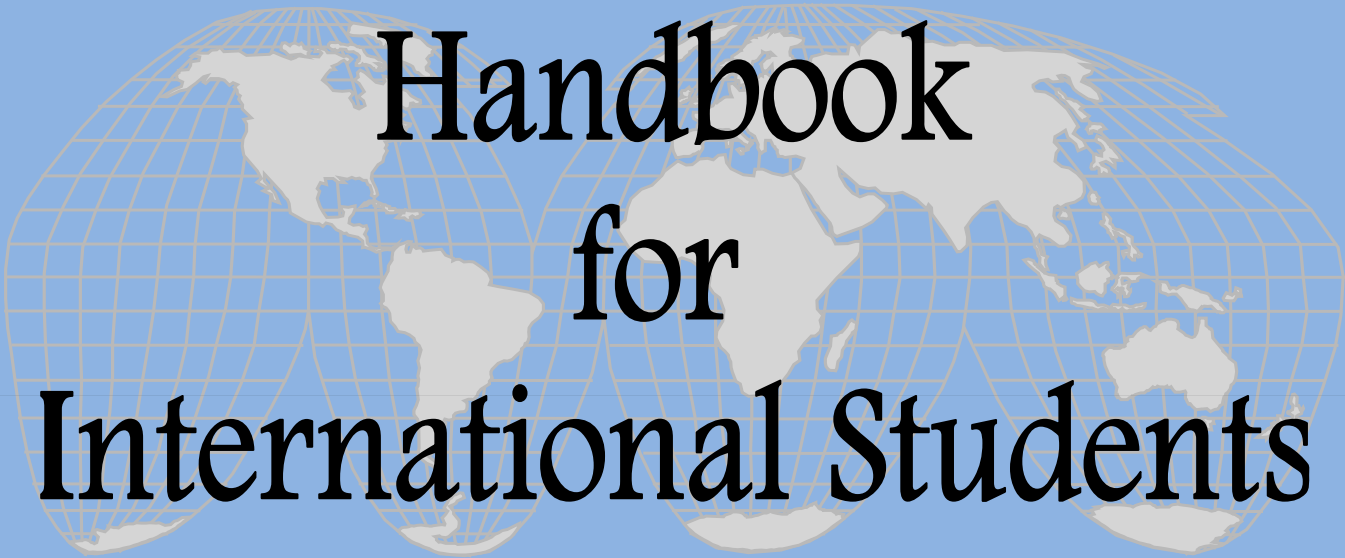




---



# Handbook for International Students

*International Students and Scholars Office  
Smith College  
Northampton, MA 01063*

---



### *Notice of Nondiscrimination*

Smith College does not discriminate in its admission policy, programs or activities on the bases of race, color, creed, handicap, national/ethnic origin, age, religion, sexual orientation or disabled veteran/Vietnam era veterans status. Nor does the college discriminate on the bases of race, color, creed, handicap or national/ethnic origin, age, religion, sex, sexual orientation or disabled veteran/Vietnam era veteran status in its educational policies, scholarship and loan programs, athletic and other school-administered programs, or employment practices and programs.

In addition to meeting fully its obligations on nondiscrimination under federal and state law, Smith College is committed to maintaining a community in which a diverse population can live and work in an atmosphere of tolerance, civility, and mutual respect for the rights and sensibilities of each individual, regardless of differences in economic status, ethnic background, political views, or other personal characteristics and beliefs.

# FOREWORD

The Handbook for International Students was initially written as a project in 1982 under the direction of Hrayr Tamzarian, Associate Dean for International Students and Scholars. After reviewing several handbooks generously supplied by a number of other colleges and universities, Selina Yoon '83 (student intern) researched and compiled the information with the help of Cheng Sim Urn '83, Kavita Panjabi '83, and other members of the International Students Organization (ISO). The handbook was further updated and expanded with the help of Devin Hewitt '86. Currently, this handbook is updated every year to reflect changes in current addresses, rules and regulations, and other pertinent information.

We hope the information included in this handbook provides some useful guidelines to students from other countries about Smith, the surrounding community and the United States. To all of you, the Office for International Students and Scholars extends a warm welcome.

Hrayr C. Tamzarian  
Associate Dean for  
International Students and Scholars  
August 2011

*WALK TOGETHER, TALK TOGETHER, YE PEOPLES OF THE EARTH  
THEN AND ONLY THEN SHALL YE KNOW PEACE*

— From *the Sanskrit*

Updated and revised. August 2011

# EMERGENCY PHONE NUMBERS

Smith College Campus Police Ext. 2490

Smith College Campus Police Emergency Line Ext. 800

Medical Emergency Ext. 800

International Students & Scholars Office Ext. 4943

Office of Student Affairs Ext. 4940



# Resources at Smith

# RESOURCES AT SMITH

## **OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS (OISS)**

Studying in the United States is an exciting prospect, but it can also be overwhelming sometimes. Anxiety, apprehension, nervousness and confusion often accompany the excitement upon your arrival. These are common emotions upon entering an unfamiliar culture. One of the main resources to assist you in dealing with these feelings, along with immigration-related issues, is the OISS office. The Office for International Students and Scholars provides information and advice to international students with regard to such matters as personal and financial problems and U.S. immigration regulations; such as visas, extensions of stay, and temporary departures from the U.S., etc. Furthermore, the office coordinates the ISP Orientation Program, I.S. Day, various workshops, and panel discussions. The office is a resource to the campus community and advises several student organizations, which focus on promoting different cultures on campus.

## **COMMITTEE ON INTERNATIONAL STUDENTS**

The Committee on International Students consists of six or more members of the faculty who are nominated by the president of the college. The Committee has the following functions:

- (1.) To work with the Board of Admission in the commitment and admission of all students entering Smith College with international academic credentials;
- (2.) To assist, when necessary, the Dean for International Students and the Office of the Dean of the College, in academic and social matters pertaining to international students at the College, both graduate and undergraduate;
- (3.) To act as advocates for students and provide support whenever needed.

## **INTERNATIONAL STUDENT ORGANIZATION (ISO)**

In the spring of 1981, a group of international students decided that Smith College needed an organization to represent the needs and interests of its international student body, which numbered one hundred students at the time. Today, over 200 international students make up the international student body at Smith College, and most of the students participate actively in ISO activities. Originally named the Foreign Students Association (FSA), the organization was founded upon the belief that each international student goes through a period of culture shock and adjustment to her new environment, and she needs to know that what she is going through *is* a collective experience. The organization also took on, as part of its goals, the task of educating the college community about the truly international range of cultures represented on campus through lectures, panel discussions, films, folk dances, and other cultural activities. From its inception, therefore, the organization has functioned both as a support group for international students and an educational resource for the entire college community.

Barely a year after its founding, the group was renamed the Smith International Students Association (SISTA). This change signified the fledgling organization's effort to underscore its international nature and to de-emphasize its "alien" character, since international students (and American students who have spent a long time overseas) certainly are as integral to the College as the rest of the student body.

SISTA petitioned successfully and received space in one of the college's academic buildings to hold meetings and organize functions. They also renamed the new group the International Student Organization (ISO) and called their new space the International Lounge. Presently, ISO holds its meetings in Unity House on Bedford Terrace.

There are general body meetings during the semester in which international students can get together, relax, chat, and plan various activities. Through ISO's efforts, there is a special pre-orientation designed specifically for new international students. Also, the Office for International Students and Scholars and ISO organizes a food fair which takes place in mid-November and raises funds to help international students with emergencies and financial difficulties. ISO also cooperates with other student support groups on campus to share information and co-sponsor events. These groups include: Black Students' Alliance (BSA), Asian Students Association (ASA), Nosotras (Latina students), EKTA (South Asian students), Korean Students of Smith (KASS), Smith African and Caribbean Student Association (SACSA), Bayanihan (Filipino Organization at Smith), and Indigenous Smith Students and Allies (ISSA).

By all accounts, ISO is still a young and growing organization. Its growth and success in the forthcoming years will depend on its future membership. The organization is open to any Smith student who is interested in the people, culture, and history of other countries.

### **STUDENT ORGANIZATIONS**

An important part of college life is participation in extracurricular activities. Involvement in student organizations enables one to learn outside the classroom and broaden one's circle of friends. All student organizations are open to international students.

At the beginning of each semester, there is an Activities Fair where more information about each organization can be obtained.

