



Office for International Study

SMITH COLLEGE
JUNIOR YEAR IN HAMBURG
2009/10 STUDENT HANDBOOK

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This information was accurate as of April 2009

2009/10 ACADEMIC CALENDAR

Wednesday, August 26	Students arrive in Hamburg
Thursday, August 27	Official opening meal in the Director's apartment
Friday, August 28	Smith College Orientation Program begins at 1:00 p.m.
Saturday, August 29	Activities in and around Hamburg (arranged by the Director)
Sunday, August 30	Coffee hour at the Director's apartment with "Big Sisters"
In September	Orientation activities, including excursions to points in Northern Germany
Sun., Oct. 4 – Thurs., Oct. 8	Trip to Berlin
Mon., Oct. 12 – Fri., Oct. 16	Orientation programs (Orientierungseinheiten) in various majors (<i>Fachbereiche</i>) at the University of Hamburg
Sunday, October 18	Smith Orientation Program ends
Monday, October 19	First day of classes in the <u>Wintersemester</u>
Friday, November 6	Last day to drop / add a course
Friday, December 11	Last day to change grading option to S/U
Sat., Dec. 19 - Sun., Jan. 3, 2010	<i>Weihnachtsferien</i> (Christmas Vacation)
Friday, February 5	Last day of classes in the <u>Wintersemester</u>
Friday, February 19	All coursework for <u>Wintersemester</u> due
Monday, April 5	First day of classes in the <u>Sommersemester</u>
Friday, April 23	Last day to drop / add a course
Friday, May 31	Last day to change grading option to S/U
Sat., May 22 – Sun., May 30	<i>Pfingstferien</i> (Whitsuntide Holiday Vacation)
Friday, July 16	Last day of classes in the <u>Sommersemester</u>
Friday, July 23	All coursework for Sommersemester due
Saturday, July 31	Program ends; students must vacate residence halls and Director's supervision ends.

OFFICIAL HOLIDAYS in GERMANY

Saturday, October 3	Tag der deutschen Einheit (Day of German Unity)
Friday, December 25	Erster Weihnachtstag (First Day of Christmas)
Saturday, December 26	Zweiter Weihnachtstag (Second Day of Christmas)
Friday, January 1	Neujahrstag (New Year's Day)
Friday, April 2	Karfreitag (Good Friday)
Sunday, April 4	Ostern (Easter)
Monday, April 5	Ostermontag (Easter Monday)
Saturday, May 1	Tag der Arbeit (Labor Day)
Thursday, May 13	Christi Himmelfahrt (Ascension)
Sunday, May 23	Pfingstsonntag (Whitsuntide)
Monday, May 24	Pfingstmontag (Whitsuntide Monday)

INFORMATION PRIOR TO DEPARTURE

Transatlantic Trip and Room Reservations in Hamburg

Students are responsible for making their own flight reservations to Hamburg and **must arrive in Hamburg on Wednesday, August 26**. The staff in Hamburg will make every effort to meet the plane or train of all students who have responded to the travel information questionnaire by August 15, indicating their scheduled time and place of arrival in Hamburg. At the airport or train station, students will be given their residence hall keys and additional information and can go directly to their residence hall. Smith College will pay for the taxi ride from the airport or train station to the residence hall. Students who do not respond by August 15, or do not wish to be met on arrival will need to come to the **program office at Rothenbaumchaussee 34, Apt. 109**, to pick up their keys before going to their residence hall.

Residence hall rooms will be available to students on the Smith College program on Wednesday, August 26, but not earlier. Any student who arrives before August 26 is responsible for her own accommodations at her own expense. Smith College cannot reserve a room. There are two youth hostels (*Jugendherbergen*) in Hamburg where one can spend the night relatively inexpensively. (*Stintfang* is the more central one.) Reservations should be made well in advance.

