

STUDENT HANDBOOK

FALL 2023 AND SPRING 2024
AND ACADEMIC YEAR 2023-2024

CONSORTIUM FOR ADVANCED STUDIES ABROAD*
SEVILLA

STUDENT HANDBOOK

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PROGRAM CONTACT INFORMATION

Congratulations on your acceptance to the Consortium for Advanced Studies Abroad (CASA) Sevilla program. You are about to participate in what may be the highlight of your undergraduate career and an experience that may well affect decisions and goals long after you have finished your undergraduate education. This handbook is designed to help prepare you for this experience and, we hope, help you to enjoy your time abroad to the fullest. Shortly before the program begins you will receive a letter from the program director that gives last-minute details about your arrival and the first few weeks of the program. Please read this handbook carefully and become aware of all aspects of the program before you travel abroad. Do not forget to take it with you when you leave for Spain, as it serves as a useful reference for any questions or concerns that may arise once abroad.

The program is designed to provide students with an immersion in Spanish culture and the Spanish university system. One of the best ways to prepare for your program abroad is to learn as much as possible about the program prior to departure. It is unrealistic, however, to expect that you will be able to prepare yourself completely. There will be situations you will not have anticipated. Some of them will be pleasant surprises, while others may be less positive experiences. In either case, your sensitivity and flexibility are the most important skills you can bring to dealing with these new situations and will determine in great part the quality of your time abroad. As a former program student remarked, "It doesn't matter what you expect, it won't be what you expect!"

SPAIN CONTACT INFORMATION

Consortium for Advanced Studies Abroad
(CASA) Sevilla
We're moving! We will share our new address soon
Office hours: Monday—Thursday: 9am-7pm Friday: 9am—
2pm
*Spain is 6 hours later than U.S.
<https://casa.education/sevilla>
Phone: +34 650 028920

U.S. CONTACT INFORMATION

CORNELL UNIVERSITY

Office of Global Learning
B50 Caldwell Hall
Ithaca, NY 14853
Phone: +1-607-255-5243
Email: globallearning@cornell.edu
Office hours: M-F 8:30am-4:30pm

To contact Cornell for health-related and/or safety emergencies outside of business hours, please call the Cornell Police Department at +1-607-255-1111. For all other inquiries, please contact Kristen Grace, Asst. Director for Education Abroad, kag7@cornell.edu, +1-607-255-5243.

UNIVERSITY OF PENNSYLVANIA

Penn Abroad
3701 Chestnut Street, Suite 1W Philadelphia, PA 19104-
3199
Phone: +1-215-898-9073
Fax: +1-215-898-2622
<https://global.upenn.edu/>

In the event of an emergency during non-business hours (threatening health and/or safety), please contact Penn Campus Security at +1-215-573-3333; or [ISOS](#) at +1-800-523-658 / +1-215-942-8478. For all other inquiries, please contact Greta Kazenski, Global Programs Manager, kazenski@upenn.edu, +1-215-898-1652.

HARVARD UNIVERSITY

Office of International Education Faculty of Arts and
Sciences
77 Dunster Street Cambridge, MA 02138
Phone: +1-617-384-7893
Camila Nardozi, Director
Email: cnardozi@fas.harvard.edu

For health-related and/or safety emergencies outside of business hours, please call Harvard Travel Assist at +1-617-998-0000.

VANDERBILT UNIVERSITY

Global Education Office
310 25th Avenue South, Suite 103
Nashville, TN 37240
Phone: (615)343-3139
Fax: (615) 343-5774
<https://vanderbilt.edu/geo>
Office hours: M-F 8:00am-5:00pm

For health-related and/or safety emergencies outside of business hours, please call Vanderbilt Incident Response for Travel at +1-615-322-2745.

For administrative and academic questions, contact GEO at +1-615-343-3139.

JOHNS HOPKINS UNIVERSITY

Office of Study Abroad
3400 N. Charles St.
Imagine Center
Baltimore, MD 21218
Office Telephone: +1-410-516-8400

For health-related and/or safety emergencies outside of business hours, please call: +1-410-516-2512

For all student-related emergencies outside of business hours, please contact Public Safety: +1-610-328-8333



PROGRAM CENTER OVERVIEW

The program in Seville is designed to provide CASA students with an immersion in Spanish culture and the Spanish university system. Program participants are required to have completed at least the equivalent of five semesters of college-level Spanish prior to the start of the program. Once in Seville, students will take a combination of program center-based courses and University of Seville courses. All students are required to live in home stays during their participation with the program. The home stay introduces students to Spanish family life and to a range of social interactions that they would not otherwise experience. The program is thus as much about cultural immersion and academic integration as it is about language acquisition.

