlos III students. Its courses are generally worth 1-2 credits, but there are an increasing number of courses worth more. These courses are topical in nature and focus on the arts, literature, history, political science, geography, philosophy, and culture. The courses are diverse; they can range in size from 10 to 80 students and may be either lecture format, interactive, or somewhere in between in teaching methodology. Some courses involve a visit to the site being studied. These courses are worth 1-4 WU credits, depending on the credit value assigned by Carlos III. For list by semester (“cuatrimestre”) of **Humanidades topical courses** go to: www.uc3m.es, then “Estudios,” then “otros cursos” then “Cursos de Humanidades,” then “por denominación” The courses for the current academic year should be posted. These courses can change on short notice, so be sure to confirm time and availability before preparing your schedule.

Regular Grado or Licenciatura Curriculum These are the major curricula at Carlos III. In Spain, students enter their majors as first-year students and follow a proscribed series of courses within the major. Because the entire cohort shares a knowledge base, professors may assume certain prior knowledge of material when they teach. WU students will be asked to consider their background in a specific field before enrolling in an advanced course. Class sizes vary in these courses, as do teaching methods, although lecture format is likely to predominate. Credit will be based on the number of hours of instruction per week, generally 3-4. Students can view the courses available through the Carlos III website at www.uc3m.es “Grados”, under “Estudios,” then “Grados” or “Titulaciones” and then pick a specific “Grado” or “Licenciatura” (for example, Humanidades, Sociología, Periodismo) and look for the listed courses. Spring semester is “segundo cuatrimestre.” Courses (“asignaturas”) of the 100- and 200-level (“Primer curso” and “Segundo curso”) should not assume prerequisites and the courses listed at any level as “optativas” also probably do not. You should be able to click on individual course titles to pull up detailed information in either Spanish or English. (Some links may be under revision.) NB Carlos III began phasing in a new curricular structure in FL08, when it was implemented for the entering class. The “Grados” curriculum is the new one. Each year a new level will be added and a year of the “old” curriculum will be retired. Students can take courses from both curricula, but should be aware they operate on different calendars.

Requirements for WU students

All students must take, at minimum, the equivalent of 12 WU credits through Carlos III in addition to the WU course, Spanish Culture and Civilization (L38 3181). Fall and Spring semester students are required to take at least one regular *Grado or Licenciatura* curriculum course.

WU policy information

Courses for the major or minor

If you wish to have a study abroad course satisfy major requirements, it is very prudent to discuss the possibilities with the study abroad advisor in that major at two different moments: as you are applying and as you are choosing classes. Often the first conversation is general – an opportunity to discuss in broad strokes what the department would deem acceptable and how many study abroad units they are willing to accept for major or minor requirements. The second conversation (often via email) comes when you know what your options are and are trying to choose among them.

Courses that fulfill Spanish major requirements or receive major elective credits:

Spanish L38 3181, Spanish Culture and Civilization fulfills three upper-level elective credits for the major

Courses listed through the **Curso de Estudios Hispánicos** division for foreigners at Carlos III University.

Carlos III Lengua—any level—fulfills three upper-level elective credits for the major (transfers as Spanish 317, 4111, and 412)

Literatura española—fulfills a 300-level survey requirement (is the 334 equivalent, Span. 3341).

Literatura hispanoamericana-- fulfills a 300-level survey requirement (is the 336 equivalent, 3361).

Teatro español—may be used as the one substitution allowed for a 300-level literature survey. (Currently 350: Topics)

Teoría y práctica del cuento en español—may be used as the one substitution allowed for a 300-level literature survey, will be given the number Span. 350.

Cine español—fulfills three upper-level elective credits for the major (transcript will show Span. 3321).

Humanidades topical courses (1-3 or more credits) relevant to the major will be given advanced elective credit for the Spanish major under one of two possible numbers, Span. 360 (Literature Topics Course in Spain) or Span. 3601 (Cultural Topics Course in Spain). (Students may request that they count for another major, however.) Based on student evaluations, we do NOT advise that students take the 1 cr. courses.

Students who wish for any courses other than those specifically indicated above to receive credit for the Spanish major or minor must indicate this in a formal request to Professor Davis.

