



VASSAR – WESLEYAN IN MADRID
STUDENT MANUAL / GUÍA DEL ESTUDIANTE
2009 - 20010

Esta guía pertenece a:

Nombre: _____

Teléfono: _____

TABLE OF CONTENTS

§ I. DIRECTORIES	1
A. DIRECTORY IN SPAIN	1
B. DIRECTORY / USA	3
– <i>Vassar College</i>	3
– <i>Administration</i>	3
– <i>Department of Hispanic Studies</i>	3
– <i>Wesleyan University</i>	3
– <i>Office of International Studies</i>	3
– <i>Student Accounts</i>	4
– <i>Department of Romance Languages & Literatures</i>	4
C. EMERGENCIAS AND OTHER IMPORTANT TELEPHONE NUMBERS	5
§ II. CALENDARS	7
AGOSTO 2009	7
SEPTIEMBRE 2009	8
OCTUBRE 2009	9
NOVIEMBRE 2009	10
DICIEMBRE 2009	11
ENERO 2010	12
FEBRERO 2010	13
MARZO 2010	14
ABRIL 2010	15
MAYO 2010	16
JUNIO 2010	17
§ III. OUR MISSION & THE STUDENT PLEDGE	18
A. STATEMENT OF PROGRAM POLICY	18
B. THE STUDENT PLEDGE	18

§ IV. VWM AT THE UNIVERSIDAD CARLOS III DE MADRID	19
A. THE UC3M	19
§ V. ACADEMICS	21
A. INTRODUCTION: CURRICULAR OFFERINGS	21
B. CURSOS DE ESTUDIOS HISPÁNICOS (CEH)	21
C. CURSOS DE HUMANIDADES (CH)	21
D. VASSAR COLLEGE REGULATIONS FOR <i>CURSOS DE HUMANIDADES</i>	22
E. ASIGNATURAS DE LICENCIATURA (AL)	22
F. DIRECT ENROLLMENT OPTIONS AND THE AMERICAN STUDENT	23
G. THE SPANISH ACADEMIC CALENDAR AND FINAL EXAMS	24
– <i>Fall</i>	24
– <i>Spring</i>	25
H. SPANISH CREDITS	25
I. GRADES	26
– <i>Wesleyan CR/U option</i>	26
– <i>Vassar NRO option</i>	26
– <i>Translating grades, transcripts and the GPA</i>	27
J. CLASS ACCESS	27
K. COURSE SELECTION PROCESS	28
– <i>Pre-departure</i>	28
– <i>Course selection in Madrid</i>	28
– <i>VWM course selection</i>	28
– <i>UC3M course selection</i>	28
– <i>Outline of dual registration process</i>	28
L. THE CONSEQUENCES OF A DUAL ENROLLMENT SYSTEM	29
– <i>Official class lists</i>	29
– <i>FAQ: Is it difficult to get into classes in Madrid?</i>	29
M. THE UNIVERSIDAD COMPLUTENSE DE MADRID	29
– <i>Studio Arts at the Universidad Complutense de Madrid</i>	31
N. OTHER CURRICULAR OPTIONS	31

O. IMPORTANT ADVICE ABOUT TEACHING STYLES, STRATEGIES FOR LEARNING, AND THE PACE OF ACADEMIC LIFE IN EUROPEAN UNIVERSITIES	31
P. RECAPPING ACADEMIC REGULATIONS	35

§ VI. ROOM, BOARD, & TRAVEL TO CAMPUS **38**

A. REIMBURSEMENTS AND SUBSIDIES FOR FOOD AND TRAVEL	38
B. HOUSING, FINAL EXAMS, AND “THE GROUP FLIGHT”	38
C. HOUSING NORMS	39
D. NORMAS DE ALOJAMIENTO	39

§ VII. HEALTH & SAFETY **42**

A. IMPORTANT SAFETY PRECAUTIONS	42
B. IMPORTANT ADVICE IF YOUR WALLET IS STOLEN	43
C. A WORD OF CAUTION ABOUT HEALTH	46
D. MEDICAL ATTENTION	46
E. STUDENTS WITH SPECIAL MEDICAL NEEDS	43

§ VIII. ADAPTING TO LIFE IN SPAIN **47**

A. MAKING FRIENDS	47
B. CONFRONTING THE BORDER: MAKING THE MOST OF YOUR CROSS-CULTURAL EXPERIENCE	48
C. FOOD	48
D. TIME AND SPACE: THE PATTERNS & RHYTHMS OF EVERYDAY LIFE	50
E. MONEY	51
F. EDUCATION	52
– <i>When ‘yes’ means ‘no’</i>	53
– <i>Expressing desires</i>	54
– <i>Reciprocation, gratitude and the shades of ‘gracias’</i>	54
– <i>Negotiating ‘public’ and ‘private’ where the home is sacrosanct</i>	55
G. THE KEY TO SUCCESS IN THE CROSS-CULTURAL CONTEXT	55
H. <i>P.S.</i> : A WORD ABOUT “ANTI-AMERICANISM” OR OTHER POTENTIAL SOURCES OF CONFLICT	56

§ IX. PRACTICAL INFORMATION	57
A. VISAS, PASSPORTS, AND CARNETS (IDENTIFICATION CARDS)	57
– <i>Student visas and residency</i>	57
B. PASSPORTS	57
C. STUDENT ID CARDS	58
D. MONEY	58
– <i>Banking and receiving money from home</i>	58
– <i>Tipping</i>	60
– <i>Employment</i>	60
E. COMMUNICATIONS	60
– <i>Mail</i>	60
F. TELEPHONE	61
G. CUSTOMS & SHIPPING	61
H. CYBER CAFES	62
I. WEB PAGES OF INTEREST	62
– <i>Universidad Carlos III (UC3M)</i>	62
– <i>Universidad Complutense de Madrid (UCM)</i>	62
– <i>Otros enlaces de interés</i>	62
§ X. BOOKS & MUSEUMS	64
A. LIBRARIES	64
B. BOOKSTORES	65
C. MUSEUMS	66
§ XI. EXTRACURRICULAR ACTIVITIES	67
A. PROGRAM ACTIVITIES & POLICIES	67
– <i>Field Trips</i>	67
– <i>Reimbursements and subsidies for cultural events</i>	67
– <i>Observations</i>	68
B. REPAYMENT POLICY	68
C. CULTURE & SPORTS AT THE UNIVERSIDAD CARLOS III	69
D. CULTURE & SPORTS OFF CAMPUS	69
– <i>How to keep abreast of the cultural calendar in Madrid</i>	69

E. THE CÍRCULO DE BELLAS ARTES	70
F. STUDIO ARTS	70
G. HIKING & BIKING (SENDERISMO Y CICLISMO)	72
H. GYMNASIUMS	73
I. DANCE STUDIOS IN MADRID	74
J. OTHER EXTRACURRICULAR ACTIVITIES	75
K. VOLUNTEER WORK	75
L. <i>EL VOLUNTARIADO</i>	75

§ XII. RESTAURANTS & HOTELS **80**

A. VISITING FRIENDS AND RELATIVES	83
B. <i>APARTAMENTOS</i> / HOTELS FOR LONGER STAYS	83

§ XIII. TRAVEL **85**

A. TRAVEL GUIDES	85
B. TRAVEL IN MADRID	85
– <i>Fares</i>	85
C. TRAVEL OUT OF MADRID	86
– <i>Travel agencies</i>	86
– <i>Train</i>	87
– <i>Bus</i>	87
– <i>Plane</i>	88
D. TRAVEL RECOMMENDED BY FORMER STUDENTS	88
– <i>Day trips</i>	88
– <i>Weekend trips</i>	89

§ XIV. WORDS OF WISDOM FROM FORMER STUDENTS **91**

§ XV. PRE-DEPARTURE CHECKLIST **1**

A. STRATEGIES FOR ACHIEVING YOUR GOALS	1
B. PRE-DEPARTURE CHECKLIST	2
– <i>Dates, addresses and telephone numbers</i>	2
– <i>Cell phones</i>	2
– <i>Mail</i>	2

– <i>Money</i>	2
– <i>Safety precautions</i>	3
– <i>Medical</i>	3
– <i>Luggage</i>	3

§ I. DIRECTORIES

A. Directory in Spain

To call Spain from the USA dial 011 + 34 +

To call US from Spain dial 001 + area code + telephone number

- **Vassar – Wesleyan in Madrid / Office & Staff**
 Universidad Carlos III de Madrid
 Edificio “López Aranguren,” Despacho 15.1.16
 28903 Getafe, Madrid
 Tel y Fax: 91 624 57 29
- **Bernardo Antonio González, Director.**
 Calle Cea Bermúdez, 20 - 7^oD
 28003 Madrid
 Tel móvil: +34 660 931 199
 Tel: +34 915 347 473
agonzalez@wesleyan.edu
- **Pepa Eizaguirre, Subdirectora**
 Travesía de Téllez 8, 1P
 28007 Madrid
 Tel Movil: 618 834 180
 Tel: 91 551 65 40
pepavwm@pa.uc3m.es
- **María Luisa Eizaguirre, Coordinadora Alojamiento / Voluntariado**
 Goya 19, 3^o Dcha
 28001 Madrid
 Tel Movil: 667 075 686
 Tel: 91 577 11 81
mleizaguirre@telefonica.net
- **Santiago de Compostela (August)**
 Residencia Universitaria Burgo das Nacións
 Campus Universitario Norte
 15705 Santiago de Compostela
 Reception: 98 154 71 52
 Fax: 98 156 57 42

– **Granada (January)**

Centro de Lenguas Modernas
Placeta del Hospicio Viejo (Realejo)
18009 Granada
Tel: 95 821 56 60

Hotel Los Basilios
Pº de los Basilios, 2
18008 Granada
Tel/fax: 95 881 74 01
basilios@maciahoteles.com

– **Curso de Estudios Hispánicos / Universidad Carlos III de Madrid**

Dra. Montserrat Iglesias Santos, *Directora*
Departamento de Humanidades
Despacho 14.2.61
Universidad Carlos III de Madrid
28903 Getafe
Tel: 91 624 92 61
Fax: 91 624 92 15
miglesia@hum.uc3m.es

Leonor Prado, *Coordinadora*
Despacho 15.1.51
Edificio López Aranguren
Universidad Carlos III de Madrid
28903 Getafe, Madrid
Tel: 91 624 92 26
Fax: 91 624 86 12
lprado@pa.uc3m.es

Current information regarding our Program in Spain is available on our web site at:

<http://www.wesleyan.edu/madrid>

B. Directory / USA**- Vassar College**

- Poughkeepsie, NY 12604
Tel: (845) 437-7000

- Administration

- Christopher Roellke, *Dean of Studies*
Tel: (845) 437-5255
Fax: (845) 437-7443
dos@vassar.edu
- Susan Correll, *Assistant Dean of Studies*
Tel: (845) 437-5260
correll@vassar.edu
- Susan Stephens, *Administrative Assistant / Study Abroad*
Tel: (845) 437-5260
Fax: (845) 437-7744
sustephens@vassar.edu
- Don Barton, *Controller*
Tel: (845) 437-5891
dobarton@vassar.edu

- Department of Hispanic Studies

- Fax: (845) 437-7025
- Prof. Andrew Bush, *Chair 2008-2009*
Tel: (845) 437-5610
bush@vassar.edu

- Wesleyan University

- Middletown, CT 06459
- Tel: (860) 685-2000

- Office of International Studies

- Tel: (860) 685-2550
- Fax: (860) 685-2551
- Carolyn Sorkin, *Director*
Tel: (860) 685-3007
csorkin@wesleyan.edu
- Gail Winter, *Assistant Director*
Tel: (860) 685-3006
gwinter@wesleyan.edu

- *Student Accounts*

- Rene Rinaldi
Tel: (860) 685-2890
rrinaldi@wesleyan.edu

- *Department of Romance Languages & Literatures*

- Fax: (860) 685-2831
- Mrs. Rosalind Eastaway, *Administrative Assistant*
Tel: (860) 685-2830
reastaway@wesleyan.edu
- Prof. Catherine Poisson, *Chair 2008-2009*
Tel: (860) 685-3094
cpoisson@wesleyan.edu

C. EMERGENCIAS and other important telephone numbers

*	Type of info	Name	Telephone
1	Emergency	EMERGENCIAS	112
2	Police (city)	Policía Municipal / Protección civil	092
2	Police (nat'l)	Policía Nacional	091
3	Medical clinic	British American Medical Unit. (C/ Conde Aranda, 1)	91 435 18 23
3	Medical clinic	Interclinic (C/ Claudio Coello, 117)	91 576 99 01 / 02
3	Medical clinic	International Medical Assistance. (Paseo de Castilla, 170)	91 359 60 63
3	Doctor	Dra. Muñoz	91 315 01 05 / 91 559 60 63
3	Psychotherapy	Help Line	91 559 13 93
3	Psychotherapy	Dra. Claire Jasinski	91 445 03 95
3	Psychotherapy	Dra. Margarita Loewe - Unidad Médica	91 435 18 23
4	Embassy	American Embassy	91 587 22 00
4	Lost & found	Objetos perdidos (Lost & Found)	91 588 53 46/43 48
		Objetos perdidos aeropuerto	91 393 61 19

5	Financial	American Express	902 37 56 37
5	Practical	Ayuntamiento: todo tipo de información	010 / Desde Getafe: 91 540 40 10
5	Practical	Tele-ruta (Estado carreteras)	91 535 22 22
5	Telephone	Información Telefónica	11 8 11
5	Telephone	Información Telefónica Internacional	11 8 25
5	Travel	Radio-Taxi	91 547 82 00 / 91 447 51 80 / 91 447 32 32
5	Travel	RENFE	902 24 02 02 / 91 328 90 20
5	Travel	Iberia	902 400 500 / 91 329 57 67
5	Travel	Aeropuerto (Barajas)	902 353 570 913 058 343 / 344 / 345

* = *Level of importance*

- To call Spain from the US, dial 011 + 34 +
- To call US from Spain dial 001 + area code + telephone number

§ II. CALENDARS

AGOSTO 2009						
LUN MON	MAR TUE	MIÉ WED	JUE THU	VIE FRI	SÁB SAT	DOM SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17 <i>Clase</i>	18 <i>Clase</i>	19 <i>Salir de Nueva York</i>	20 <i>Llegar a Santiago de Compostela</i>	21 <i>Clase</i>	22	23 Excursión a La Coruña
24	25	26	27	28	29 <i>Libre</i>	30 Excursión a Tui
31 Exámenes Cena de despedida						

SEPTIEMBRE 2009

LUN MON	MAR TUE	MIÉ WED	JUE THU	VIE FRI	SÁB SAT	DOM SUN
31 Exámenes Cena de despedida	1 <u>Traslado a Madrid</u>	2 Orientación UC3M y en Madrid	3 Orientación UC3M y en Madrid	4 Orientación UC3M y en Madrid	5 Orientación Madrid	6 Libre
7 Inicio de las clases CEH y Grado	8	9	10 Ficha de prematrícula <u>Entrega en la oficina</u>	11	12 Excursión a Toledo Comida de bienvenida	13
14 Inicio de las clases AL	15	16	17 Ficha de matrícula <u>Entrega en la oficina</u>	18	19	20
21 Inicio de los CH	22	23	24	25	26	27
28	29	30				

OCTUBRE 2009

LUN MON	MAR TUE	MIÉ WED	JUE THU	VIE FRI	SÁB SAT	DOM SUN
			1	2 Excursión a Valencia	3 Excursión a Valencia	4 Excursión a Valencia
5	6	7	8	9	10	11
12 Festivo: Día del Pilar	13	14	15	16	17 Excursión a Segovia	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVIEMBRE 2009

LUN MON	MAR TUE	MIÉ WED	JUE THU	VIE FRI	SÁB SAT	DOM SUN
						1
2	3	4	5	6 Excursión a Sevilla - Córdoba	7 Excursión a Sevilla - Córdoba	8 Excursión a Sevilla - Córdoba
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 Thanksgiving <u>Hay clase</u>	27	28 Excursión a El Escorial	29
30						

DICIEMBRE 2009

LUN MON	MAR TUE	MIÉ WED	JUE THU	VIE FRI	SÁB SAT	DOM SUN
	1	2	3	4 Terminan los CEH	5	6 Festivo: Día de la Constitución
7 Puente: NO Clase	8 Festivo: Día de la Inmaculada	9 Exámenes finales (CEH)	10 Exámenes finales (CEH)	11 Exámenes finales (CEH)	12 Cena de despedida (VWM)	13
14	15	16	17	18 Terminan ALs Vacaciones UC3M; La oficina Programa VWM cierra hasta 8 de enero	19	20 Vuelta a USA
21	22	23	24 Navidad	25	26	27
28	29	30	31			

ENERO 2010

LUN MON	MAR TUE	MIÉ WED	JUE THU	VIE FRI	SÁB SAT	DOM SUN
				1 Festivo: Año Nuevo	2	3
4	5	6 <u>Salida del grupo de primavera de Nueva York</u>	7 <u>Llegada a Granada Orientación con el Director y Subdirectora</u>	8	9	10
11 Exámenes finales Grado	12	13 Exámenes finales ALs	14	15	16	17
18	19 <u>Traslado a Madrid</u>	20 Orientación UC3M	21 Orientación UC3M	22 Orientación UC3M	23 <u>Fin Exámenes de Grado</u>	24
25 Inicio clases: CEH y Grado	26	27	28	29	30 <u>Fin Exámenes Als</u>	31

FEBRERO 2010

(NO ACTUALIZADO)

LUN MON	MAR TUE	MIÉ WED	JUE THU	VIE FRI	SÁB SAT	DOM SUN
1	2	3	4	5	6	7
8 Inicio de clases: CEH	9	10	11 Entrega de ficha de prematrícula VWM	12	13 Excursión y comida de bienvenida en Toledo	14
15	16	17	18 Entrega de ficha de matrícula VWM Vassar NRO deadline	19	20	21
22	23	24	25	26	27	28

<p style="text-align: center;">MARZO 2010 (NO ACTUALIZADO)</p>						
LUN MON	MAR TUE	MIÉ WED	JUE THU	VIE FRI	SÁB SAT	DOM SUN
1	2	3	4	5 Excursión a Sevilla	6 Excursión a Sevilla	7 Excursión a Sevilla
8	9	10	11	12	13	14
15	16	17	18 Día festivo en Madrid No Hay Clase	19	20	21
22	23	24	25	26 Hay clase Inicio de vacaciones de Semana Santa	27 Excursión a Segovia	28
29	30					

<p style="text-align: center;">ABRIL 2010 (NO ACTUALIZADO)</p>						
LUN MON	MAR TUE	MIÉ WED	JUE THU	VIE FRI	SÁB SAT	DOM SUN
		1	2	3 Hay clase Inicio de vacaciones de Semana Santa	4	5
6 Festivo: Semana Santa	7 Festivo: Semana Santa	8 Festivo: Semana Santa	9 Festivo: Semana Santa	10 Festivo: Semana Santa	11 Festivo: Semana Santa	12 Domingo de Pascua
13 Festivo: Semana Santa	14 Reinicio de clase	15	16	17	18	19
20	21	22	23	24 Excursión a Rioja-País Vasco	25 Excursión a Rioja- País Vasco	26 Excursión a Rioja- País Vasco
27	28	29	30			

<p style="text-align: center;">MAYO 2010 (NO ACTUALIZADO)</p>						
LUN MON	MAR TUE	MIÉ WED	JUE THU	VIE FRI	SÁB SAT	DOM SUN
				1 Día festivo: No hay clase	2 Día festivo de la Comunidad de Madrid	3
4	5	6	7	8 Último día de clase: CEH	9	10
11 Exámenes finales de CEH	12 Exámenes finales de CEH	13 Exámenes finales de CEH	14 Exámenes finales de CEH	15 Último día de clase: AL Hay Clase Día festivo de San Isidro (sólo Madrid)	16	17 <u>Vuelta a EEUU</u>
18	19	20	21 Día festivo de Getafe <u>No Hay Clase</u>	22	23	24
25 Comienzo de exámenes finales: AL	26	27	28	29	30	31

<p style="text-align: center;">JUNIO 2010 (NO ACTUALIZADO)</p>						
LUN MON	MAR TUE	MIÉ WED	JUE THU	VIE FRI	SÁB SAT	DOM SUN
1 Día festivo de Getafe <u>No Hay</u> <u>Clase</u>	2	3	4	5 Final de los exámenes: AL	6	7
8	9	10	11 Día festivo autonómico	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

§ III. OUR MISSION & THE STUDENT PLEDGE

A. Statement of Program Policy

Vassar-Wesleyan in Madrid is committed to providing its students with the opportunity of *advancing their education* while *benefiting from a cross-cultural immersion experience* and *improving their linguistic skills* in a Spanish university setting. The Consortium holds these to be the primary goals of a study abroad experience and an executive committee works to help ensure that current and future program participants achieve them. This committee includes members of the administration and faculty from the two sponsoring schools, and meets each year, usually in April, to review the program and to formulate the policies by which it is governed. In formulating these policies, the committee is guided by the Director's reports, by the observations of committee members who visit Madrid during the year, and by student evaluations.

