All of the information in this packet is accurate at the time of publication. As we have referenced in several other documents, forms and websites, the nature of the COVID-19 pandemic is such that all elements of our programs are subject to change. We will do our best to update this packet and notify you as changes occur.
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IMPORTANT CONTACTS

INTERNATIONAL PROGRAMS OFFICE (TALLAHASSEE)

A5500 University Center
282 Champions Way
P.O. Box 3062420
Florida State University
Tallahassee, FL  32306-2420

Phones: (850) 644-3272 or 1-800-374-8581
Fax: (850) 644-8817
Hours: 8:00 a.m. – 5:00 p.m., EST, Mon. – Fri.
Email: ip-info@fsu.edu
Website: international.fsu.edu

Louisa Blenman
Associate Director

Email: lblenman@fsu.edu

Carolyn Barringer
Director of Program Management

Email: ctbarringer@fsu.edu

Program Management

Email: IP-faculty@fsu.edu

FSU VALENCIA STUDY CENTER

FSU Valencia Study Center
Calle Blanquerias, 2
46003 Valencia, Spain

Phone: (011) 34-96-355-9360
Fax: (011) 34-96-356-3053

Ignacio Messana, Director

Email: imessana@admin.fsu.edu
Cell: (011) 34-649-365-403 (Emergencies Only)

Alicia Martinez, Associate Director

Email: Alicia.martinez@fsu.edu

Tamara Garcia, Academic Coordinator

Email: tgarcia@fsu.edu

Maria Sierra, Housing & Health Coordinator

Email: maria.sierra@fsu.edu

Vicky Pacheco, Budget & Accounting Coordinator

Email: vpacheco@fsu.edu

Oriana Goncalves, Cultural Program Coordinator

Email: ogoncalves@fsu.edu

Jaclyn Falconetti, Program Coordinator

Email: jfalconetti@fsu.edu

VALENCIA EMERGENCY PHONE NUMBERS

Making international calls from the U.S. to Spain: First dial “011” (for international call), followed by “34” (the country code), then the specified location number.

Emergencies Phone: 112

U.S. Embassy
Calle de Serrano, 75
28006 Madrid, Spain

Phone: (011) 34-91-577-4000
Website: es.usembassy.gov

Time differences: Spain time is ahead of Miami and Tallahassee (EST) by 6 hours, Pensacola and Chicago (CST) by 7 hours, Denver by 8 hours, and Los Angeles (PST) by 9 hours.
BEFORE DEPARTURE & ARRIVAL IN VALENCIA

COVID-19 UPDATES AND POLICIES

Faculty and their guests should expect to adhere to entry requirements in place at the time of your arrival in Spain and the duration of the program, including proof of COVID-19 vaccination.

Effective February 1, 2022, U.S. citizens can travel from the United States to Spain on non-essential travel (such as tourism) if they show proof that they are fully vaccinated and have received the last required dose of their COVID-19 vaccine (the Booster shot) no less than 14 days, and no more than 270 days (9 months), prior to arrival in Spain.

Additionally, U.S. citizens traveling from the United States to Spain MUST present upon arrival in Spain a QR code generated through the Spain Travel Health portal, for each traveler, regardless of their age. Faculty will receive these directions through the Faculty Portal closer to departure.

For your return after the program, all air travelers arriving into the U.S. from a foreign country must provide a negative COVID-19 test result and must get tested before departure from the host country. FSU Valencia staff will assist the faculty member to schedule this appointment and the faculty member is responsible for the cost of the antigen test (not PCR) (about 20€-30€).

ARRIVING IN SPAIN

All faculty must check their current passport to ensure they have at least 6 months validity after the departure date from the Study Center location.

If you are not a citizen of the U.S., please contact IP-passports@fsu.edu as soon as possible to ensure that any special requirements relating to your proposed entry into Spain might be researched.