Auf dem Stintfang
Alfred-Wegener-Weg 5
20459 Hamburg
Tel. 31 34 88 Fax: 31 54 07
Email: jh-stintfang@t-online.de
(S Bahn: Landungsbrücken)

Horner Rennbahn
Rennbahnstrasse 100
22111 Hamburg
Tel. 6 51 16 71 Fax: 655 65 16
Email: jgh-hamburg@t-online.de
(S Bahn: Horner Rennbahn)

Insurance

Smith student health insurance plan: Smith College policy requires that all program participants on the JYA programs enroll in the Smith College health insurance policy. **No waiver is possible.** The fee for health insurance coverage is not included in the Smith comprehensive fee.

Program coverage is from August 15 to August 15 of the following year. Program participants will receive this information in their pre-departure packets or over the summer as soon as informational brochures for the coming academic year are available.

Questions about health insurance should be directed to Student Financial Services, Smith College, Northampton, MA 01063, telephone (413) 585-2530, fax (413) 585-2566, email sfs@smith.edu.

German National Student Insurance: In addition, the University of Hamburg requires all participants to have the German national student medical and dental insurance. Smith College provides this comprehensive health insurance to all participants at no extra charge from October 1, 2009 through July 31, 2010.

Travel Accident Coverage/Medical Evacuation and Repatriation coverage: This is provided at no cost to all participants on the Smith JYA program, except when she or he is an international student in his or her country of origin. Students will receive this information and wallet card in their pre-departure packets.

Personal Insurance: Smith College, the Junior Year Abroad Program in Hamburg, and the Director cannot accept responsibility for personal injury or for damage to or loss of personal property. If you want liability, luggage, or other personal insurance, please arrange coverage with your agent before leaving the US.

Prescription Medication

Students who regularly take any kind of prescribed medicine should take a copy of the prescription (in generic terms) to Hamburg, together with a full year supply of such medication, if possible. Prescription medicines cannot be sent through the mail from the U.S. to Germany. It is also advisable to take along a second pair of eyeglasses or contact lenses and a copy of the prescription. Any necessary dental work should be attended to before leaving home.

Money

The comprehensive fee paid to Smith College includes:

- residence hall room rental from Wednesday, August 26, 2009 through Saturday, July 31, 2010, including all vacations
- board allowance (*Kostgeld*) (for meals) of € 500 during the Orientation Program, and € 350 each month thereafter
- all fees related to matriculation at the University of Hamburg;
- *Semesterticket* for public transportation anywhere within Hamburg (*U-Bahn, S-Bahn*, bus)
- mandatory German University comprehensive student health insurance, as well as medical evacuation and repatriation coverage insurance
- all tutorial and instructional expenses (including linguistic correction assistance for term papers) except music performance, supplies for studio art courses, laboratory supplies, and athletic fees
- all group travel expenses (train, boat, bus, subway) during the Orientation Program and on other scheduled program excursions;
- all group hotel or pension rooms plus breakfast while on excursions
- all group sight-seeing tours in Hamburg and on excursions
- some meals on excursions;
- certain cultural events during the Orientation Program and during the semester in Hamburg.

Financial Aid from Smith: Students who normally receive work study funding in their financial aid package from Smith will be offered the option of accepting those funds as a loan during their year abroad.

Books and Course Materials: Students are responsible for the purchase of all books, materials, and supplies needed for course work. Please take this into account when budgeting funds for the year. Students should consult the Director for specifics regarding additional fees for music performance, studio art and laboratory courses as well as athletic fees. In general, the contribution to such fees will not exceed those at the home campus.

Cell Phones: Each student will receive a cell phone from the program, but students are responsible for the cost of their calls.

Checking Account: Students must open a personal checking account (*Girokonto*) at a bank or the post office during the first week after their arrival in Hamburg. The board money (*Kostgeld*) will be automatically deposited into students' checking account at the bank or the post office every month.