### **MEDICAL INSURANCE AND HEALTH SERVICES**

Smith student health services provide an outpatient clinic, a clinical laboratory, and gynecological and psychiatric services to all students. In addition, the college requires all international students to carry the comprehensive health insurance plan, which is primarily for accident and sickness if hospitalization, surgery or other major medical treatment is required. Enrollment in the plan is automatic for all international students from September 1st of every year and continues until September of the following year. The coverage provides for major medical expenses such as accidents, hospitalization, dental and cosmetic surgery (if it is a result of an accident) and there is a \$100 deductible per year for in-network providers with a referral from Health Services. Under this coverage, school holidays and extended breaks (January, Spring Break, summer vacation, etc.) are fully covered whether you are on or off campus. All bills and receipts, which you incur, must be submitted as soon as possible to the insurance company and/or to the billing insurance office at the Health Services.

The health center is closed during the summer months. Any routine health care as well as emergency medical treatment is available at Cooley Dickinson Hospital and will be covered by the insurance plan. Students who consult a private physician as well as receive routine dental care outside the college are responsible for these expenses themselves. The Office for International Students will assist you with medical bills and prescriptions, which are not covered by the health center. All other inquiries about medical treatment and coverage can be handled through the billing insurance office at the student health center.

If you feel ill and need to see a doctor, call Health Services at extension 2818. The Health Services are open on Monday through Friday from 8:00 a.m. to 4:00 p.m. No appointment is necessary except for complete physical examinations. However, if you wish to see a particular physician, you should schedule an appointment in advance. After hours and on weekends there is a nurse who is available for consultation by telephone.

### **JACOBSON CENTER**

The Jacobson Center, located in Seelye Hall, offers a variety of programs to help students write and study more effectively. It provides tutors, other students who have done well in the same subject, to help any student who is having difficulty in a particular course. The Center also has professional writing counselors, one of whom specializes in teaching English as a second language, who reviews essay drafts with students, points out strengths and weaknesses, and makes suggestions for improvement. All services are free and are used by

increasing numbers of Smith students, ranging from entering students to seniors writing honor theses.

**CAREER DEVELOPMENT OFFICE (CDO)**

The Career Development Office provides assistance to students, alumnae, staff, and faculty and their families in preparing for the changing career environments and climates. The professional staff offers career counseling, both individually and in groups, and their services are available 52 weeks a year. They have introductory programs for students and alumnae who are beginning to think about pursuing a specific career. They also sponsor seminars, workshops and panel discussions that cover career choices and decision making, résumé writing, interviewing and job search techniques, alumnae networking, career presentations, internship design, application to graduate and professional schools and summer jobs. They teach people how to assess their individual interests, strengths and weaknesses; how to establish priorities and make decisions; and, how to present themselves effectively (including practice interviews on videotape). Their extensive career resource library supports students in their research. The CDO is a network that allows students to translate their academic and extra-curricular pursuits and their hopes and expectations into fruitful plans for the future.

# PASSPORT AND VISA INFORMATION

## PASSPORTS

Before entering the United States, your government must issue you a passport. You are responsible to ensure that the passport is valid for at least six months beyond the date of your authorized stay in this country. Your embassy or consulate in the U.S. can extend, renew, or issue a new passport if necessary. Please consult with them to find out what forms you will need. **At the end of this booklet you will find a list of foreign consulates located in the U.S.** Keep your passport in a safe place at all times during your stay. You might want to write down the number and issue-date of your passport and keep this information in a separate place in case your passport is lost. The Office for International Students will also keep a photocopy of your passport in your file.

## F-1 VISA

Upon your acceptance to Smith College, our office issued you a SEVIS 1-20 Form (Certificate of Eligibility), which enabled you to apply for a student visa at a U.S. Embassy in your country. The F-1 student entry-visa is inside your passport. With this visa, you may leave and re-enter the United States as many times as you wish during your stay, provided you have

- a.) a valid passport;
- b.) a valid multiple-entry student visa in your passport;
- c.) a current I-20 Form from Smith College dated and signed by the Dean for International Students
- d.) Form I-94, which you will surrender at the border or airport to an immigration official upon leaving the U.S.

## I-94 FORM

When you entered the United States, you filled out an I-94 Form (Arrival and Departure Record), which then was inspected by an official, stamped and attached inside your passport. This form is valid until your graduation and must be kept in your passport at all times. When you leave the U.S. at any time during your stay, you must surrender this form at the airport to an airline official who will then send it to USCIS. Upon your return, you will be issued a new I-94 provided you have the documents mentioned in the preceding paragraph.

## REGISTRATION

All entering students to Smith College as well as returning students must be registered with USCIS every semester. The Office for International Students will register students within 10 days of arrival at Smith.

## EXPIRATION DATE OF VISA

All students should be aware that passports, visas, and I-94 forms have expiration dates. Once you are in the United States, your **entry-visa** may expire, without any consequences to you, since you have already entered the U.S. However, if you leave the United States with an expired visa, you must obtain a new one before you can return. Check with the Office for International Students if you have questions about this.

## EMPLOYMENT

Students who are here on F-1 visas may not work outside Smith College without special permission. You are; however, eligible to work on the Smith campus provided that it does not interfere with your studies. You may contact Student Financial Services for information about campus jobs. Permission to work **outside** the college is granted by USCIS, in this case, under the Optional Practical Training program (see next page).

## **RESPONSIBILITY**

You are responsible for maintaining all official documents such as passport, visa, I-94, etc. The Office for International Students and Scholars will advise and assist you as well as provide you with forms and documents you may need. You are encouraged to periodically check your passport and other documents to make sure that they are still valid and are not expiring soon. If you lose your passport or any other important documents, notify the Office for International Students and Scholars immediately.

You are also responsible for maintaining full-time student status while studying at Smith. You must notify the Office for International Students and Scholars if you are transferring, taking a leave of absence or withdrawing.

## **SOCIAL SECURITY NUMBER**

All international students who are planning to work on campus must apply for a Social Security Number. You will need this number before Smith can issue you any checks. If you plan to do Practical Training, you will also need this number. The social security number does not give you permission to work outside the campus. The Office for International Students has applications, which you can complete and take to the SSN office in Holyoke. During the ISP program, you will have the opportunity to apply for this number with a representative from the Social Security office. Students not on Smith Financial Aid may apply for SSI number after they have received a job offer on-campus. Please contact the international office.

## **PRACTICAL TRAINING**

Practical Training is a program for students to gain valuable experience by working outside the college, provided it is connected to their major. The visa status remains F-1 with a special authorization for employment. There are two types of Practical Training available at this time at Smith.

- A. Optional Practical Training Prior to Completion of Studies---working during the annual school vacation, most likely in the summer months, although students may also apply during the January Interterm. **Permission is granted by USCIS.** The time used for this OPT will be deducted from the total 12 month eligibility for after graduation.
- B. Optional Practical Training -Post Completion of Studies--- following completion of a degree program, i.e., A.B., M.A. or Ph.D. **Permission is granted by USCIS.** You will be authorized to work up to 12 months (minus any time used for Pre-completion), STEM majors may apply for an additional 17 months of OPT training.

To obtain permission, a student must have been in F-1 status for at least nine months.

The process of obtaining permission for Practical Training is complicated, and permission is determined on an individual basis. The Office for International Students has forms and information pertaining to this program. You will need the following documents to apply:

-Passport, I-94 card (usually stapled inside your passport) current I-20, all other I-20's issued to you either by Smith or other schools, Letter of Employment (for Pre-completion summer OPT), a check or money order made out to "U.S. Department of Homeland Security" for \$380 Dollars, any previously issued EAD cards. For Post Completion OPT, a letter of employment is not required.

### **Curricular Practical Training (CPT):**

The CPT program is an employment option for off-campus jobs and for students usually in their second year of studies or those who have been in F-1 student status for 9 months or longer. You must have a declared major, you must have a job offer in a field related to your major (not minor) and must be able to register for a "Special Studies" course in your major department for which you will receive at least 1-credit and must be sponsored by a Smith faculty member. This course may be an independent study with a practical component. Or a course in

your department which already has a variable credit given for independent research or study. **CPT permission is granted by the Office for International Students & Scholars** and there is no application fee. Forms are available from this office.

The time you spend working on the CPT is not deducted from your 12 month Post-completion Optional Practical Training program. You may apply for CPT in your second and third year summers. The employment authorization page of your I-20 will specify the permission granted for CPT as well as the authorized dates and the name and address of the company, institution or agency where you will be working.