There are very few (if any) direct flights to Valencia from the U.S. Instead, most travelers will depart the U.S., land in Madrid or Barcelona, and take a connecting flight to Valencia. Travelers should plan to fly into Valencia rather than take a train or bus to Valencia from another Spanish city. Please refer to the details provided in the “Approval to Purchase Airline Ticket” portal notification for more information regarding booking flights.

AIRPORT/TRAIN TRANSPORTATION

Upon your arrival, please take a taxi from the airport or train station to the Study Center to get the keys to your apartment. In case of any changes, the Valencia staff will confirm this information in an email before the respective sessions begin.

The maximum taxi price from the airport to the Valencia Study Center or faculty housing should not be more than €25 during the day and €30 during the night or weekends. The standard costs are between €30 and €35.

Broad curriculum faculty can claim (from the TLH IP office) transportation costs from the airport for initial arrival and to the airport for final departure.

In order to receive reimbursement, the faculty member must save receipt(s), and expense receipt(s) must be uploaded to the Concur online travel system. See directions for uploading receipt(s) to the Concur online travel system in the IP Faculty Portal. If you have issues with the Concur system, please contact FSU Travel or your FSU home department travel rep. Contact ip-submittravel@fsu.edu with any questions about receipts. Travel receipts for reimbursement will not be accepted via email or in person.
PROGRAM SPECIFICS

FACULTY ON-SITE ORIENTATION
The first faculty meeting takes place at the Study Center in Valencia usually the day after the faculty arrive. The meeting lasts approximately an hour and after faculty are invited to have lunch. After the faculty meeting, all faculty are invited to join the Student Academic Orientation in order to participate, and briefly introduce yourself and your courses to the students. Valencia staff will confirm this information in an email sent before the respective sessions begin.

VALENCIA STUDY CENTER
The FSU Valencia Study Center is located in restored buildings in the historic downtown quarter, adjacent to the Serrano Towers. The Centers have been built with care and concern for the architectural treasures uncovered during the renovations. The remains from the 10th-century Arabic wall and 14th-century tanning tanks will be viewed through the reinforced glass floor, and museum displays will be placed throughout the ground floor, highlighting various Roman and Spanish artifacts that were discovered during renovations. The state-of-the-art center includes classroom space, administrative offices, faculty offices, a computer lab, and fully furnished self-contained student apartments.

HOUSING
Faculty accommodation on our Valencia Program consists of a one-bedroom or double studio apartment sleeping up to two persons. All the faculty apartments or studios will be approximately 10 minutes’ walk from the FSU Valencia Study Center. All apartments have Wi-Fi, a fully equipped kitchen, and a washing machine. Faculty have the option of selecting FSU-provided housing OR a housing expense reimbursement in order to research, reserve, and pay for their own housing arrangements.

Faculty who opt to arrange their own housing must provide their local Valencia address to the FSU Valencia Study Center staff and add this address in their IP Faculty Portal “Information While Abroad” section.

SOCIAL/CULTURAL EVENTS
International Programs provides social and cultural events for all student program participants as part of the program fee. These events may include concerts, lectures, special visits, or day trips to surrounding locations. Program Leaders must attend all program-related social/cultural events. Faculty members can choose to also participate in program-planned social/cultural events, if space is available. Due to safety reasons and limited space, guests of faculty are not permitted on day or overnight excursions.

For day trips and social events, faculty will only have to pay for their meals and the cost of the event itself. The breakdown of these costs is provided by the Study Center. The Valencia staff will provide an Academic/Cultural Calendar with all the information posted in the Faculty Portal and at the on-site faculty orientation.

We will always try our best to ensure a spot for faculty on our overnight excursions but keep in mind if that time of the year is very busy it can be difficult to get extra hotel rooms. We advise you to notify the staff as soon as possible if you are interested in joining any of the overnight trips in order to try and secure a spot on the trip.

FACULTY COMPENSATION
Teaching stipends will be split between the pay periods during the approved program dates. Payments will be deposited automatically to the faculty member’s checking account, as currently arranged with FSU.