Accessing funds from the US

ATM Cards: The best way to access funds from the US is with an ATM card linked to your American checking (not savings!) account. This is very convenient and affords the most favorable exchange rate. There are no letters (just numbers) on most ATM machines in Germany or Europe, so it is advisable to know the four digits (not letters) of the PIN. ATM machines are easy to find in most European countries. Cards linked to the CIRRUS system are most widely accepted; students should check with their bank about the availability of their system. Banks will normally charge a flat fee per transaction, or a percentage of the amount withdrawn; always withdraw the maximum allowable amount (usually the equivalent of \$500), or close to it, in order to reduce the cost of the transaction. Some banks may offer an ATM card with no fees attached (including international withdrawals). Students should ascertain how their parents or family can transfer funds directly into their US checking account.

Traveler's Checks: Traveler's checks are useful, particularly when traveling outside of Germany to countries where ATM options may not be readily available.

Credit cards: Students are advised to use a credit card only to make purchases, as this offers the most favorable rate of exchange. It is possible to obtain cash advances with a VISA, MasterCard, or American Express Card, either at a teller's window in banks, or at ATM machines (for which a PIN is necessary). Note, however, that this way of obtaining funds is extremely expensive: the company is essentially providing a loan, and annual interest rates, computed from the moment of withdrawal, can be as high as 20%.

International Certified Bank Check: Students who need additional funds during the year may have their family send international certified bank checks that can be exchanged for Euros and applied to the Hamburg checking account. There is, however, generally a waiting period of up to four weeks before even certified bank checks can be cleared; it is therefore advisable to avoid such financial transactions if possible, or to plan well in advance.

Western Union: It is possible to send a money transfer to Germany through Western Union (www.westernunion.com), but the fees are quite expensive, for example \$15 for a transfer of \$100. Funds transferred this way can be obtained at the Dammtor train station, a short walk from the Smith Center.

Packing

Former students always suggest that one bring as little clothing gear as possible! However, rain apparel (an umbrella, a good raincoat, and waterproof footwear) is **essential**. As one might expect, winters are cold in Hamburg, and winter clothing is necessary. The weather between October and March is on average a bit warmer and rainier than in Northampton. Dress at the University is casual (but not as casual as at Smith), and should be appropriate for city living. American electrical appliances will not work in Europe unless they have converter plugs (best purchased in the US,

especially for computers and stereos) and adjustable current switches (110V-240V). Most, but not all, laptop computers today can operate on either 110V (U.S.) or 240V (Europe) electricity. You should check your laptop before departure to see if it is capable of such dual use. Most sporting equipment can be rented. Bedding is provided by the residence halls, but towels are not.

Taking Luggage and Sending Belongings to Hamburg

Plan to check only two suitcases and carry a backpack or other small bag onto the airplane that conforms to your airline's carry-on luggage policy (check online before departing). If you must send additional items, suitcases or heavy cardboard boxes may be sent to yourself at the address of the dormitory (*Studentenwohnheim*), as long as they arrive after you! **Do not send anything that will arrive in Hamburg before August 26**, since such packages will be sent back to the US (a considerable inconvenience and expense!). The Smith College Office in Hamburg cannot accept students' luggage or personal effects. **In order to avoid expensive customs fees, it is important to write 'used clothing' on the customs declaration form; it is advisable not to insure the packages for a high sum (if at all).**

Residence Permit

Citizens of the United States. Each participant on the Smith College Junior Year Abroad program who holds a passport from the United States will enter Germany as a tourist which permits them a maximum of three months before they must apply for a Residence Permit (*Aufenthaltsgenehmigung*) in Hamburg. During the first meeting of the Orientation Program the Director or the Associate Director will help students complete the necessary paperwork. A student who enters Germany prior to **August 26, 2008** may be responsible for obtaining a residence permit herself (although the program will pay for it). Permits normally include permission to work part-time during the semester and full-time during semester vacation.

Citizens of European Union Countries: Citizens of European Union Countries do not need a residence permit (*Aufenthaltsgenehmigung*).