## **J-1 VISA**

If you received a Form DS-2019 from Smith, you are on the Exchange Visitor (J-1) visa. There are several things that are different about this category:

1. Your visa stamp in your passport will indicate J-1 status at Smith College.
2. Your DS-2019 will have an "x" in a specific category. This category cannot be changed once it is approved and granted. If your category is "student" you may remain here as long as you are enrolled in an academic program. If it is marked "researcher, scholar or professor" you may remain for a total of three years. If the "international visitor" category is marked, your stay is limited to one year. These limitations are strictly enforced.
3. Your DS-2019 should also indicate, in the lower left-hand corner, if you are subject to the two year home residency requirements.
4. Your DS-2019 will show beginning and ending dates of your authorized stay in the U.S. You will need a new DS-2019 if you plan to extend your stay beyond the end date.
5. Your copy of the DS 2019, as long as it is valid, is your official travel document. You may travel outside the U.S. any time as long as you have "multiple entries" visa in your passport within the specified dates on your visa.
6. You must at all times have the following current papers while you are on J-1 visa, particularly when you travel outside the U.S.:
  - a.) a valid passport
  - b.) a valid DS-2019
  - c.) a valid visa stamp of J-1 in your passport
  - d.) a valid 1-94 form (which you surrender when you leave the country)

While you are on a J-1 visa at Smith College you can do the following:

- a.) accept employment on campus
- b.) accept employment outside the College only with special permission from the Office for International Students
- c.) obtain a Social Security number (you will need one if you plan to work)
- d.) apply for "Optional Practical Training" after graduation or during the summer to gain experience in your field of study.

## **THE INTERNATIONAL STUDENT AND THE LAW**

As an international student at Smith College, you are subject to Massachusetts as well as to U.S. Federal laws, including immigration regulations. These very same laws also protect you.

Should you come into contact with State or federal authorities, the first person to contact is the Associate Dean for

International Students & Scholars. He will advise you and inform you how to proceed.

If arrested or questioned by police, an international student, just like an American citizen, is not required to confess or give evidence against herself; you may remain silent and refuse to answer any questions regarding any accusation against you. It is recommended that you do not volunteer information without the presence of a Smith College representative or legal counsel. The only information that you are required to give is personal data such as your name, date of birth, and current address.

International students often worry that they will be deported should they come into conflict with the law. In general, you will not be deported for minor offense such as petty theft, shoplifting, disturbing peace, intoxication, or traffic violations. If a student is convicted of a serious crime and is sentenced to one or more years of confinement, then deportation is a real possibility. Charges related to drug offenses such as possession and sale of illegal drugs fall into this category.

#### **NOTE**

Immigration laws and regulations are constantly changing, especially the ones governing student visas. The Office for International Students and Scholars will keep you informed of any changes that will affect you. Please remember that immigration regulations do not apply equally to all nationalities. This is particularly true if you are trying to obtain a visa to travel to a third country. Please check with the Office for International Students if you have any questions. Do not depend on information or advice from friends who are often not familiar with immigration laws or are from countries other than yours.



# *Academics at Smith*

# ACADEMICS AT SMITH

## **FACULTY-STUDENT RELATIONSHIPS**

Because Smith is a small and fairly informal college, members of the staff, faculty and administration are able to work with the students on a personal basis. Many international students, who are accustomed to a more formal educational system, find that the personal nature of the college requires a major adjustment. Almost all professors encourage students to ask questions both in and out of the classroom. Students are usually free to interrupt lectures to ask for clarification. Do not be afraid to ask questions about things that you do not understand or with which you disagree. People at Smith are quite accessible and willing to become involved in your academic life, as well as in your personal interests and concerns.

Professors have regular office hours during which time you can stop by, usually without an appointment, and meet with them if you have any questions or problems. If you cannot make it to their office hours you can always make an appointment. Each professor's office number is listed in the campus directory on the college website.

## **METHODS OF INSTRUCTION**

### **-Lectures:**

Lectures, supplemented by discussions, are the most common method of teaching at Smith. In most cases, the professor will assign reading from books or articles on reserve in the library or the required text, and then discuss the reading during class along with new subject matters. However, some professors will consider the reading assignments as a supplement to the lecture material and will NOT discuss them during class time. In this case, it is expected that you will be responsible for completing the reading since examinations usually cover material from both the lectures and the readings.

### **-Laboratories (labs):**

Labs involve the practical application of theories learned during the classroom periods. They are usually 2-3 hours in length and meet once a week, and are in addition to the lecture periods. Many times a paper (called a lab report) is assigned and consists of a discussion of the laboratory procedure and the results of a particular experiment. If a course includes a lab, it is necessary to pass the laboratory section as well as the lecture section in order to earn credit for the entire course. Labs are usually associated with the science and psychology courses.

### **-Seminars**

Seminars usually meet only once a week for 2-3 hours. Enrollment is limited to allow for a maximum of individual attention, and interaction with the professors. Seminars usually require a great deal of outside preparation on the part of the student, which the student then presents to the class in oral and/or written form. At the end of the semester students are required to write a 20 to 30 page paper for the seminar. Seminars are usually limited to juniors and seniors.

### **-Colloquia**

Several departments at Smith (for example, English and Government) offer special colloquia. These are also limited in enrollment, but they do not require the same kind of intensive independent work that a seminar would. They provide first-year students with the experience of working closely with a professor and a small group of students that is normally reserved only for upper-class students.

## **EXAMINATIONS**

Professors do evaluate how much you have learned from the course with examinations (exams). There are four basic types of exams:

**1. Essay exam:**

This is the most common exam at Smith. The professor makes up questions that require students to write a concise essay about the topic in their own words. This type of exam tests the accuracy of the student's interpretation of the course material. When giving this type of exam, many professors prefer the student to compose creatively their own answer to the question rather than memorize the "correct" answer.

**2. Objective exam:**

This type of exam may be unfamiliar to many international students (and for that reason may cause some difficulty). It consists of questions that require short specific answers. The student must choose the best possible answer from several possible answers that have been provided by the professor. This type of exam tests the student's knowledge about specific aspects of the course material.

**3. Take home exam:**

This type of exam is similar to homework. Students are given questions to answer within a specified number of days. To justify the length of time allowed, a high quality of work is expected. Take home exams tend to be harder than in-class exams. They are usually, but not always, open book. Professors may specify how long you are allowed to work on them. All non-original sources and materials used or referred to should be acknowledged in footnotes and a bibliography.

**4. Open-book exam:**

Students are allowed to bring and consult textbooks during the exam. These exams usually consist of essay questions that are more complicated than those of a simple essay exam.

Professors may sometimes tell you what type of exam to expect and give you an example of possible questions, but if they do not, it is to your advantage to ask them about the exam structure. Also, keep in mind that most exams are limited in time, which can be a disadvantage for students for whom English is a second language or for those who write very slowly. If you think you might need extra time to finish an exam, you should discuss the possibility of being allowed extra time with your professor *in advance*.

The number of exams given throughout the semester will vary according to the course and the professor. For some courses only a midterm exam and final exam will be given. For others several exams will be given throughout the semester. Some courses do not have cumulative final exams. Instead, a less intensive exam, usually covering the last part of the semester, is given during the exam week. Most professors will tell you at the beginning of the semester how many exams you will have and whether or not you will have a final exam.

Final exams in most cases are not scheduled by the professors—they are self-scheduled by the student. Exams can be taken at three times during the day (during final exam week) and you can choose which day and time of day (i.e., morning, afternoon, evening) you wish to take them. This choice requires self-discipline on your part to schedule your exams in such a way that you are not taking several in one day.

## **RESEARCH PAPERS**

Many courses at Smith require one or more research papers. A research paper is a written commentary or analysis of a particular aspect of a topic. Research papers involve independent research and study using outside references such as books and articles. Since research papers may be on a topic about which you know little, much of your paper will be a result of facts or opinions stated in the books or articles you used as sources. Therefore, it is extremely important to acknowledge these sources in footnotes and/or a bibliography. Rules and regulations concerning the proper use of references can be found in the Smith handbook, "Writing Papers," given to all students. Your professor will evaluate your paper not only on the amount of research and quality of writing, but also on the amount of independent thinking you have demonstrated.

Your professor will be willing to answer any questions you might have about the amount of research required. Available in the bookstore are books and pamphlets, which explain the format and requirements of research and other types of papers.

## **HONOR CODE**

One of the very unique aspects of our community is the honesty and self-discipline expected of every student, and the faith the faculty and administration have in our students. The Honor Code, under which the college operates, makes possible the self-scheduling of examinations, a privilege not made available at many schools. Adhering to this Honor System means, for example, that you do not exchange any information with any other student before, during or after an exam you have taken. Of course, respecting the Honor System means that your written work is always your own, on all examinations, in laboratory reports, and in papers, unless other sources are acknowledged. Also, the carefully maintained library collection can exist only if the entire Smith community adheres to the library borrowing procedures: books must be properly checked out at the circulation desk and periodicals and reserve material may not be removed from the library. Questions about the Honor Code should be directed to the Chair of the Academic Honor Board, or to the Dean of the College. **Upon arrival at the college, you are required to read and sign a paper indicating that you understand and will adhere to the rules and regulations of the Honor code.**

## **EXPECTATIONS AND REQUIREMENTS**

### **-Class Attendance**

Though not required in college, class attendance is highly recommended. This is an opportunity for students to ask questions and clarify problems in their assigned reading. In addition, professors may introduce entirely new material in class, not covered on the syllabus. Attendance is especially important for language courses where class participation is evaluated as part of the course work and grading. In some classes attendance can count towards your final grade. Please check with your professor on the policy of class attendance in her/his course.