Cornell Global Learning, Cornell University, serves as the lead administrative office on behalf of the program, handling all program financial arrangements including preparing budgets, transferring funds, and accounting for expenses. Major decisions regarding curriculum, expenditures, and fees are arrived at jointly, but each school is responsible for its own student selection procedures. The faculty members are selected from among the consortium member institutions on a rotating basis. Each consortium member also has a faculty advisory or steering committee. While the structure and specific charges to these committees differ between the campuses, both institutions are involved with academic policy, student advising, student recruitment and selection.

This is a Spanish immersion program; students and faculty should be prepared to always speak Spanish in the Center, and preferably in all contexts throughout the entire stay. Classes are taught in Spanish, by faculty members from the partner universities and by local

Spanish professors at the University of Seville. Accordingly, students must sign a Center Spanish-only language pledge, strictly enforced by program staff: "Me comprometo a hablar únicamente en español mientras me encuentre en el Centro de CASA-Sevilla. Entiendo que si no cumplo con este compromiso el personal del Centro puede pedirme que abandone las instalaciones." In order to maintain an atmosphere conducive to the language pledge, students are prohibited from using Skype or any other internet program that might cause students to speak English while in the Center.

CASA-Sevilla has its own program Center and offices located in downtown Seville, easily reachable by public transportation or on foot. The location is attractive and convenient, directly across from some of the main university buildings (the Schools of Psychology, Economics, and Labor Relations). The Schools of Geography and History and Philology are a fifteen-minute walk from the CASA Centro, and students can easily get between the two sites for classes.

The program Center occupies the seventh floor of the Viapol Building. Its facilities include a classroom, a study area, a reception and offices for the program director and program coordinator. The Center serves as a focal point for various activities: studying, socializing, discussing concerns or issues with program staff members, and receiving mail. In addition, program courses, intercultural mentoring sessions, tutorials and lectures take place there.

Location: Calle Balbino Marrón 6, planta 6ª, modulo 15. 41018 Sevilla.

PROGRAM STAFF IN SEVILLE

Program Director: Dr. Eva Infante Mora

(eva@sevilla.casa.education) is responsible for overall administration of the Center, including day-to-day management of the program, student advising, liaison with the University of Seville, and supervision of program faculty and staff. Dr. Infante, a native of Seville, holds a Ph.D. in Arabic and Islamic Studies from the University of Seville, and an M.A. from the University of Michigan. She has been with the program since 1997.



Program Coordinator: Luisa Alvarez-OssorioPiñero

(luisa@sevilla.casa.education) has been with the Center since 1997. Among other responsibilities, she handles student housing, paperwork for student registration, visa extensions, and other official matters. She is a graduate of the University of Seville.



Program Assistant: Dr. Bartolomé Miranda Díaz

(bartolome@sevilla.casa.education) assists the Program Director and Program Coordinator with maintenance of the program library, organization of cultural activities, and organization of student excursions. Dr. Miranda Díaz holds a degree in Art History and holds a Ph.D. in History from the University of Seville.



2023-2024 PROGRAM CALENDAR

FALL SEMESTER

20 August	Arrival in Seville
21 August	Start of CASA course “Más Allá de los Estereotipos”
11 September	Classes start at the Center and the University of Seville
12 October	Día de la Hispanidad (holiday)
1 November	Día de Todos los Santos (holiday)
6 December	Día de la Constitución (holiday)
8 December	Día de la Inmaculada (holiday)
18-21 December	Exams period (Fall students only)
22 December	End of fall semester
23 December-6 January	Holiday break

* No Fall student can leave the program before this date

SPRING SEMESTER

8-26 January	Exams period (Academic year students)
7 January	Arrival in Seville
8 January	Start of CASA course “Más Allá de los Estereotipos”
29 January	Classes start at the Center and the University of Seville
28 February	Día de Andalucía (holiday)
24-31 March	Semana Santa vacation
14-21 April	Feria vacation (tentative date)
1 May	Labor Day (holiday)
20-23 May	Finals at the Center
May 24	End of classes at the University of Seville
May 27-June 15	Finals at the University of Seville*

No student can leave the Program before the date of their final exams at the University

*There is no official date for the end of the spring semester at the University of Seville. Final exams take place May 27-June 15. Exact exam schedules are not available until on-site course registration. It is recommended that students purchase flexible or open-ended airline tickets.