Citizens of Other Countries. Non-U.S. and non-E.U. citizens are required to apply for and receive a residence permit (*Aufenthaltsgenehmigung*) through the German Consulate in Boston prior to arrival in Germany.

International Student Identity Card

The International Student Identity Card (ISIC) provides special discounts on travel and admission to museums and other sites. Apply for the card in person at any STA Travel office. There is an STA Travel office at 44 Main Street, in Amherst (413) 256-1261, across from the Town Hall. ISIC cards are also available from the Center for International Studies (CIS), located at 25 New South St. in Northampton. To obtain a card, bring a passport photo, \$22, and your student ID.

Eurailpass and Interrail

The student Eurail Youthpass (for persons under 25 years of age) is recommended for extended travel and can be purchased in the US or in Hamburg (at the main train station). It is for unlimited mileage, second class, and costs about \$500 for fifteen days of travel during a period of two months. A friend or family member may buy the pass in the United States and mail it to you in Hamburg. For further information on Eurailpasses, check out www.eurorailways.com

There are additional relatively inexpensive student-travel options such as Interrail that will be available in Hamburg, so students are advised not to purchase a Eurailpass until they have examined the possibilities open only to students registered at European universities.

Photographs

Students will need approximately 6 small black and white or color photographs, with neutral facial expression; neither frowns nor smiles. These are needed for various registration and application forms in Hamburg. **They will be collected by Smith College in the spring prior to the JYA year.** Passport photos from automats are usually accepted.

LIVING IN HAMBURG

The satisfactions of a junior year abroad come not only from the academic program but also from the experience of living in a European setting and, in Hamburg, of getting to know students from many countries. Adapting to daily life abroad may not be easy; it requires diplomacy and self-discipline as well as a sense of humor. Students should not anticipate a smooth, predictable continuation of the same kind of experience they enjoy in the U.S. or on their campus. They will need to make changes in habits and patterns of everyday living that may seem trying at first. For those who meet these challenges with good grace and curiosity, their reward is the invaluable insight and appreciation acquired from thinking and living in another culture.

Housing

All housing arrangements are made by the Housing Office of the University of Hamburg and Smith College; rooms are negotiated for the entire year. Students must live in University-sponsored housing during the entire year abroad and may not make their own housing arrangements.

University housing is available from **Wednesday, August 26, 2009 through Saturday, July 31, 2010 (including all vacation periods)**. Students should immediately report any existing damages to the Director and to their residence hall administrator (*Hausverwalter*). Students will be held personally responsible for any and all damages to the room; repair costs may be charged to student's Smith account. At the time of departure from Hamburg at the end of July 2009, the room must be left clean and tidy. It may be mandatory to repaint it or otherwise make it presentable for the next occupant. Please note that housing rules of the *Studierendenwerk* at the University of Hamburg stipulate that it is not permissible to house an overnight guest (male or female) or "sublet" the room during vacation periods.

Kostgeld/Board Money

Board money (*Kostgeld*) is provided on a monthly basis for groceries and/or to eat at the university cafeteria (*Mensa*). No meals are served in the residence halls, so students find it is most economical to cook for themselves or to share meal preparation with a group of other students, in the shared kitchens in their residence halls. It may be necessary to purchase cooking utensils to be able to do so.

Students may also eat in a university cafeteria (*Mensa*) located directly on the campus. Various categories of meals are available there, ranging in price from 1 to 4.50 Euros. The *Mensa* is open

Monday through Friday for breakfast, the noon (main) meal as well as in the evening for supper. Eating in a restaurant is considerably more expensive: even moderate meals begin at 5-8 Euros. Weekly menus in the *Mensa* are available online at www.studentenwerk-hamburg.de/speiseplaene.html

Semesterticket

During the first four weeks of the Orientation Program, the Program will provide all students with a city transportation ticket. During the rest of the year students will receive, as part of their status as university students, a *Semesterticket* that entitles them to travel anywhere in Hamburg at any time on public transportation.