Be sure to keep your original receipts for expenses incurred for airport transportation in country, shipping, or airline baggage charges.

Please refer to your International Programs appointment letter for more information.
CLIMATE & PACKING
Valencia is warm in the summer and early fall. Average temperatures range from the mid-70s to 90s (Fahrenheit). Temperatures in late fall and winter (November - February) in Valencia usually drop into the 40s at night, rising to the high 60s to low 70s during the day. The winter nights can get cold due to the wind and humidity. We advise you to bring at least a windbreaker or jacket, regardless of the time of year. Spanish dress more conservatively so females should not expect to wear short shorts and spaghetti straps in many places. Although rain is not frequent, when it does rain, it pours. If you make excursions to other cities, you will encounter temperatures even colder than those in Valencia. Rain or snow seems to be a constant in northern Spain in the winter.

Europeans, in general, do not heat their buildings as warmly as we do, therefore you must take warm clothing with you, or be prepared to buy it there.

- Most newspapers or websites list the high and low temperatures of Spain in the weather section.
- For updates on weather conditions, check out the website: weather.com.
ACADEMIC INFORMATION

International Programs is a strong proponent of the concept that “The World is Your Campus.” Class sessions need not meet solely in the classroom; we encourage you to use the host city as a living and interactive classroom. Courses taught internationally should be enhanced by their location, and we recommend that you take full advantage of all the resources available to you. The finest museums, theatres, and historical sites are at your disposal, so you will be expected to get your students out into the streets to explore all Valencia has to offer.

CONTACT HOURS

Course-related field trips incorporating academic lectures are classified as classroom contact time for the duration of the lecture or instruction. Faculty must accompany students with formal instruction on all course excursions during class time. Course-related field trips without formal accompanying instruction count as half class time for the period allotted by the instructor.

Helpful Information

The contact time required per credit hour is 750 minutes or 37.5 hours. You are able to utilize travel time to and from the location for instruction.

ACADEMIC RIGOR

Distractions from academic work are part of a student’s life while studying abroad, due to the fact they are in a new and alluring environment. They invariably want to travel and explore. Personal travel and exposure to the culture are important to the educational experience, but this must not be at the expense of academic standards. The syllabus should make clear the final grade penalties that will be imposed for any unexcused absence during the session, such as personal travel.

Student’s access to library facilities, computers, and reliable internet access will be more limited than on the home campus. Faculty should take this into account when assigning research papers and other assignments that rely on these resources. Focusing outside class assignments on direct contact with the culture is a wise alternative. Whenever possible, assignments should be creative mixtures of traditional materials and the international environment.

When faculty applied to teach abroad, they were asked to submit course descriptions for all study abroad courses. As per the Higher Education Opportunity Act (2008), Section 112, information regarding course materials for courses taught at our study abroad locations must be posted on the FSU Textbook Compliance Portal in Student Central before registration opens for the students. This ensures that students know about any required texts and course materials they will need to purchase prior to their departure. Before registration opens for students in the spring semester, IP Program Management will request this textbook information from instructors to submit textbook information for their courses. International Programs will then enter this textbook information into Student Central. If there are any questions regarding Textbook Compliance, please contact IP-Faculty@fsu.edu.

COURSE DESCRIPTIONS

Course descriptions are displayed on the International Programs website for all courses taught abroad. These descriptions are from the official course catalog. For special topics or Liberal Studies courses, a member of IP Program Management will contact the faculty member to confirm the correct description for the IP website.

DIRECTED INDIVIDUAL STUDY (DIS)

Faculty may be asked to accept Directed Individual Study (DIS) requests from students going abroad. There is no additional compensation for accepted DIS courses. Instructors may also be asked to be a Professor of Record by a student participating in an IP International Internship.
SYLLABI
An electronic copy of the faculty member’s finalized syllabi must be provided to the Valencia Academic Coordinator (Tamara Garica) by the conclusion of the first week of classes. Each syllabus should be as comprehensive as possible, clearly setting forth fully the requirements for the course. Course standards should be absolutely clear in each syllabus at the outset. Objections arise when new requirements are added mid-course. Grade appeals are often determined by the clarity of syllabi.