### **-Class Participation**

In many classes, students are not only encouraged to participate in classroom discussion; they are expected to do so. The final grade that you receive in a course may reflect a combination of a mid-term exam, final and/or other exams, compositions and research papers, AND class participation. Class participation involves contributing to the class discussions and answering questions. If you sit quietly and never offer an opinion or ask a question, your final grade may be adversely affected. Do not be afraid to talk in class, even if you are not totally sure of your answer, because talking in class will indicate that you are thinking about the topic of conversation, and it may help you to clarify your thoughts on a topic.

### **-Taking Notes**

Although this is not usually a requirement, it is very important for you to take notes on your professor's lecture material, especially since most of this material will be covered on exams. It is not necessary or even possible to write down every word your professor says. However, you should be sure to cover the main points of the lecture material in your notes.

### **-The Syllabus**

Requirements for each course will vary depending on the subject, professor, and teaching method used. The following general information, however, may serve as a guide.

On the first day of the class, the professor usually distributes and reviews a course syllabus. In most cases the syllabus will establish a course framework which will be followed throughout the semester. Typically a syllabus will first list the professor's name, office address, office phone number, and office hours. This is important information if you ever need to speak with a professor outside of classroom. The syllabus may then list the course objectives and requirements.

The syllabus will also list required and suggested textbooks. In most cases the books listed will be available for purchase at the college bookstore or will be on reserve at the college library. You may also find students who have previously taken the course, who are selling the used books at a reduced rate. Deciding whether to purchase a book or use it at the library is a personal matter and will depend on your study habits and finances. Purchasing textbooks can be expensive. However, if you rely totally on a library copy, you may find a book to be on loan when you need to use it. \*See note below

A syllabus may resemble a schedule, being divided into topical sections or areas that correspond to specific class meeting dates. It may also list required and suggested class assignments. Students are generally responsible for completing the assignments outside of class time. Professors for upper-level classes do not usually review assigned readings during class time, but rather will spend the time discussing related points. You should assume, however, that you are responsible for the material covered by the assignments, even if the professor does not review them during class. In many cases, examinations and required research papers will assume your familiarity with all the assigned work.

The syllabus should also clearly specify the requirements for a grade. This may include information about class participation, examinations, and research papers. The examination date or due date for papers should be clearly listed on the syllabus. The material the exam or paper is expected to cover may also be stated on the syllabus. Due dates for papers are rarely flexible. You will be expected to complete the work on time; however, some professors are willing to give extensions depending on the situation.

If you have any questions about the syllabus or the course requirements, you should not hesitate to ask the professor for clarification.

\*Note

You can purchase your books on-line if you have a credit or debit card.

Amazon.com

AbeBooks.com

Half.com

### **INTERNET SERVICES FOR STUDENTS**

The Internet is composed of a vast number of local computer networks, with the capacity to send data between computers around the world. This internet is used to provide a great number of services. For college students, the two most important services tend to be e-mail (electronic mail which is a way of sending messages from one person to one or more other people via the computer) and the World Wide Web (WWW), which provides public access to information in the form of "web pages", which may contain text, pictures, sound and short video clips.

Reliance on e-mail and Internet services at U.S. colleges and universities is rapidly increasing. Smith College offers introductory computer courses to familiarize students with the Internet, basic software and computer skills. Information regarding these workshops can be obtained from the computer center in Seelye Basement.

During the summer you will receive information about your login name and password. This name and password will allow you to login into Smith computers and the network. You will also be able to check your e-mail account.

Smith has implemented a program called BannerWeb. This program allows students to register for class, check their final grades, and get a copy of an unofficial transcript, check their Smith account, and so on. You will also receive a login name and password in order to access your file on BannerWeb.



# Public Services

# PUBLIC SERVICES

## NEWSPAPERS

The local newspapers are the Daily Hampshire Gazette, the Republican Union News and the Boston Globe. The Valley Advocate is a free local publication that concentrates on cultural and political events in the Pioneer Valley. In addition, your house will probably receive The Wall Street Journal and The New York Times.

Other English newspapers as well as some foreign publications may be found in Neilson Library Periodical Room.

## LIBRARIES

Smith has several libraries, and each one is directed toward a specific area of study:

**Josten:** the music library  
**Hillyer:** the art library  
**Young:** the science library  
**Neilson:** the main library

Besides the numerous libraries at Smith, students also have access to libraries at other five college institutions. Lending policies for five college students varies so it is wise to call first and inquire if there are any special stipulations. The Forbes Library is also an alternative for Smith students. Forbes is a public library in Northampton on West Street and you can obtain a library card with your Smith I.D.

## COMMUNICATIONS

### **Postal Services**

The post office is located on the lower level of the Campus Center where students can send and receive local and international mail. There are several types of mail services, some of which are described below. The government provides mail service in the U.S... Mail is delivered daily except Sundays and holidays. Always use the complete address and make sure there is a return address.

- (1.) **CERTIFIED MAIL** provides you with a mailing receipt, and a record of delivery is maintained at the Post Office. Certified mail is useful for insuring the safe delivery of important documents.
- (2.) **FIRST CLASS MAIL** is used for letters, postal cards, greeting cards, checks and money orders.
- (3.) **INTERNATIONAL MAIL**
  - a. letters and cards, including aerodromes and post cards
  - b. printed matter
  - c. small packets such as Parcel Post
  - d. express post
- (3) **REGISTERED MAIL** is usually for irreplaceable articles, regardless of value. When you use registered mail, you are buying protection against loss or damage. You receive a receipt and the mail's movement is monitored from the point of acceptance to delivery. You may also purchase insurance on registered articles up to \$25,000. For an additional fee, a return receipt may be obtained showing to whom, when, and where the item was delivered.

- (4) **FOURTH CLASS (PARCEL POST) MAIL** is for packages (which do not contain first-class matter) weighing one pound or more. Your post office also has special mailing rates for books, catalogues, and international mailings. For faster delivery of parcels, use Priority or Express mail.
- (6) **PRIORITY MAIL** is first-class mail weighing more than twelve ounces. Use it when two or three day delivery is desired. The maximum weight for priority mail is 70 pounds and the maximum size is 100 inches in length combined (length x width x height).
- (5) **EXPRESS MAIL SERVICE** is the fastest service, and provides several options for those who require overnight delivery of letters and packages. To use Express Mail Next Day Service, take your shipment to any designated Express Mail post office by 5:00 p.m. Your mailing will be delivered to the addressee by 3:00 p.m. next day (weekends and holidays are excluded) or it can be picked up at a designated post office by the addressee as early as 10:00 a.m. of the next business day. This service comes with a money-back guarantee and shipments are insured against loss or damage at no additional cost. Additional Express Mail services include Federal Express Mail and Purolator. Express Mail is available to many foreign countries. Call or visit the post office for additional details.

## **ZIP**

Zip code numbers are assigned to every state, city, and in some cases, areas within a city. If you do not know a zip code number, you can call the Western Massachusetts toll-free zip code information number (1-800-332-9631) or consult the National Zip Code Directory at any post office. You can also check on-line. Use U.S. zip codes whenever possible.

The Smith College zip code is 01063-0100

## **TELEPHONE SERVICES**

### **-Pay Telephones**

Instructions to use the phone are given on the phone itself. If you have difficulty following the instructions, dial "0" and ask the operator to connect you to the desired number. Pay phones will only accept coins, so you should have a good supply of quarters (25 cents). A local call (Northampton, Amherst, Hadley, Hatfield, etc.) costs 50 cents.

If you don't have access to a phone book, you can deposit 25 cents and dial 411 for local area information. Your money will be refunded once the operator answers. For long distance information you can dial 1-area code-555-1212. These numbers are identical everywhere in the U.S.; only the area code will be different depending where in the U.S. you are calling for information.

### **-Campus Telephones**

You can directly dial any 4-digit campus number with most campus phones, which are accessible to everyone. These phones are found in your house and buildings around campus. You cannot call an outside number on a campus phone.

### **- Room Telephones**

Each student room is equipped with telephones for on-campus calls. This phone accepts voice-mail messages and you can call local numbers in the 5-college area. For long distance phone-calls, you can purchase pre-paid calling cards at the Campus Center bookstore, in downtown Northampton and on-line.

## **TYPES OF CALLS**

### **-Collect Calls**

The person, who receives the call, and not the caller, pays for the call. To call collect, dial 1-800-225-5288 or 1-800-265-5328 or simply call the operator. The operator will ask you for your name and then will ask the person who answers if they wish to accept the call.