Telephones

Each student on the Smith College Junior Year in Hamburg program will receive free of charge a cell phone for his or her personal use. Students must purchase their own phone cards for the cell phone. Rates for cell phones are considerably higher than those for land-lines. The cell phones are to be returned to the program in workable condition at the end of the year.

No telephones are available in the residence halls, but it is possible to order a private telephone to be installed in the residence hall room. It takes about three weeks to get a line once it has been ordered. Students are responsible for the installation charges and the monthly service charges and all bills. A student phone is also available at the Smith Center. For international calls to the U.S. many students use "Skype" on their computer rather than a telephone. There is no cost for computer-to-computer internet telephoning with "Skype" at this time.

Computers and Internet Access

A laptop is convenient but by no means essential. The Smith Center also has wireless internet access for any laptops appropriately configured. Students who bring a laptop will need to purchase an extra electrical plug to conform to German sockets and a surge protector.

For those who do not have a laptop (and even for those who do), three well-equipped desktop computers are available in the Smith Center with word processing, internet, and e-mail facilities, and a networked laser printer/scanner. Most residence halls are equipped with internet access, but Smith cannot guarantee room assignments with an internet connection.

Students are reminded to check the Smith College email accounts as important information regarding housing and registration will be sent to college email addresses only.

ACADEMIC PROGRAM

The Smith College Junior Year in Hamburg is intended to give students the opportunity to be international students at the University of Hamburg; it is not simply an American junior year set in Germany. To be comfortable and successful in what may well appear to be an impersonal, foreign atmosphere at the University of Hamburg, it is imperative that students be self-sufficient, resourceful, motivated, and capable of living and working independently. A good command of the German language, both oral and written, is obviously essential as well.

Language Pledge: Each student must respect the wishes of fellow students who are intent on improving their language skills. To this end each student agrees to speak only German at all times in the Smith Center, on all excursions and official College functions, and with both the Director and Associate Director. The only exception will be for personal or other unanticipated emergencies.

Students should recognize that this practice will play a major role in the success of their experience in Hamburg, both academically and personally, and understand that speaking German with others in the group and with all tutors and professors will help to focus their energies on the language and enhance their cultural experience.

The academic year is divided into three parts: Orientation Program, Wintersemester, Sommersemester.

Hamburg Orientation Program

Wednesday, August 26 – Sunday, October 18, 2009

GERMAN 260 Orientation Program in Hamburg, 2 credits

Required of all participants; Manfred Bonus and Andreas Stuhlmann

The Orientation Program has three main goals:

- to ensure daily practice in spoken and written German needed for study at the University of Hamburg
- to offer a comprehensive introduction to current affairs in Germany (political parties, newspapers and magazines, economic concerns)
- to offer extensive exposure to the cultural and social life of Hamburg and its environs. Students are also introduced to German academic prose style, and to a characteristic German form of academic oral presentation, the *Referat*.

Classes. Classes meet regularly in the Smith Center five days a week (Monday through Friday) beginning on Monday, Aug. 31, and continuing through Friday, October 2. Additional classes, group meetings, and supplemental lectures on a variety of topics will be held on selected afternoons. On most weekends, the group will take trips or excursions to places of interest in Northern Germany. The Orientation Program culminates in the presentation of a *Referat* on a topic in each student's academic area of concentration.

Trip to Berlin. The group will travel to Berlin from Sunday, October 4 through Thursday, October 8. The train trip, hotel room including breakfast, sightseeing excursions, cultural events, and some meals are provided for by Smith College.

Orientierungseinheiten (OEs). From Monday, October 12 through Friday, October 16, students are encouraged to participate in the orientation programs offered by the various majors at the University of Hamburg.

Credit for the Orientation Program. Participation in all Orientation Program activities and excursions is mandatory. Two academic credits with a letter grade or with the Satisfactory/Unsatisfactory Option will be granted upon successful completion of the Orientation Program. Guest students should check with their home institution whether these credits are transferable.