An educational experience based on total immersion in a foreign environment is as exciting and rewarding as it is challenging. The challenges can be cheerfully met because students recognize that they are the stepping stones toward growth. On some occasions culture shock occurs in the early stages of the experience but it is easily overcome as students gain a deeper understanding of the Spanish way of life. The role of the program staff and the objectives of this manual are to facilitate this understanding, and to help its students become resourceful and independent and thereby profit fully from their experience in Spain.

B. The Student Pledge

Before leaving the United States VWM students sign a pledge in which they commit to the following:

- the exclusive use of Spanish while participating in the program;
- active participation in all program-sponsored activities, which may include field trips, lectures, concerts, and plays;
- daily attendance in class.

§ IV. VWM AT THE UNIVERSIDAD CARLOS III DE MADRID

A. The UC3M

Our program in Spain is located on the campus of the *Universidad Carlos III de Madrid* (UC3M), in the suburb of Getafe. Founded in 1989, the *Carlos III* is a relatively small university (14,000 students) with an outstanding faculty and exceptional facilities. VWM participants are enrolled as regular UC3M students and they enjoy all of the privileges afforded to their Spanish counterparts.

The UC3M is one of five major universities in the Madrid metropolitan area, the other four being the *Universidad Complutense* (to the west of Madrid), the *Universidad Autónoma* (to the north), the *Universidad de Alcalá de Henares* (to the east), and the *Universidad Juan Carlos I* (like the *Carlos III*, to the south). Representatives from Vassar College and Wesleyan University have chosen the UC3M for its many advantages relative to other campuses near Madrid and in other parts of Spain. These advantages include:

- a distinguished, young and energetic faculty eager to help their students;
- a wide range of courses;
- modern and attractive facilities (classrooms, offices);
- access to computers and internet facilities;
- sports facilities and the intramural athletic program;
- a wide range of extracurricular activities and classes (music, dance, theater, athletics) organized through the *Servicio de Información Juvenil de Actividades Culturales y Deportivas* (SIJA) and through the *Erasmus*¹ student organization
- a well-organized and efficient administration eager to help our students make the most of their experience.

The VWM web site has links that should help students plan their academic program and take advantage of activities organized by the *SIJA* and by the *ERASMUS* group. This web page is also used throughout the semester to advertise program-sponsored cultural events. Students are advised to consult it regularly at:

- <http://www.wesleyan.edu/madrid/>.

¹ **The Erasmus Student Network** (ESN) is a student organization that embraces all of Europe. Its goal is to support and develop student exchange. It is composed of over 130 local sections working in Higher Education Institutes (Universities, Polytechnics, University Colleges etc.) organized on a local, national and international level. Its network is in contact with almost 60,000 globally-minded students. The aims of ESN are to promote the social and personal integration of exchange students. The local ESN-sections offer help, guidance and other valuable information to the exchange students hosted by their university. Newcomers find their way in the new environment more easily and they can utilize their time in the best way possible to get as much out of their exchange as possible. ESN also represents the needs and expectations of exchange students on the local, national and international level. Provision of relevant information about academic exchange programs and student mobility is one of the aims of ESN as well. Visit the ESN web site at: <http://www.esn.org/>.

The UC3M web site may be accessed directly at:

- <http://www.uc3m.es>.

The resources available at both of these sites are extremely important and will help students succeed in achieving their goals of cultural assimilation and language acquisition.

Given the ways in which the American and European university experiences differ, we caution against using U.S. criteria for judging the Spanish experience. The differences are striking and extend from the particular rhythms of daily life to the general conceptualization of the academic experience. Regarding the former, note that Spanish students rarely “go away to college,” but continue as a rule to live instead with their families. Commuting is normal in Spain and *it often takes as long as an hour*. The image of students reading (the newspaper, a novel, class notes) on the morning subway routes is common, something made possible by the excellent public transportation system in Madrid. As for the academic differences, Spanish students are admitted to a specific *facultad* (college) within the university to study a particular field, and they have much less flexibility than American students in terms of the courses they take. They make friends within the cohort of students pursuing the same degree, and often maintain these lasting friendships all their lives.

The notion of a “small, private, liberal arts college” is uniquely American. By contrast, the experience of Spanish students is much less segregated from society as a whole. Your assumptions regarding the organization of space, the patterns of daily life, and the transmission of information will certainly be challenged. We address this aspect of your experience below, but let us state here that we understand that you have come to Spain to experience this kind of cultural difference, with a willingness to judge the culture on its own terms and with an eagerness to adapt.

§ V. ACADEMICS

A. Introduction: Curricular Offerings

VWM students enrolled in the UC3M have access to courses designed for foreign students through the *Curso de Estudios Hispánicos (CEH)*.² **They are required to enroll in at least 20 credits of coursework. At least 4 credits should be taken through the direct enrollment option, that is, through courses taught for Spanish students, in either *Cursos de Humanidades (CH)* or *Asignaturas de Licenciatura (AL)* or *Cursos de Grado*.**

Curricular offerings at a glance...		Spanish credits
For foreign students	CEH	4
Direct enrollment options	CH	1-3 ³
	AL or Grado	4 – 8

B. Cursos de Estudios Hispánicos (CEH)

The *Curso de Estudios Hispánicos* registers and handles the transcripts for all foreign students attending the UC3M. The CEH administers the language placement exam and staffs a full range of Spanish language courses for foreign students. The CEH also hires regular UC3M faculty to teach a selection of 4-credit courses primarily in the humanities and social sciences.

The CEH organizes a week-long orientation program for foreign students at the beginning of each semester; **this orientation session is required of VWM participants**. At that time, the CEH distributes a *Guía del estudiante*, which contains syllabi (*programas*) for all CEH offerings, and professors give a 15-minute introductions to each of their courses. The orientation also includes a presentation of the cultural and athletic opportunities available on campus.

C. Cursos de Humanidades (CH)

The *Cursos de Humanidades* are a series of 1-, 2- or 3-credit courses offered by regular UC3M faculty for Spanish students primarily. These courses tend to be monothematic and interdisciplinary and therefore offer a unique learning experience. They are scheduled irregularly throughout the semester, starting anytime after the third week in October in the fall term, after the beginning of March in the spring.

² The other American university programs currently located on the UC3M campus include: Academic Year Abroad (AYA), Boston College, Johns Hopkins U., Saint Mary's College (Moraga, CA), U. of California, Washington U. (St. Louis).

³ Exceptionally, CH courses of 3 – 6 credits are offered

Examples of CHs offered in the past include:

- “La elaboración del mal en el siglo XX: desde Auschwitz a las comisiones de verdad” (2 credits); 2 hours each Tuesday & Thursday for 5 weeks starting Oct. 22;
- “Fantasía y realidad en la narrativa española del siglo XIX” (2 credits); 2 hours daily from Nov 4 to Nov 15;
- “Picasso en los museos de Madrid” (1 credit); 2 hours each Friday for 5 weeks starting Oct. 25.
- “El trabajo de las mujeres en la España contemporánea” (1 credit); 2 hours each Wednesday for 5 weeks starting Oct. 23.

The offerings and schedules are provided by the CEH and on the web toward the beginning of each semester. (Consult the web for last semester’s offerings.)

Students wishing to withdraw from these (or any other) courses **must do so by the corresponding deadline which may fall before some of the short courses begin** (see below).

D. Vassar College Regulations for *Cursos de Humanidades*

Cursos de Humanidades (CH) can be taken either for a grade or NROed. Since Vassar does not have quarter units, all 0.75 (three UC3M credits) courses will be rounded down to 0.5 credit courses (two UC3M credits, the equivalent of a half course at Vassar). A 0.75 credit course cannot be combined with a 0.25 unit course and will be rounded down automatically by the Registrar to a 0.5 course. Two 0.25 unit courses —which can only be not graded (S/U)— can be combined in order for them to appear on the record as a half (0.5) Vassar course. The Registrar’s Office will combine the two titles. Hispanic Studies majors are not allowed to NRO courses for the major and must take all major courses for a grade.

E. Asignaturas de Licenciatura (AL) and Cursos de Grado

VWM participants have access to the full range of regular UC3M *Asignaturas de licenciatura* (aka: *titulaciones*)⁴ and the new *Cursos de Grado* that Spanish students take to complete their university degree. This section is designed to help you understand how the academic experience is structured in Spain so that you will be better able to locate the regular courses that you may want to take.

These courses are listed on the web under the *facultad* (college) or *departamento* in which they are taught, in either *primero*, *segundo*, *tercero* or *cuarto de carrera*⁵ (freshman, sophomore, junior or senior years), in either the *primer ciclo* (encompassing the freshman and sophomore years) or *segundo ciclo* (jun-

⁴ *Titulación* = degree granting program; the *titulaciones* at the UC3M include *licenciaturas* (roughly equivalent to the American B.A. or B.S.) and *diplomaturas* (a shorter degree program).

⁵ *Carrera* = major.

ior and senior years). (Some departments at the UC3M offer *segundo ciclo* courses only.)

ASIGNATURAS DE LICENCIATURA	Grado	Primer curso Segundo curso
	Licenciatura	Tercer curso Cuarto curso

The *plan de estudios* for each *titulación* outlines the courses offered by each department, as requirements or electives (*optativas*) for completion of the *carrera* (major). The courses vary in credit, but, as indicated above, they usually carry between 4 and 8 UC3M credits. The number of credits/hours is indicated on the online syllabus (*programa*).

For a list of *titulaciones* (degrees) at the Universidad Carlos III de Madrid, go to: <http://www.uc3m.es/portal/page/portal/inicio/estudios/grados>, or follow the appropriate link —*Grados*— on the VWM web site.

Courses offered by the various *facultades* or *departamentos* can be found by following the corresponding link, either on the page listed above or from the VWM web site (See: *Comunicación Audiovisual, Humanidades, Sociología, Ciencias Políticas, Economía*, etc.). It is important to note that similar types of courses may be found in more than one *departamento* or *facultad*. History courses, for instance, are located primarily in *Humanidades*, but they may also be found in *Sociología* or *Economía*. Economics courses appear in both *Economía* and *Ciencias Políticas y de la Administración*.

For further help in selecting an AL you should consult with the VWM program coordinator on your home campus before leaving the US or, in Madrid, with the Director.

F. Direct Enrollment Options and the American Student

The ALs, *cursos de grado*, and CHs provide VWM students with the opportunity of a direct enrollment and total immersion learning experience. Over the years American students enrolled at the UC3M have successfully completed courses at all levels and in almost all colleges and departments. Although they may seem challenging at first, these courses ultimately prove to be a more rewarding experience than CEHs and an important tool for experiencing Spanish culture first-hand.

G. The Spanish Academic Calendar and Final Exams

Unlike many European universities, the UC3M functions entirely on the semester system (in Spanish: **cuatrimestres** or **sistema cuatrimestral**). The first semester runs from early September to January, the second, from late January to early June. In this section we provide information that will help students determine how to adjust their schedule to their curricular and personal needs.

The Spanish Academic calendar at a glance:

<i>Term</i>		<i>Classes Begin</i>	<i>Classes End</i>	<i>Final Assessment</i>
<i>Fall</i>	CEH	Sep (early)	Nov. (late)	Dec
	CH	Oct - Nov	Dec	When course ends.
	AL	Sep (mid.)	Dec	By special arrangement, when classes end or by fax
	Grado	Sep (early)	Dec	Same as AL
<i>Spring</i>	CEH	Jan (late)	April (late)	April (later)
	CH	February	Apr – May	When course ends.
	AL	Feb (early)	May (mid)	On schedule, assuming final exams in 2009 end before the group departure date; otherwise, by special arrangement when classes end
	Grado	Jan (late)	May (early)	On schedule

- Fall

CEH classes (including final exams) end before Winter break.

Most students leave Spain on scheduled group flight in order to choose from the full range of direct enrollment options: the *Cursos de Humanidades* (CH) and *Asignaturas de Licenciatura* (AL) and *Cursos de grado*. The VWM program extends the per diem room and board allotment to the last day of classes in January for those students who take CH or AL or *grado* courses with classes meeting in January.

Final exams for these courses are scheduled officially for mid January. However, professors are generally willing to assess students when classes end. It is the student's responsibility to clarify the final exam date with their professor at the time of the first session and communicate this information to the Director on the *ficha de matrícula*.

Students enrolled in *asignaturas de licenciatura* or *cursos de grado* may also opt to take the *examen final por fax* (final exam by fax), a protocol that is authorized by the UC3M bylaws. In such cases, the exam is faxed to the study abroad officer on the student's home campus, to be completed and returned to Madrid by fax. Such students will clarify the procedures with their professor at

the beginning of the semester. They are expected to communicate this information to the Director on their *ficha de matrícula*.

-Spring

Final exams for *CEH* classes are scheduled for the third week in April, before the departure date. All ***CEH, Humanidades, Licenciatura, and Grado*** courses end before students depart in May.

Licenciatura and ***Grado*** final exams are scheduled from the end of May through the first week of June, before the group departure date. (The *examen final por fax* option is not available in the spring.)

H. Spanish Credits

The Universidad Carlos III de Madrid uses a credit weight system that differs from those of Vassar, Wesleyan, and other sending institutions. The ***minimum required course load*** on the VWM program is 2 credits for Santiago or Granada AND ***24 credits in Madrid***. This equals a total of 4.5 Vassar/Wesleyan units of coursework, or 18 semester hours of credit.

Credit distribution is determined by Wesleyan's Office of International Studies and Vassar's Office of International Programs, based on recommendations from the VWM Resident Director. ***Six UC3M credits are the equivalent of one Vassar/Wesleyan unit of credit.*** Slight adjustments will be necessary in some cases, and will be made on the basis of such factors as course hours, level of rigor, and whether the course is in the student's major field of study. Students with particular concerns should discuss them during registration with the Resident Director; faculty advisors on the home campus may discuss such concerns with Carolyn Sorkin, Wesleyan's Director of International Studies, or Susan Correll, Vassar's Director of International Programs.

Here is a sample of how this may be accomplished:

Course	UC3M credits
CEH: <i>Advanced Spanish (language)</i>	4
CEH: <i>Spanish Literatura</i>	4
AL: <i>The History of Theater</i>	6
AL: <i>Antropología cultural</i>	4
CH: <i>Picasso: Tradition and Avant-Garde</i>	2
CH: <i>The case of the Basque region and ETA</i>	2
<i>Lengua y Civilización Españolas (en Santiago de Compostela)</i>	2
TOTAL:	24

I. Grades

Your grading options at a glance:

<i>Type of Class</i>	Vassar	Wesleyan
Cursos de Estudios Hispánicos (CEH)	A-F	A-F
Cursos de Humanidades (CH)	A-F or NRO	A-F or CR/U
Asignaturas de licenciatura (AL) and Cursos de Grado	A-F or NRO	A-F or CR/U

Key: **A-F** = graded; **SA/UN** = ungraded (Vassar); **NRO** = “Non-Recorded Option” (Vassar); **CR/U** = pass/fail (Wesleyan)

All **CEH courses** grant four UC3M credits and are offered for a **letter grade only**. Students from Wesleyan’s College of Letters may, as the exception, choose the pass-fail (CR/U) option. If they do so, they must notify the Director *in writing before the drop/add period ends*. Otherwise they will be enrolled for a grade.

- **Wesleyan CR/U option**

Regular UC3M courses (CH, AL, Grado) may be taken either for a grade or on a **pass/fail** basis. This choice is indicated on the *ficha de matrícula* and it is **binding**. A failure to communicate this choice by this deadline will result in enrollment for a grade. For courses counting toward the **major**, students are strongly encouraged to consult with their major advisor before choosing the pass/fail option. Spanish and Iberian Studies majors at Wesleyan must take **all** courses they wish to count toward their major for a grade.

- **Vassar NRO option**

Any *Curso de Humanidades* (CH) or *Asignatura de licenciatura* (AL) or *Curso de Grado* may be elected NRO (Non-Recorded Option). The deadline for any NRO election is the “drop” deadline (the *ficha de matrícula*) in Madrid. No late requests will be accepted.

To register an NRO election, the student must send the following two pieces of information by email to the Chair of Hispanic Studies at Vassar: (1) the name of the course and (2) the lowest letter grade the student wishes to have recorded on the permanent record. The Chair will approve the election and submit the information to the Vassar Registrar.

Hispanic Studies majors at Vassar are not allowed to NRO courses for the major.

- Translating grades, transcripts and the GPA

Grades from study abroad appear on the Vassar and Wesleyan transcript and are factored into the student’s grade point average. Students from other institutions should consult with their dean or study abroad officer.

VWM students at the UC3M are subject to the Spanish grading system, which is either numerical, alphabetic, or both. Generally speaking, the grades for courses taken at the Carlos III have the following equivalents:

<p>VWM students at the UC3M are subject to the Spanish grading system, which is either numerical, alphabetic, or both. Generally speaking, the grades for courses taken at the Carlos III have the following equivalents:</p> <p>Spanish/Numerical</p>	<p>Spanish/Alphabetic</p>	<p>VWM Equivalency</p>
<p>8.5 – 10</p>	<p><i>Sobresaliente</i></p>	<p>A range</p>
<p>7.0– 8.4</p>	<p><i>Notable</i></p>	<p>B range</p>
<p>5.0 – 6.9</p>	<p><i>Aprobado</i></p>	<p>C range</p>
<p>4 or lower</p>	<p><i>Suspense</i></p>	<p>Fail</p>
<p>NP⁶</p>		<p>Withdrawal or Fail</p>

J. Class Access

The **CEH** publishes grades for its courses toward the end of each semester (January, May). For **regular courses** (CHs and ALs and *Cursos de grado*), Spanish faculty report grades **unofficially** on the bulletin boards and the web, soon after the exams (or final papers) are corrected. (Students taking CHs may therefore know their grades for these courses before leaving Spain.) Grades for regular UC3M courses are reported **officially** to the program office in mid March and late June. Students also have access to their grades through their UC3M computer accounts, through the so-called *aula global*. They are converted and reported to the home campus soon thereafter. As a general rule, official transcripts are available as follows:

	Fall Term	Spring Term
CEH	Late January	June
ALs/Grado/CHs	March	July

⁶ NP = “no presente” for the final exam.

K. Course Selection Process

- *Pre-departure*

The course selection process begins on the home campus, where students discuss their academic program abroad with their faculty advisor. They may also seek help from the campus VWM program coordinator or the study abroad office. Vassar students can view examples of previous syllabi in the study abroad office.

- *Course selection in Madrid*

Students register for courses with both the UC3M, through the CEH office, and the VWM program. **Different processes and deadlines apply.** In a nutshell, the main novelty of the process in Spain is that *registration takes place after the beginning of classes and there is no such thing as a “drop” deadline. Registration is delayed, but is final.*

- *VWM course selection*

Students will discuss their curricular needs with the Director during orientation week. They indicate their tentative schedule on the program’s ***ficha de prematrícula*** to be submitted by the date specified in the calendar. They finalize their choices on the ***ficha de matrícula***, to be submitted one week later. The **deadlines** for both of these submissions are stipulated on the program calendar and they are **FIRM**.

Submission of the *ficha de matrícula* marks the program’s deadline for withdrawing from courses. **Students will not be allowed to withdraw from any course after this date.**

- *UC3M course selection*

As mentioned, the UC3M has its own internal deadlines and registration process. Students are required to commit to CEH courses on the *ficha de prematrícula* mentioned above.