### **-Person to Person Calls**

The caller requests to speak to a particular person. This call has to be made through the operator and costs more. However, this can be useful if the person you want to contact is not there; if someone else answers, you will not be charged for the call.

## **DISCOUNT RATES WITHIN THE UNITED STATES**

It is usually much cheaper to call from a private phone than a pay phone. International calling cards are the best alternative and offer cheaper prices for international phone calls.

### **Cell Phones:**

Most students these days chose to purchase a cell-phone with an outside service provider. We suggest that you check with your house mates to see which local cell phone company has the best reception and services in your area of campus. Local service providers include; Cingular/AT&T, Verizon, Sprint, T-Mobile. A deposit of \$400 may be required from international students since they do not have credit history or SSN number.

### **REMINDER:**

When you are away from your family and friends, you miss them and will want to call them often. You should be reminded that long distance phone calls, especially international calls, can be **very** expensive. You should not make phone calls unless you know you have the resources to pay for them. You are responsible for all telephone bills on your room telephone or on your personal cell-phone.

# FOREIGN COUNTRY AND TELEPHONE CODES

To dial an international call:

011-Country Code-City Code-Local Number

Please check the yellow Verizon telephone book in your house for country codes and other information on international calls.

Many students also purchase calling cards which allow you to use your room telephone by dialing "9" plus the calling card number.

To purchase calling cards you can visit these sites on-line, or in stores like CVS and the campus bookstore.

Telephone Calling Cards:

[www.callingcards.com](http://www.callingcards.com)

[www.nobelcom.com](http://www.nobelcom.com)

[www.rebtel.com](http://www.rebtel.com)



# Travel and Transportation

# TRAVEL AND TRANSPORTATION

## LOCAL TRANSPORTATION

The area around the valley is very fortunate to be served by a free bus system. The only time you have to pay for a bus is during the summer months. The buses are clean and usually on time. Free bus transportation is provided for students and area residents during the school year. Buses run approximately every 20 minutes during the week, on weekends runs are less frequent, but service is extended until 2:30 a.m. There is a Smith-UMass-Amherst bus-route operated by the Pioneer Valley Transit Authority (PVTA). Direct van service is provided between Smith and Hampshire and Mount Holyoke.

Schedules for the different routes are at the bus stop in front at John M. Greene Hall and on the buses themselves. You can call 586-3548, or visit [www.pvta.com](http://www.pvta.com) for more information.

## Traveling Longer Distances

Rides are also frequently offered or requested on the other bulletin boards around campus.

## Commercial Bus Lines

There are several bus companies that service this area, and you can find out schedules for either one by calling the following bus lines.

**In Northampton—** Peter Pan Bus Lines                      Trailways Bus                      Greyhound Bus Lines

Located at the bus station at I Roundhouse Plaza, Northampton, telephone: 586-1030. These buses make daily trips to Boston and New York via stops in Springfield. You can also take a bus to Bradley International Airport from Northampton.

## TAXIS

If you are stranded in the Five College area without transportation, you may call a taxi to bring you to your house on campus. You may also want to call a taxi to take you to the bus station if you have heavy luggage to carry. Most drivers will come to your house and carry your luggage to the car and will unload them for you at the bus or train station.

Below is a list of transportation alternatives in the area:

<b>Valley Transporter</b> Airport Shuttle Service 479 West St Amherst 01002 (413) 253-1350 <a href="http://www.valleytransporter.com">www.valleytransporter.com</a>	<b>Connecticut Limo-JFK</b> for direct transportation from Hartford, to JF Kennedy Airport in New York Tel: 1-800-472-5466 (203) 974 4700 <a href="http://www.ctlimo.com">www.ctlimo.com</a>	<b>Paradise Taxi</b> 16C N. Maple Florence, MA (413) 584-0055
<b>Peter Pan Bus Lines</b> Tel. (413) 586-1030 <a href="http://www.peterpanbus.com">www.peterpanbus.com</a>	<b>Northampton Cab</b> (413) 387-8763	<b>The Taxi</b> One Roundhouse Plaza (413) 585-8259

## TRAVEL AGENCIES

Travel agencies maintain staff that assists you in making reservations for air flights and complicated travel arrangements. They charge nothing for assisting you in this way, because the airline companies pay them. You can always call a travel agency for an estimate of the cost for a particular trip, as this does not obligate you in *any* way to make that trip, unless you say specifically that you definitely want to make a reservation on that particular flight. Because travel agents have the schedules of all the airlines (domestic and international) in their offices or on their computer terminal, they can advise you about the easiest, most convenient, or cheapest way to your destination. They can also help you make hotel reservations, car rental reservations, and many other things.

Pioneer Valley Travel  
88 King Street  
Northampton, MA  
Tel: (413) 586 1366

## DISTANCES AROUND NORTHAMPTON

**Northampton to Boston** is approximately 90 miles (144 km) east (about 2.5 hours by bus).  
Bradley Airport is approximately 45 miles (70 km) south.  
Springfield is approximately 18 miles (28 km) south.  
New Haven is approximately 90 miles (144 km) south.  
New York City is approximately 180 miles (288 km) south (approximately 3.5 hours by bus).

## RELATIVE DISTANCES IN THE U.S.

It may be difficult to experience or “feel” the size of the United States even when you know the actual number of miles from coast to coast. To get the full impact, one should realize, for example, that it takes 48 hours (two whole days and two nights) to travel by train from Chicago to Los Angeles. Chicago is a full overnight train trip from New York. Another way to think about it is to compare distances in the U.S. with others that may be more familiar to you. For example:

New York to Washington, D.C. is about the same as:

-London to Paris

-Nairobi to Mombasa

-Tokyo to Kyoto

New York to Los Angeles is farther than:

-Lisbon to Cairo

-New Delhi to Dubai

-Stockholm to Istanbul

New York to Chicago is about the same distance as:

-Manila to Hong Kong

-Berlin to London

-Buenos Aires to Asuncion

## CAR RENTAL

A car can be rented at various agencies like National Car Rental, Avis, Hertz, Budget, etc., and several local car dealers in Amherst and Northampton as well. Check the telephone directory yellow pages under “Automobile Rental” to find the local offices. The requirements, deposits and prices vary widely from company to company, so it is a good idea to shop around. You can also shop around on-line. You may also rent a short-term rental car on-line through [www.zipcar.com](http://www.zipcar.com). If you are a registered driver with Zip-car, they have cars parked at the Smith parking garage.

NOTE: Car rental companies require you to have a credit card (Visa, Master Card, and American Express) in order to rent a car. Many require students to be at least 25 years of age. You must have a U.S. or international driver’s license in order to rent a car (see page 24 for license info).

## **TRAVEL SERVICE FOR INTERNATIONAL STUDENTS**

### American Youth Hostels

Youth Hostels offer many outdoor activities and sleeping arrangements in comfortable houses. They charge approximately \$25.00-\$35.00 per night for members and slightly more for non-members.

National Administrative Office  
8401 Colesville Road, Suite 600  
Silver Spring, MD 20910  
Phone : (301) 495-1240  
Fax (301) 495-6697  
Hostel Department: [hostels@hiusa.org](mailto:hostels@hiusa.org)  
[www.hiusa.org](http://www.hiusa.org)

Council Travel Offices (CIEE)  
79 S. Pleasant Street  
Amherst, MA 01002  
(413) 256-1261

For obtaining an International I.D. card and membership to youth hostels and discount airfares.

### **The Association for International Exchange**

This is a private, non-profit organization that operates the International Student Center in New York City, a hostel for international students where beds cost about \$25.00 per night.

International Student Center  
38 West 88th Street  
New York, NY 10024  
Tel: 212-787-7706

## **AUTOMOBILE INFORMATION**

### **Ownership**

If you buy a car in Massachusetts, it must be registered through the Registry of Motor Vehicles (see address below). For information, consult the Driver's License Manual, available free upon request at the Registry. It is a state law that you are required to have proper auto insurance before you can register your car. To find an insurance company, look in the telephone directory or online yellow pages under "Insurance", and ask friends for recommendations on insurance companies with good reputations.

Notices of used cars for sale can be found in newspaper advertisements or on bulletin boards around campus or check the yellow pages under "Automobile Dealers-Used Cars." It is important to have a mechanic check a used car before purchasing, to determine the condition of the car.

## Driver's License

A valid driver's license is required in order to drive any vehicle in the U.S. If you need to apply for one, consult the Driver's License Manual, which is available free of charge at the Registry of Motor Vehicles, which is located at the following address: You will have to take a taxi or a bus towards Easthampton in order to go there.