Grades

The grades you earn at Carlos III will not appear on your WU transcript and will not be figured into your WU GPA. They will also not look like pass/fail credit on your transcript rather they show as transfer credit. You will, however, receive grades on your Carlos III transcript. This allows WU to verify that you performed adequately to merit credit in your courses and allows academic departments to consider your coursework abroad for the major or minor.

You will have a Carlos III transcript on file with the Office of International Studies that can be translated and authenticated if you need to have it sent with a graduate or professional school application either immediately or at a later date. Teach for America, and other post-graduation programs also require that all foreign transcripts be submitted and some ask for a translation of the foreign GPA to an American 4 point scale. For this reason if no other, you should put as much effort into your Carlos III courses as you would if they were going to impact your GPA.

Transfer of credit

A 10-point scale is used in Spain with 10 being outstanding and anything below 5 being insufficient performance. You must get a Spanish grade of 5 or above in a Carlos III course for the credit to transfer back to WU. Please note: some departments require higher grades in order for a course to be applicable towards a major requirement. Spanish, History, and an increasing number of other departments require a 7 or better for courses from the Curso de Estudios Hispánicos to be awarded major or minor credit. Students should check with relevant departments directly to confirm their expectations. There is less grade inflation in Spain than there is in the US, so it is not unusual for students to receive grades in the 5-8 range on the Spanish scale in courses not designed for foreign students. The CEH courses' grading scale is more akin to an American one, but has recently been adjusted downward. Professors do not hesitate to give low grades if a student has a lot of unexcused absences, does not participate, or does poor work.

If you intend for credit earned in Spain to satisfy major or minor requirements, it is vital that you bring a portfolio of work back with you. This can also be useful in case of a grade dispute. The portfolio generally contains syllabi and/or reading lists, notes, papers, and any other evaluated work. Some departments make award of credit contingent upon review of that portfolio.

Normas de vivienda

*Estas reglas suponen el marco básico de convivencia entre la casa anfitriona y el/la estudiante. Washington University considera estas normas como un **contrato** por ambas partes y por tanto cualquier incumplimiento serio de éstas por cualquiera de las partes será motivo de cambio de alojamiento del/la estudiante. En el caso de no estar de acuerdo con cualquiera de sus puntos, por favor, póngase en contacto con la coordinadora de familias.*

1. La casa anfitriona se compromete a dar media pensión (desayuno y cena) los días entre semana y pensión completa los fines de semana (sábado y domingo) y los días festivos.
2. El estudiante sólo podrá llevar a la casa anfitriona dos maletas grandes y una bolsa de mano o mochila de trabajo.
3. Los horarios de **comidas** y de cenas son establecidos por la casa anfitriona. El/la estudiante debe respetarlos. Los horarios de almuerzo suelen ser entre 2,00 p.m. y 3,00 p.m. y los de cena entre 9,00 p.m. y 10,00 p.m. Las comidas, salvo en casos excepcionales de incompatibilidad de horarios, siempre son en común con los miembros de la casa anfitriona.
4. En caso de no poder venir a comer algún día (o de no poder comer a la hora normal, si hay una clase en museo, etc.) el/la estudiante tendrá que avisar a los anfitriones con antelación.
5. La casa anfitriona podrá tener que preparar bolsas de comida (bocadillos, fruta, bebida) para el/la estudiante cuando haya excursiones organizadas por WU o en otros casos en que el estudiante se ausente los días de pensión completa.
6. El/la estudiante no tiene derecho al uso de la cocina para cocinar, a no ser que la casa anfitriona se lo permita.
7. El/la estudiante sí tiene derecho a guardar en la nevera: frutas, zumos, bebidas no alcohólicas, etc., que compre por su cuenta.
8. El menú semanal será variado y consistirá en: verduras, pollo, pescado, carne, pasta, legumbres, frutas y productos lácteos (yogur, queso, etc.). La inclusión de comidas no acostumbradas por la casa anfitriona o no españolas no será obligatoria. Si esta no está de acuerdo con ello, el estudiante deberá comprarlo por su cuenta.
9. Desde el primer día de su llegada es muy importante que el/la estudiante informe a la casa anfitriona si tiene que mantener una dieta especial por razones de salud o religiosas, o si hay alimentos que tiene fuerte preferencia en no comer. La casa anfitriona debe de adaptarse a ello.
10. El desayuno normal en España consiste en: café con leche o chocolate, bollos o tostadas de pan, cereales o galletas. Si el/la estudiante desea algo distinto debe discutirlo con los anfitriones y si no sigue costumbre española debe de comprarlo por su cuenta.
11. En el **dormitorio** de el/la estudiante debe de haber: cama, mesa de estudio, lámpara de estudio, silla y armario. Si hay dos estudiantes en una habitación doble, debe haber escritorio, silla y lámpara para cada uno de los estudiantes.