- *Outline of registration process*

Week 1	Orientation
Week 2	CEH and Grado classes begin UC3M: Submission of the VWM <i>ficha de prematrícula</i> indicating tentative schedule
Week 3	AL and CH classes begin VWM CH. AL course registration. <i>Ficha de matrícula</i> due
Week 4	UC3M: drop/add deadline for ALs, Grado, and CHs

The “shop around” period for courses is therefore more or less as follows:

- CEH and Grado: 1 weeks

- AL: 1 weeks
- CH: Most CHs begin after the drop/add period ends

L. The consequences of enrollment system

Regarding the *Cursos de humanidades*, note the following:

- Most CHs commence *after* the deadline for withdrawal.
- Some CHs involve field trips incurring fees. The program covers these fees for students who complete the course. Students withdrawing from such courses after the UC3M deadline will reimburse the program for the expenses incurred.

– Official class lists

Official class lists are sent to the home campuses shortly after the VWM drop/add deadline (in October and March). At that time, students are officially enrolled in the courses indicated on the *ficha de matrícula*, at both the UC3M and in the US.

– FAQ: Is it difficult to get into classes in Madrid?

Generally speaking, **NO**. Access to *asignaturas de licenciatura* (ALs), *Cursos de grado*, and *Cursos de Estudios Hispánicos* (CEH) is more or less guaranteed. Enrollment in a few *Cursos de humanidades* may be limited, but is usually not. The wide range of courses in this program guarantees all students the opportunity of taking a CH, if not their first choice, certainly an alternative.

M. The Universidad Complutense de Madrid

The Universidad Complutense de Madrid, one of Spain's largest public universities (over 100,000 students), is located on the west side of Madrid. Thanks to an agreement (*convenio*) between Wesleyan and the Universidad Complutense, VWM students may enroll in a regular course (*asignatura de licenciatura*) at the UCM in a subject not taught at the UC3M. First-year courses are **not** eligible, and courses in *Bellas Artes* (Fine Arts) have strict enrollment limitations and require the instructor's permission, which is not always granted. Courses begin the first week of October and students have until mid-November to register in the fall. Approximate spring dates are: February start of classes followed by a mid-March resgistration deadline.

Students interested in this option should consult the Complutense's web page at <http://www.ucm.es/> and with the Program Director. Procedures for enrolling in a *Complutense* course are as follows:

- After advising our office that they wish to enroll at Complutense, students need to pick up an envelope with a credential of accreditation (*certificado de acreditación*) and a tuition release form from the *Oficina de Relaciones Internacionales* at the *Vicerrectorado de Relaciones Internacionales*. See below for more information:

María José Serna
Oficina de Relaciones Internacionales
Pabellón de Gobierno
Isaac Peral, s/n
28040 Madrid (*Metro Moncloa*)

Office hours: 10am – 2pm
Tel: 91 394 69 36 / 91 394 69 21
Fax: 91 394 69 24
Email: rrinter@ucm.es
Web: <http://www.ucm.es/info/>

- Students visit the specific *facultades* where they discuss their needs, speak with professors, obtain information about courses and purchase an inscription envelope (*sobre de matrícula*) from the *secretaría*. After filling out the forms they take all the material to the *Vicerrectorado de Alumnos (Metro Ciudad Universitaria)* and pay the sum of 30 euros, which will be reimbursed by our office. All this paperwork must be brought to our office and Pepa will complete the registration. See below for more information:

Vicerrectorado de Estudiantes
Edificio de Alumnos
Av. De la Complutense s.n.
Ciudad Universitaria 28040
(*Metro Ciudad Universitaria*)

Tel: 91 394 12 99
Office hours: 10am to 2pm
Email: secre.vre@rect.ucm.es
Web: www.ucm.es/dir/2074.htm

- **Grades:** At the time of the final exam, students must give their official grade sheet (*papeleta*) to their professor. They request this form from the *Oficina de Relaciones Internacionales* during the final month of classes. The *papeleta* —used to register the student’s grade and their class attendance— will be handed over to the professor in a preaddressed envelope that our office will provide. **Failure to hand in the *papeleta* may result in the student losing all credit for the course!**
- **Final exam:** Students must make special arrangement for taking their final exams. In the fall semester they will take the exams by fax at their home institution, while in the spring semester they must take the exam before classes end and they return to US. During the first week of classes students will take a letter to their professor (our office will provide a personalized letter when the student has provided the professor’s name) in which their situation is explained and they must obtain a signed consent form, which they will bring to our office.

Our arrangement with the *Complutense* greatly increases curricular options in Madrid, and many students have found enrollment in courses there to be highly rewarding. Students should keep in mind, however, that the administrative support at the *Complutense* is more limited than what is available to them at the *Carlos III*. They need to be independent and resourceful, and they also need to take considerable care in scheduling courses since the *Complutense* and the *Carlos III* are on opposite sides of Madrid.

- *Studio Arts at the Universidad Complutense de Madrid*

Students with some background are especially encouraged to advantage of Wesleyan's *convenio* with the *Universidad Complutense* by enrolling in classes in art (drawing, painting, sculpture, or photography) at the *Facultad de Bellas Artes* at that university. The *Facultad de Bellas Artes*'s web site includes their *plan de estudios* (major), with the various courses (*asignaturas*) that Spanish students may take to finish their "carrera":

<http://www.ucm.es/info/bbaa/>

N. Other Curricular Options

Students with a strong academic background in photography may apply to the director for credit for a course taken at one of the photography schools listed under "Extracurricular activities." Similar arrangements may be made for dance or music classes. Such courses bear 2 credits and are graded on a pass-fail basis only (Vassar: SA/UN; Wesleyan: CR/U). Approval for this option will depend on the willingness and ability of the instructor to supervise closely and evaluate the student's progress and performance. In such cases the program will cover the enrollment fees, but not costs related to the materials. ***Students who fail to complete the course for whatever reason will be required to reimburse the program for the corresponding fees.***

The same policies apply to language classes offered at the *Centro de Idiomas* at the Universidad Carlos III.

Students are limited to only one course in this category and the final approval of such a course rests with the resident director.

O. Important advice about teaching styles, strategies for learning, and the pace of academic life in European universities

Teaching styles vary greatly between Europe and the United States; so too, therefore, strategies for learning. In Europe, professors tend to rely on lectures much more than out-of-class reading or written assignments. The final exam, a final project handed in at the end of the semester, or a combination of the two often constitutes the sole means of evaluation.

American students succeed in this new environment so long as they attend class regularly, take careful notes, read the major items of the course bibliography, and pace their learning of the material appropriately. Sharing notes and forming study groups with classmates is an important aspect of the European

educational experience. One of the virtues of this system is that responsibility for learning is shifted to the student. The best students in Europe benefit from this system by reading widely on their own, by learning to work closely with the professor, by developing good independent research skills, and by taking advantage of the cultural life of the city (e.g., museum exhibitions, lecture series, concerts, archives, etc.). Because European university courses tend to evaluate less frequently, some American students are lulled into concluding early in the semester that classes in Europe are much easier, only to be stunned by the frenzied pace at the end of the semester in anticipation of the final exam. In any case, to keep a proper perspective on the Spanish university system, remember that Spanish students tend to take more than double the credit load required by the VWM program. This helps explain why formal out-of-class reading and writing assignments are required less frequently than is the norm in American liberal arts colleges. Much more of the learning process is expected to take place in class or else on the student's personal initiative.

The differences may be summarized as follows: learning in the United States is often structured by a series of external guides (a schedule of periodic, graded assignments), whereas European students pace their learning largely on their own. Our advice: attend all classes; take copious notes; study them regularly; consult more than once with the professor about final projects and/or exams; read course bibliography on your own, guided by your professor's recommendations; and share material and study with Spanish classmates.

The following overview of the academic challenges that often face American university students abroad has been adapted from the *CIEE's Amman Language & Culture Program: Students Handbook (spring 2008)* and accurately characterizes the typical academic experience of American students abroad. We reprint it here because it usefully encourages students to accept these challenges as an opportunity to learn in different ways from what they are accustomed to at home and offers strategies for adjusting to most new academic environments outside of the U.S.

Students from US universities and colleges most likely:

- Have expectations about what makes a good class based on previous academic experiences in the United States
- Work best when the instructor gives them clear, precise guidelines on assignments and expectations, and encourages them to do their best
- Assume that the instructor will define the main ideas for the class, connect the outside-of-class readings to those ideas, and provide detailed syllabi and visual aids like PowerPoint presentations or overhead projections
- Expect the instructor to welcome and value student questions and opinions, even when they challenge what the instructor is saying
- Assume grading criteria to be spelled out clearly so that students who apply themselves and follow those criteria will be assured a good grade

- Expect to be tested and evaluated on a regular basis so that they can monitor their performance on a continual basis

Local university students most likely:

- Expect the instructor to stand at the front of the classroom and give a lecture, considering it their job as students to connect the lecture to the readings themselves
- EITHER assume that they will have to figure out for themselves what the instructor expects, and that it is best to take copious notes, read every assignment, and memorize everything OR skip class and ignore readings until the last two weeks of class content to come away with a barely passing grade (this is particularly the case in countries where grades have no relevance in the job search process, so don't get sucked in since it is not likely to apply to you)
- Regard the instructor as the authority, and would never consider challenging the instructor's point of view (unless specifically invited to by the professor)
- Recognize (if they think about it) that the instructor may consider them unqualified, at the undergraduate level, to have an informed opinion on the subject matter of the course
- Understand that it is their job to stay motivated and on task, and not the instructor's. If they are good students, they will know (or figure out) what needs to be done and do it independently: first of all, by speaking early and regularly with the professor and other motivated students about readings, assignments, and final exams or papers
- Know there will be one, maybe two, exams, that will cover everything, and that they probably won't have a real idea of how well they did until after grades are final
- Would never fault the instructor if the whole course fails

What to do to adjust:

- Treat learning in another academic culture like learning in another language. Ask yourself, "What are the rules? How do I translate what I am experiencing into something I can understand?"
- Be more independent in your learning. If the lecture doesn't match the readings, ask yourself why. Make a connection, think about it on your own, or talk about it with your peers. If you need more information, take the initiative and go to the professor (early and regularly) and to the library.
- Do not expect a syllabus – or, at least, not the kind of step-by-step syllabus you receive from instructors at Wesleyan or Vassar. You may receive a list of 40 or 100 books that are somehow relevant to the course you're taking, and it's up to you (with the professor's guidance in office hours, if you seek

him/her out) to figure out which, and how many, to read, and how to locate them.

- Ask for what you need from your instructors. They may not know that they are teaching across a cultural divide. If you need clarification or extra help, or aren't sure what to do, ask.
- Don't be afraid to ask questions; just be diplomatic and monitor yourself. Because Socratic teaching is not the norm, instructors will not automatically steer the class back to a point or thread. They will follow your questions graciously wherever they lead and not understand why you get upset when the class doesn't stay on point.
- Be prepared to memorize a lot more than you are used to doing – not a bad skill to pick up. Yes, the concept is critical, but even in the US you sometimes have to be able to rattle off the facts and indeed you should know them before venturing to make sweeping judgments!
- Try, for just one semester or academic year, to be more focused on learning than on your GPA. This is not to trivialize the importance of your GPA to your future, but rather to encourage you to trust yourself, your hard work, and your intellect. If you accept that you will not be able to keep a running tally of your grade throughout the term, and instead focus on learning, you probably will be much happier and do better in the long run. Students who work hard and well (by seeking guidance from the professor early and regularly), do the readings and homework, and come to class consistently nearly always do well.
- Remember that your program staff (if you are on a program or at a university with an international student office) is available to help you with the transition and 'translation' process. They are both your support and your advocate, but can't help if you don't let them know what's going on.

Study skills abroad:

- Begin studying the assigned readings and materials prior to class. The material will be fresh in your mind, and doing so will keep you from falling behind. If you don't study immediately, the subsequent lectures will make little sense, and you'll continue falling behind.
- Read widely in the field outside of what is assigned (using the course bibliography as a guide).
- Reading is not the same as studying. Studying involves thoughtful, careful contemplative reading and note-taking.
- Study and work through both the instructor's lectures and the texts yourself. Make notes while doing so, and try to connect the main ideas with the relevant facts. This will make it much easier to study for exams, and is particularly useful when you're studying in a language in which you are not fluent.

- Begin your homework immediately after it is assigned. This way the material will be fresh in your mind and you will retain it better. This is important because there are fewer exams and papers, and you will need to remember material for longer periods of time.
- Review things on the weekend. Even a brief re-read of notes will make it that much easier when exam time comes.
- Treat homework like a quiz. Relying on notes, learning aids, or friends has its benefits, but if you really want to know your knowledge baseline, try doing at least 50% of your homework assignments on your own.
- Don't be fooled into thinking you can get away with focusing only on what was discussed in class, or even what you reviewed there. In other words, while attendance, attention, and participation are important, they alone will not guarantee a good grade. Instructors generally expect you to have learned everything. Remember that learning everything in a way that makes that knowledge usable and applicable is not the same as going over class notes. Again, this requires you to take the initiative, to speak to the professor, and to follow-up by selectively but methodically going through the course bibliography on your own (taking notes thoughtfully).
- Do not be deceived by an apparently casual attitude to class or to coursework by most fellow students and even the professor. Grade-point averages do not matter to graduate schools or future employers in Spain, in Europe, and indeed in most of the world as much as they do in the U.S. Therefore, what you will observe in many (perhaps, in some courses, most) students is the attitude and the work habits of students content merely to scrape by (with a—sometimes barely—passing grade). Most VWM program students are not used to getting only barely passing grades nor do they expect them. Therefore, if you want to come away with the kind of grade you are used to at home, you will need to work for it the way the very best of students (not nearly as visible as the others) do here: namely, by scrupulously following the strategies for studying abroad outlined above.

P. Recapping academic regulations

1. VWM students are required to participate fully in the **CEH orientation program** and to abide by the **norms and regulations** stipulated in the CEH's *Guía del estudiante*. These norms pertain to: deadlines for registration and adding/dropping courses; use of the internet facilities; access to announcements on the CEH's bulletin board; personal conduct; process for obtaining the UC3M identification card.
2. **Daily attendance in all class sessions is required throughout the semester.** Professors take absences into consideration in the final grade. The Director does **not** have the power to grant exceptions for travel or family visits. Please be advised that the *Carlos III*, with the full backing of all on-

campus study-abroad programs, has tightened rules regarding absences from class beginning in the fall of 2008. Henceforth, there will be a zero-tolerance policy regarding unexcused absences. That an airline ticket is cheaper because you depart on a Thursday rather than a Friday and return on a Monday rather than a Sunday (for instance) is **not** regarded as an acceptable excuse for an absence. If you are tempted to skip class to accommodate travel plans or visits, your final grade **will certainly** reflect this choice of priorities. (Please be wary of what a professor, perhaps distracted and wanting to be kind, might tell you off the cuff on this score: unless you have it in writing, it will be of no avail when final grades are tallied because there is nothing that a director can do about what passed in conversation between you and a professor two months earlier). In the same vein, travel is no excuse for not coming sufficiently rested and prepared to class: please respect your professors, your colleagues, and your own academic integrity and take attendance and preparation seriously. There is ample opportunity to travel (to receive visitors, “to have fun”) without the need to sacrifice your studies. Compulsive travel is not a virtue or a birthright; it is an affliction like any other form of compulsive behavior: choose quality over quantity of experience and you will have fewer regrets. Don’t, in other words, succumb to the foolish (if usually unspoken) notion that you will never again have a chance to travel in Europe. The danger of binging on travel is not only to your grades, health, and budgets: term after term too many students regret how the sensationalist blur of indiscriminate travel (mindless ricocheting from euro-airport to airport on low-cost airlines) invariably undercut their integration into Spanish society and their efforts at improving their language skills.

3. All participants must enroll in the equivalent of **24 UC3M credits**. (This includes the two credits from either Santiago or Granada.) The number of courses entailed will vary depending on their credit weight, and this must be discussed with the Director during orientation week. Permission to carry a lighter or heavier course load is considered extraordinary, and is granted by the Director *and* by the academic advisor designated by the home institution.
4. At least **6 credits** should correspond to **regular UC3M or UCM courses** (that is, to coursework taken outside of the CEH). Students may accomplish this through any combination of **CHs and/or ALs and/or Cursos de grado**.
5. The CEH requires students to take one **language course**. Bilingual students may be exempted or they may choose to take “Spanish for bilinguals.” Year-long students may be exempted from the language requirement in the spring; the decision will depend on the results of the spring term CEH language placement exam.
6. Some *facultades* (*Administración y Dirección de Empresas* and *Economía*) offer a small selection of **courses in English**. These courses may **not** be approved for credit on the VWM program.

7. Students interested in using courses in Spain to satisfy **general requirements or expectations** for graduation (such as the Wesleyan “expectations for general education” or *gen eds*) should notify the study abroad officer and faculty advisor on their home campus, indicating exactly which course(s) they wish to use and the requirement(s) or expectation(s) they wish to satisfy.

8. **Final exams:**

a. The **schedule** is announced at the beginning of each semester and it is ***firm***.

b. **At the professor’s discretion**, students taking **licenciatura or grado courses** may be able to take the exam as soon as classes are over. **Only in the fall semester** they may also opt to take the final exam by fax, as an alternative to the regularly scheduled final exam.

c. Students taking **regular UC3M courses (ALs or CHs)** must discuss the date of their **final exam** with their professor at the beginning of the semester and **communicate this information to the Director on the *ficha de matrícula***.

d. If you must anticipate your final exam and your professor agrees to it at the beginning of the term and if you are given a choice between a final paper and a final exam, we strongly urge you to choose the final exam since papers tend to be more strictly graded.

10. At the *Carlos III*, as a rule, grades are posted by professors in the (electronic) *aula global*. Generally speaking, students have up to three weeks from the last day of class to request a *revisión* (an explanation and, if warranted, a change) of the grade. However, professors also have the right to set aside one date for this purpose (called the *día* or *fecha de revisión*), which they post in the *aula global*. It is your responsibility to check the *aula global* for this date in the last week of classes and to abide by it in the event you have doubts or questions about how your grade was calculated or about the grade itself. Professors rarely bend this rule, so please take it seriously and find out early if there is a *fecha de revisión* and act promptly in the event of any questions. If no date is posted and an email explanation is insufficient for you, speak to or write your professor well within the three-week period following the end of classes and ask when it would be suitable to stop by his/her office.

§ VI. ROOM, BOARD, & TRAVEL TO CAMPUS

Students in their first semester are generally placed in a private home by the Program. Year-long participants may opt to find their own housing for the spring semester. Those planning to do so should start searching well in advance of Winter break, because apartments are expensive and difficult to find. Questions regarding housing should be addressed to the housing coordinator, currently María Luisa Eizaguirre.

The program is committed to providing students with a comfortable living environment in which only Spanish is spoken. Students who choose to live on their own will be expected to seek similar accommodations. The program strongly discourages students from finding apartments with other Americans.

Since the families are paid for a full month's room and board on the first day of each month, any request to change a housing assignment must be submitted and approved by the 25th of the previous month.

The housing coordinator, in conjunction with the executive committee, has devised the following set of guidelines in order to help facilitate a positive rapport between the students and their host families. These guidelines are distributed to the families and are included here for the students' benefit. As indicated therein, the program expects comfortable accommodations and a supportive atmosphere of its families and, of its students, a willingness and ability to understand local norms and adapt to them.

A. Reimbursements and subsidies for food and travel

Students receive breakfast and one other meal daily in their homes. A *food stipend* ("dieta") is provided in the form of a monthly check to cover their other daily meal, which may be eaten in the cafeteria at the Carlos III or elsewhere. *See section XII of this manual (Restaurants and Hotels) for information on how to find your way to good, affordable restaurants.*

Funds to defray the cost of travel within Madrid and to cover transportation expenses to and from class are **automatically included in the students' monthly reimbursement** from the program. The subsidy covers the *abono mensual de transporte* B1, which allows unlimited travel on subways and buses within Madrid and on the trains and buses to Getafe.

B. Housing, final exams, and "the group flight"

Room and board costs are covered by the program for the duration of the academic program. **Students interested in paying to stay in their homes beyond that date may discuss this independently with their host family.** Such arrangements are considered personal (they do not involve the program staff) and they should **not** be taken for granted.