Wintersemester and Sommersemester

Wintersemester: Monday, October 19, 2009 to Friday, February 5, 2010

Sommersemester: Monday, April 5 to Friday, July 16, 2010

Normal Course Load

Each semester in Hamburg, students enroll in four courses taken for four credits each and for a letter grade. In order to obtain credit, a paper (approx. 10-15 pages) or a written examination in German – to be determined in consultation with the Director and with the course instructor - is required for each course. **The Director will function as the “major adviser” in approving course selections, but students should always consult with their home campus faculty academic adviser to determine how courses taken in Hamburg will count toward major and degree requirements.**

Required German Language Courses

As part of the normal course load, all students are required to complete successfully the upper-level language course designed for the Smith Junior Year in Hamburg Program (GERMAN 310).

GERMAN 290 Studies in Language II, 4 credits, Jutta Gutzeit

The objective of this course is to improve written and oral skills by building on work done during the orientation program. Emphasis will be on complex grammatical structures and listening comprehension. Students will be taught how to present a term paper (*Hausarbeit*) in the German fashion.

GERMAN 310 Studies in Language III, 4 credits, Jutta Gutzeit

The objective of this course is to improve written and oral skills by building on work done during the orientation program or the winter semester. Emphasis will be on complex grammatical structures and listening comprehension. Students taking the course in the winter semester will be taught how to present a term paper (*Hausarbeit*) in the German fashion. Course also includes preparation for a “Deutsch als Fremdsprache” exam at the local Goethe Institute. Pre-requisite: 290 or by placement. Required of all participants.

All students are required to complete GERMAN 310; those students who successfully complete it in the *Wintersemester* will not need to take a language course in the *Sommersemester*, whereas students who place into GER 290 in the *Wintersemester* must enroll in GER 310 in the *Sommersemester*. Students receive four credits and a letter grade for each course upon successful completion. For Smith students, the language courses count as part of the regular full course-load of four courses per semester. Guest students should confer with the appropriate office at their home institutions to ascertain particulars about credit.

Regular Academic Courses

In addition to the required German language course (see above), students, in consultation with the Director, elect their additional courses from the following options below.

A. Courses at the Smith Center in Hamburg

Two courses are offered in the *Wintersemester* and one in the *Sommersemester* at the Smith Center exclusively for students enrolled in the Junior Year in Hamburg Program. These courses meet the normal Smith College standards for four-credit academic coursework and are taught by regular faculty at the University of Hamburg or by other experienced German faculty members. Students may take any or all of these courses for credit. After consultation with the Director, students with a major or minor in German may take these courses in place of German courses offered in Northampton. The following courses will be offered in the 2009/10 academic year:

GERMAN 270 German History and Culture from 1871 to 1945

4 credits, Rainer Nicolaysen

This course covers the Wilhelminian Empire, the Weimar Republic, and the Third Reich. For the Weimar Republic, the focus will be on the political, economic, social, and cultural issues the republic was facing. For the Third Reich, we will focus on the establishment of dictatorship; the persecution of Jews; everyday life in Hitler Germany; World War II; resistance and opposition; the end of the Third Reich. Limited to students enrolled in the JYA program.

GERMAN 280 Theater in Hamburg: Topics and Trends in Contemporary German Theater

4 credits, Jutta Gutzeit

This course offers an introduction to the German theater system through concentration on its historical and social role; its economics and administration. We will study the semiotics of theater and learn the technical vocabulary to describe and judge a performance. Plays will be by German authors from different periods. The JYA program will cover the cost of the tickets. Attendance at four or five performances is required. Limited to students enrolled in the JYA program.