ACADEMIC INFORMATION

ACADEMIC REQUIREMENTS

All students on the CASA Sevilla program are required to enroll in five courses for the equivalent of 15 US credits or 5 credits for institutions that use 1 credit/class. This represents enrollment in the signature core course *Más allá de los estereotipos*, a second course at the program Center, and three university courses. Exceptions to this policy are rare, but may be granted upon review and written approval by CASA Sevilla and the student's home institution if necessary for health reasons or other extraordinary circumstances. Five courses/15 credits is considered full-time status regardless of whether a student actually requires fewer classes/credits to maintain good academic standing at their home institution.

All courses are taught in Spanish. Program Center courses are similar in style to courses taught on a U.S. university campus, while courses at the University of Seville provide direct contact with local students and a different university system.

All students should attend at least two extra courses for which they will register during the first weeks of class at the university, and then narrow down their final list once they have read the syllabus, listened to the instructor's lecture style, pronunciation, and so forth. Students can also use this week period to get approval from their home university academic advisors if necessary. Students must make final decisions about dropping courses one week after the beginning of classes.

You may enroll in almost any course offered at the University of Seville, provided you have the necessary academic background. Students typically take classes in the facultades of philology, history, psychology, communications, and labor relations, and have been very successful in these classes. Political science does not exist as an area of study but many students find appropriate classes in history and other areas. Some students have had difficulties taking courses in economics and business administration because it is a very challenging and demanding facultad. You need to be aware that some facultades restrict courses a visiting student can take (such as first year courses). Classes in the fine arts are unavailable. If there is a course that you must take while on the program, you should check with your study abroad office and the Program Director to see about possible restrictions.

Please note that the instructors at the University of Seville are not obligated to comply with requests for special exams or dates. If the instructor for a course is

not willing to make special arrangements, you should have other course choices available as alternatives. Year-long students should follow the regular schedule of exams for the Spanish students.



At the end of the semester, you will need to schedule an exit interview with the Program Director to talk about your experience in Seville. This is the chance for her to verify your class schedule and make sure that you have completed all course requirements at the University. It is essential that you finish all course work and requirements before leaving Seville at the end of the program. The program does not take any responsibility for providing you with a grade if you leave with work unfinished. As with an incomplete in the U.S., an incomplete in Seville becomes a failing grade on your transcript in time. Work not completed before departure from Seville will result in a failing grade. Only in case of extraordinary circumstances, such as documented medical incapacity, can a student receive a temporary grade of incomplete.



Fall Course Requirement

All students will begin with *Más allá de los estereotipos*, after which they must take four additional courses to complete the fall semester, one of which must be taken at the program center, and three of which must be taken at the University of Seville.

Spring Course Requirement

All new students will begin with *Más allá de los estereotipos*, after which they must take four additional courses to complete the term, one of which must be taken at the program center, and 3 of which must be taken at the University of Seville. Continuing full-year students will not take the course *Más allá de los estereotipos* in the spring and must take four courses, 1 of which must be taken at the program center, and 3 of which must be taken at the University of Sevilla.

COURSE SELECTION

Home Center/Facultad

- Students will need to select a Preferred Center (department) due to the online registration system at the university. You can find a list of Facultades (departments) here: <https://www.us.es/vivir-la-us/centros-y-departamentos>. All students can take as many classes as they want to in the preferred center and are required to take at least one in that department.
- Then there is an option to select up to two courses in other departments, but at least one must be in the preferred center.
 - Instructions on how to find courses: <https://casa.education/sevilla#academics/courses>
**Note: Class schedules for the fall will not be posted until September.
- Students are required to plan their course of study prior to departure. Students from each home university should be sure to fill out the following documents:
 - Cornell University: Study Abroad Participation and Course Approval Form
 - University of Pennsylvania: Academic Approval Form and [XCAT](#)
 - Any other CASA student should check with their home school advisor about academic requirements
- On these forms, students list a tentative selection of courses and then seek approval from the undergraduate chair or advisor in each department where credit is sought. All courses selected should be appropriately rigorous in academic content. Each home university reserves the right to award or deny credit accordingly. The Program Director is available to clarify and advise on this subject. Remember, also, that in order to grant departmental credit for a course, some departments require that you show the syllabi, reading lists, and your notes and papers when you return from Seville. Do not discard these items at the end of the term.
- All students are reminded that academic advising is a continual process. In meeting with academic advisors prior to departure, many students benefit from discussing broad requirements in order to maximize onsite flexibility with course selection.