VWM participants must contact a ticketing agent to change their return reservation once they learn the date of their departure, if their return date differs from the group flight. If students have good reasons for returning earlier than the group flight (which they should discuss with the program staff), program policy is to pay for ONE such change. In any case, students are held responsible for scheduling their return in such a way that all academic responsibilities (attendance in class, submission of final work, arrangements for final exams with professors) are discharged to the satisfaction of their professors and program staff. Students assume responsibility for communicating with the program travel agency as early as possible to report changes and to seek instructions about how to make and confirm alternative travel arrangements in Spain. The VWM Program's travel agency currently is Travel Cuts, based in San Francisco. Our contact person there is Manzoor Saiyed, his email address is msaiyed@travelcuts.com, and his telephone number is toll-free from the U.S. 1-800-467-5032 or from outside of the U.S. 415-247-1810. Manzoor will provide you with instructions on how to make and confirm changes in flights through the Iberia offices in Madrid (with personal codes, if pertinent). He can also answer any questions about any flight documents you will need to present on the day of the flight (some group flights require that passengers present a paper e-ticket receipt).

C. Housing norms

The program staff has developed the following set of norms in the interest of facilitating a positive living experience for students in their Spanish home. Students and families alike are expected to abide by these norms and are encouraged to read them carefully. The program housing coordinator is available to counsel students regarding Spanish customs and strategies for making the most of this part of their experience.

D. Normas de alojamiento

La experiencia de alojamiento de nuestros alumnos en casas particulares ha sido uno de los aspectos más positivos de nuestro programa. Nos complace que nuestros alumnos encuentren en sus casas un verdadero hogar, donde se sienten cómodos y bien atendidos.

La Coordinadora de alojamiento estará disponible en el despacho los lunes por las tarde con el fin de ayudar al estudiante a solucionar dudas que puedan surgir en cuanto a su relación con la familia.

Para facilitar una mayor comprensión entre los estudiantes y sus familias, hemos establecido las siguientes normas. Con ellas esperamos contribuir a la integración de los estudiantes en su nueva vida familiar, algo que consideramos beneficioso tanto para los estudiantes como para sus familias.

- El régimen de alojamiento es de media pensión: (1) desayuno y (2) cena o comida (a concretar con la familia). Los estudiantes recibirán del programa una dieta para las demás comidas.
- Las familias se comprometerán a darle al alumno un régimen de comidas español, variado y abundante.
- Las familias se comprometerán también a crear un ambiente propicio para que el estudiante logre su objetivo fundamental: perfeccionar su español hablado. Confiamos en que todos los habitantes de la casa sean castellano-hablantes. En caso contrario, les rogamos a las familias notificar a la coordinadora de alojamiento inmediatamente.
- Las familias se encargan de lavar la ropa de los estudiantes. Dos lavadoras llenas de ropa y un cambio de sábanas y de toallas por semana son razonables.
- Los estudiantes se responsabilizarán del orden de su propia habitación. Deben respetar también el orden de la casa en general.
- El estudiante debe dar aviso previo a su familia si no piensa comer o dormir en casa o si llegará tarde. De la misma manera, les avisará oportunamente de todas sus salidas fuera de Madrid para que la familia no esté preocupada.
- La familia y la dirección del programa deben saber el itinerario o paradero del estudiante en caso de emergencias. Hay formularios en el despacho que el alumno debe rellenar para indicar su itinerario antes de marcharse de viaje.
- Siguiendo las normas de las universidades de origen el Programa prohíbe el consumo abusivo de alcohol y drogas ilegales tanto en el entorno familiar como en las actividades organizadas por el Programa.
- Los estudiantes **no llevarán a nadie a casa** sin el permiso previo de la familia.
- Es contrario a las costumbres españolas abrir el frigorífico sin el permiso de la familia. Asimismo, los estudiantes no deben abrir armarios ni entrar en cuartos que no les corresponden.
- Los alumnos usarán el teléfono sólo para recibir llamadas o para llamar a la oficina del programa, no para su uso propio personal.
- Si el estudiante se ausenta de casa durante las vacaciones de Semana Santa, el programa paga a la familia el 50% en concepto de reserva y dará la otra mitad al estudiante para su mantenimiento mientras está de viaje. Este arreglo no se aplica para los días en los que los estudiantes están en Madrid ni durante ningún otro período.

- El programa se compromete a cubrir los gastos de alojamiento hasta el día del vuelo de regreso. El estudiante que quiere quedarse en la casa después de esta fecha debe ponerse de acuerdo con su familia, tratándolo con semanas de antelación. El programa se mantiene al margen de ese acuerdo ya que es totalmente personal. El Director hará los arreglos de alojamiento pertinentes en caso de que el profesor exija que el estudiante esté presente el día del examen final.
- Las Universidades de Vassar y Wesleyan se atienen absolutamente a la legislación civil estadounidense y española que prohíbe y sanciona la discriminación contra cualquier individuo por razones de su sexo, color, raza, orientación sexual, religión o ideología política. Asimismo exige también que los alumnos, profesores y familias que trabajen con nuestro programa cumplan escrupulosamente con el espíritu de este código en su conducta y su trato a todos los que están afiliados al Vassar-Wesleyan in Madrid.

§ VII. HEALTH & SAFETY

A. Important Safety Precautions

Any unfamiliar environment presents risks for the traveler. This is certainly true in European cities, which have experienced a rise in petty crime in recent years. It is therefore very important for your peace of mind that you understand the risks inherent in daily life in Madrid.

The following measures should help to ensure your safety and minimize the likelihood of a negative experience. We strongly urge you to abide by them:

- Avoid attracting unnecessary attention by dressing and acting discreetly (speaking Spanish, associating with Spaniards and going out in small groups).
- Be wary of pickpockets (*carteristas*) in crowded areas frequented by tourists (discotheques, subways, buses, small streets or plazas in downtown areas).
- Carry only as much money and as many bank or credit cards as you absolutely need, in an inside coat or shirt or pants pocket; in a small purse zipped closed and well-controlled; or in a money belt (not in a large bag or purse that you carry on your back or to your side). Best of all, **distribute necessary cash and i.d.s on your person among inside coat, shirt, and pants pockets** to minimize the risk or the nuisance of loss or theft.
- Leave unnecessary valuables, cash, and credit, bank, and ID cards at home (in Spain). Early on, sit down and seriously take stock of what you actually need for taking care of daily business around town (just imagine what you would want or need to fall back on **IF** you were robbed or you lost what you were carrying, and be kind to that hypothetical future self): **it is unlikely that for most transactions you will need more than one debit or credit card at a time and a notarized copy of your passport.**
- Carry a notarized photocopy of your passport at all times while in Madrid. The actual passport is necessary for any official business (at border-crossings, in the event of a police check, in banks when you need to change currency or withdraw money, or, sometimes, when you want to use a credit card) and when traveling outside of Madrid. Report a lost or stolen passport to the local police immediately, since a police report is necessary for obtaining a new passport.

- Carry your program ID card with emergency contact numbers at all times and keep a hand-written copy of your name and cellphone in your wallet. A stolen purse or wallet with this information inside is often returned to the program office or turned into the police. If you include your cellphone information in your wallet you may find yourself getting a call within days of a theft or loss explaining where you can pick up your wallet and all its precious contents (minus the cash).
- Keep a photocopy of all your documents at home (in Spain).

B. Important Advice If Your Wallet Is Stolen

Place the contents of your wallet on a photocopy machine and copy both sides of every document you find inside it (driver's license, student ID, credit cards, etc.). You will know what you had in your wallet and all of the account numbers and phone numbers to call and cancel. Keep the photocopies in a safe place.

We have all heard horror stories about the kind of fraud known as identity theft, in which charges are rapidly run up in our name because a thief has managed to obtain our name, address, SS#, credit, etc. Unfortunately I (the original author of the source of this information, who happens to be an attorney) have firsthand knowledge, because my wallet was stolen last month and within a week the thieve(s) ordered an expensive monthly cell phone package, applied for a VISA credit card, had a credit line approved to buy a Gateway computer, received a PIN number from DMV to change my driving record information online, and more.

But here's some critical information to limit the damage in case this happens to you or someone you know. As everyone always advises, cancel your credit cards immediately, but the key is having the toll free numbers and your card numbers handy so you know whom to call. Keep those where you can find them easily. File a police report immediately in the jurisdiction where it was stolen. This proves to credit providers you were diligent and is a first step toward an investigation (if there ever is one).

But here is what is perhaps most important (I never thought to do this): Call the three national credit reporting organizations immediately to place a fraud alert on your name and SS#. I had never heard of doing that until advised by a bank that called to tell me an application for credit was made over the Internet in my name. The alert means any company that checks your credit knows your information was stolen and they have to contact you by phone to authorize new credit. By the time I was advised to do this, almost 2 weeks after the theft, all the damage had been done.

There are records of all the credit checks initiated by the thieves' purchases, none of which I knew about before placing the alert. Since then, no additional fraud has been committed, and the thieves threw my wallet away this weekend (someone turned it in). It seems to have stopped them in their tracks.

The numbers are:

- Equifax: 1-800-525-6285
- Experian (formerly TRW): 1-888-397-3742
- Trans Union: 1-800-680-7289
- Social Security Administration (fraud line): 1-800-269-0271

C. A Word of Caution about Health

Healthy habits (proper rest and eating) help to prevent illness and minimize stress and thereby facilitate a positive and rewarding cross-cultural experience. One of the temptations of life in European cities for American students is the lower drinking age and the regular presence of alcohol in social situations of all kinds. Moderate drinking among young Spaniards is normal and acceptable, but drinking to excess is regarded as socially inept and immature (perhaps tolerated to a certain extent in 14 or 16 year-olds, as is the case with the relatively new phenomenon of the *botellón*, but not in 20 year-olds). In addition, substance abuse dulls the senses and thereby seriously impedes the ability to cope with the challenges of an unfamiliar environment. It can contribute to culture shock which, as mentioned, is easily overcome with proper rest and with the help of friends and the program staff. It can also lead to behavior that is disruptive to the program and to the student's own well-being. In such circumstances the program participant may be sent home; this decision rests with the Director.

D. Medical Attention

Students in urgent need of medical attention should call the Director or program staff immediately. Students needing medical attention must pay for the service out of pocket and submit the receipts with insurance forms in the United States for reimbursement. Ask the doctor to provide a written diagnosis, as this will facilitate your insurance claim in the US. English-speaking doctors are available at the following clinics:

- *British American Medical Unit*
Conde de Aranda, 1
Office hours: Mon – Fri: 9:00 am - 8:00 pm; Sat: 10:00 am- 1:00 pm
Procedure for appointment: Request appointment with either Dr. Rafael Lozano, or Dr. Luis Rodríguez, or Dr. Marcos Broschi—all three are internists—who will see you and, if necessary, will refer you to a specialist. Say that you are an American student and show your student card. The current cost of an appointment is about 80+ €. Tel: 91 435 18 23

– *International Medical Assistance*

Paseo de la Castellana, 170 (Clínica Madrid)

Office hours: Monday-Friday, 8:00 am - 2:00 pm

Procedure for appointments: Say that you are an American student and show your passport. The current cost of an appointment is about 60 €.

Tel: 91 359 60 63; Fax: 91 359 61 43

The following doctor belongs to the “International Medical Assistance” unit and may be contacted for house calls:

– Dra. Muñoz

Private practice: Pº de la Castellana, 203-8º

Tel: 91 315 01 05; 91 559 60 63

The following clinic also offers house calls:

– *Interclinic*

Claudio Coello, 117 Bajo Dcha

Tel (non-emergency): 91 576 99 01/02

Medical House Calls: *Urgencias Domicilio* (call any time day or night).

Typical fee for a house call: Daytime (8am-10pm) 70 €; Night 70 €; Weekends and holidays 90 €.

Tel (emergency): 90 223 39 02

Psychotherapy:

– Dra. Claire Jasinski

Tel: 91 445 03 95

– Dra. Margarita Loewe – Unidad Médica

Tel: 91 435 18 23

– For further information, call the **HELP line**:

Tel: 91 559 13 93

Unwanted Pregnancy and Sexually-transmitted Diseases:

– Centro Joven de Anticoncepción y Sexualidad

San Vicente Ferrer, 86 (Malasaña). Metro: San Bernardo.

<http://www.centrojoven.org>

Tel: 91 531 66 55 or 91 531 03 00

This youth-oriented health service focuses on the prevention of undesired and/or unplanned pregnancy and the prevention of sexually-transmitted diseases, with a special emphasis on HIV/AIDS. They have doctors and psychologists that speak English and offer a safe and

comfortable environment. Free service.

More detailed information on medical services is available in the Program office. In case of an emergency, please feel free to call the Director or any member of the staff. For additional information aimed specifically at American students studying in Spain (on health and safety, but also accommodation, money, race and religion, culture, travel, and helpful hints), go to the APUNE (Association of American University Programs in Spain) website at:

<http://www.apune.org/eng/students/students.htm>

E. Students with Special Medical Needs

Mobility International USA (MIUSA) is an organization dedicated to facilitating an international experience for students with special medical needs. Before leaving home, such students should consult this organization's website at:

<http://www.miusa.org/>

§ VIII. ADAPTING TO LIFE IN SPAIN

A. Making friends

Making Spanish friends is a common objective among program participants and one of the most difficult to pull off in the space of a single academic term. The program's relocation onto a Spanish university campus was motivated largely by the desire to facilitate contact with Spanish students. Those who have been successful emphasize the importance of *their own personal initiative* in making this happen.

Many students over time have made lasting friendships by either affiliating with organizations, becoming involved in volunteer work (sometimes with non-profit organization or with schools), or participating in dance classes, hiking groups, athletic groups, choirs, theater *talleres* (workshops), art studios, and so on. The Universidad Carlos III's *SIJA* and the *ERASMUS* student group organize a rich program of cultural events and extracurricular activities, and there are numerous other resources throughout Madrid from which to choose.

Students regularly warn against behavior patterns that tend to impede assimilation, such as associating primarily with other foreign students or traveling regularly outside of Madrid. They recognize that this can lead ultimately to a sense of isolation, even on a university campus.

In order to develop ties with your counterparts in Spain we highly recommend that you set as your goal participation in at least ONE EXTRACURRICULAR ACTIVITY that will bring you into contact with young people whose interests you share. We encourage you to begin planning BEFORE you leave home. This is particularly important for students who study in Spain for one semester only, since the time for making friendships is short. As noted above, students who have been most successful at "making friends" are those who have found a way to pursue a deep interest (or several) in Spain rather than, as is sometimes the temptation, putting most of their U.S. life on freeze for the semester, with the consequent disorientation and drifting. For instance, one recent program participant who is a vegan joined a vegan association in Madrid and created a whole network for herself of friends and activities, many of them eventually unrelated to her veganism. We encourage students to pursue interests in sports, arts, activism, hobbies and so on while abroad: it helps them structure their days (which they are often used to being crammed in the U.S.) and tends more reliably to yield those elusive "friends for a term" than language exchange alone often does (in *intercambios*, for instance), since *intercambio* partners may not share interests or hit it off personally.

B. Confronting the border: making the most of your cross-cultural experience

Residing abroad forces you to confront nearly constantly new, perhaps unfamiliar, patterns and rhythms of daily life and attitudes regarding personal behavior, a new language —verbal and gestural— and, most important in Spain, new eating habits. Expectations regarding what, how, and where we do what we do constitute the *real* border that separates “us” and “them.” A basic understanding of some of these differences will at least help you to become patient with what may otherwise produce frustration. At best, your knowledge will enable you to *cross the border* and thereby profit fully from your experience.

What follows is a series of informal observations pieced together from the experiences of program directors who have worked with students over the past several years.

C. Food

Food is the basis for our survival; it should come as no surprise that food — and everything related to it— is also a major element in the construction of local culture that requires careful consideration on your road to cross-cultural assimilation.

As a general rule, American culture imposes *relatively* few restrictions on what, where and when we eat. As Europeans tend to see it, Americans have desanctified the act of eating. We tend to graft it onto the branches of our daily routine: the sandwich in the car, the pizza at our desk, the snack on the run, the ice cream as we shop. “To go” is redundant when talking about food in such a context. In Spain, conversely, eating is highly ritualized. Spaniards’ daily life pivots around the highly structured pattern of their meals, yielding always to the where and when of consumption. They therefore tend to view eating or drinking on “the go” as *desafortunado* (unfortunate) or *mal visto* (impolite). Nevertheless, although eating schedules and protocol are more ritualized in Spain than in the U.S., *some* kind of eatery will be open at virtually any time of the day or night. As a result, it is not in fact difficult to feed yourself in Spain whenever you prefer: you merely need to learn when a given kind of establishment will be open and what kind of food you are likely to be able to order there given the hour of the day. So, for instance, you will not as a rule be able to eat a full-course meal between 4pm and 8:30 or 9pm (except in such round-the-clock restaurants as the VIPS chain), but you will be able to order *bocadillos* and sandwiches, savories such as *empanadas*, *tapas*, or café fare in bars, *tascas* and *mesones*, and cafés. With rapidly shifting family-, work- and immigration-patterns, more and more restaurants remain open through the day and more and more shops open on Saturday evenings, Sundays, holidays, and through the traditional *siesta* break (on the so-called *horario continuo* or continuous schedule).

To be sure, for many Americans —often adult professionals— social life does hinge on the ritual of breaking bread together, but for our students this tends to be the exception more than the rule. In Spain it tends to be the rule.

Two cases in point taken from past experience:

- Upon their arrival at a hotel (11:00am), a group of students learned that their rooms were not quite ready. They moved *en masse* to the lounge, located near the hotel’s bar, pulled out the bag lunches, their “comida” prepared by their host families, and turned the area into a veritable *merendero*. They were clearly oblivious to the fact that, in the eyes of the Spaniards nearby, their eating *there* was considered *mal visto*, their eating *then* unconventional.
- Two guided tours were scheduled recently on another field trip, one from 11:00am to 12:30pm, the other from 1:30pm to 2:30pm. Impressed by the students’ attentiveness, the tour guide extended the first session until 1:30 and rescheduled the second visit from 2:00pm to 3:00pm. She expected that the students would eat according to Spanish conventions: sitting down in a restaurant at 3:00pm. She was unable to understand the impatience of her group, who were losing her thread as they began dreaming hungrily of a sandwich on the go at noon. A classic example of two culture groups at cross-purposes.

In passing from the process (the when and how) to the content (the *what*) of eating, the source of potential cross-cultural conflict becomes clearer. Americans tend to prefer boiling and broiling, Spaniards frying and stewing. American students tend to condemn all frying as “greasy” (with the exception of French fries); Spaniards view frying as an art and are keen at telling the good *freiduría*⁷ from the bad. (It’s all in the quality of the oil, by the way, and in the degree of heat used in frying.) Various and sundry types of vegetarianism prevails among American students (so many as to baffle Spaniards, who interpret the term strictly as one who eats only vegetables, not eggs, cheese, fish, or poultry); Spain is a meat, pork and fish-eating country. Within Europe, Spaniards are second only to the Danes for the amount of seafood per capita that they consume. Unlike Americans, who tend to prefer their seafood in a flat, white, non-descript format, Spaniards like to see the critter as if it were alive, a guarantee of its freshness. And as for the public display of the animals we eat, a student who recently made disparaging remarks about the preponderance of hams hanging “all over the city” (“my mother would scream!”) was clearly unaware that she was taking on one of the great symbols of Spain’s national identity: right in line with Bigas Luna, the Spanish film director who parodies pork as an emblem of nationality in his extravagant “Jamón, jamón.” At any rate, to speak of *jamón ibérico* as if it were just any kind of ham is a kind of culinary sacrilege: for foodies the world over, this is like referring to beluga caviar as “fish eggs.”

⁷ A restaurant or bar specializing in fried fish.

American students tend to be particularly critical of the Spanish (or continental) breakfast: coffee and a roll (or toast). To be fair, using breakfast to pass judgment on Spanish cuisine is akin to evaluating Canada for its tropical rain forests. This is clearly *not* where Spaniards stake any claims.

In sum, all cultures attach special importance to certain types of food, to certain modes of preparation, and to certain culinary occasions. (The confusion in the English sense of *feast* —an occasion and a meal— is richly suggestive in this sense.) Your first goal should be to learn what *Spaniards* value in this regard. Beyond that, deciding whether to regulate your eating practices accordingly will be tantamount to deciding *whether to cross the border*.