GERMAN 320 Germany 1945-1990: Politics, Society, and Culture in the Two German States

4 credits, Rainer Nicolaysen

This course, which provides a continuation of 270, will cover the post-war period of occupation; the founding of two German states; German-German relations during the Cold War; and the re-unification of Germany. Historical analysis; reading of selected literary works; screening of films. Prerequisite: 270 or permission of the instructor. Limited to students enrolled in the JYA program.

ENVIRONMENTAL STUDIES: Landscapes of Northern Germany: Natural Environments and Human Influences, 4 credits, Kai Jensen

This class introduces the landscapes of Northern Germany including the natural environments, landscape development through the last 10,000 years, the very long-lasting human influence on the landscapes, developments under changing environmental conditions such as global warming and sea level rise, and strategies for a sustainable use of natural resources. The course will include lectures, field trips to locations in Northern Germany, seminars, student presentations and discussion.

B. Academic Courses at the University of Hamburg

Students normally take courses at the University of Hamburg at the level of the *Grundstudium*. These include *Vorlesungen*, *Proseminare*, *Seminare I*, *Übungen*, and *Praktika*, but generally not *Hauptseminare* or *Oberseminare*. Students will be given linguistic assistance (*Korrekturhilfe*) on all term papers for courses at the University.

The Program provides a tutor for a course taken at the University if an individual student or a group of students needs the course to fulfill a major requirement. Students must notify the Director and decide by the third week of classes whether they would like a tutor. Grades are assigned by the professors, instructors and, in very rare cases, by the tutors.

Performance or Practical Courses: Please note that performance or “practical” courses (in Music or Studio Art) are not offered at the University of Hamburg. The Director will help students who are majoring in music performance or studio art find suitable instruction; we cannot, however, guarantee that it is possible to make such arrangements in all instances.

Laboratory Science Courses: Students who will need science courses with an accompanying laboratory should consult with the Director prior to arrival in Hamburg about specific requirements.

Courses in Other Foreign Languages: Normally, students may not receive credit for a beginning modern foreign language course taken at the University of Hamburg. It is generally possible to take for credit a modern foreign language already studied at the college level beyond the introductory level.

ACADEMIC POLICIES

Minimum Course Load: Students on the Smith Junior Year in Hamburg Program must enroll in a minimum of 34 credits (2 credits for the orientation program and 32 credits for regular course work during the Wintersemester and the Sommersemester.)

Maximum Course Load: With the permission of the Director and the Associate Dean for International Study, students may earn up to 40 credits for a year in Hamburg. Guest students should consult with their home institution regarding minimum and maximum credit loads.

Submission of papers: Two copies of each paper submitted for a course must be given to the Director, who will then present one of them to the course instructor. Students may not leave Hamburg at the end of either semester until all their academic obligations have been completed.

Attendance Policy: *Students are expected to attend all classes as scheduled and may be excused from class only by permission of the course instructor, or in special cases, by the Director.*

Classes are held Monday through Friday. Unless there are group excursions planned, students are generally free to travel on Saturdays and Sundays. Students may not begin official vacations early or extend them. Students may not leave Hamburg at the end of either semester until all their academic obligations have been completed

GPA, Dean’s List, First Group Scholars, Latin Honors, Phi Beta Kappa: The Junior Year Abroad grades are Smith College grades. For Smith students, all academic work done on the Junior Year Abroad will count toward GPA calculation and for consideration for all honors normally

awarded at the end of each academic year and upon receipt of the Bachelor of Arts degree. Guest students should consult with their home institution with respect to such matters.

Add/Drop Deadlines

Wintersemester:

Friday, November 6	Last day to drop / add a course
Friday, December 11	Last day to change grading option to S/U
Friday, February 19	All coursework for Wintersemester due

Sommersemester:

Friday, April 23	Last day to drop / add a course
Friday, May 31	Last day to change grading option to S/U
Friday, July 23	All coursework for Sommersemester due

Smith Policies: All Smith College policies published in the Smith Bulletin apply unless otherwise stated in this handbook.