Massachusetts Registry of Motor Vehicles      Monday-- Friday 9 a.m.– 5 p.m.  
116 Pleasant street  
Easthampton, MA 010279:00  
<http://www.massdot.state.ma.us/rmv/>      Tel: 617-351-4500

You will need to obtain a Massachusetts driver's license. Generally, in order to obtain a Learner's permit (the first step), you will be required to take a written exam, a vision and color test, and pay a small fee. Only after passing these tests can you apply for the actual license and request a driving test on the road.

Once you have a Massachusetts license, you can drive anywhere in the U.S. because the driving laws are quite similar throughout the country. However, if you are planning to stay in another state for an extended period of time, you should check about transferring your license to that state and becoming more familiar with their driving laws. Some states recognize the license granted by another state only for a limited period of time, such as 30 days.

## Driving While Intoxicated

In the United States there are strict laws governing alcohol consumption for anyone less than 21 years of age. In addition, driving a vehicle after you have consumed alcohol is against the law. There are strict penalties if you are involved in a vehicle accident while intoxicated. Please remember if you have consumed alcohol at a private party or anywhere else, **DO NOT OPERATE A VEHICLE. CALL A TAXI OR ASK A FRIEND TO DRIVE YOU HOME.**

## International Driver's License

International Driver's Licenses are honored in Massachusetts for about 30 days or longer, depending on the country you are from, and your visa category. In general, most people will need to apply for a regular Massachusetts Drivers license, but call the Registry of Motor Vehicles to find out the details of your specific situation. Be prepared to answer questions about your immigration status, and student status at the College.

## Obtaining a Massachusetts ID for International Students

Carrying a passport as a form of identification may often be inconvenient and risky, with the possibility of loss. Students who do not have a Massachusetts valid driver's license, may wish to apply for a Massachusetts ID, issued by the Registry of Motor Vehicles. This form of identification will not allow you to drive a vehicle, but is an official form of picture identity that is accepted throughout Massachusetts.

Applying for a Massachusetts ID may be done through any full service RMV. This page contains a SUMMARY of the requirements to complete the application process. However, students should visit the RMV website at <http://www.mass.gov/rmv/>

SOME of the requirements are:

- May NOT hold a valid Massachusetts drivers license
- Must have a valid passport or a valid Social Security card OR a letter of denial from the SSN Office
- Other documents are required (see website details)
- Complete an application form (available on the RMV website)
- Letter of residency form the International Students and Scholars Office



# Managing Money

# MANAGING MONEY

## AMERICAN CURRENCY

A dollar is the basic U.S. currency, and it consists of 100 cents. Paper currency is available in the amounts of \$1, \$2, \$5 \$10, \$20 and \$50, etc. Larger notes are issued, but they are hardly ever used by students. All denominations of American paper currency are of the same size, so you should be very careful when handling it.

Coins make up smaller denominations, and they have been given various names:

- 25 cents: quarter
- 10 cents: dime
- 5 cents: nickel
- 1 cent: penny

Note: A nickel and a penny are larger, in size, than a dime.

## BANKING

Most students find it useful to have a bank account while attending college, especially if you cannot constantly write home for funds. **BANKS WILL NOT CASH A CHECK FOR YOU UNLESS YOU HAVE AN ACCOUNT WITH THEM.**

The most easily accessible banks in Northampton are listed below.

Bank of America 144 Main Street Northampton, MA 01060 1-800-841-4000	Bank of America 79 King St Northampton, MA 01060 1-800-252-6000	Florence Savings Bank Main Street Northampton, MA 01060 413-586-1300
---	--	---

## FINANCES

### Opening an account in the United States

When you go to a bank to open an account, you should bring some personal identification such as your passport or college ID. Students will go to Bank of America during ISP.

There are several types of accounts that can be opened, and every bank will probably have a different name for these accounts. There are, however, some standard types of accounts:

### Non-interest bearing CHECKING ACCOUNT

This is an account on which you can write personal checks. No interest is earned on the balances. It is more convenient for you when using your checks if your name and address are printed on the top left corner (a choice is given to you at the time of opening). Checks are used to pay for rent, telephone, electricity, and almost all other bills. Checks are also accepted in stores all over Massachusetts (most stores will ask you for 2 pieces of identification when cashing a check: a driver's license, a major credit card and a passport can be used). Do not expect to have your personal check accepted in another state.

There are checking accounts that earn interest called NOW accounts, they earn a 2-3% annual interest on balances above a certain minimum (each bank will have its own minimum balance requirements). Checks can be used on these accounts as with regular checking accounts.

## MONEY MARKET ACCOUNT

Many banks have money market accounts (again, each bank will offer this account but by a different name). These accounts earn a competitive interest rate that fluctuates weekly. Each bank will have its own minimum balance requirement. Checks can be used with these accounts but with restrictions (i.e. 3 checks per month) and a minimum amount of \$250 per check.

## TRAVELER'S CHECKS

If you bring **foreign currency** Traveler's Checks you may encounter difficulties in cashing them in area banks. Very few establishments in the U.S. other than larger banks handle foreign currency.

However, international Traveler's Checks such as American Express, Citicorp and Barclays, etc., **written in U.S. dollars** will be accepted. Since personal checks are generally not accepted across state lines within the U.S. it is often useful to purchase Traveler's Checks at your bank before you go on a trip. These checks are accepted all across the U.S., but be sure to have personal identification on you when trying to cash a traveler's check.

## PERSONAL CHECKS OR CASH

Foreign personal checks or cash in a foreign currency must be sent away for collection by local banks. There is a fee for converting foreign checks or currency into U.S. currency. If possible, ask the bank in your home country to make a check payable to you in dollars drawn from a U.S. bank. It takes about three to five days for a check in dollars to be sent for collection and returned. The nearest bank which will change foreign currency is:

Bank of America  
144 Main Street  
Northampton, MA 01060  
1-800-841-4000

## MONEY SENT FROM HOME

Once you have opened a bank account you can have money sent directly to your bank account from abroad. The length of time it takes for money to reach Northampton varies widely, from as little as three days to as long as several weeks. The time varies depending on the country and city from which the money is sent.

## MONEY ORDERS

It is not advisable to send cash through the mail. If you choose not to open a bank account you may purchase a money order draft in a bank or at your local post office. If your money order is lost or stolen, present your customer receipt and it can be replaced.

## CREDIT CARDS

These are issued by banks, gasoline companies, and stores to delay payments for purchases. Examples of these are MasterCard, American Express, Visa, ExxonMobil, etc. If you have an international credit card, bring it with you for it is an excellent form of identification.

## **ATM BANK MACHINES**

Most banks operate Automated Teller Machines (ATMs). These make it possible for customers to deposit, withdraw, or transfer funds conveniently, even when the bank is closed. These are located in town at several locations. Be sure, though, that you understand your bank's ATM system and policies, and are familiar with the fees your bank may charge for using this service. There is an ATM machine on the lower level of the Campus Center.

## **SPECIAL TIPS**

When a transfer order is given to a correspondent bank it may not get processed that same day, delaying the time of arrival. For example, if the order is given on a Friday, the transfer may not be processed until Monday, which means that the bank would not receive the funds until Wednesday at the earliest. Please take into consideration that holidays in the U.S. may not coincide with those in other countries. Banks are closed on all public holidays, delaying transfers.

### **Some Words of Caution:**

- Do not carry large amounts of cash with you.
- Do not send cash through mail. Use money orders or certified checks instead.
- Protect your credit card and ATM card and do not share your "PIN" number with anyone.
- Transfer funds from home in advance of your needs.
- Understand the requirements of your government or home bank regarding transfer of funds.
- Carefully read all financial documents and contracts before you sign your name.
- If you have a checking account, keep accurate records of all transactions.

## **FOREIGN CHECKS**

If you go to your local bank in your country to obtain a bank check in foreign currency, when you bring this check to the U.S., you will often find that it takes between 6 and 8 weeks (or longer) to receive your money in the U.S. This is not the best or the fastest way to bring money to the U.S.

## **SHOPPING**

Shopping in the U.S. is an independent process. Contrary to what you may be used to, sales assistants are not always available to help you with your selections. This is especially true in larger stores such as supermarkets, drugstores and department stores. Merchandise is openly displayed on shelves and you are free to select items and then proceed to the cashier for payment. In clothing stores you are permitted to try the on garments before purchase. You will notice special tags fastened to items; these tags set off an alarm if not removed by the sales clerk before leaving the store.

If you enter a store with a large handbag or other shopping bags you will often be asked to allow the store to look inside them or to leave them at a desk at the entrance. You will be given a receipt with which you can redeem your bags upon leaving the store. This is to insure that previously bought items are not confused with those that you intend to purchase. While shopping it is expected that items are not concealed either on your person or in any bag you are carrying. If you leave the store without paying for all the merchandise, either intentionally or accidentally, you will be accused of "shoplifting" by store officials. Shoplifting in the U.S. is a serious crime and stores will prosecute violators in court.