D. Time and Space: the patterns & rhythms of everyday life

In Madrid “buenos días” is the greeting used up until just before the “comida”⁸ (conventionally at 2:00pm), “buenas tardes” from that point on till about 9pm or just about when it is time to eat the “cena,” from which point it is customary to say “buenas noches.” The concept of “mediodía” is linked to the midday meal, a rather ambiguous indicator for a culture (American) accustomed to measuring time and organizing space with the precision of a clock (12:00 sharp divides the day) and the accuracy of a surveyor.

Greetings such as those mentioned are used almost unfailingly as one enters and exits a space shared by others (elevators, stores, bars, etc.), situations in which, in the US, we tend to feign anonymity. Hiking on a mountain path in Colorado, on the other hand, one tends to greet strangers —even engage them in conversation— a situation that is far less common in the Sierra de Guadarrama. Clearly, the where and when of social patterns change considerably from one culture to the next.

Edward Hall’s *The Silent Language* (an extremely useful essay for our purposes) begins with a chapter titled “Time talks,” in which the author contrasts the meaning of a telephone call at 11:00pm in different countries. In the US a telephone ringing at this time would probably communicate a sense of urgency or alarm. Such a response would not apply in Spain —or at least in Spanish cities— where calling at 11:00pm is more or less the norm.

On a recent trip on Spain’s high speed *AVE* (*Alta Velocidad Española*), with five minutes left before departure, one of the students called a friend who had not yet arrived to tell him to hurry up, exclaiming loudly that: “This is not a typical Spanish train; it is punctual.” Besides the obvious fact that such a remark is offensive and should not have been made publicly, the speaker was clearly unaware that Spain does in fact have its own standards of punctuality and its own sense of organization. Being “late” or “on time” is itself a cultural construction. The fact that an invitation to meet at 8:00pm may in fact signify a much later time for social engagements does not by any means imply that trains

⁸ We refrain from defining “comida” as lunch since they are really different concepts. Lunch, in the English-speaking cultural context, implies a lighter and less formal meal. The “comida” is the important meal of the day and consists of two main courses, desert, wine often and coffee.

do not run on time—or that it is appropriate to be late for a formal meeting in a workplace—. Indeed, standards of public service in Spain (whether in government offices, banks, stores, utility companies, hotels, or transportation) are as high or higher now than they are in the U.S. Banks and utility companies, for instance, offer 24-hour, 7-day a week customer service by telephone (unheard of in the U.S.). Another example: the high-speed AVE train in Spain offers to refund 100% of the ticket if the train arrives more than 15 minutes late (punctuality is running at 99%). Public transportation in Madrid is so efficient, comfortable, and extensive, Americans used to city subway and bus systems at home merely shake their heads and weep at the comparison. In social encounters, however, Spaniards will tend to be more informal than Americans about punctuality. Much the same kind of difference obtains where public hygiene is concerned: Americans can sometimes be taken aback by the casual way in which Spaniards in traditional bars sometimes drop olive pits or paper napkins on the floor; Spaniards are equally taken aback by the paper cups and popcorn, coke, and chewing gum often strewn about, spilled, or stuck to seats in American movie theaters (since Spanish movie theaters by contrast tend to be spotless). Where, when and how each society insists on order, cleanliness, and efficiency in time management is culturally determined, and mastering the unspoken rules of another society requires careful attention and sensitivity.

A prime battle ground in this area corresponds to the organization and transmission of academic information. A student recently complained, while in Santiago, that “it is August and I still don’t know what courses I will be taking in September.” Web technology has certainly facilitated access to such information. To be sure, Spanish universities have web sites where students can browse course offerings (*asignaturas*) within different majors (*carreras*) and colleges (*facultades*). The course catalog as our students know it is a very American thing, containing as it does the exact time and location of classes for the upcoming academic year. In Spain as in many parts of Europe, this information is provided to students at the beginning of the academic year. Spaniards (Europeans) do not *expect* it any earlier. They busy themselves with the activities of the day and deal with making those choices when classes begin partly, of course, because they have less freedom of choice in their coursework. Americans in such cases like to plan ahead.

In short, *expectations* vary in relation to the patterns and rhythms that prevail in each culture. Your success in assimilating culturally in Spain will depend on your ability to understand these patterns in their *Spanishness* and to adjust your *expectations* accordingly.

E. Money

When Spanish students travel or eat together they often contribute to a “bote” or “fondo común,” so that one person manages the finances for the group. They therefore tend to divide expenses equally. American students often split expenses in a way that might suggest a lack of “*compañerismo*” to a Spaniard. As a rule, in the US Americans leave a 15% tip when eating out and they calculate it

exactly; Spaniards leave some indefinite amount that is often determined by the change brought on a small plate. In better restaurants, the custom is to leave between 5 and 10% of the bill as a tip.

Further underlying attitudes concerning money may be at work here. A few years back a program director accompanied a visitor from the US to the *Museo del Prado*. Overwhelmed by the beauty of Fra Angélico's "Annunciation," the visitor was moved to inquire into the material value of the painting. Such an inquiry would unquestionably be inappropriate in many circles in the United States. Comments like these do add fuel to the reputation for materialism that, justly or unjustly, people in the Spanish-speaking world often attribute to the America of skyscrapers and Wall Street. The fact that change is commonly returned to customers in bars and restaurants on a small dish or tray and NOT from hand to hand may suggest a certain discomfort in Spain with dealing with the materiality of money directly. Notice that the *way* customers tip ushers in theaters and cinemas suggests a desire to detract attention from an act—the passage of money—that could otherwise be demeaning for the recipient (the usher, in this case).

One final anecdote in this regard. The anthropologist Julian Pitt-Rivers takes up the topic of honor and money in his celebrated essay *The People of the Sierra*. In this section, which deals with relations between the peasantry and the upper (land holding) classes in rural Spain,⁹ he reveals how important it is for everyone's honor to be respected within the labyrinth of Spanish social codes. He concludes emphatically that honor is not linked to *how much money* one has in Spain, but rather *how one uses it*. *Fortune* magazine's impressive lists of the world's top millionaires would clearly provoke a different response in the Spanish context.

In offering these observations we hope to focus your attention on a pivotal space—the public treatment of money—where personal and cultural values are communicated implicitly. You may want to keep in mind expectations that prevail in Spain in this regard as you decide how to perform in this moment.

F. Education

Language, as the philosopher Miguel de Unamuno succinctly put it, is the "receptáculo de la cultura." The many points at which one language's terminology contrasts, for its precision, with the ambivalences or ambiguities of another, suggest fascinating stories about the cultural values deeply rooted in the collective mindset of linguistic communities. The term "educación" (from the Latin, 'educare,' to lead forth, by implication toward enlightenment) is a case in point. Whereas Americans tend to use this term in speaking about one's formal (academic) formation, Spanish speakers usually convey such meaning by the terms *instrucción* or *formación*, preferring *educación* in treating questions of personal

⁹ During your time in Spain you will have ample opportunity to study the public performance of members of Spain's royal family in this regard, at least as they appear on television and in the press.

conduct or behavior (e.g.: a rude or polite person would be *mal educado* or *bien educado*).

What follows, then, is a pot pourri (or *olla podrida*) of suggestions regarding the standards Spaniards might use in judging the level of your *educación*.

- *When 'yes' means 'no'*

To take 'yes' and 'no' *uniformly* at face value would be naïve in any cultural context. This is certainly the case in Spain, perhaps more so than in the English-speaking world, as the following example suggests.

A young Spanish woman residing in England some years ago was invited to dinner by a family living in a suburban neighborhood somewhat remote from public transport. When it was time for the Spanish woman to leave, the English hosts offered to take her in their car to the nearest train station. Following her instincts, the woman said "ay no, no se molesten" ("No, please don't bother"), expecting that they would insist. To her chagrin, her hosts, in fact, "no se molestaron" (they "did *not* bother"). Her long nocturnal walk to the train taught her an important lesson about communication.

Expectations regarding matter-of-factness differ in striking ways between the Spanish- and English-speaking contexts. To be sure, you may experience occasional discomfort with examples of Spanish "candor" (or "bluntness," as you might call it), as did the young woman who was informed of the unfortunate quality of her skin by the lady selling cosmetics at the *Corte Inglés* ("*esta crema es para ti, con la piel porosa y seca que tienes*"). Staring, which is *not* taboo in Spain to the extent that it is in the United States, is, in a sense, a gestural form of directness that may also challenge you. We should state, parenthetically, that it also turns our previously discussed notions of the "private" versus the "public" on their head, since staring, like forthrightness, is a mode of entering into one's private zone, and entrance—in these cases—that is tolerated in Spain more than in the US.

What bears emphasizing here are the misunderstandings that the (perhaps) characteristically Spanish brand of reserve produces between our students and their host families. The host families are paid to provide breakfast (a light meal in Europe) and one meal (usually the "cena," as it fits better with the schedules of both the student and the family). If the student is present when the family gathers for its "comida," social norms pressure to include the student. (Eating in the presence of others without sharing is generally considered *mal educado*.) Families viewed by students as extraordinarily open and warm have at times complained privately to the program housing coordinator about the student's abusive conduct. A reaction that may strike the American student as hypocritical—offering food begrudgingly; saying 'yes' when you really mean 'no'—clearly signifies something else in the Spanish context. The practice of refusing at least the first offer will help you come to understand when 'yes' means 'yes'; the game is about how much *they* insist. Your avoiding situations that force invitations will be read as a sign of a *persona bien educada*.

- *Expressing desires*

Compliments when taken to imply a hidden request may lead to misunderstandings similar to those just described. A statement like “*me encanta este mantel; es precioso!*” can lead to the potentially embarrassing situation of the host family giving the tablecloth to the student as a gift.

Expressing requests, directly or indirectly, puts your interlocutor in something of a bind. I fail you by not complying, and no one likes to fail in this way. The desire to please guests, which is traditionally strong in Spain, may collide with other realities (an unwillingness or inability to comply) and thereby lead to a ‘yes’ that is really ‘no;’ it may also lead to an impatient or angry ‘no’ (again: no one likes to have to say no). This situation arose when a student asked the Director to request special dispensation from the Carlos III administration for a withdrawal from a course well after the official deadline, a dispensation that would NOT be granted to Spanish students. Perceptively noting the Director’s discomfort with this request, the student came to realize that different cultural values come into play in such situations and he promptly withdrew his request. This was really a triumph on his part, since it demonstrated that he had learned through observation that the quality of seeming “*pedigüeño*” (demanding) is commonly frowned upon in Spain.

Within Spanish social codes, the art of indirect or subtle persuasion is often the preferred mode for conveying a request. Students should keep this in mind in all of their dealings with faculty and administrators; they should also try to grasp what virtue may be gained in the way they accept defeat.

- *Reciprocation, gratitude and the shades of ‘gracias’*

On occasions in which Americans might expect a verbal or written expression of gratitude, Spaniards might refrain from saying “*gracias*” or they might use a subtle comment or gesture to acknowledge their obligation to reciprocate. Such gestures represent an *indirect* expression of gratitude, often the preferred mode in Spain. They also showcase the importance of *obligation* within the Spanish social labyrinth.

To be sure, the practice of the thank you card is far less common in Spain than in the US. Wedding gifts may never garner a written response; this is certainly true for dinner invitations. Moreover, in some situations in which “thank you” (in English) is appropriate, “*gracias*” would be clearly *inappropriate*. Thanking someone for a compliment on your new suit is a sign of graciousness in English, a degree of arrogance or self-centeredness in Spanish. (In Spanish you jokingly brush the compliment off (*le quitas la importancia*): “what, this rag? I bought it at the flea market” / “¿qué, este trapo? ¡lo compré en el rastrillo!”) To be sure, Americans are known in Spain for their overuse of the term “*gracias*.” This does not mean that you should eschew it from your vocabulary; learn when and where to use it through observation.

On the other hand, Spaniards place great value on *reciprocating* as the preferred mode of expressing gratitude. A Spanish university professor recently commented to a program director that, as he sees it, when American students

fail to make friends is it usually because they do not return invitations. Whether or not this is true, the observation may serve as a useful guide.

Students are clearly not in the position to reciprocate on the same level as professional adults; no one in Spain would expect this. But the simple gesture of inviting a fellow student to a coffee or taking flowers or pastries home on Sunday (or on your “*señora’s*” Saint Day) goes a long way toward garnering affection.

-Negotiating ‘public’ and ‘private’ where the home is sacrosanct

Students usually come to Spain hoping (expecting) to make Spanish friends. The process of developing friendships –indeed, the very meaning of the term–like everything else varies considerably from culture to culture. Understanding this requires time and open-mindedness and results only from patient observation. In hopes of giving you a head start, we shall address here one aspect of this topic only, that of the *spaces* in which friendships evolve, in Spain and in the US.

Although the home has a sacrosanct dimension in all cultures, the privacy associated with the Spanish home makes this, in some ways, to be especially true. Americans readily invite acquaintances into their home as a means of initiating a new friendship. In Spain, childhood friends often reach adulthood without entering each other’s home. They meet in cafés, plazas, parks, or on streets: “a la hora del *café* o del *paseo*” (the stroll is a long-standing tradition that has not only not lost its importance in Spain, it has now acquired forward-looking, ecologically with-it credentials).

Relative to the US, the patterns of Spanish social life suggest a much clearer delineation of the public and the private domains. The power of Spanish kinship patterns is probably the source of this difference. As in other parts of Europe, on holidays or important occasions Spaniards tend to retreat to the seclusion of their home, to celebrate the rituals of communal life as a family. This highly simplified profile of the home and Spanish family life should help Americans accustomed to an “open” or “revolving door policy” understand and therefore accept restrictions placed on receiving visitors. It should also help them to avoid the feeling of failure that they might otherwise experience at not being invited into the homes of their counterparts. Instead, you should learn to *quedar*, like Spaniards, in the land of the *mesones* and the culture of the *tapeo*.¹⁰

G. The key to success in the cross-cultural context

Observation and **patience** are your true passports to cross-cultural understanding. The patient person remembers that something would be difficult to comprehend or accept at home may be perfectly logical abroad. Avoid being judgmental. Foster a self-critical sense of humor, which is one of the great, un-

¹⁰ ‘Quedar’ means to make a date or to meet. ‘Quedemos en la Plaza Mayor a las 20h00’ would mean, then: ‘Let’s meet in the Plaza Mayor at 8pm’. ‘El tapeo’ is the practice of going out and around for *tapas*, a word that betrays definition.

sung therapies of all time. Most importantly, observe carefully and learn from what you see.

H. P.S.: A word about “anti-Americanism” or other potential sources of conflict

In traveling abroad it would be foolish for us not to reflect on the results of the political, economic and military dominance of the United States in the contemporary world. Especially in times of war or when tensions are otherwise acute in the international context, the images of individuals or mobs inveighing against American foreign policy is not uncommon. Students are often tempted to take personally epithets or formulas hurled, usually, against the US government’s foreign policy, that is, against **ideas or institutions or representative officials, not ordinary persons or citizens**. Needless to say, this can produce considerable discomfort.

The program **emphatically** encourages you to take the following measures if you find yourself in any such an environment:

- Resist the temptation at all times to take such comments personally, unless it is clear that they are meant to be personal.
- Do not be pulled into an altercation.
- If you experience discomfort or if you begin to feel angry, show dignity in your ability to simply **stand up quietly and leave without a glance or a word**.

Any other behavior is ill-advised and could result in unfortunate consequences.

§ IX. PRACTICAL INFORMATION

A. Visas, passports, and Carnets (identification cards)

– *Student visas and residency*

A special visa is required for all foreign students in Spain. Students acquire this visa in a two-step process.

In the United States:

- Application must be made in the United States between one and three months in advance of the date of departure. Students accepted into the VWM program must contact the campus representative to review procedures.
- All students should apply for a “long-term” visa with a “length of stay” of at least 200 days in order to ensure that you are not simply issued a non-renewable 180-day visa. Such long-term visas, when issued, are valid for 90 days from the date of arrival. With this visa, students must solicit a temporary residency card within 30 days of arrival in Spain that will enable them to remain in Spain for the remainder of the semester or, if desired, for the remainder of the academic year.

In Spain:

- The program staff in Spain will help full year students apply for the extension of their visa (the “residency card” or *tarjeta de estudiante*). This application must be made within the first 30 days of arrival in Spain.
- Students remaining in Spain for one semester only are not obliged to apply for the extension, since the 90-day visa allows them to remain in the country for 180 days (this is true only for US citizens).
- If students decide to stay on for a second semester, unless they make this decision within 30 days of their arrival, they will have to return to the US and arrange for a new visa. The program staff will help but final cost of this extra trip rests with students.

B. Passports

Students must register their local Madrid address and passport number with their embassy (US or otherwise) during orientation week, either by means of the “Registration Form” available in the Program office or in person at the Embassy.

The *American Embassy* is located at:

Serrano, 75

28006 Madrid

Office hours: Mon–Fri: 9:00–12:30 / 3:00–5:00

Tel: 91 577 40 00; 91 587 22 00

Inquire at the program office for the address and telephone numbers of other embassies.

This registration *greatly facilitates replacement if the passport is stolen*; otherwise a birth certificate and other documents will be necessary. The passport is needed whenever doing business at the Embassy.

C. Student ID cards

VWM participants are expected to arrive in Spain with their International Student Identification card in hand. Vassar students can purchase their ISIC card at the registrar's office.

The program will provide students with other ID cards and passes. For these and other reasons, at the beginning of orientation students will need to give the Assistant Director:

- 6 US passport-size photos
- A photocopy of the data page and visa stamp from the passport

There are numerous, inexpensive “*fotomatones*” located around the city for taking additional photos if needed. The photos are needed for the student visa, files, and other miscellaneous uses. Passport information is needed to process the visa and apply for the *abono transporte*.

The international student identification and the *carnet de alberguista* (youth hostel card) may be sought at:

TIVE

Fernando el Católico, 88

(metro Moncloa; Bus 61 or 16)

Office hours: Mon-Fri: 9:00 – 2:00;

Sat. 9:00 – 12:00 (*carnets* only)

Tel: 91 543 74 12

Fax: 91 544 00 62

The *international student ID* allows a discount at museums and on certain travel. To apply you will need a photo, 10.82 € and proof that you are a student (letter provided by Assistant Director).

For the *carnet de alberguista*, present passport, 2 photos and 10.82 €.

D. Money

- Banking and receiving money from home

ATM MACHINES (*cajeros automáticos*): Cash (Euros) may be withdrawn from most U.S. accounts at ATM machines throughout Europe. Make certain your bankcard is of the four PIN number type as this is the standard in Spain. ATM's in Spain are compatible with the Cirrus or Plus system; if you have any doubts about the usability of your ATM card, contact your bank prior to leaving. You might also want to check to see if your bank applies any additional fees for international exchanges. With certain *credit cards*, students may also receive *cash*

advances from an ATM machine. Interest on *cash advances* is often exorbitant and begins accruing immediately, making this a much more expensive solution. Depending on your bank and the network, an ATM cash withdrawal in Spain and elsewhere may be drawn automatically (no matter your preference) from your *savings* rather than your checking account (this has to do with the way the networks are programmed). Bear this in mind if you are planning to rely on your American ATM cards: you will want to have funds in your savings, as well as your checking account until you determine whether the system is working for you as it should. If you have online banking, you can make transfers in Spain from one to the other account as needed. Be sure to call your ATM card bank and credit card companies to let them know before your departure that you will be using the card outside of its ordinary radius. Otherwise, there is a good chance their anti-fraud departments will block use of your cards (this happens routinely so PLEASE take it seriously and call well in advance of your departure!). If you call before your departure and let them know about your travel and study plans, you will ensure access to your funds when you most need them.

TRAVELER'S CHECKS are easily cashed at banks and exchanges around Europe. A passport is required to do so.

PERSONAL, CERTIFIED OR BANK CHECKS may be cashed *only* with a special letter from the program at the Banco de Santander at the following two locations: Miguel Ángel, 3; Metro: Rubén Darío, and the branch on the campus of UC3M.

MONEY WIRES may be received in approximately four days at the *American Express* office for students with the corresponding charge card, or in approximately one week through a *personal bank account*. Money wired via *Western Union* may be retrieved at the *Change Express* outlets on the Gran Vía (offices at Gran Vía 25, 44, 51, 53), tel 900 633 633.