ACADEMIC CREDIT AND COURSE APPROVAL

Cornell University

If for any reason your course selection differs from the course you listed on your Study Abroad Participation & Course Approval form, you must notify your faculty advisor and the study abroad advisor in your Cornell College. If you are seeking major credit for courses taken in Seville, you should seek preliminary approval from the department in question; the final award of major credit comes only after your grade report from abroad is received at Cornell. You will finalize your course selection after arrival in Seville.

Students in Cornell's College of Arts and Sciences must take all courses in liberal arts subjects (subjects, if they were taught at Cornell, would be taught in the College of Arts and Sciences). Only with permission in advance from the College may you be able to take one non-Arts course per semester (in business, engineering, law, etc.)

Cornell students remain registered at Cornell while they study in Seville. You will be registered for placeholder credits while you are abroad; when your grade report is received at Cornell, the course titles and grades of all courses for which you enrolled will be entered on your Cornell transcript. In most cases you will receive 15 Cornell credits for completing a normal full course load in the program.

University of Pennsylvania

Students from the University of Pennsylvania should contact their home school academic advisor for study abroad for more information on academic policies pertaining to Penn requirements.

All courses taken abroad must be entered into XCAT to request credit approval.

CASA students

Any other CASA student should check with their home school advisor about the transfer of credit.

COURSE STRUCTURE AND ATTENDANCE

Más allá de los estereotipos and all other classes at the Center follow the American system. You are required to attend class, participate in the discussions, and prepare daily work. Your attendance record will be reflected in your final grade.

There are differences between how class attendance is viewed in the American and Spanish university systems. American universities function on the basis of daily preparation by students, so as to better enable them to follow the instructor's lecture and participate in discussion. The advantage of this system is that the student becomes more interested in the subject, and because of the daily preparation, prepares for the final examination as the semester progresses. The study that takes place before the U.S. final examination tends to be a review, not learning of the material for the first time.

Many Spanish university classes are very large and there is little discussion or participation, especially in the first three years of a degree program. The instructor lectures and may not be aware of, or care, who attends class. Usually there are no quizzes, no credit for participation, no oral report, or other ways of accumulating grades through multiple assessments. Within this context, students are graded solely on their

performance on a final exam. Final examinations tend to be exhaustive and based on the material given in class and reading lists students cover independently. European students are more likely to miss classes than American students; however, they are used to the system and adept at preparing for finals. They are also less grade-conscious than Americans, and under less pressure to pass a course the first time they take it, because they have up to six opportunities to pass the course later. You will not!

Upper-division elective courses called *Optativas* are somewhat similar to U.S. university courses. They tend to be smaller and sometimes the format is like that of a seminar, with opportunities for discussion. *Optativas* have been popular with many program participants.

Tempted as program students may be to follow the example of Spanish colleagues, they should not skip class. Most American students do not know Spanish as well as their Spanish counterparts, and they generally cannot grasp the lectures or readings as quickly. Students who miss classes must work doubly hard to recover and understand the material, and they risk failing the course. Repeatedly failing to attend class, whether at the Center or at the university, may be grounds for dismissal from the program.

2023-2024 SEVILLE PROGRAM CENTER COURSES

FALL SEMESTER

Más allá de los estereotipos: Encuentros con la historia, sociedad, lengua y cultura de Sevilla

Más allá de los estereotipos is a core component of the program. It integrates multiple dimensions of the program beginning on the first day students arrive in Seville and runs until departure. Seville is a complex, dynamic city. Its multidimensionality and the extraordinary number of learning possibilities it offers are a wonderful opportunity for exploration and personal development. Through course, students will develop the skills to learn effectively about this complex and dynamic place.

This course runs for several weeks before classes begin at the University of Seville and continues in a condensed form throughout the academic semester. During the initial phase, the course includes:

- orientation to the University of Seville
- integration into homestay families
- personalized language training and evaluation
- explanation of course offerings
- introduction to the language, anthropology, history, and art that will form the foundation for courses
- selection of and initial participation in community organizations
- cultural visits

With the help of a mentor, each student develops a list of personal goals and an activity plan to achieve them over the semester. Individual goals may include meeting linguistic improvement targets and developing techniques for studying and reflecting on Sevillano society, culture, politics, history, and art. The results of this work are managed by each student through a personal Blog.

Several meetings are held throughout the semester for students to share their learning experiences with each other. Between in-class hours, projects, and experiential learning, **Más allá de los estereotipos** requires a similar workload to any regular 3 credit hour course.

The program strongly recommends that all students obtain a police background check from their campus police, local police or via the online FBI background check, so that students can have the widest range of community placements available to them. Many community placements may be in centers that serve children, and a background check is required for those organizations whether or not the student will be working directly with children. Students may opt not to provide a background check, and opportunities will still be available, however they will be more limited, particularly for working with migrant communities.