University and Faculty Senate policy require that a course syllabus be distributed at the beginning of the semester. Please visit the following link for further explanations:
http://fac senate.fsu.edu/Curriculum-
Resources/Syllabus-Language

The syllabus is required to include:
- University Attendance Policy
- Academic Honor Policy
- Americans with Disabilities Act (ADA) statement (updated 9/16/20)
- Syllabus Change Policy

The syllabus should also include:
- Information about Free Tutoring from FSU
- Written course objectives
- An evaluation/grading statement that indicates what procedures will be used to evaluate students. It should also be possible to discern the approximate weight of each grade component.
- A statement of the faculty member’s policies and/or expectations regarding classroom conduct and missed work.

Additional helpful information to use when creating syllabi can be found at the following link:
https://fda.fsu.edu/leadership-
toolkit/syllabus_preparation

Please keep in mind that faculty members and Program Leaders may be required to provide Non-FSU students with a syllabus of their course(s) so these students can receive pre-approval from their home institution before going abroad.

There may be other required syllabi entries based on a course’s designation. For example, if a course is a Liberal Studies course, there may be additional requirements for the syllabus. Please check with your home department for any requirements specific course(s) may have.
GRADES
All instructors are required to submit their grades online. Grades are submitted through Student Central. For complete instructions on how to submit grades please visit the following link: http://www.sc.my.fsu.edu/Faculty/How-To/Use-Grade-Rosters-in-Faculty-Center. For “Incompletes,” “No Grades,” or any necessary changes to grades even after the term’s grades have been posted, please go to http://sc.my.fsu.edu/Faculty/How-To/Request-a-Grade-Change.

ATTENDANCE
Rosters are available through Student Central. Each instructor has the responsibility to ensure class rosters are correct after the drop/add period is complete.

ACADEMIC FACILITIES
For information on available academic facilities, such as AV equipment, library space, or laboratory space, please contact your Program Coordinator or IP-Faculty@fsu.edu.

EVALUATIONS
Program Evaluations
Each student is asked to complete evaluations of the program. Program evaluations are provided to students by an International Programs staff member through an online survey. These evaluations help us prepare a report on the program and hear student opinions in regard to their overall experience. Please remind students of the importance of these surveys in the final days of your class.

Course Evaluations
Students are asked to evaluate the courses they complete abroad, just as they evaluate courses on the main campus. Course evaluations are automatically ordered and provided to students electronically by FSU’s Office of Distance Learning.

Faculty Experience Survey
Faculty and Program Leaders will also receive a survey regarding their experience abroad. These evaluations help us assess our current processes and procedures and incorporate faculty feedback into future programs.
BANKING

We recommend you set up online banking for your bank account(s) prior to departure from the U.S. so you can monitor your account(s) while overseas. Many cities are moving away from using cash.

Before using an ATM or debit card overseas, we recommend the following:

- Make sure debit/ATM cards are linked to a checking account rather than to a savings account to have access to your funds.
- If you have a pin longer than 4 digits or based on letters, you may have trouble using it abroad. You will need to change your pin before departure.
- You should contact your financial institution for information regarding ATM transaction fees. You can limit the fees if your U.S. bank has a 'sister' bank in the host country and/or if you limit your withdrawals, though we do not advise keeping large sums of money on your person or stored in your residence, even if a safe is provided.
- Keep a record of all credit/debit/ATM card numbers and the phone numbers you would need to call, with area codes, if they are lost or stolen. Keep this record in a safe place separate from your cards, and you should provide a copy to family at home.
- Make sure you have a credit card in the event of an emergency. If you need to visit a doctor or hospital, you will likely have to pay prior to the service, and then submit an insurance claim afterward for reimbursement.
- Mastercard and Visa are the most widely accepted credit cards overseas. Past faculty members have had issues with American Express and Discover cards being accepted.
- A credit card with "chip and pin" technology is recommended, as this is the standard abroad.
- Consider applying for a credit card with no foreign transaction fees/international fees.