12. Uso de la habitación. El/la estudiante mantendrá un nivel aceptable de orden en su habitación. Dejar ropa, etc., por el suelo o sin arreglar es considerado maleducado. Sin embargo, la habitación es el espacio del estudiante y los anfitriones no deben entrar a ordenar las cosas del/la estudiante. Una vez a la semana los anfitriones deberán limpiar la habitación y cambiar las sábanas.
13. El estudiante no podrá colgar o pegar cosas en la pared a no ser que cuente con el consentimiento de la casa anfitriona.
14. Desde el momento en que se decide la habitación y el estado del/la estudiante no se permiten **cambios** fundamentales en el alojamiento como mudanza de habitación, inclusión de otro estudiante en la casa, etc. Para que éstos se produzcan los anfitriones tiene que contar con el consentimiento previo del Programa.
15. Para recibir **visitas** de cualquier tipo en la casa el/la estudiante deberá pedir previo permiso a la casa anfitriona. Sin este permiso previo, las visitas NO están permitidas.
16. **Teléfono.**
 - Hacer llamadas: El uso del teléfono sólo está permitido para el estudiante en el caso de utilizar tarjetas telefónicas de prepago (p.e. Eurocity), ya que no tienen coste alguno para la casa anfitriona. Si el estudiante utiliza estas tarjetas de teléfono, debe usar los números 900 de coste gratuito. Sin estas tarjetas no está permitido el uso del teléfono sin el permiso explícito de la casa anfitriona.
 - Recibir llamadas: El/la estudiante puede recibir llamadas hasta las 11,00 de la noche. No se permiten llamadas a partir de esa hora. El/la estudiante es responsable de informar a sus padres y amigos en EE.UU. de la diferencia horaria entre los países.

Las llamadas tanto recibidas como emitidas habrán de ser siempre breves para no interrumpir la vida de los anfitriones. Nunca deben de sobrepasar los 15 minutos.
17. El/la estudiante respetará las horas de **descanso** de la casa anfitriona con silencio. No debe poner la radio o la televisión después de las 11,00 de la noche.
18. El/la estudiante usará con moderación tanto la luz como el agua de la casa, por ejemplo, apagando la luz al salir de las habitaciones o no dejando correr el agua indefinidamente.
19. También será obligatorio por ambas partes mantener el **baño** con unas condiciones mínimas de orden e higiene.
20. El/la estudiante puede usar la **sala de estar** que se utiliza como espacio común, respetando las costumbres de la casa anfitriona.
21. La casa anfitriona tiene obligación de lavar la **ropa** al estudiante (también en cantidades razonables: por ejemplo, no más de tres pantalones semanales). En la mayoría de las ocasiones la “colada” se realiza una vez por semana.
22. **Comunicación.** Es importante que los estudiantes no hablen inglés y que el anfitrión les ayude a participar en sus conversaciones en español. El/la estudiante debe esforzarse en participar y conocer la vida y cultura de los anfitriones.

No es aceptable que la casa anfitriona comente o discuta precios de alimentos u otros servicios o gastos con los estudiantes. Si existen problemas de este tipo el anfitrión debe de hablar directamente con la coordinadora de familias (Maribel Romero Trejo) o con el director del programa, Ramiro Feijoo (los estudiantes pagan una tuición a la universidad y no tienen ningún papel en asuntos administrativos).