Historia de España Actual

Dr. Inmaculada Cordero Olivero

The main objective of this course is for the students to be able to understand contemporary Spain and, at the end of the semester, give an opinion in a critical, reasonable, and objective way about the situation of the country in which they will have been living for a few months. This implies understanding the difficulty of Spanish history in finding a definitive path towards modernization in every aspect. Being part of European Occident on a geopolitical level, Spanish history, during a great part of the 20th Century, from 1939 to 1975, was left out of political and social evolution in the Western World and mostly in Europe. Later, Spain entered a democratic process which created a transition political model (that inspired studies and analysis) which guaranteed the present running of democracy that can be compared to surrounding Western democracies; however, it contains specific features that are presently put into question.

SPRING SEMESTER

Más allá de los estereotipos: Encuentros con la historia, sociedad, lengua y cultura de Sevilla

See description above.

Historia de España Actual

Dr. Inmaculada Cordero Olivero

See description above.

La inmigración en la España actual desde una perspectiva política, legal y social

Dr. Beatriz Campuzano Díaz

This course will analyze the characteristics of migratory movements and their impact on Spain and the European Union, from a political, legal and social perspective. At the end of the course students will be able to understand the main challenges Spain and the European Union face in this matter, comparing them with the United States. The course is organized around three main topics: the first one referring to the citizens of the European Union, who exercise the right to free movement recognized in this integration space; the second deals with immigrants from third countries (mainly Latin America and Africa), who pose important challenges due to the limitations that derive from the EU regulations; and the third focuses on refugees, who are forced to leave their countries for political or other reasons. Students in the course will be required to participate in a local organization that serves the migrant population and to contribute to class discussions with their experiences in the organization.

SPANISH UNIVERSITY SYSTEM

As is true in most of Europe, the majority of universities in Spain, including the University of Seville, are public rather than private institutions. Of the fifty-plus universities in Spain, all but four are state-controlled, receiving virtually all their funding from the government and offering programs of study whose structure and requirements are centrally mandated. Choosing a university is a very different process for Spanish students than for Americans, with admission being less selective, but with a higher attrition rate than in the U.S. Moreover, Spanish students are required to attend a university within the region in which they reside. The principal advantage of the system is that the cost of a university education is relatively low for every Spanish student who qualifies, tuition costing only a small fraction of what it does in the U.S., even at U.S. public institutions. Many Spanish students can and do continue to live at home during their university years.

Another important contrast is that Spanish university students are far more specialized in their studies than their American counterparts. They apply and are admitted to a specific school (facultad) at a university and choose a major department from within that facultad. All of their courses are taken in that particular department, usually in a set sequence, and there are few or no opportunities for electives. Most degree programs take four years to complete, at which time a grado is awarded. Many students, however, fail to complete their programs of study.

In addition to Spanish students and other Americans studying at the University of Seville, a significant number of students are from European Community countries. Known as ERASMUS students (European Action Scheme for the Mobility of Students), they are part of a large exchange program that sends thousands of EU university students abroad to other EU universities for a term or year.

Spanish university students are expected to work independently and are only rarely subject to the continuous evaluation (quizzes, short papers, etc.) to which American students are accustomed. Most courses are lecture courses, and discussion sections are rare. Accustomed to small classes, assigned readings, and opportunities during class to speak about the material with their professors, American students may initially feel that the Spanish university system is not as demanding as the American one. This is very deceptive, however, and to have a successful academic experience, it is necessary to attend all lectures (even if your Spanish peers do not) and keep up with your work outside of class. In some subject areas, you will find you need to do extra research to keep up with Spanish students that typically have more background through previous study. In addition, you will need to compensate for any linguistic shortcomings by paying careful attention to what is said in class and learning to take good notes. You may

find it valuable to ask Spanish students in class for help—you are likely to find them very generous with their time and even willing to lend their notes.