BANKING

Faculty should let banks know ahead of time they will be in Spain so debit and credit cards are not blocked.

Before you leave the U.S., make sure that your ATM or Debit card is activated for international use. PLUS, STAR and CIRRUS cards are the most widely accepted overseas. Remember, your STAR/Debit MasterCard is accepted anywhere the STAR, MasterCard, or PLUS symbols are displayed.

You can limit the fees associated with ATM withdrawals if your US bank has a ‘sister’ bank in Spain such as Bank of America has with Deutsch bank.

CURRENCY

Spain uses the euro as the national currency.

- Visit the following website to find the current exchange rate for the euro: xe.com/currencyconverter/

EXPENSES WHILE IN VALENCIA

By most standards, you will find the cost of living in Valencia similar to Tallahassee.
HEALTH & WELLNESS

INSURANCE INFORMATION
We encourage all faculty with underlying health issues that may increase the severity of infection should they contract COVID-19 to discuss their teaching abroad plans with their doctor/specialist.

International Programs provides full medical/evacuation coverage for all approved faculty from the United States through Cultural Insurance Services International (CISI). Students participating in all of our study abroad programs are covered by this same insurance policy. It includes coverage for treatment of ill faculty members, including those with COVID-19, as well as COVID testing for those who are symptomatic, or those who have had a known exposure to a person who tested positive. This policy is NOT intended to replace your domestic coverage. For more information regarding coverage please see CISI’s insurance policy posted on IP’s website at:

CISI Insurance

For IP faculty members, IP provides coverage for one guest during your approved travel dates. Faculty members will receive a Guest Insurance Form within the Faculty Portal where this insurance coverage can be requested for additional guests. Faculty must complete the required form to notify IP of any guests accompanying them at any time during the approved travel dates and notify IP if they would like IP to enroll their guests in the CISI insurance plan by the posted deadline prior to departure. Insurance coverage for other guests can also be acquired at a very reasonable price. Faculty will be billed at a later date for the coverage. Details regarding the billing and prices of coverage are provided on the Guest Insurance Form.

VISIT A TRAVEL CLINIC
Travel clinic professionals will consider your health history, current medications, drug allergies, and travel plans when recommending shots and other medications. It is highly recommended to make an appointment as soon as possible so that you can get a scheduled appointment in time to complete any recommended immunization series. Many travel clinics often book far in advance (especially around the holidays), and some immunizations need to be started months in advance of your departure.

MEDICATION
Be sure to bring sufficient quantities of your prescription medication with you to last for the duration of your stay. Keep these in their original containers with copies of the prescriptions and place them in your carry-on luggage. Bring a copy of a legible prescription from your doctor.

Please be aware that not all U.S. drugs are available elsewhere. Don’t postpone discussing your prescription needs with your doctor. You will likely need to work with your insurance company to cover your vacation prescription.

PRESCRIPTION MEDICATION
Be aware that not all U.S. drugs are available elsewhere. Please discuss all medications and their procurements with health professionals, and work with insurance companies regarding vacation prescriptions before departure.

MAPPING YOUR IDENTITIES GUIDEBOOK
Our Mapping your Identities Guide was developed for students to explore their identities and evaluate their overall wellness to aid in their preparation for a successful and enriching study abroad experience. It will also help you understand the students in your program and be better allies for them.
COMMUNICATION & ELECTRONICS

CELL PHONES
All Faculty will be provided an FSU cell phone and local SIM card. With this phone:

- Free calls to any local landlines as well as all FSU Valencia Faculty, staff, and Study Center.
- Your family also will be able to contact you on this cell phone.
- NO Internet connection plan included.
- NO international calls included.
- NO mobile calls (only to landlines) included.

We recommend to our students and faculty to buy a local SIM card for their own smartphones, in order to get international calls and data plans. The staff at the study center will assist them with information on purchasing a local SIM card. We will help them with where to go and what to ask for.