ACADEMIC HONOR CODE

The Smith Honor Code is in effect in Hamburg. The Smith College community at home and abroad maintains that any evasion of the spirit of the Academic Honor System is a violation of the Academic Honor Code. The following regulations, requirements, and the Academic Honor Code apply to all students on the Smith College Program in Hamburg.

In essence, the Honor Code means that students are intellectually honest. Students may seek the advice of a professor regarding written work and ask the assistance of native speakers about specific grammatical problems. The work submitted must, however, be the student's own work and may not be written, translated, revised, or rewritten by anyone else. Students are strongly advised to follow the format suggested by each faculty member when quoting from secondary sources.

Some examples of specific infractions of the Honor Code particularly relevant to students abroad include:

- submission of the same paper by more than one student or for more than one course without the specific prior approval of the Director and the professors and/or tutors involved;
- unauthorized or unacknowledged use of outside sources, including information from websites, computer disks, secondary materials, or another student's materials;
- unauthorized giving or receiving of information during any type of quiz or examination;
- failure to sign out library materials, removing reserve or reference materials from the Smith Center library or other libraries, marking or otherwise defacing library materials, taking out library materials for persons not members of the Smith Hamburg program;
- use of language translations or published notes in the preparation of course work without the specific permission of the instructor. **Unless otherwise indicated, works assigned in a specific language may not be read in translation.**

A student who is in doubt concerning any practice should consult the Director.

Procedures for reporting suspected infractions of the Honor Code are the same as prevail on the campus in Northampton, except that the suspected infraction should be reported to the Director of the program, who will report any violations to the Dean of the College.

STUDENT CONDUCT

Participants in the Smith College Junior Year in Hamburg are bound by conduct regulations of both Smith College and at the University of Hamburg.

As in the US, persons over the age of 18 are considered fully responsible citizens and are subject to German public law and to the prescribed penalties that may result from infraction of these laws.

ALCOHOL AND DRUG POLICY

Alcohol may be consumed, but not abused, by students who are of legal age in the host country. Students who choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all times. Smith College prohibits the illegal distribution of alcohol to students who are not of legal drinking age in the host country and prohibits the unlawful use of alcohol in any of its facilities and at any of its activities.

Possession, use or distribution of any substances that are considered by host country law to be illicit or illegal drugs is prohibited. Students are cautioned that the possession of drugs is often dealt with harshly by local, and host country law enforcement.

Any alcohol or other drug infraction will be considered a grave violation of program policy and may result in serious sanctions, up to and including dismissal from the program.

INTERNSHIPS

During the past few years, more and more participants on the Hamburg program have rounded off their experience abroad by participating in an internship primarily in Hamburg but occasionally in other German or European cities (at banks, insurance companies, political parties and organizations, non-profit organizations, museums, theaters, hospitals, medical research laboratories, newspapers and journals, architectural offices, schools, etc.). The resident Director and the Associate Director, as well as staff at the CDO, will assist students in locating and applying for an appropriate internship (*Praktikum*). Such internships are not provided by the program and students should be prepared to seek out an internship independently. Few options for internships during the semester are available in Germany; it may therefore be necessary to sacrifice all or part of the break between the two semesters or the summer vacation to complete an internship. Smith students who have located an internship between semesters or following the Sommersemester can apply for Smith College funding, normally for the summer only, through the Praxis program; further information and an application for the Praxis program can be found at: www.smith.edu/cdo/praxis.

INDIVIDUAL TRAVEL DURING SEMESTER & VACATIONS

On the weekends and on official holidays it is easy to take advantage of Hamburg's proximity to major European cities. **Students who plan to be away from Hamburg are expected to inform the Director of their destination and the anticipated time of their return to Hamburg.** During the six-week hiatus between semesters students may wish to travel. **Students are expected to inform the Director of their travel plans in advance and leave emergency contact information with the Director during extended trips during vacation times.** Students are responsibly for communicating with their families about their travel plans.