A SPANISH CHECKING ACCOUNT (*cuenta corriente*) will allow students to receive wires (which may take up to a week to process) and to cash personal checks (passport required for identification) at bank branches through Spain. Students may open a personal bank account only students with full year visas (inquire in the program office). To do so, they must apply for certification of their non-resident status at the *comisaría* (police station) on General Pardiñas, 90. They will need to show their passport and submit two (2) photocopies of pages showing personal data and the student visa, along with the name and address of the bank branch where the account will be opened. Processing the document takes about 2 weeks.

Banks in Spain usually open 9:00am–2:00pm, Mon-Fri. Some open Saturday morning.

The AMERICAN EXPRESS office is located at:

Plaza de las Cortes, 2
28014 Madrid
Office hours: 9:30-5:30
Tel: 902 37 56 37

Cardholders may receive money wires or cash personal checks drawn on US accounts free of charge. Travelers may receive mail at American Express offices throughout the world, although in some countries a fee is charged to non-cardholders.

- **Tipping**

In upscale restaurants, a 5-10% tip is generally expected. In ordinary restaurants a nominal amount (not above 5%) is the norm. In bars it is customary to leave a small gratuity for the barman: 0.15 € – 0.30 €. Increasingly, Spaniards are skipping tips in bars, or for fixed price lunch menus.

A tip of 0.50 € to 1 € for ushers (*acomodadores*) in theaters and movie houses is also customary and will usually result in their giving you a program. At night-clubs or flamenco shows doormen get 0.50 € – 1 €, coat-check attendants 0.50 € and waiters 0.30 € a drink.

Tips are not necessary in taxis, although you may leave them something extra (about 5%) if the driver has been especially helpful.

Rest room attendants everywhere get 0.50 € – 1 €. Leave the tip on the saucer as you leave.

- **Employment**

Americans living in Spain with a student or tourist visa are not permitted to work legally.

The Program cannot offer regular work study jobs. Students do occasionally find short-term jobs on their own, through personal contacts, often tutoring English. The administrative assistant or housing coordinator will provide whatever help they can in this regard.

E. Communications

- **Mail**

Stamps are sold at **estancos** (state-owned tobacco store) and at post offices (*estafetas de correos*). The rates for airmail letters (under 20 grs) and post-cards cost the same, and are as follows:

For overnight or 2nd day express mail service to the United States:

- DHL / MRV
Tel: 90 230 04 00
<http://www.mrw.es>
- UPS
Tel: 902 88 88 20
- FedEx
Tel: 90 210 08 71
- Spring
Tel: 90 210 21 08

An employee of these companies will pick up the mail at your home.

F. Telephone

A LOCAL CALL in Madrid costs 0.25€ or the first three minutes (subject to change). You may wish to buy a phone card (*tarjeta telefónica*), available at *estancos* (state-owned tobacco store) and *kioskos* (newsstands), although some public phones only take coins.

You may *not* direct-dial long distance calls from your houses.

If you have one of the following PHONE CREDIT CARDS, obtain their access code for Spain to dial their toll-free number:

- AT&T: 90 099 00 11
- Sprint: 90 099 00 13

Students without phone credit cards may use THE PUBLIC LOCUTORIO. The central locutorio is located on the corner of Valverde and Gran Vía. *Office hours:* Weekdays: 9:00-22:00; Sundays and holidays: 10:00-14:00 and 17:00-21:00.

All direct calls to the US directly from Spain begin with: **001 + area code + number.**

US toll-free 800-numbers may not be dialed from Spain.

CELL PHONES are common among students and they provide independence and security. It would be ill-advised, however to make international calls from the cell phone, since such calls are extremely expensive. Relatively inexpensive TARJETAS TELEFÓNICAS (pre-paid phone cards) may be purchased for this purpose at *kioskos* and *estancos*, and at the *Corte Inglés*. *Fortune* is one such brand (of many equally reliable and inexpensive one) at this moment. Ask around about new cards with bargain rates.

G. Customs & Shipping

There is an exemption from duty and federal tax on the first US \$400 worth of all personal and household goods. The next US \$1000 in items is dutiable at a flat 10% rate. If you are 21 or older, you may include 1 liter of alcoholic beverage, if it is for your own use or a gift (i.e., not for re-sale).

The American Embassy publishes a leaflet called “Know Before You Go” with relevant, up-to-date information on customs regulations.

The following company is frequently used by Americans needing to ship their belongings back to the United States:

- *Sparber Group* (formerly, *Belmar*)
Barajas Airport (formerly, Flor Alta, 2)
Ask about discounts for students
Hours: 9-2 and 3-6

Tel: 91 521 68 91

Fax: 91 532 64 63

Packages can also be wrapped and mailed from some larger Post Offices. Packages sent surface mail (*por barco*) usually take 6 – 8 weeks to arrive in US. The service is door-to-door. They provide appropriate packing boxes and tape.

H. Cyber cafes

The *salas de informática* at the UC3M are to be used for academic work only. For personal email correspondence students have recommended the following cyber cafes:

- *Ono* (highly recommended)
Calle Fuencarral
Metro: Bilbao
- *Conéctate*
Plaza Cristo Rey, 4
Metro: Moncloa
- *Café Comercial*
Glorieta de Bilbao
Metro: Bilbao

I. Web Pages of Interest

– *Universidad Carlos III (UC3M)*

- <http://www.uc3m.es/>

– *Universidad Complutense de Madrid (UCM)*

- <http://www.ucm.es/info/ucmp/index> Universidad Complutense de Madrid
- <http://www.ucm.es/centros/webs/fbartes/> Facultad de Bellas Artes

– *Otros enlaces de interés*

- <http://www.maec.es/consulados/nuevayork/es/home> Consulado Gral de España en NY
- <http://madrid.usembassy.gov/> Embajada Estadounidense en Madrid
- <http://www.venera7.com/free-hotspots-madrid> Free wifi areas in Madrid
- <http://callejero.paginasamarillas.es/home.asp> Callejero-Paginas Amarillas Madrid
- http://www.guiademadrid.com/guia/y_hoteles/index.asp Guia de Madrid - Hoteles, etc.
- <http://www.guiadelocio.com> Guia del Ocio
- <http://www.renfe.es> Renfe
- <http://www.auto-res.net/index.html> Estación de autobuses
- <http://www.metromadrid.es> Metro Madrid
- <http://www.correos.es/dinamic/plantillas/home1.asp> Correos

- <http://www.cogam.org/> Colectivo de lesbianas, gays, transexuales y bisexuales de Madrid
- <http://www.libreriaberkana.com> Librería gay
- <http://www.hostalworld.com> Hostales de Juventud
- <http://www.apune.org/> APUNE (Asociación de Programas Norteamericanos en España).

§ X. BOOKS & MUSEUMS

A. Libraries

Biblioteca	Dirección (Metro)	Horario
<i>Carlos III</i>	Edificio 14 and Main Library	
<i>Biblioteca Nacional</i> ¹¹	Pº de Recoletos, 20 (Colón)	9,00 – 20,00
<i>Círculo de Bellas Artes</i>	Marqués de Casa Riera, 2 (Banco)	9,00 – 22,00
<i>Instituto Internacional</i> ¹²	Miguel Ángel, 8 (Rubén Darío)	9,00 – 20,00

Bibliotecas públicas en Madrid (horario: 8,30 – 20,45):

<i>B. Pedro Salinas</i>	Pl. Puerta de Toledo, 1 (Pta de Toledo)
<i>B. Cardenal Cisneros</i>	Joaquín Costa, 36 (Rep. Argentina)
<i>B. Pública Central</i>	Felipe el Hermoso, 4 (Iglesia)
<i>B. Central Municipal</i>	Conde Duque, 9-11 (San Bernardo)
<i>B. Acuña</i>	Quintana, 9 (Argüelles)
<i>B. Retiro</i>	Doctor Esquerdo, 189 (Conde Casal)
<i>B. Buenavista</i>	Avda. Toreros, 5 (Manuel Becerra)
<i>B. Concha Espina</i>	Núñez de Balboa, 95 (Núñez de Balboa)
<i>B. Menéndez Pelayo</i>	Pl. América Española, 2 (Ventas)
<i>B. Salamanca</i>	Azcona, 42 (Parque Avenidas)
<i>B. Pío Baroja</i>	Arganda, 12 (Pirámides)
<i>B. Ruíz Egea</i>	Raimundo Fdez Villaverde, 6 (Cuatro Caminos)
<i>B. Tetuán</i>	Viña Virgen, 2 (Valdeacederas)
<i>B. Joaquín Leguina</i>	Ramírez de Prado, 3 (Delicias, Méndez Alvaro)
<i>B. Mateo Inurria</i>	Manuel Ferrero, 1 (Castilla)
<i>B. Chamartín</i>	Mantuano, 51 (Cruz de Rayo/Prosperidad)

¹¹ *Biblioteca Nacional*: a library card (*carpet*) for special research projects is necessary and may be obtained with a letter of presentation from the program.

¹² *Instituto Internacional*: requires special library card. This library has a good collection of books in English.

B. Bookstores

The best *general bookstores* in Madrid are the Casa del Libro (with several locations) and FNAC (see below). Ask your professors where they would recommend you buy your texts (several bookstores specialize in maps and guides for biking or hiking, and post information regarding clubs and excursions, and excellent way of meeting Spaniards. See section on “*Extracurricular activities*”).

Near the Plaza Colón		
Booksellers	José Abascal, 48 (M: Gregorio Marañón)	91 442 79 59
Antonio Machado	Fernando VI, 17 (M: Alonso Martínez)	91 319 05 94
	Marqués de Casa Riera (M: Banco)	91 523 70 66
La Avispa (teatro)	San Mateo, 30 (M: Alonso Martínez)	91 308 00 18
Argüelles		
Marcial Pons (humanidades y ciencias sociales)	Plaza del Conde del Valle Suchil, 8	91 448 47 97
Cooperativa Universitaria	Fernando el Católico, 88	91 543 31 22
Fondo de Cultura Económica	Fernando el Católico, 86	91 543 29 26
Rafael Alberti (poesía)	Tutor, 57	91 544 29 08
Visor (poesía)	Isaac Peral, 18	91 549 26 55
Perseo (mapas)	Fernández de los Ríos, 95	91 549 31 07
Centro		
Casa del Libro	Gran Vía, 29 and other locations	91 524 19 00 www.casadelibro.com
Feria del Libro Antiguo	Cuesta de Moyano	
*FNAC	Preciados, 28 (M: Callao)	91 595 61 33 www.fnac.es
Hiparión (poesía)	Salustiano Olozaga, 14 (M: Banco)	91 577 60 15

Librería de Mujeres	San Cristóbal, 17 (near Plaza Mayor)	91 521 70 43
---------------------	---	--------------

C. Selected Museums (there are many more to explore in Madrid)

The world renown of the *Prado*, the *Thyssen*, and the *Reina Sofía* museums has had the perverse effect of obscuring the fact that Madrid is one of the great museum cities of the world for number, quality, and variety. Take every opportunity to explore them. We especially recommend that students become familiar with the collections at the *museums* marked with an asterisk (*). Museums usually remain closed on Mondays and are free on Saturday afternoons and Sunday mornings.

* <i>Casa Museo Sorolla</i>	Paseo del General Martínez Campos, 37
* <i>Centro Nacional de Arte Reina Sofía</i>	Santa Isabel, 52 (M: Atocha; Cerrado martes)
* <i>Museo Arqueológico</i>	Serrano, 13 (M: Serrano)
* <i>Museo del Prado</i>	Paseo del Prado, s/n
* <i>Museo Lázaro Galdiano</i>	Serrano, 122
* <i>Museo Nacional de Artes Decorativas</i>	Montalbán, 12
* <i>Museo Romántico</i>	San Mateo, 13 (M: Alonso Martínez)
* <i>Museo Thyssen-Bornemisza</i>	Paseo del Prado, 8
* <i>Museo de América</i>	Ciudad Universitaria (M: Moncloa)
* <i>Museo del Traje</i>	Ciudad Universitaria (M: Moncloa)
* <i>Palacio Real</i>	Bailén, s/n (M: Opera)
* <i>San Antonio de la Florida/Panteón Goya</i>	Paseo de la Florida, 5 (M: Norte)
<i>Bellas Artes de San Fernando</i>	Alcalá, 13
<i>Museo Cerralbo</i>	Ventura Rodríguez, 17
<i>Museo de la Ciudad</i>	Príncipe de Vergara, 140 (M: Cruz del Rayo)
<i>Museo Municipal</i>	Fuencarral, 78 (M: Tribunal)
<i>Museo Naval</i>	Paseo del Prado, 5
<i>Museo del Ferrocarril</i>	Paseo de las Delicias
<i>Museo de Ciencias Naturales</i>	Paseo de la Castellana
<i>Museo del Metro</i>	Plaza de Chamberí

§ XI. EXTRACURRICULAR ACTIVITIES

A. Program activities & policies

- *Field Trips*

Field trips organized by the Director are academic in orientation and are designed to enhance the students' knowledge of Spanish politics, history, art, geography, and ethnography. Students are strongly encouraged to go on these trips, and those who do *are required to participate in all of the scheduled activities*. They are also **required** throughout the trip to comply with the following guidelines:

- Speak Spanish at all times.
- Be punctual.
- Refrain from smoking on the bus.
- Be respectful to the hotel staff, guides, and other guests.
- Be orderly and quiet in hotels.

Refunds are not provided to those choosing not to participate.

- *Reimbursements and subsidies for cultural events*

These reimbursements and subsidies are intended to facilitate students' social assimilation and to enhance their knowledge of Spanish culture. Reimbursement for activities without a clear Spanish cultural component will be made at the discretion of the Resident Director. Consult the following table for more information:

Reimbursement	Activity
100%	Class activity
	Museums in Spain
	On-campus activity organized by the <i>Espacio de Estudiantes or Erasmus</i> (Off-campus and other extra-curricular activities may be reimbursed following consultation with the Resident Director. Consideration will be given to whether the activity provides academic, intellectual or cultural benefit to the participant.)
	Membership in the <i>Círculo de Bellas Artes</i>
	Activities organized with the <i>monitores</i>
50% of a student ticket	Activities recommended weekly by the Director (consult <i>program bulletin board</i>). This normally includes theater, cinema, concerts, dance and other activities that have an obvious academic merit (historical, artistic, musical, or literary) and are directly related to Spanish culture.
	Music, art, dance, photography (100% if approved for credit—the final decision will be made by the Resident Director)

- Observations

Museums: use your *International Student Identity Card* since reimbursement applies to *the discounted ticket*; this policy applies to museums on the program's *approved list*, available online and in the office.

The program does *not* provide reimbursements for travel or for organized tours.

IMPORTANT: All subsidies and reimbursements are processed at the beginning of each month. Receipts for this purpose must be submitted by the 25th of the previous month. *For the benefit of our office staff, please abide by this deadline and please do not ask for exceptions.*

B. Repayment policy

Students may request permission to receive credit for certain **courses** (e.g., studio arts, language classes) taken outside of the regular academic program. If the Director deems such an experience to be worthy of academic credit, the conditions for receiving credit will include a written statement from the instructor at the end of the course confirming that the student attended all classes and made “satisfactory” progress in the course.

The program covers the enrollment fees for courses taken for credit. **Students failing to complete such courses will reimburse the program for these fees.**

Similarly, expenses related to **cultural activities** organized by the Director (e.g., entrance fees, transportation) are covered by the program. **Students who sign up and then fail to participate will reimburse the program for any fees that are not refundable.**

C. Culture & Sports at the Universidad Carlos III

The *ESPACIO DE ESTUDIANTES* (*Servicio de Información Juvenil de Actividades Culturales y Deportivas*) and the *ERASMUS* student network at the Universidad Carlos III organize a series of cultural events, which includes dance and theater classes (*talleres*), choirs, athletics (classes and competitions) and field trips. Representatives of the *ESPACIO DE ESTUDIANTES* provide information at a special meeting during the first week of each semester (orientation week).

The VWM program staff encourages its students to take full advantage of these programs, since they provide an excellent means of meeting young Spaniards and integrating socially. Since *access is limited*, it is recommended that you sign up early. To facilitate your access to this information, please follow the appropriate links on our web site at:

<http://www.wesleyan.edu/madrid>.

D. Culture & Sports off campus

-How to keep abreast of the cultural calendar in Madrid

Students should become assiduous readers of the Spanish press. *El País*, *El Mundo*, *ABC*, and *Público* are the primary newspapers available daily at the *quioscos* (kiosks) around Madrid. They provide an excellent *Spanish* “window onto the world” and contain important information regarding cultural events. *Madrid Diario* is an online daily (<http://www.madrididiario.es>) that provides up-to-the minute coverage of breaking news about the city (architecture and urban planning, politics, social policy, news of significant openings, e.g., of interesting new stores and markets, theaters, museums, etc.).

The *Guía del ocio* is another excellent source of information regarding the weekly cultural calendar in Madrid: movies, theater, exhibits, restaurants, and much more. The *Guía del ocio* provides a free, searchable website at www.guiadelocio.com. Also on Fridays, the daily *El Mundo* provides an excellent, free (with purchase of the daily, for 1.00 €) cultural supplement to Madrid called *Metrópoli*. This supplement contains more extensive reviews than *La guía del ocio* and is especially useful for its restaurant, café, bar, and club guide (including the most interesting new openings). The *Guía del ocio* comes out on Fridays at the newsstands (1.00 €).

Furthermore, the VWM Program office, in collaboration with the student *monitores*, frequently updates the program website’s blog with recommendations for plays, concerts, movies, etc. A list of useful links to newspapers, cul-

tural guides, and travel options can also be found on the website. Be sure to check it out regularly.

E. The *Círculo de Bellas Artes*

Students enrolled in the VWM program may request membership in Madrid's beloved *Círculo de Bellas Artes* (the membership fee at the student rate is reimbursed by the program). The *Círculo*, housed in an imposing, landmark art deco building on the *Calle Alcalá* near the *Puerta del Sol*, is a century-old, privately run, precociously interdisciplinary arts institution founded by artists that sponsors a rich program of cultural events, including film series, theater and music performances, and lectures. Models are available most afternoons for students interested in drawing. The library, conveniently located in central Madrid, provides a quiet space for studying away from home, especially since it is one of the few libraries to open on Saturdays. The beautiful frescoed, marbled, and gilt old-world café is a perfect spot to rendezvous with friends (for more information, follow the link on the program's web page to the *Círculo de Bellas Artes*).

F. Studio arts

Students interested in drawing, painting, sculpture, or photography should consider enrolling in a class, for credit, in the *Facultad de Bellas Artes* at the *Universidad Complutense de Madrid*. For an extracurricular art experience, they may consider one of the following art studios in Madrid.

– **El Estudio**

Calle San Pedro, 1 (metro Antón Martín; across from the Prado Museum)

28014 Madrid

Tel 91 429 40 89

Director: Soto Mesa; Secretaria: Inmaculada Gutiérrez

Web: www.el-estudio.org

El Estudio is located near the major museums of Madrid (Prado, Reina Sofía, Thyssen, etc.) and offers training in both drawing and painting. They also prepare students for admission into the *Facultad de Bellas Artes* at the U. of Madrid. The classes at *El Estudio* are individualized, based on the abilities and style of each student. The teacher evaluates each student and then helps them master the technique with special exercises.

- **Escuela Look Academia de Fotografía** (member of Photo Society of America)
 Calle Londres, 10
 28028 Madrid (metro Manuel Becerra)
 Tel: 91 355 10 43
 Web: www.FOTOLOOK.ORG
 This studio has been used in the past by students interested in photography. The photography course meets twice weekly, 90 minutes per class, for four months. The syllabus (available upon request) is very structured and detailed. *Look* would be able to accommodate our students with a two month class and provide a certificate of evaluation at the end.
- **A de Arte / Academia de Dibujo y Pintura**
 Calle Fuencarral, 101 (metro Bilbao)
 Tel: 91 594 09 04
 Web: www.a-de-arte.com
 The two young people teaching the classes are graduates of the School of Fine Arts / U. of Madrid. Located in a loft facing a major plaza, this studio has good natural light and offers two spaces, one for drawing and the other for painting classes. They also provide preparation for the Fine Arts exam so they have many sculptures for drawing practice. They sometimes offer special workshops which are free to their students.
- **Estudio de Arte Kroom**
 Avda. de América, 6 (metro Avda. América)
 Tel: 91 361 40 49
Estudio de Arte Kroom is located in a basement with some small windows and it is divided into two spaces, one with tables for sculpting and the other with easels for painting and drawing. *Estudio de Arte Kroom* is run by a young woman named Yolanda who offers sculpting, drawing, painting, Fine Arts Exam Preparation classes, and Photography workshops.
- **Recommendations:**
 As mentioned, VWM students with skills in studio arts should consider enrolling for credit in the *Facultad de Bellas Artes*. Otherwise, EL ESTUDIO (drawing, painting) and the ESCUELA LOOK (for photography) are good schools and should be considered as an extracurricular activity. A DE ARTE would be another option worth considering for drawing and painting. The ESCUELA DE ARTE KROOM may be the best option for sculpture.