So, if you are planning to use a local SIM card on your U.S. phone while in Spain, please:

- Make sure that you UNLOCK your device by calling your phone company before coming to Spain.
- You might ask to put your U.S. plan on hold while abroad and save on your monthly service fee.
- Research with your phone carrier.

If you decide to use your U.S. cell phone with your own U.S. company plan, make sure to turn off Roaming before you leave. Be aware that roaming can be very expensive. Please check with your phone provider about the international roaming services offered. Otherwise, you might end up with a very large phone bill when you get back.

COMPUTERS
There is a computer lab at the Valencia Study Center. Computer cafes are also available in most locations. If you want to bring your laptop, please check if your computer has a built-in transformer that is capable of handling the different voltages. You will also need a converter for the plug. (i.e. from two flat prongs to two round prongs). It is not uncommon for laptop computers to be stolen or broken while abroad, so please note that if you take a laptop with you, it is at your own risk. If you do choose to bring a laptop, check your homeowner’s insurance to make sure that it is covered when you are away from your primary residence. If not covered by your homeowner’s insurance, you may want to check into laptop insurance through safeware.com, a worldwide insurance provider for all electronic devices (e.g. laptop, digital camera, iPod, etc.). They also have a provision for non-electronic personal property.

MAIL
The Spanish mail system is sometimes unpredictable. The Spanish mail system works well if you are sending letters, using international airmail stamps, taking from 10-14 days usually. However, when sending packages overseas, ALL international packages are stopped at Customs. If the recipient of the package is not a Spanish resident themselves, there will be no way for the package to be released to them. Packages can only be released if the recipient has a Spanish TAX ID NUMBER. In this case, the package can be released by paying the customs duty fee which will be 30% on the amount shown as the insured or stated price.
If the package is going to be sent, the commercial value on the package should be between zero and a maximum of $40 if it is an item for personal use. The customs process will delay the delivery of the package from 10 to 30 additional days or completely stop the package from being delivered. Several items cannot be sent from the U.S. due to customs regulations: medicines, cosmetics, and food. **THIS APPLIES TO U.S. POSTAL, FED-EX, UPS, ETC!!!** Stated on the package contents, the package will be stopped at Customs and returned to the sender.

**WE DO NOT RECOMMEND YOU SEND PACKAGES WITH U.S. POSTAL!**

Please do not send packages using the names of Valencia Spanish staff members as a recipient. They will not be able to release them due to problems with the tax office.

You can check all the regulations here:

[agenciatributaria.es/](http://agenciatributaria.es/)

New electronic devices like laptops and digital cameras will always be subject to customs when sent by mail or express delivery. Please check with the shipping company/post office regarding customs duty on any packages sent.

All faculty members should have mail sent to the Valencia Study Center address provided in the Contact Information section on this packet. You should write the following:

"Faculty First Name and Last Name"
Calle Blanqerias 2
46003 Valencia, Spain
SAFETY & SECURITY
Our highest priority is the welfare and security of our students, faculty, staff, and facilities. We have emergency plans in place for each of our locations and work closely with our insurers and 24/7 emergency response providers to monitor and respond to all situations worldwide. It is our policy to follow guidance from the respective U.S. Embassies, U.S. State Department, as well as local officials and keep students, faculty, and staff apprised of any new information. For more information on IP’s security policies and procedures, please contact our Director of Risk and Emergency Management, Chris Carroll at 850.644.7823 or ccarroll@fsu.edu.

RESOURCES
Even though you are not on the main campus, you have access to many resources should you encounter issues while abroad. Program staff members are available to support program participants in a variety of ways, including connecting you with other professionals locally and/or on the main campus.