Important Web Sites

ACADEMIC RESOURCES:

WU Home Page: <http://www.wustl.edu>

WU Overseas Programs Home Page: <http://artsci.wustl.edu/~overseas>

Universidad Carlos III Home Page: <http://www.uc3m.es>

ONLINE INFO ABOUT TRAVEL IN SPAIN

<http://www.spaintour.com/indexe.html>

EL MUNDO (SPANISH NEWSPAPER) on line

<http://www.elmundo.es>

U.S. GOVERNMENT

<http://www.state.gov>

U.S. DEPARTMENT OF STATE, BUREAU OF CONSULAR AFFAIRS

<http://travel.state.gov/>

U.S. EMBASSY IN MADRID, SPAIN

<http://madrid.usembassy.gov/>

CENTER FOR DISEASE CONTROL AND PREVENTION

<http://www.cdc.gov>

FULBRIGHT WEBSITE

<http://www.iie.org/fulbright>

Wisdom from Past Participants

1. How do you pick and register for your classes?

“During orientation week there are two days in which all of the CEH professors give a short talk about their classes. You also receive a handbook with syllabuses and more lengthy descriptions of all the CEH classes. At the end of orientation week, you tell Ramiro which CEH classes you will be taking and he registers for you. For the Cursos (de Licenciatura) Regulares, you have some more time as the deadline for registering was after the first week or so of classes. You use the online course-guide on the Carlos III website to look at classes, schedules, and exam dates. Talk to Ramiro if you have any questions since it can be confusing. He is always willing to make a phone call to check on something for you. You can go to a few different Cursos (Regulares before you decide which you will take. When you've decided which class you want, find it in the online catalogue, write down the code and section and tell Ramiro and he will register for you.”

“You will be placed into a lengua class so you will probably end up working around that class. [If you go in the Spring semester] You will be taking one or more curso regular (with all Spaniards) but you can also take a curso de humanidades (also with all Spaniards) which I would definitely recommend-- you will get a lot better language experience in these classes!”

“Carlos III has some good classes--pick the ones that seem interesting to you (and also those that you might need for your major).”

“Don't worry if you don't like a class, you have a week or two to change your mind.”

2. How do you get to campus?

“Two ways-

1. Take a metro to Atocha Renfe metro/train station, take a 10 minute local train to Las Margaritas and then walk 10 minutes to campus.
2. Take a metro to Plaza Elíptica then take a 15-20 minute (depends on traffic) bus ride right to campus.”

“The first day, Ramiro will meet everyone in Atocha and walk you all through it so don't worry about getting lost.”

4. How do you get around Madrid?

“The first few days you are there, Ramiro will have you fill out forms to apply for an Abono which is your monthly transportation pass and it will become your savior throughout the semester. You will either get an abono joven or regular depending on

what month of the year you turn 21. The pass is valid for all metros and buses in Madrid. It is also your pass to the Cercanias trains to get to school from Atocha.

“WALK! You can take the metro really easily but Madrid is a walking city. Definitely try walking a lot of places when you have more free time so you can get better acquainted with the city-- most things aren't too far away from each other. You will also use the metro a ton, and cabs are really cheap so you'll use those at night when you're coming home.”

“Metro, metro, metro! Madrid is a huge city, so unless you're a big fan of walking, you'll be using the metro for basically everywhere you go. The metro shuts down from 2-6, so you'll have to use a taxi to come home from clubbing. Cabs are great if you're going to the airport with a lot of luggage (that can be a very long and crowded metro ride, depending on where you live).”

5. How do you travel within Spain?

“Fly on cheap Spanish airlines or take a train or bus. All schedules are really easy to find online, at the station, or in a guidebook, and Ramiro is a great resource. There is also a travel agency on campus that can give you good ideas for all-inclusive kind of trips.”

“Spain has a pretty good rail system, with a lot of high-speed trains. vueling.com, edreams.com, and spanair.com usually have some cheap flights, too.”

6. What are your tips for living with a family?

“Eat dinner with a dictionary at the table (my señora kept one in the dining room.) Dinner is a great opportunity to learn a lot about life in Spain and to just chat and improve your language skills. Don't be afraid to use the dictionary, it's a great way to learn. Offer to help clean up because your señora will never let you do the cooking. If you don't like a certain kind of food don't pretend you do. Try new things!”

“Be outgoing and don't be afraid to talk and ask questions. Also, be respectful as you are still a guest in someone else's home and it is always nice if you volunteer to help set the table or clear it after a meal. Many families won't allow you to help but offering is still a nice gesture.”

“Be respectful! Remember that you're a guest in their home. Spend as much time as possible with them. Don't forget to bring a small gift when you first arrive.”