G. Hiking & Biking (senderismo y ciclismo)

- **Pedalibre:** Asociación Cicloturista de Usuarios de la Bicicleta
C/Campomanes 13, 2^o-Izda
28013 Madrid
Tel: 61 752 32 71
Web: <http://www.pedalibre.org/>
Una **asociación** “reivindicativa” que ofrece información sobre dónde y cómo moverse por Madrid capital y provincia en bici. También informan sobre otras rutas (“vías verdes”) por España.
- **amigosdelciclismo.com**
Contáctalos en la web: <http://www.amigosdelciclismo.com/>
Un **espacio virtual** donde los amantes del ciclismo pueden contactarse para colaborar en excursiones. Esta página, al igual que la de Pedalibre, ofrece todo tipo de información acerca de rutas para hacer ciclismo en España, con consejos e información práctica.
- **Calmera**
Atocha, 98 (entre Atocha y Antón Martín)
Horario: 10h00 – 20h30 (ininterrumpido)
Tel: 91 527 15 96
Web:
<http://www.calmera.net/Pagina%20de%20calmera.net/Pagina%20de%20calmera.htm>
Una buena **tienda de bicicletas** que puede tener información acerca de excursiones organizadas por asociaciones o peñas de ciclistas
- **Haciendo Huella**
C/José Abascal 24, 1^a Planta
28003 Madrid (Metro: Alonso Cano)
Web: <http://www.haciendohuella.com/>
HACIENDO HUELLA es una **agencia de viajes** promotora de Turismo de Naturaleza, ubicada en Madrid, que proyecta y realiza excursiones de Senderismo y Montañismo por toda España, durante todos los fines de semana del año.
- **Club Cristalderoca**
Un club que organiza excursiones y viajes de senderismo de fin de semana o para un día sólo. Llama al:
Tel: 91 358 16 90 (o) 619 46 28 51
Web: <http://www.cristalderoca.com>
- **Club Atuaire (“a tu aire”)**
Un club que organiza excursiones de senderismo de fin de semana o para un día sólo. Llama al:
Tel: 91 775 57 60, ó 60 641 0917
Email: info@clubatuaire.com

- **Pies pa que os quiero**
Otro club que organiza excursiones de senderismo de fin de semana o para un día sólo.
Llama a Manolo al: 65 031 19 54
- **La Librería Desnivel**
Librería que vende guías y mapas y que anuncia exposiciones, conferencias y otras actividades relacionadas a la naturaleza (ver “calendario” en su página web).
Plaza de Matute, 6 (metro: Antón Martín);
Tel: 90 224 88 48
Web: <http://www.libreriadesnivel.com/>
- **La Tienda Verde**
Una de las mejores **librerías** en cuanto a mapas y guías para hacer rutas al aire libre. Diferentes asociaciones de senderismo anuncia sus excursiones en esta librería. La Tienda Verde tiene dos locales en la misma calle Maudes:

LA TIENDA VERDE (Guías de Viaje y Libros de Ecología y Naturaleza)
C/ Maudes, 23
Tel: 91 535 38 10 y 91 535 37 94

LA TIENDA VERDE (Cartografía y Libros de Montaña)
C/ Maudes, 38.
Tel: 91 533 07 91, y 91 534 32 57
Web: <http://www.tiendaverde.org/>

H. Gymnasiums

There are modern and well-equipped athletic facilities on the campus of the Carlos III. Involvement in the university’s extracurricular sports program offers an ideal opportunity for meeting Spaniards and improving one’s language skills. Listed here are other outlets around Madrid for staying healthy and fit.

“*Footing*” (jogging) is commonly practiced in Madrid’s main parks —the *Retiro*, *Parque del Oeste*, and the *Casa de Campo*— and around the *Ciudad Universitaria* (Complutense). Be safe: jog with a partner.

Serious *swimmers* may train with a team at the *Piscina Canoe* in *Barrio La Estrella*. Some of the principal *Polideportivos* with *swimming pools* are:

- Instituto Municipal de Deportes Palacete
Puente del Rey, s/n (M: Casa de Campo)
Tel: 91 463 55 50
- Complejo Deportivo Chamartín
Pl. del Perú, s/n (M: Pío XII)
Tel: 91 350 12 23

Rugby players should contact the Rugby Federation, Ferraz 16, tel 91 341 49 78. No fee or dues are required, but you may need to purchase equipment.

The following facilities have been used by VWM students. Most offer 3-month memberships at a reduced rate.

Gimnasio Argüelles	Andrés Mellado, 21-23 (M: Argüelles)	91 549 00 40/41
Gimnasio Dys	Andrés Mellado, 88 (M: Moncloa)	91 543 11 65
Gimnasio El Presidente	Profesor Waksman, 3-5 (men only)	91 458 67 59
Gimnasio Femenino Hermosilla	Hermosilla, 56 (women only)	91 577 33 84
Gimnasio Palestra	Bravo Murillo, 5 (M: Quevedo)	91 448 98 22
Gimnasio Súchel	Metro San Bernardo	
Gimnasio Tu Imagen	Manuel Cortina 5 (M: Bilbao)	91 593 85 17
Gimnasio Zmork	General Perón, 25 (M: Santiago Bernabeu)	91 555 51 50
Sport Club Chamberí	Raimundo Lulio, 18	91 446 43 14
Training Gym	Don Ramón de la Cruz	
Votre Ligne	Lagasca, 88 (women only)	91 576 40 00

I. Dance studios in Madrid

Students in the past have taken *dance classes* at the following studies:

Centro de Danza Carmen Cubillo	Ponzano, 41 (M: Río Rosas)	91 441 16 62
Círculo de Baile	Génova, 17 – 1º	91 308 16 26
Escuela de Bulerías “Juan Morao”	Castellón de la Plana, 7	91 563 69 31
International Ballet School	García de Paredes, 76	91 310 13 53
Stylo. Estudio de danza	Guzmán el Bueno, 43 (M: Argüelles)	91 543 89 38

J. Other extracurricular activities

The opportunities abound, either at the UC3M (*Espacio de Estudiantes* or *Erasmus*) or in Madrid, for involvement in **dance** classes, **theater** classes, **choirs**, or **sports** clubs. For more information please contact Cuchi or María Luisa.

K. Volunteer work

Some students have found volunteer work to be an especially effective means of becoming fluent in Spanish and integrating socially. Those interested in this experience should keep the following in mind:

- The program is able to help students locate work in which they will work on a **volunteer basis** (not for a salary).
- The VWM program **does not provide credit** for such work.
- **Most volunteer groups form in September / October.** Students arriving in Spain in January may find it more difficult to locate work.
- Organizations accepting volunteers require **good language skills** and a **firm commitment** to stick with the job throughout the duration of the semester/academic year.
- Students must be **resourceful** and **independent** have considerable **personal initiative** in order to succeed in this experience.

María Luisa Eizaguirre, Coordinadora de alojamientos y Voluntariado, has prepared the following information regarding volunteer positions available for VWM students. **Students interested in this experience should contact María Luisa by email, preferably before coming to Spain.**

L. El Voluntariado

El voluntariado es una acción social libre y voluntaria a favor de los necesitados. Los voluntariados suelen dirigirse a problemas de pobreza, inmigración, enfermedad, ancianidad, malos tratos, sin hogar y colectivos minoritarios. El voluntariado, por su propia naturaleza, no supone ningún tipo de remuneración económica.

Los voluntariados en España en su mayoría se articulan a través de Asociaciones y Organismos: Comunidades Autónomas (Comunidad de Madrid), Ayuntamientos, Cáritas, la Cruz Roja, Coordinadoras generales y Organizaciones no gubernamentales (ONG), entre las cuales pueden estar las Universitarias.

Los voluntariados comienzan a formar sus grupos de acción en **septiembre y octubre**. A partir de entonces varía la necesidad de voluntarios en diferentes Organismos.

Todas las organizaciones piden un **nivel medio alto de español. Exigen seriedad, continuidad y voluntad de compromiso al menos de 3 o 4**

horas uno o dos días por semana. No suele interesar un voluntario que sólo vaya a ir por un par de meses.

Estudiantes interesados en un voluntariado deben seguir los siguientes pasos:

- Pedir una cita personal yendo al sitio o llamando por teléfono al centro en el que se esté interesado.
- Asistir a una reunión orientativa en el centro donde desea desempeñar su labor.
- Al finalizar la reunión acercarse al director pidiendo que le integren en el grupo de trabajo, apuntando su nombre y dejando su número de teléfono e informándose del horario de trabajo. (Si pasan algunos días y no le han llamado el estudiante debe llamar al centro para informarse de lo ocurrido.)
- Muchos organismos dan una pequeña formación de una hora durante algunos días, para poderse conocer mejor antes de empezar a trabajar.
- En sitios más privados a veces basta con una entrevista personal para ser admitido y para empezar el voluntariado lo antes posible.

Existen algunas iniciativas para trabajar con niños pero suelen ser difíciles de conseguir pues los niños, aunque sean pobres, van al colegio y tienen su vida organizada normal.

Se expone a continuación **un listado de organizaciones en las que han participado algunos de los estudiantes de nuestro programa durante los últimos años, así como otras que se han incorporado nuevas por resultar interesantes.**

- **AMNISTÍA INTERNACIONAL**
c/ Fernando VI, 8 – 1^a
Metro: Callao
Tel: 91 310 12 77 / 91 308 05 81 / 91 308 17 32
Director: Esteban Beltrán.
Coordinador: Pastora Lozano 9,00h a 14,00h - 15,00 h. a 18,00h.

Carácter de voluntariado: Es burocrático, trabajo en las oficinas de Amnistía para la sección internacional: traducciones, cartas a preso, faxes, red, envíos cartas, distribución y envíos de publicaciones, apertura del correo, fotocopios del correo a delegaciones y otras gestiones varias. A veces es muy solitario, sin experiencia de trato humano.

La primera semana de cada mes, lunes, martes y miércoles de 7 a 9 horas de la tarde tienen reuniones de información. Se necesita que el alumno que vaya entregar un *curriculum vitae*. Varios estudiantes de VWM en cursos pasados han ido allí.

- **ASOCIACIÓN SALUD Y SIDA**
c/ Desengaño 18
Tel: 91 532 21 50

- **COMEDOR MARÍA INMACULADA**
c/ Martínez Campos 18
Metro: Iglesia o Rubén Darío
Tel: 91 445 74 12
Coordinadora Voluntariado: Sor Beatriz Cob
Horario entrevista: 10,00h 11,00 y 4,00h - 6,00 h (mejor pedirle hora)
Carácter de voluntariado: social; servir y ayudar en el comedor social desde 12h hasta 14h un día cada semana; Esto es una oportunidad excelente para tener contacto con unas personas sin techo en Madrid y también con las monjas y otros voluntarios que ayudan allí.
- **CRUZ ROJA DE LA JUVENTUD**
Domicilio: c/ Pozas, 14 - 1ª planta
Tel: 91 479 93 61 / 91 532 55 55
Metro Noviciado (línea roja)
Hay que dirigirse al departamento de RECURSOS HUMANOS y consultar con Luis Robles y Víctor Quiroz para pedir entrevista (9,00 -14,00 y 16,00h - 19,00). Después de la entrevista pasará el voluntario por un curso de orientación. Para obtener el carnet de voluntario de la Cruz Roja. El voluntariado suele ser de 4 hrs.
Responsable del voluntariado en hospitales: Ana Belén Valles (9,00h a 14,00h)
Es para gente que pase un año en Madrid, pues se hace muy larga la espera y hay que ser insistente, para conseguir que te den el carnet de Voluntario de la Cruz Roja. Hay mucha burocracia.
El listado de posibles voluntariados de la Cruz Roja es muy extenso.
- **ESCUELA DE SANTA ISABEL**
c/ Hortaleza, 7
Tel 91 310 09 16 (Sor Felisa)
Metro Chueca ó Alonso Martínez
Alumnos del programa han trabajado en esta escuela, cuidando y jugando con los niños de 2 a 6 años. Suelen ser niños de inmigrantes. La escuela ofrece también cursos para inmigrantes adultos.
- **HERMANAS DE LOS POBRES** (Residencias de ancianos)
c/ Dr. Esquerdo, 49 / Tel 91 574 29 88
c/ Zurbarán, 4 / Tel 91 319 20 96
Coordinadora de voluntariado: Sor Ofelia (c/ Dr Esquerdo).
Coordinadora de voluntariado Sor Nieves Sor María Jesús (c/ Zurbarán).
Carácter de voluntariado: social - ayudar físicamente o hacer compañía a algún anciano/anciana. La Residencia de la calle Dr. Esquerdo es solo para mujeres (no admitirían voluntarios hombres). La Residencia de Zurbarán (admiten hombres y mujeres).

– **HOSPITAL DE SAN RAFAEL**

c/ Serrano, 199

Tel 91 564 99 43 / 91 563 50 05

Departamento asistencia social. Trabajadoras sociales Marisa y Dolores. Hay que pedir una entrevista personal.

Funciones: Normalmente acompañamiento de adultos hospitalizados, zona geriátrica. Acompañamiento también de niños hospitalizados: Jugar, talleres diversos para distraerlos, hablar con niños extranjeros que no tienen familia en Madrid, normalmente africanos de lengua francesa. Exigen hablar bien español y francés.

– **HOSPITAL DE LA PRINCESA**

c/ Diego de León, 62

Tel 91 520 22 00

Asistencia Social

Para hacer voluntariado en el Hospital, hay que acudir primero a la Vicaría II (Cáritas), c/ Francisco Silvela, 32. Responsable: Lorenzo 11,00h a 13,00h. Entrevista personal. O bien ir directamente al Hospital y hablar con el responsable del voluntariado de Hospital.

Este voluntariado suele consistir en acompañar a algún enfermo que no tiene quien le vaya a ver y ayudarle por ejemplo con las comidas.

– **HOSPITAL GREGORIO MARAÑÓN**

c/ Doctor Esquerdo (Servicio de Voluntariado)

Se va directamente al Hospital al servicio del voluntariado y se pasa entrevista con el director del voluntariado. Exigen hablar bien el español. La actividad consiste en acompañar y charlar con personas ingresadas que no tienen visitas. El estudiante que hizo este voluntariado encontró que fue una experiencia difícil pero le gustó mucho; este alumno ya había tenido experiencia de voluntariado en Estados Unidos.

– **MINUSVÁLIDOS FÍSICOS DE MADRID** (minusválidos jóvenes)

c/ Mallorca, nº 6 – Bajo

Tel 91 528 03 04

Coordinadora del voluntariado del Centro de día: María Jesús Otero

Carácter de voluntariado: social - acompañar a minusválidos ayudarles en actividades; también tienen actividades de medio

ambiente y necesitan voluntarios para acompañarles a excursiones por Madrid con otros voluntarios jóvenes españoles, así como

llevarles al museo del Prado, al Parque del Retiro. Ayudarles a hacer gimnasia, vestirles, darles clases de inglés, manualidades.

Hay que llamar por teléfono y pedir una entrevista. Muchos jóvenes españoles participan en este programa y varios estudiantes VWM de años pasados han colaborado con este programa.

- **ONCE (Organización de Ciegos)**
 c/ Prim 3
 Tel: 91 532 50 00 ext. 301
 Jefe del despacho de la Tercera Edad y Voluntariado: Luz Arcediano;
 Secretaria: Beatriz Blanco
 Carácter de voluntariado: ayudar o acompañar a algún anciano/a, visitar gente que no puede salir a la calle, ayudar a alguien que se haya quedado ciego recientemente; acompañarles en deportes, etc.
 El voluntario/a tendría que pasar una entrevista personal y recibiría instrucciones de tratamiento a ciegos.
 Les gustaría que el voluntario/a haga 3 horas un mismo día cada semana.
 Aquí hizo el voluntariado una estudiante de Wesleyan, que tenía una madre invidente.
- **PARROQUIA SANTA ISABEL**
 c/Balmes 2 (Al lado de la Sinagoga; una puerta verde detrás de la Iglesia)
 Tel: 91 445 98 25
 Horario de 17h30 a 20h00 – Caritas
 Trabajo con niños inmigrantes, en su mayoría de Latinoamérica y Marruecos, ayudándoles con sus deberes escolares (y con inglés) y jugando con ellos. Para hacer voluntariado aquí o bien se llama pidiendo cita o te presentas directamente. Por lo menos dos alumnos del programa han colaborado aquí y terminaron muy satisfechos con su experiencia.
- **SOLIDARIOS PARA EL DESARROLLO** (Pertenece a la Universidad Complutense de Madrid)
 c/Donoso Cortes, 65
 Metro Moncloa
 Tel 91 394 64 25
 Director del Voluntariado: Cristóbal Sánchez Blesa. Entrevista personal. Todos los viernes a las 17,00h tiene una reunión general de información. Según el nivel de español y el tiempo que el voluntario va a quedarse en España varían las posibilidades de la acción voluntaria.
 Tienen un listado muy grande de posibilidades para hacer voluntariado.
 Después de la Reunión a la que se puede asistir sin pedir hora previamente. El voluntario tiene que pedir al director de la reunión una entrevista personal y expresarle el voluntariado que quiere hacer, para que le apunten. Todo depende de tu propio interés para que te incluyan en un grupo.
 Hay muchos estudiantes españoles. Muchos estudiantes de VWM han hecho aquí su voluntariado, llevando bocadillo y café caliente a los que duermen en la calle. Se reúnen los voluntarios hacia las 20-21h de la noche y van en grupos haciendo rutas hasta las 11,30-12h.

§ XII. RESTAURANTS & HOTELS

In order to begin to understand why Spanish cuisine is now considered one of the most innovative in the world¹³, you need to have an idea about (and, preferably, experience!) its diverse registers and facets: traditional Spanish cuisine in its many regional variations, *nueva cocina española* (or new-wave Spanish cooking, which creatively deconstructs, recombines, and lightens up traditional fare), and *cocina de autor* (pure innovation, the kind of highly personal, chef-driven cuisine associated with the molecular gastronomy of Ferran Adrià). To sample each, check out the *Guía del ocio* restaurant listings and particularly its schematic guide to the types of restaurant available in Madrid: for traditional cooking, try a restaurant listed under “*tradicional*,” “*de mariscos*,” or “*de mercado*” (most bars and *tascas* will offer it) or under regional designations (*asturiana*, *castellana*, *catalana*, *extremeña*, *gallega*, *navarra*, *valenciana*, *vasca*, etc.); for *nueva cocina*, try the restaurants under “*cocina creativa*” or “*fusión*,” for *cocina de autor*, see the restaurants listed under “*de autor*.” Take a break now and then from the eternal return of the *bocata* and the kebab and treat yourself to a *menú del día* at a good restaurant (even at the best restaurants in the city, they typically cost no more than 11 to 19 euros for a three-course meal). For an economical sample of *cocina de autor* in a small and beautifully appointed restaurant (casually elegant, *very* friendly, no snobbery whatsoever), check out *Restaurante Lúa* (Calle Zurbano, 85, M: Nuevos Ministerios, tel. 91 395 28 53). As is typical for *restaurants de autor*, they have no a la carte menu: instead they offer two fixed-price menus with a set sequence of courses (the shorter *menú ejecutivo* for 19 euros a person and the more elaborate *menú de degustación* for 39 euros), based on whatever happens to be in season and the chef’s inspiration that day. The *menú ejecutivo* is a steal at 19 euros a head and is offered Mondays through Thursdays, both in the afternoon and the evening (*comida* and *cena* or *de día* and *de noche*).