- Terra Dotta Alert Traveler App: Florida State University has recently adopted the use of a new international travel software program called Terra Dotta. As part of this program, all participants on International Programs will have their program information registered in the system. One of the benefits of this program are automatic crisis alert messages from Alert Traveler emailed to participants traveling in an affected area. The Alert Traveler emails will contain emergency information collected from the Department of State and other risk management resources. Please note, you will continue to receive important emergency information directly from us as necessary. Alert Traveler information is general and not program-specific. For more information and FAQs on this program, click here.

- Faculty & Staff Emergency Guide: DSST-Emergency_Folder-2021-02[1].pdf (fsu.edu)

- Employee Assistance Program provides help in dealing with personal and/or workplace difficulties. For more information, visit https://eap.fsu.edu/

- The U.S. State Department maintains a web site of information for Americans traveling abroad, including current travel advisory warnings, at: https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Spain.html

- The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. We strongly recommend you register here: https://step.state.gov/step/

- Center for Disease Control and Prevention (CDC) provides country-specific health recommendations, health notices, and vaccine and medication information: https://wwwnc.cdc.gov/travel/destinations/list/
**COVID-19 Resources:**
- U.S. Department of State: [COVID-19 Page](#)
- Center for Disease Control and Prevention: [COVID-19 Page](#)
- CISI Insurance: If a participant is sick or exposed to someone who has COVID-19, CISI will cover COVID testing and medical bills. If needed, CISI will medically evacuate someone back to the U.S. if deemed necessary by health professionals. However, please note that security evacuation is not covered under the CISI policy which is a standard in the insurance field.

**EMERGENCY PROCEDURES**
All faculty members and Program Leaders at study centers are responsible for the pastoral care of their students in class and during academic excursions.

Safety plans, emergency procedures, and emergency telephone numbers are provided at the on-site faculty orientation by the study center staff. Notices of any and all crimes and emergencies are to be given to the study center staff (if the program is in a study center location), the International Programs office in Tallahassee, and to the local authorities as soon as possible.

For study center faculty members and Program Leaders, in case of a personal emergency, contact your study center director for assistance. In case of a program-related emergency, follow your study center contingency plan and contact your study center director.

**SAFETY & SECURITY MEASURES**
- Faculty members and their guests are subject to the laws of the country in which they travel.
- Faculty and their guests should carry a photocopy of the picture and signature pages of all passports. Another copy should be kept separate in faculty members’ residences in a different location from the original. Leave one copy at home in the U.S. with a family member.
- Encourage students to use the buddy system—Bystander intervention is a powerful opportunity and responsibility for those within our community.
- **Valuables.** If a safe is available in program housing, it is encouraged that you use it to store your valuable personal items and important documents. If a safe is not available, be sure to keep these items in a secure place. Plan regular visits to the cash machine rather than leaving large amounts of cash in your room. International Programs is not responsible for items lost or stolen during your time abroad. Be sure to also secure your money, passport, and other valuables if you are traveling on public transportation, especially overnight trains.
- **Pickpocketing.** In most large cities throughout the world, pickpocketing is the most common crime and can happen anytime, anywhere! We caution you to always be aware of your surroundings. While traveling in some areas beware of beggars who try to distract you with papers, boxes, or excessive body movements. Coats and purses are often stolen in crowded areas. Keep them close to you and lock your pack zippers with a combo lock. Secure your valuables if you are traveling on an overnight (“sleeper”) train.
- **Weapons.** You are strictly prohibited from keeping or using firearms, knives, weapons (including pellets, air guns, paintball guns, or other dangerous articles or substances). Furthermore, mace and/or pepper spray may be illegal in the countries that you visit. It is your responsibility to know the laws regarding weapons in the host country if you intend to bring any item for self-defense.
TRAVEL RESOURCES

The more information faculty find out about Spain beforehand, the better off they will be once they arrive. Here is a list of a few web sites that may be helpful:

(Note: Florida State University is not responsible for the content of external internet sites.)

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Excellent website with very thorough information

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Eurail pass information

state.gov/travel/
U.S. State Department’s information for Americans

letsgo.com
Online travel guide

donquijote.org/spanishlanguage/
Brush up on your Spanish!