7. What can a person do if s/he wants to get involved in the Madrid community?

“Talk to Ramiro for suggestions about anything from volunteer work to cultural activities to tutoring students in English. Ramiro is a fountain of information and options for ways to get involved.”

“Read up in your guidebook a lot and make sure you learn the city well.”

Get tickets for a Real Madrid game or watch one in a bar. Be friendly and speak Spanish, people appreciate when you are trying to learn. Go to an intercambio at Carlos III.”

“Join clubs and intramural sports at the university.”

8. What are some things not to miss in Madrid?

“Don't miss the Reina Sofia or the Thyssen-Bornemisza museums. They are not as world-renowned as the Prado but both hold some absolutely incredible works of art. Make sure you spend at least a few Sunday evenings in Parque de Retiro at the drum circles and take out a row boat when the weather is nice. Spend many nights on Calle de las Huertas and at least one at Kapital. Walk everywhere! You'll discover a lot more that way. Have many, many pastries at La Mallorquina, the famous shop in Sol. Spend at least one night out until 6am and then go to the chocoletaría at San Ginés for Churros before taking the metro home. Wander the streets of Chueca to find some incredible restaurants on Fridays when there's no class but you have to find your own lunch. Lateral and Bazaar are two great ones. Have at least one gofre (waffle) covered in chocolate from the Sol metro station. Eat at one of the many Cervecería de Montaditos where you can get either a snack or a meal of bocadillos for 1 euro each.”

“Go to all three of the big museums (Prado, Reina Sofia, and the Thyssen). Go to Retiro Park and rent a paddle boat! And go to the drum circle on Sunday nights. At least check out the bullfighting ring at Ventas. Eat at restaurants in Chueca. Try and go to something at the Opera House. Spend at least one night where you are out at the clubs until 5 or 6 in the morning and then go to Chocoletaría San Ginés in Sol. Go to the Parque de Atracciones (Six Flags) in Casa de Campo: they have great roller coasters and you can ride a gondola over a huge park with a great view of the whole city to get there.”

9. What are some things not to miss in Spain?

“Go to Segovia and El Escorial. They are short daytrips and definitely worth the time. If you can, get to San Sebastian which is in Basque Country. Only go when it's still very hot though, because northern Spain gets very cold and rainy most of the year. Go out for Pinxchos there, the Basque version of Tapas and make sure you have some traditional SIDRA (cider) to go along with it. Try to make it to a lot of different autonomous regions of Spain. Spain is a huge country and it's really interesting to get to know different parts of it.”

“Travel a lot! Don't miss any of the Wash U trips. Go to SEGOVIA! The aqueduct is unbelievable. Go to Mallorca in May or June and rent scooters. Spend a lot of time in Barcelona-- don't miss Park Güell. Go tapas hopping. Go to a hookah/tea bar in Granada. Go to all the parks you can find. Read some Hemingway (The Sun Also Rises). Celebrate Carnival (Mardi Gras). See a Flamenco show.”

“Go to El País Vasco--definitely my favorite place in Spain. It also has quite possibly the best food in all of Spain--try the meat, even if it's so rare it freaks you out! It's honestly amazing, and this is coming from a not-so-big meat eater. Granada is amazing, too. The old markets are great for an array of Moroccan goods--rugs, tea, etc. Very cheap and very "Old World."

10. Would you like to add any more advice? Please do so here!

“Be open to new things culturally. The first few days it might be hard to get used to certain things like the eating schedules, but by the end of the semester you might even find yourself preferring it to your previous schedule back in the US. Explore Madrid and the rest of Spain as much as you can. Also, when booking travel (within Spain and the rest of Europe), always research before you book. You'd be surprised how many nice and still cheap hostels and pensions (guest houses) there are out there. Spain is one of the most culturally and socially stimulating countries in the world and Madrileños really know how to enjoy life. Let yourself become a part of that culture and life and you will have the most incredible 4-6 months of your lives!”

“Keep a journal and take more pictures than you even think necessary. This is going to be the most amazing once-in-a-lifetime experience—take advantage of it and have the best time possible!

“Be open! Living in a new country is obviously a major change, but it's really a once-in-a-lifetime experience for most. Also, travel--both in Spain and in the rest of Europe. It can be pretty cheap and really adds to the entire experience.”