There is also a strong contrast between the U.S. and Spain with respect to the philosophy that underlies the grading system: Spanish students are not graded on a curve (i.e., are not assessed in comparison to other students in the course), but rather are evaluated against an abstract standard of what constitutes excellent performance. Only a small fraction of Spanish students receive the highest marks, and there is much less emphasis on grades or on accumulating a high overall academic average. In general, it is enough to pass a course—most marks are in the range of aprobado—and any mark above 4.9 is considered passing. The grading scale, from 1 to 10, is:

- 10 Matrícula de Honor**
- 9 Sobresaliente**
- 7-8 Notable**
- 5-6 Aprobado**
- 0-4 Suspenso**
- NP No Presentado**

Universities in Spain do not usually provide housing for their students, and many students continue living with their families while at university and afterwards. Students whose families do not live within commuting distance of the university often live in town at one of the colegios mayores (residence halls) which are privately run and house students from different institutions together. In Madrid, some of these colegios mayores are similar to dormitories on U.S. university campuses; in Seville, however, they tend to be more traditional and somewhat restrictive—a number are run by religious organizations and have strict rules, including curfews.

UNIVERSITY OF SEVILLE

The University of Seville is one of the oldest universities in Spain. The royal warrant for its establishment was granted in 1502, ten years after Columbus set sail for what was to become known as the New World. In its first years, the university was housed in a building near the Cathedral and Reales Alcazares, and consisted of just four facultades: theology, medicine, civil and canon law, and liberal arts. A nearby colegio provided housing for the entire student body of fifteen. Today, the university boasts an enrollment of more than 32,400 students and a faculty of 1,550, divided between seventeen facultades. The main university building, in central Seville and convenient to the program center, houses the facultades of law, history and geography, and philology, the principal schools in which program students are most likely to take courses. This building was once a tobacco factory—the same one where the heroine in Bizet's opera Carmen was employed. Other facultades (communication, psychology, pharmacology, physics, chemistry, the language institute, economics and business administration, fine arts, biology, education, mathematics, medicine, architecture, industrial engineering, and nursing) are located elsewhere in the city and can be reached by bus.





Seville Libraries

There is a central library at the University of Seville, the Biblioteca del Rectorado, located in the main building (tobacco factory). Each facultad has its own library, but access is limited and hours tend to be shorter than libraries in U.S. universities. Locating and retrieving materials for research papers may also take longer than at home. Most libraries in Seville, as in Europe in general, have closed stacks where you are not allowed to search for books yourself, but instead must leave the name of the book and its call number with the librarian, who will locate the book and bring it to you. In general, library hours are from 9:00 to 13:00 and from 16:30 to 19:00, Monday through Friday.

The program center library houses approximately 1,000 volumes, including basic reference books in a variety of fields. It is open the same hours as the center.

The public library and the library at the Escuela de Estudios Hispanoamericanos (which has an excellent collection on the Americas) are also available to you. Both libraries will issue you a library card upon application. The Archivo de Indias, for which Seville is well known, has an important collection of documents which may be useful for certain research projects.

Grades

All grades earned during the program will be reported to your home university office. Grades at the University of Seville range from 10 (the highest) to 0 (the lowest).

Pass/Fail Option

Students wishing to take a class pass/fail while abroad should check with their study abroad office and departmental advisors regarding specific requirements. Cornell University and Harvard University students cannot take courses on a pass/fail basis.



Grade Changes

In Spanish universities, students do not contact faculty to ask for changes in their grade. Final grades are final. Students on the CASA Seville program are expected to follow this practice and accept their grades as final. In extreme cases where students believe there may have been an error in calculating their grade, students may discuss this with the Program Director. The Program Director can seek clarification from the professor to confirm whether the grade is indeed accurate. Please note that students are responsible for all their assignments and that the Program Director does not have the power to change a grade.

Final Interviews and Program Evaluations

All students are required to schedule an exit interview with Eva towards the end of the program. In addition, students will complete a program evaluation and course evaluations during a scheduled session at the center prior to departure. Student feedback is essential to the continued development of the Seville program, which is why these evaluations are required and will be completed by students while they are still on-site.

Posting of Credits

Each home university has different policies regarding how courses, credits, and grades earned in Seville are reported and recorded on student transcripts. In general, all students should expect significant delays before final grades from courses taken at the University of Seville reach their home university. Fall

courses typically reach the home university in late April. Year-long courses and spring courses typically reach the home university in October.

Cornell University

Transcripts will appear with the Spanish grade only for University of Seville courses and with the grade from the grade report for CASA center courses. Cornell students may not take courses pass/fail. Students must receive at least a 5.0 to receive credit.

University of Pennsylvania

University of Pennsylvania students should contact the Penn Abroad office or their home school academic advisor for study abroad for more information on grading policies and pass/fail options.

PROGRAM-SPONSORED ACTIVITIES

Each semester, the program center organizes several cultural visits, invites lecturers, and plans other special activities for program participants.