The *Guía del ocio*’s listings also offer a handy guide to the city’s many, varied, and excellent **vegetarian restaurants**. For a review in English of some of Madrid’s vegetarian restaurants (by a UK veggie magazine), click on:

http://www.veggieplaces.co.uk/vegetarian_madrid.html.

All the major dailies have food and wine sections, with regular reviews of restaurants. *El Mundo*’s print supplement, *Metrópoli* (available Fridays with the purchase of the daily) and its website are particularly useful for restaurant, café, bar, and club reviews. *El Mundo* regularly scouts the city’s restaurants for the best *menú del día* deals. Two other internet sources will help you navigate Madrid’s extraordinary range of culinary choices (and find out why the city is one of the world’s gastronomic capitals), check out menus (including *menús del día*) and interiors, locate places, and make reservations (if desired):

www.diningcity.com/madrid/, and

¹³ See, for instance: www.npr.org/templates/story/story.php?storyId=4466363 or www.timesonline.co.uk/tol/news/world/europe/article1696645.ece

www.restaurantia.com/restaurantes/guia-restaurantes-hosteleria.asp.

See also the latest *Time Out Madrid* guide recommendations, which are generally interesting and reliable. Further information on restaurants, cafés, bars, pubs, and discotheques is available in the *Guía del ocio*.

The following restaurants are recommended for special occasions (visiting parents, etc.):

- ***Al Mounia***
Recoletos
Moroccan
91 435 08 28
- ***Casa Botín***
Cuchilleros (Pl Mayor)
Traditional Castilian (roast suckling pig, roast lamb)
91 366 42 17
- ***Casa Mingo***
Pº de la Florida
Traditional Asturian (roast chicken, Asturian cider); inexpensive
- ***El Alcalde***
Jorge Juan, 10
Basque, expensive
91 576 33 59
- ***El Asador***
M: Pl. Tirso de Molina
Basque
- ***La Barraca***
Reina
Valencian (paella, rice dishes)
91 532 71 54
- ***Artemisa***
Tres Cruces, 4
Vegetarian
91 521 87 21
- ***El Bazar***
Libertad 21 (Chueca)
Trendy and inexpensive
91 523 39 05
- ***La Finca de Susana***
Arlabán, 4 (Sevilla)
(same management as *El Bazar*)
91 369 35 57

Some of the more interesting cafés and *mesones* or *tascas* in “Old Madrid” include:

Puerta del Sol / Plaza Santa Ana

- **Café de la Fídula**
c/Huertas
Classical music
- **Café Central**
Pl. del Angel, 10
Café Jazz
- **Chocolatería San Ginés**
Pasadizo San Ginés
Famous for its chocolate con churros
- **Casa Patas**
c/ Cañizares, 10
Flamenco, (reserve for the show: 91 369 04 96)
- **Populart**
Huertas, 22
Jazz

Bilbao / Malasaña

- **Café Manuela**
S. Vicente Ferrer, 29
Viernes: tertulias de poesía
- **Maravillas**
S. Vicente Ferrer, 35
- **Café Comercial**
Glorieta de Bilbao
The oldest café in Madrid
- **Café Ruiz**
c/Ruiz
Bohemian

Paseo de Recoletos

- **Café Gijón**
Pº de Recoletos
Traditional literary café
- **Café del Espejo**
Pº de Recoletos
Elegant *Belle Époque* atmosphere

A word of caution from past participants

We should mention that students warn against getting locked into the “disco routine,” which often means associating with Americans, speaking English, and missing out on other valuable experiences. Year after year they reiterate in their evaluations that the best way to enjoy the experience of spending a semester in Madrid is to spend as much time as possible with Spaniards and speaking Spanish.

A. Visiting friends and relatives

For an interesting, well-described, and reliable list of recommendations for hotel accommodation (given by location and price range), see the latest *Time Out Madrid* guide. Other recommended lodgings for friends or relatives who visit include:

- *Hostal Lisboa*
Ventura de la Vega, 17
€€€€
91 429 98 94 / 46 76
- *Hotel Mora*
Paseo del Prado
€€€€
91 420 05 64
- *Hostal Santa Barbara*
Pl. Sta. Barbara
€€€€
91 445 73 34
- *Youth Hostel (Albergue)*
Santa Cruz del Marcenado
€€€€
- *Holiday Inn*
Pl. Carlos Trías Betrán, 3
€€€€
- *Hostal María Molina*
Carrera de San Jerónimo
€€€€
91 429 66 38
- *Hotel Regina*
Alcalá, 19
€€€€
91 521 74 25
- *Hotel Meliá Castilla*
€€€€
- *Hotel Velázquez*
Velázquez, 62
€€€€
91 575 28 00

B. Apartamentos / hotels for longer stays

- *Andrómeda*
Almagro, 10
91 319 80 94

- *Golden Brick*
Lagasca, 67
91 431 72 40
- *La Ostrería*
Pobladura del Valle, 33
91 306 36 25
- *Madrid*
General Pardiñas, 92
91 404 18 50
- *María Isabel*
Barbieri, 1
91 522 84 20
- *Olano*
Ros de Olano, 2
91 519 15 19
- *Orión*
Diego de León, 10
91 563 32 51
- *Príncipe II*
Príncipe, 11
91 429 44 70
- *Ricci Suites*
Francisco de Ricci, 9
91 559 87 71
- *Recoletos*
Villanueva, 2
91 431 96 40
- *Apartamentos Eraso*
Ardemans, 13
91 355 32 00
- http://www.guiademadrid.com/guia/y_hoteles/index.asp

§ XIII. TRAVEL

A. Travel guides

A good guidebook is an essential tool for any sojourner in Spain. The following are useful to bring from the United States:

- ***Time Out Madrid*** guidebook (2007 ed. or later): written by residents, **it is the best travel guide to the city** in English.
- *Michelin Guide*: for a good overview of key sights throughout Spain
- *Let's Go*: written by Harvard students for students seeking inexpensive restaurants and lodging
- *Lonely Planet*: a series which provides unusually complete and imaginative information. There is a general guide for Spain, and also a guide for walking, and a very well-reviewed World Food Guide

In Spain, students should purchase more specialized guides for areas they want to know well (Madrid, of course, being one of those areas). Check out the *Editorial Anaya* guides at the *Casa del libro*, on Gran Vía.

Appreciation of a country is measurably enhanced by an understanding of its history and geography. Program participants should strive to develop at the very least a general knowledge in this area, and they should therefore possess a good, short history of Spain. Among the many that exist, program directors have recommended:

- John Hooper, *The New Spaniards: A Portrait of the New Spain*, rev. ed. (Penguin, 2006)
- Antonio Domínguez Ortiz, *España: Tres milenios de historia* (Madrid: Marcial Pons Editores, 2001)
- Raymond Carr, Ed., *Spain: A History* (Oxford University Press, 2000)

Students should purchase Hooper's introduction to contemporary Spain in the United States. The travel sections at the main *Casa del Libro* (M: Gran Vía) branch, located on the Gran Vía, has an excellent selection of reasonably priced guides. Students should also visit *FNAC* (M: Callao), which is located off of Plaza Callao, not far from the *Casa del Libro*.

B. Travel in Madrid

– *Fares*

As mentioned, the program provides its students with a pass (Bono de transporte B1), which allows unlimited travel between Madrid and Getafe (on trains and buses).

The following information, designed to summarize the travel options in Madrid, may be useful for friends and family during their visits:

Metro / Autobús	1 €	<i>Billete sencillo</i> (single ticket); NB: subway operates 6:00am-1:30am.
Bono METROBUS	7,40 €	A discounted ticket for 10 trips within Madrid on the subway or city buses; Available at “ <i>casetas EMT</i> ,” <i>kioskos</i> (newstands) or <i>estancos</i> (state-run tobacco shops).
Tren de cercanías	1,20 € 6,8 €	<i>Billete sencillo</i> (single ticket) Atocha to Getafe <i>10 viajes</i> (10 ticket coupon) Atocha to Getafe
Abono Mensual de Transporte	33,50 € (under 21 yrs old) 53,70 € (21 yrs & older)	This monthly pass, <u>for region B1</u> , allows unlimited travel on all public transportation in Madrid and to Getafe
Taxis		<u>Normally pay only amount indicated on taxímetro</u> Suplementos are charged for: suitcases (not hand bags); pickup/drop-off at airport or train station; A nominal tip is acceptable but not expected

C. Travel out of Madrid

- *Travel agencies*

Discounted student fares for travel may be found at:

- **Asatej**
Carrera San Jerónimo, 18 – P1
Tel 91 522 96 93
www.asatej.com

Other travel agencies used by former students include:

- **Funiversal**
Pza Sta Bárbara 8, 3º (M:Alonso Martínez)
91 303 24 92
91 319 85 68
<http://www.funiversal.com/>

- **Funiversal / USA**
690 Market St, Suite 217
San Francisco, CA 94104
(415) 362 71 96
<http://www.funiversal-us.com>
- **Metropolitan**
Galileo, 25 (Argüelles/San Bernardo)
91 448 54 13
91 593 44 70
- **Barceló**
90 220 04 00
<http://www.barceloviajes.com>

– **Train**

- *RENFE* (“Red Nacional de Ferrocarriles Españolas”)
Tickets and information: Alcalá, 44 (Tel 902 24 02 02)
20% discount on round-trip tickets if you travel on a *día azul* (off-peak days).
When purchasing tickets, always ask from which of the following three stations the train operates.
- *Estación de Atocha* (this is the main terminus for long-distance routes, at the southern end of the Madrid city center; for destinations north of Madrid, you might prefer to catch the train from the northernmost terminus, Estación de Chamartín, since it’s a smaller and less-crowded station [check with your on-line or in-person ticket vendor about whether your train makes a stop at Chamartín])
Glorieta del Emperador Carlos V
Suburban lines (*cercanías*), including Carlos III
Andalucía or Portugal
- *Estación Príncipe Pío* (or *Estación del Norte*)
Paseo de la Florida
Suburban lines (*cercanías*)
- *Estación Chamartín*
Calle Agustín de Foxá
Northern Spain, France, Barcelona

– **Bus**

- *To Barajas Airport*
Intercambiador Avenida de América (bus nº 200)
1.00 € each way (*bonobus* valid)
Buses run every 15 minutes, starting at 5:45am-11:30pm.
- *Estación sur de autobuses*
Méndez Álvaro (Metro: Méndez Álvaro; Tel 91 468 42 00)
Destinos: Toledo Galicia, Asturias, Barcelona, Levante (Menos Valencia), Andalucía, Extremadura (menos Cáceres y Badajoz)

- *Continental auto*
Intercambiador de Av. América, 9 (Tel: 91 745 63 00 / 91 745 63 00)
Destinos: País vasco, Rioja, Navarra, Cantabria (Santander y Torrelavega), Granada, Motril y Almuñecar, Burgo de Osma
- *Intercambiador de Autobuses / Plaza Castilla*
Avda. de América, 34 (Entrada por P. Xifré; Tel: 91 765 13 17 / 91 765 13 17)
Destinos: Sierra Norte de Madrid, Guadalajara, Alcalá de Henares
- *Intercambiador de autobuses / Moncloa*
Pº de Moret s/n. (Metro Moncloa; Tel: 91 896 90 28)
Destinos: Suburbs, El Escorial (every 15 min.), northwestern Spain
- *La Sepulvedana*
Estación Príncipe Pío (Tel: 91 530 48 00)
Destinos: Segovia
- *Auto Res*
Conde de Casal (Tel 91 551 72 00)
Destinos: Valencia, Cáceres, Salamanca, Zamora y Vigo

– *Plane*

Important: Do not make return reservations until after final exams are scheduled

- *Iberia*
Velázquez 130 (esquina María de Molina; M: Avenida de América)
28006 Madrid
Tel 90 240 05 00
- *Continental Airlines*
Leganitos, 47 – 9^a (Plaza de España)
Reservas: 91 559 27 10
Fax: 91 541 78 72
- *Delta Air Lines*
Tel: 901 116 946
- *Airport*
Tel: 902 353 570 or 91 305 44 43

D. Spain's Unesco World-Heritage Sites

Spain is neck-and-neck with Italy for the most UNESCO-recognized world-heritage sites. For the current list (and ideas for travel in Spain), click on:

http://whc.unesco.org/en/list/?search=spain&searchSites=&search_by_country=&type=&media=®ion=&criteria_restriction=&order=

E. Travel recommended by former students

– *Day trips*

- *Toledo*
Fonda La Belviseña: 92 522 00 67

- El Escorial
- *Aranjuez*
Picnic in Royal Gardens along the Río Tajo
- Alcalá de Henares
- *Segovia*
La Granja, Río Frío
- *Sigüenza*
The picturesque Atienza, near Sigüenza, may be reached by car
- *Navacerrada, Cercedilla*
Take *tren de cercanías* for hiking in the Sierra de Guadarrama

– **Weekend trips**

Andalucía:

- *Sevilla*
Hostal Río Sol (95 422 90 38); Pensión Santa María de la Luz; Hostal Sánchez: c/Corral del Rey; Hostal Bienvenidos: c/Archeros; Hostal Virgen de los Reyes Pensión “Buen Dormir”: c/Fabiola
- *Córdoba*
Hostal Boston: Málaga, 2
- *Granada*
Hotel Victoriana; Hostal Goménez
- *Ronda*
Hostal San Francisco (95 287 32 99); Hostal Morales
- *Cádiz*

Aragón:

-- *Zaragoza*

Castilla y León:

- *Avila*
- *Burgos*
- *León*
- *Salamanca*
Hostal Oriental

Cataluña and Levante:

- *Barcelona*
Pensión Francia, Pensión Nola, Hostal Terraza, Hostal Alicante, Hostal Pintor, Pensión Sta. Ana, Hotel Parisien
- *Valencia*

Extremadura:

- *Guadalupe*
La Hospedería de los Frailes

- Trujillo
- *Cáceres*
El Hotel Extremadura
- Mérida

Galicia:

- Santiago de Compostela
Hostal Susa

País Vasco

- *San Sebastián*
Pensión la Perla, Pensión Alemana, Hostal Eder
- Bilbao
- Vitoria

§ XIV. WORDS OF WISDOM FROM FORMER STUDENTS

Program participants are commonly eager to pass on words of wisdom to their successors at the end of the semester, when impressions of their experience are visceral. We offer here a selection of what are probably the most discerning comments.

- “take AL classes and don’t travel every weekend”; “learn as much as you can about the city”
- “take time to explore Madrid often and on your own”
- “attend program events”
- “read the newspapers to find out what is going on in Madrid”
- “take CH classes”
- “get involved in Intercambios”
- “buy the most recent edition of *Time Out Madrid*”

§ XV. PRE-DEPARTURE CHECKLIST

A. Strategies for achieving your goals

We assume that your primary objectives in studying abroad are language proficiency and cultural competency. The program staff in Spain is eager to help you achieve these goals and has culled these “words of wisdom” offered by previous VWM participants. They recommend that you:

- Get involved in at least one extracurricular activity that will bring you into regular contact with Spaniards who share your interests;
- Enroll in more than one Vassar or Wesleyan credit of coursework in regular *Universidad Carlos III* courses (you are required to enroll in at least one credit of direct-enrollment courses);
- Avoid English-speaking environments as much as possible.

Concerning the first point, some options are listed in our *Student Manual* and program website (www.wesleyan.edu/madrid) under “Extracurricular activities.” You will be given a bound copy of the *Student Manual* in Granada. The pdf of the updated, on-line version of it is to be found at the program website under “Guía del estudiante” (in the left column of the home page) and then “Guía (.pdf),” which you would do well to begin consulting right away. The other links under “Guía del estudiante” are also likely to be the most interesting to you at this point, including the updated “Calendario’ for the spring term. The **SJA** and **Erasmus** student organizations at the *Universidad Carlos III* (UC3M) are an excellent way of interacting with college-aged Spaniards and other Europeans. VWM participants this year have found the field trips organized by these groups to be extremely rewarding and recommend them highly. They also warn against frequent travel outside of Spain with other American students, since, as they put it, this practice tends to be an impediment, rather than an enhancement, on the road to achieving your goals.

As for the second point, links on our web page should help you review curricular options at the UC3M. Although the courses listed are mainly for the current fall semester, you will find that course options remain fairly stable from term to term. The definitive spring-semester courses will be posted in January in time for your registration, but this should not keep you from beginning to familiarize yourself with the UC3M’s curricular structure and likely course options through our website. The *Asignaturas de licenciatura* (Als) are listed by semester (*primer cuatrimestre*, *segundo cuatrimestre*) and year (*primer*, *segundo*, *tercer*, and *cuarto cursos*). Needless to say, you will be searching for courses in the *segundo cuatrimestre*. Without disregarding completely 1st and 2nd year offerings, I recommend that you focus primarily on 3rd and 4th year courses as you review your options.

Finally, we pass on to you an oft-repeated suggestion from VWM alumni regarding the third point. Everyone recognizes what pleasure there is in sharing

your Spanish life with friends and family from home. Consider planning for such visits so that they do not intrude on your language study acquisition (e.g., at the end of the academic program).

B. Pre-departure Checklist

The following checklist is provided to guide you during your pre-departure planning. Consult the updated *Student Manual* (through the program website), especially in the section entitled “Practical Information,” for further discussion of many of these topics.

- Dates, addresses and telephone numbers

The *Student Manual* includes the fall and spring semester calendars, along with a directory of addresses and telephone numbers of program staff. Before leaving home, please ensure that your families have access to this information and that they know how to contact you (or us) abroad.

- Cell phones

If you are in touch with current students interested in selling you their cell phones, you should take advantage of the opportunity. Otherwise, you will have a chance to buy a new one when you arrive in Granada.

- Mail

You may receive mail through the program address or at your home in Madrid. Within the next few weeks, you will receive your home addresses in Madrid with links to public transportation network and city street maps.

- Money

Cash (euros) may be withdrawn from most U.S. accounts at ATM machines throughout Europe (in Spain, they are called *cajeros automáticos*). Check with your home banks regarding fees for these transactions. With certain credit cards, students may also receive cash advances from an ATM machine. Interest on cash advances begins accruing immediately, making this a more expensive solution. Bank and credit card companies often block use of debit and credit cards outside of their normal radius unless the companies have been notified in advance. This is to protect cardholders from fraud, but it can be a terrific nuisance if you find yourself unable to withdraw cash abroad. Be sure to call your bank and credit card companies before you leave and ask them to annotate your account so that the fraud department will know when and where you will be making withdrawals and purchases abroad. Please take this seriously and call NOW. You may be transferred to the fraud department to make the annotation. In some Spanish ATM networks when you use an American ATM card cash will be withdrawn from your savings account even if you request it be taken from your checking account. You can find yourself unable to withdraw cash if your savings account is empty. To get around this network interface kink, make sure you have funds in both savings and checking accounts before you leave. If you

see ATM withdrawals on your American card(s) are being taken from your savings account, then use the internet to make transfers regularly from your checking account. There are two major competing ATM networks in Spain, the 4B (associated with Banco Santander or BSCH and its allies) and Servired (associated with Banco Bilbao Vizcaya or BBVA and its allies). If you have an ATM card from one network and use the other network to withdraw cash you will be charged very high commissions. ATMS belonging to the bank issuing your card will charge no commission. Affiliated bank ATMS are charging (in late 2007) .50 euros per transaction.

- Safety precautions

Please make two photocopies of each of the following documents, leaving one copy with your family and bringing the other copy and the original with you:

- Passport (carry the copy on your person and safeguard the actual passport in your Madrid homestay)
- Identification cards (student, etc.)
- Driver's license
- Medical insurance cards
- Credit cards
- ATM cards

- Medical

You should bring your medical insurance card (including your policy number) and several blank claims forms with you to Spain. Students needing medical attention abroad pay for the service out of pocket and submit the receipts with insurance forms in the United States for reimbursement from their health insurance companies. If you require special medication, bring with you all necessary supplies for the time you will be in Spain since drugs cannot be mailed across international borders.

- Luggage

- Label your luggage inside and out with U.S. and Spanish contact information (addresses and telephone numbers).
- Remove all old airline tags before checking your bags at the airport.
- Regarding weight allowance, remember that different standards apply on domestic and international flights in Spain as in the U.S. By packing lightly you will avoid paying a fee for excess weight on the Spanish domestic flight from Granada to Madrid on 9 February.