## **DEPARTMENT STORES**

These stores carry a complete selection of clothing, furniture, appliances, housewares, and household linens. In fact, almost everything except food may be found in a department store and some of the stores do carry candy, teas, and cookies. Examples of local department stores are J.C. Penny and Filenes/Macy's located in the Holyoke Mall at Ingleside.

## **DISCOUNT STORES**

These stores are similar in some ways to department stores but they sell their merchandise at a lower cost. Some of the less expensive stores in the area are Marshalls, T.J. Maxx, J.C. Penney and Target at the Hampshire Mall in Hadley.

## **DRUGSTORES OR PHARMACIES**

These stores sell many things besides prescription drugs, such as: magazines, sanitary goods, medicines, first aid supplies, toiletries, cosmetics, and other items of a similar nature. The most conveniently located drug stores/pharmacies are CVS Pharmacy on Main Street, and Serio's Pharmacy on State Street. They also process film and sell telephone calling cards

## **SUPERMARKETS**

These are primarily food stores carrying fresh, frozen, and canned meats, vegetables and fruits, cheese, milk, butter, eggs, spices, and baked goods. They also carry a supply of household items such as pots, soaps, laundry needs, napkins, facial tissues and toiletries. Some of the food stores in Northampton are Stop & Shop on King Street, State Street Fruit Store, and Serio's on State Street.

## **SECONDHAND STORES**

These are small outlets for the sale of goods that have been used by previous owners. A wide variety of goods can be purchased at these stores. Depending on the store, merchandise can be in reasonably good, or even excellent, condition.

**The following list should be helpful in learning where various items are sold:**

**FOOD SHOPPING**  
Supermarkets  
Small grocery stores  
Bakeries

**COSMETICS/PERSONAL SUPPLIES**  
Supermarkets  
Department Stores  
Discount Stores  
Drug Stores/Pharmacies  
Specialty Shops

**CLOTHING & SHOES**  
Department Stores  
Specialty Shops  
Discount Stores  
Second-hand Shops  
Shoe Stores

## **SALES TAX**

The Massachusetts sales tax is 6.25% and applies to all items with the exception of clothing, shoes, and purchased food from a grocery store (restaurant food, however, is taxed). The tax is not included in the quoted price but is added to your bill. Sales tax varies from one state to another.

## **RESTAURANTS**

In addition to the restaurants listed below, an extensive list is also available in the free weekly newspaper, "The Valley Advocate" which can be picked up on the first floor of the Campus Center, and at the newspaper stands near John M. Greene Hall, and at Neilson Library.

Guide

E—Expensive price (over \$20.00)

ME—Moderately expensive price (\$10.00-\$ 15.00)

M—Moderate price (\$5.00-\$10.00)

I—Inexpensive price (\$3.00-\$5.00)

## LOCAL PIZZA AND SANDWICH SHOPS

Campus Center Café (I)

State Street Fruit Store (M) - Sandwiches, soups  
51 State Street; 584-2301

Bruegger's Deli (I) Bagels & Coffee  
96 Main Street, 585-0275

Joe's Cafe Spaghetti & Pizza House (I) Italian food  
33 Market Street, 584-3168 or 586-5637

Pinocchio's Pizzeria (I) Italian Food  
122 Main Street; 586-8275

Pizza Amore  
18 Green Street 586-5443

Mimmo's Pizza  
71 Pleasant Street 584-1711

## -ICE CREAM SHOPS

Herrell's Ice Cream (I)  
8 Old South Street, 586-9700

Friendly's Ice Cream  
King Street, 584-0555

## -RESTUARANTS

Amanouz Café (M) Moroccan/Middle Eastern  
44 Main Street 585-9128

India House (M)  
45 State Street 586-6344

Bueno Y Sano (M) Wraps & Burritos  
134 Main St; 586-7311

Fitzwillys (M) Lunch and Dinner- American Pub  
23 Main Street; 584-8666  
Hearty sandwiches and soups to entrees and desserts.

Mama Iguanas (ME)  
271 Main Street, 586-0400  
Cuisine from Mexico and the South-West.

Osaka Japanese Restaurant (ME)  
7 Old South Street  
587-9548

Packards (M)  
14 Masonic Street; 584-5957  
Hamburgers, steaks, barbecued chicken and spare ribs, seafood & salads.

Soora (ME) Lunch & Dinner  
1 Roundhouse Plaza, 387-6333  
Korean and Japanese Cuisine

Spoletto Restaurant (E) Dinner only  
Main Street, 586-6313  
Italian food.

The Haymarket Cafe  
185 Main Street  
Natural & Vegetarian foods, coffee  
586-9969

Teapot Restaurant (ME)  
116 Main st. 585-9308

**-NOTE** most restaurants also serve alcoholic beverages such as beer, wine, and hard liquor. According to Massachusetts state law you must be 21 years or older in order to purchase any type of alcoholic beverage. However you may frequent restaurants which serve alcohol in order to have a meal. You may **not** frequent bars which serve ONLY alcohol if you are less than 21 years of age.

## **HINTS ON TIPPING**

Tipping is a way of showing gratitude, and it is difficult to set up comprehensive guidelines, but the following suggestions maybe helpful to you:

### **Do Not Tip:**

Ushers in theaters  
Receptionist  
Mail Carriers  
Police Officers  
Fire Fighters

Bus and airline clerks  
Desk Personnel in hotels & motels  
Government officials  
Store clerks

### **Do Tip:**

Waiters/waitresses

12% to 15% in luncheonettes & sandwich shops 15% to 20% in better restaurants

Hairdressers

15% of total bill

Taxi driver

10% to 15% of total fare

Coat room attendants in restaurants and theaters \$1.00 - \$2.00

Bellhops and porters: \$1 for each piece of luggage carried

Housekeepers (in hotels/motels): 5% to 10% of total bill, depending upon type of establishment and service rendered.

Tipping is dependent upon the type of establishment (some do not allow tipping) and the quality of services rendered. NEVER offer money to any public officials. If you are not sure who to tip and what is considered a proper tip, you should ask.



# Customary Practices in the U.S.

# CUSTOMARY PRACTICES IN THE U.S.

Coming to a new country is an exciting experience. It is an opportunity to study in a new environment, learn new skills, broaden one's horizons, and become independent. But it is a mixed experience. Students often suffer from "culture shock," and the excitement of the first few days may give way to loneliness and unhappiness.

"Culture shock" is difficult to handle. It is the confusion and disorientation one feels when confronted with a new set of values and behavior patterns. There is not one "best" way of dealing with this problem. The best advice is to keep an open mind. Try to observe and to understand others. Americans also experience culture shock when they travel abroad. People in this country are operating in accordance with their own history and their own set of values. Try not to judge them by the standards and expectations of your own country.

Another problem many students may face is a loss of the status they may have enjoyed at home. They may feel somewhat anonymous in a new country. In the United States merit is based not so much on family status, but personal accomplishments, personality traits, work habits, and good nature. When meeting new people, they may not inquire after one's family, parents' occupation, or social status in this country.

## **INDIVIDUALISM**

Americans often see themselves more as individuals. Emphasis is placed on "doing your own thing" and having the freedom to make individual decisions. However many Americans, even while making life plans that suit their personal needs, agree that family and friends are important, and will seek advice from them and make decisions together within the family. Personal freedom is respected and highly tolerated.

## **INFORMALITY**

Most Americans are informal in their behavior; even elderly people are often addressed by their first names. This is not a mark of disrespect but of a sense of equality. You will encounter people walking in the street who will often smile and say "hi" as you pass them. This is an acknowledgement of your presence, not necessarily an invitation to begin a conversation.

## **TIME AND APPOINTMENTS**

The saying "time is money", perhaps best expresses the American concept of time. It also exemplifies our work ethic. Generally speaking, Americans are highly conscious of the value of time and use it quite efficiently.

The American attitude toward appointments is indicative of this philosophy. Since most of our daily activities are well planned, it is customary to make advance appointments for most visits to business or professional offices or to meet with faculty (although most faculties have open office hours when you may drop by). If you fail to keep an appointment or are late for it, it is extremely important for you to call and give an appropriate explanation. In addition, if you know you are going to be late, it is a good idea to call and inform the person you are meeting that you are going to be delayed. If you are late and have not called ahead, you may find the person you are meeting to be abrupt and even unpleasant. Some faculty, office workers, and doctors may cancel the appointment.

## **RETURNING PHONE CALLS AND MESSAGES**

If you receive a phone call or a message with a name and/or a telephone number, you are expected to return the phone call as soon as possible.

When you have called a person who is not there, you are expected to leave your name and/or message so that person will be able to return your phone call.