Academic year students will be invited to attend certain functions placed during the spring term, as a way of welcoming new students to the program and helping them adapt to life in Seville. Academic year students will not be permitted to attend the activities or excursions for the Spring *Más allá de los estereotipos*. At the Program Director's discretion, and subject to availability, academic year students may participate in certain activities or cultural visits, if they cover the cost of their participation.

Occasionally students ask to be reimbursed for excursions and cultural events that were covered by their program fees and that they did not attend. Please understand that you are expected to participate in all such functions and, if any foreseen or unforeseen situation prevents your attendance, the program will not be able to reimburse the fees associated with the event.

The program reserves the right to change the date of cultural visits and trips due to weather conditions or safety considerations, and will not reimburse students for any personal arrangements they might have made for those dates





PREPARING FOR DEPARTURE

APPLYING FOR A STUDENT VISA

It is your responsibility to inform yourself of any entry/exit requirements and to get your own visa.

All U.S. citizens participating in the CASA Seville Program must obtain a student visa before traveling to Spain. You must contact the consulate with jurisdiction over the state in which you reside to obtain the necessary visa applications and instructions. In some cases, it is possible to use the consulate associated with the state in which your university is located, but this must be verified with the consulate itself.

Some consulates will not process visa applications before or after certain dates, and the process can take several weeks, so it is very important to check the requirements early to learn such details. Generally, one or two in-person visits to the consulate are required, so students must plan accordingly.

For students staying longer than 180 days it is also necessary to submit a copy of a Police Record Certificate/FBI Background check with an Apostille. This process can take as long as twelve weeks, so begin as soon as possible. Also, for those staying longer than 180 days, you will also be required to submit a doctor's letter indicating that you are in good mental and physical health.

Any questions you have about the visa application process, or entry into Spain, should be directed to the Spanish consulate in your jurisdiction.

A full list of Spanish consulates in the U.S. is available from the Spanish Embassy.

When entering Spain, make sure that the official stamps your passport on the same page as your visa. The student visa is good for 90 or 180 days. It will not be possible to apply for an extended student visa while in Spain, so if any student is considering staying in Spain for the entire academic year, they will need to apply for that longer visa ahead of time.

Students will work with their respective study abroad advisors to clearly identify which terms they will be abroad in Seville.

Non-U.S. citizens may have different visa requirements and should check with the Spanish consulate in their country of citizenship.

Students should contact their Study Abroad offices for more information.

TRAVEL TO SEVILLE

There is no group flight to Spain, and each student is expected to make his or her own travel plans to arrive in Seville for the beginning of the program. Most flights from the U.S. to Europe are overnight flights, arriving early in the morning the following day. All participants should plan to fly into Seville (airport code: SVQ), if possible, and plan accordingly when making plane reservations. You will probably have to take one or two connecting flights, but it can be simpler to fly into Seville than to travel by train from Madrid with a lot of luggage. When you check your luggage for your flight, make sure that it is checked through to Seville. It is possible to do this even if you

begin your travel with one airline and conclude with another. This will prevent you from having to go through customs in Madrid or another city before you reach Seville; it is a much simpler process in Seville, where the airport is relatively small.

Upon arrival in Seville, students must make their way to their homestay address, which will be provided by our Housing Coordinator before the beginning of the program.

PACKING

All students are recommended to inform themselves of airline policies by researching airline websites or talking with a travel agent. We strongly recommend you not take more than the allowed luggage, as it is expensive to pay for excess baggage, and even if you choose to do this, you will still be responsible for getting your belongings to the hotel, to your home stay, and then back again, at the end. If you have excess baggage sent via post office parcel post (the only reasonably priced option for mailing large items), it will take six to eight weeks to arrive. Large packages or trunks will not be delivered to you. A notice of arrival will be delivered with instructions on how you can pick up packages. This normally involves a trip to the main post office and an extended wait in line. You must then pay customs duty on the items.

Students often bring as many clothes and other personal items to Spain as they would take to campus in the U.S., and then find themselves with luggage too heavy to carry and filled with the wrong things. Below are some suggestions of what to take with you to Spain and what you can easily leave home. The best and simplest advice is to pack light.

Remember that you will need to be able to carry everything that you bring by yourself, and that what you leave behind will be waiting for you when you return. Anything that is not absolutely necessary for your time abroad should be left at home. By packing light, you will find it easier to carry your luggage around airports and bus and train stations, to move in and out of the hotel and your host family apartment, and to travel before and after the program. The following test is recommended: 1) Lay everything you think you will need out on your bed; 2) Remove half of what is there; 3) Pack what is left in your suitcase; 4) When you are already tired, walk around the block and up some stairs while carrying the suitcase and your carry-on items. This will closely resemble what you will experience while traveling. If at this point you do not think you can handle your bags, then remove more items. Remember, you will want to have room to bring home things you will buy while you are in Spain.