## GIVING GIFTS

Americans usually only give gifts on special occasions such as: Christmas, birthdays, or anniversaries. It is also nice to give a gift to your host. If invited to someone's house for dinner; flowers or a card is sufficient. People generally assume that students have a tight budget and very little time to shop. Gift giving should not be thought of as seeking special favors from someone or as requiring a gift in return.

## INVITATIONS

Americans believe that invitations should be answered as soon as possible. Whenever an invitation is extended to you, formally with a note or informally by telephone, you will be expected to respond quickly and candidly. When accepting an invitation, make sure you have the correct time and place. While appointment times for social events are more flexible than business appointments, you should try to arrive as close to the scheduled time as possible, particularly if you are invited to dinner. Nothing annoys a host or hostess more than having dinner ready to serve and finding that some of the guests have not yet arrived.

It is normal to thank the person or family for their hospitality by a telephone call or by mailing them a card after the visit. If you are invited to stay in an American home for a few days, giving a small gift is greatly appreciated.

Under normal circumstances, a person who extends an invitation to a restaurant or to a movie theatre will pay the bill and the tip. You may wish to offer to pay but don't expect your offer to be accepted. However, since students are often short of money, an invitation by another student or a group of students may merely mean, "we'd enjoy it if you joined us", in which case you are expected to pay your share of the bill among everybody in the group. Again, if you are not sure, just ask.

## Alcoholic Beverages

Drinking alcoholic beverages is a commonly accepted social custom among many Americans. In a social situation, or at someone's home, you may be offered an alcoholic beverage. This is to be taken as a gesture of hospitality, although you are not obliged to accept. Drinking alcohol is not a required social formality and you may certainly request a non-alcoholic beverage and still participate. **The legal drinking age in Massachusetts is 21 years of age as it is in all other states.**

## HOLIDAYS

In the academic year there are three vacation periods during which the college and many of the houses close. They are Thanksgiving break in late November, Christmas break in late December and Spring break in mid-March. Special arrangements must be made through the Office of Residence Life if you wish to remain on campus during these periods. Smith also has a break in October, but all houses remain open. In addition to these vacation periods you will encounter some holidays in the United States that are unfamiliar to you. This list highlights some of the major holidays in the U.S.

-LABOR DAY: The first Monday in September, this national holiday is in special recognition of the worker.

-HALLOWEEN: This is the American interpretation of the European holiday of All Souls or All Saints Day. It is celebrated with great festivity on October 31st, the "hallow eve" of All Saints Day. This is a very popular holiday on college campuses, and students often dress up and "trick or treat" for candy and go to parties.

-THANKSGIVING: A national holiday celebrated the fourth Thursday in November. Thanksgiving pays homage to the Pilgrims and their colonial settlement in the U.S. It is a chance to give thanks for "divine goodness" and centers around the traditional meal of turkey.

-MEMORIAL DAY: A national holiday held the fourth Monday in May. Memorial Day commemorates those who died in the wars.

-INDEPENDENCE DAY: A national holiday celebrated on July 4th, it commemorates the adoption of the Declaration of Independence in 1776 and the beginning of the national independence of the United States.



# Where to go for Help

# WHERE TO GO FOR HELP

## At Smith College:

Questions About:

### Academic Problems:

Your professor, if the problem relates to a particular course,  
Your faculty advisor or your Class Dean and the Office  
For International Students and Scholars, extension 4943

### Academic Records:

The Registrar's Office, extension 2550

### Career Counseling:

Career Development Office (CDO), extension 2570

### English Language or Writing

Jacobson Center, extension 3033

### Financial Problems:

Office of Student Financial Services, extension 2530  
Office for International Students and Scholars, extension 4943

### Health Care & Insurance:

Health Services, extension 2800

### Personal Problems:

Office for International Students and Scholars, extension 4943  
Your Head Resident  
Your faculty advisor  
Chaplain's Office, extension 2750  
Student Counseling Services, 2840  
Student Affairs office, extension 4940

## **Important Extensions:**

<b><u>Place</u></b>	<b><u>Extensions</u></b>
Ainsworth/Scott Gym	2700
Bookstore	4140
Campus Center	4801
Career Development Office (CDO)	2570
Class Dean's Office	
First Year Class	4910
Sophomore/Junior Class	4930/4920
Senior Class	4920
Computer Center (User Support)	4487
Dean of the College	4900
Dean of Students	4940
Office of Financial Services	2530
Health Services	2813
Housing Coordinator	4940
International Students & Scholars Office	4943
Libraries	
Hillyer Art Library	2940
Young Science Library (Bass Hall)	2950
Werner Josten Library	2935
William Nelson Neilson Library	2910
Registrar's Office	2550
Public Safety	2490
Student Affairs	4940
Student Counseling	2840
Student Government	4950



# Miscellaneous References

# MISCELLANEOUS REFERENCES

## WOMEN'S CLOTHING SIZE CONVERSION:

<b>Dresses &amp; Coats</b>	<b>Misses</b>				
	S	M	L	XL	XXL
U.S.A.	6	12	14	18	20
JAPANESE	9	11	13	17	19
CONTINENTAL	38	40	42	46	48

<b>Dresses &amp; Coats</b>	<b>Women's</b>					
	4	6	8	10	12	14
U.S.A.	4	6	8	10	12	14
JAPANESE	7	9	11	13	15	17
CONTINENTAL	36	38	40	42	44	48

<b>Dresses &amp; Coats</b>	<b>Juniors</b>					
	4	6	8	10	12	14
U.S.A.	4	6	8	10	12	14
JAPANESE	7	9	11	13	15	17
CONTINENTAL	36	38	40	42	44	48

## **Shoes**

U.S.A.	6	6.5	7	7.5	8	8.5	9
JAPANESE	23	23.5	24	24.5	25	25.5	26
CONTINENTAL	36	37	38	38	38	39	40

Americans often use the sizes Small, Medium, Large and Extra Large.

For Women: Small = size under 8 Medium = sizes 10, 12, 14

Large = sizes 16, 18 Extra Large = sizes 20 and up

## CONVERSION TABLES FOR WEIGHTS & MEASURES

### ABBREVIATIONS & SYMBOLS

#### Capacity

bushel	=	bu	cubic centimeter	=	cc
cup	=	c	gallon	=	gal
liter	=	l	milliliter	=	ml
pint	=	pt	quarter	=	qt
peck	=	pk	tablespoon	=	tbsp
teaspoon	=	tsp			

#### Length

centimeter	cm
foot	ft
meter	m
millimeter	mm

#### Weight

gram	g
kilogram	kg
microgram	mcg
milligram	mg
ounce	oz
pound	lb

#### Common Units of Volume

1 bushel	=	4 pecks
1 peck	=	8 quarters
1 gallon	=	4 quarters
1 quart	=	2 pints
1 pint	=	2 cups
1 cup	=	8 fluid ounces

#### Mileage

Kilometers	Miles
1	= 0.6 or 5/8 <sup>th</sup>
5	= 3.1
10	= 6.25
40	= 25.0
100	= 62.5

## U.S. STANDARD WEIGHTS & MEASURES AND METRIC WEIGHTS

#### Weight & Measurements....

1 gram	=	0.0353 ounces
30 grams	=	1 ounce
500 grams	=	1.1 pounds
1 kilo	=	2.2 pounds
2.54 centimeters	=	1 inch
1 meter	=	3.28
1 meter	=	1.094 yards
1 hectare	=	2.471 acres
1609.3 meter	=	1 mile

#### Liquids

1 liter	=	2.113 pints
1 liter	=	1.056 quarters
3.78 liters	=	1 gallon
450 grams	=	1 pound

## TEMPERATURE CONVERSION

While most of the world uses Centigrade (also called Celsius) to measure the weather, in this country the system is Fahrenheit. To convert Centigrade to degrees in Fahrenheit, you multiply the Centigrade by 1.8 (or 9/5) and add 32. To convert Fahrenheit to degrees in Centigrade, you subtract 32 from the Fahrenheit and divide by 1.8 (or 5/9). Occasionally now you will see or hear the outside temperature in both systems; this is done so that people in this country will slowly become accustomed to hearing Centigrade temperatures. Below are some temperatures to use as a guide.

Centigrade	Fahrenheit
-18	0
0	32
10	50
20	68
30	86
36.9 (body temperature)	98.6
40	104
100	212

## GENERAL INFORMATION

### Daylight Savings Time

You should be aware that the clock times change in the US twice a year. During the winter months, clocks are set on "standard time" but during the summer months (when days are longer), clocks are moved ahead one hour. The time changes are "official" at 2:00 am but most make the change before going to bed on Saturday. Some people use the phrase "spring ahead, fall back" to remember the time change.

**Fall**            On the last Sunday in October move clocks **back** one hour

**Spring**        On the first Sunday in April, move clocks **ahead** one hour