Clothing

Clothing that you wear in the U.S. will be generally appropriate in Spain, and you should feel comfortable with what you would normally choose. In general, styles in Spain are a bit dressier than in the U.S. Jogging and athletic attire are worn for exercise purposes but normally not as casual street attire. There may also be occasions such as a visit to the theater or a nice restaurant when you will want to dress a bit more formally than usual, so you should bring at least one sports jacket, tie and nice pants, or at least one nice dress and pair of shoes.



Bring clothes that can be mixed, matched and layered. Seville can be very warm in the fall and spring, so pack light clothes for these warmer days. While the winter in Seville is mild compared to Ithaca, or Philadelphia, it is still necessary to take winter clothes with you that you can layer. Outside, the weather in winter is likely to be milder than at home (it seldom goes below freezing), but inside, with central heating either limited or non-existent, you will want to wear more than in the U.S. It may well feel colder inside than out! You should take warm sweaters, a medium- to heavy-weight coat, gloves, scarves, winter pajamas, and even long underwear or sweats if you get really cold at night. Past participants say slippers or warm socks are a must; wood or marble floors can be very cold. Sturdy, comfortable walking shoes are also essential,

as you will be doing a lot of walking in Spain on cobblestoned streets and uneven sidewalks.

Your host family will probably do laundry once per week. Spanish washing machines are a little hard on clothes, so select sturdy items, and try to bring clothes that do not need ironing. While families have washers, they are not likely to have dryers, so in the winter when it is cold and sometimes rainy, clothes may take several days to dry. You may want to bring two sets of sweats and other slow-to-dry items.

If you forget to bring something or are in need of new clothes, Sevilla has two big malls within the city, Nervión Plaza and Torre Sevilla, as well as a shopping area near the city hall (you will find stores like Zara, Mango, H&M, Pull&Bear, Bershka...). Although they are not as abundant as in the United States, there are also several thrift stores around the city, mainly in the Alameda area. The cheapest ones are Humana and Mosaico Vintage. You could also use apps like Vinted or Wallapop to buy secondhand clothes.

Toiletries

Toothpaste, hair products, dental floss and other items are expensive in Spain. You may be able to find the U.S. brands you like, but you will pay more. Students from past years have specifically recommended bringing deodorant, contact lenses and contact lens fluid from home. Toiletries brought and used during the semester create space in your luggage for your return home. Stores like Primor and Druni carry the most diverse drugstore products at a cheaper price, especially in the haircare and feminine hygiene department.

Books

You may wish to bring a guidebook to Spain and Europe with you, as English-language books are likely to be more expensive abroad than at home. Students particularly recommend the Let's Go series and the Lonely Planet publications. Although you may want a Spanish grammar and dictionary (English-Spanish, Spanish-English, or Spanish-

Spanish), we do not recommend that you bring these with you. The program center has Spanish grammar books that can be purchased for approximately €45, composition books €37, and workbooks for €23, while many bookstores in Seville carry dictionaries. Rather than bring a dictionary with you, wait and see what your needs are and choose from among the selection in Seville bookstores.

There are a few secondhand bookstores in the city, such as Re-Read, and there is also the option of apps like Wallapop or Vibbo, or Facebook Marketplace.

Electrical Appliances

The standard electric current in Europe is 220 volts/50 cycles; the standard electric current in the US is 110 volts/60 cycles. Electricity is very expensive in Spain, outlets are fewer, and you will find it difficult and inconvenient to use American electrical appliances. Electrical items brought from home will need to be adapted for European current and electrical outlets by use of both a transformer and a converter plug, which allows you to plug an American item into a European wall socket. Past participants have felt it is better to purchase electric hair dryers, curling irons, and shavers in Spain, thereby solving both the transformer and converter problems. For some items, such as radios and clocks, battery-operated may be the best way to go; even with an adapter these items may break and are usually cheaper to replace than fix. If you purchase a transformer, you should buy one that converts 125 volts to 220 volts and reaches 1500 watts.

Laptop Computers

Students who own laptops are encouraged to bring them with them to Seville. The Center, in addition to many local cafés, provides wireless connection. A computer is an expensive piece of equipment and liable to theft when you are traveling; it is strongly recommended that you have it insured for any potential loss or damage. While most laptop computers have internal transformers, you should discuss this with the manufacturer and take the proper measures to protect your machine; low quality power transformers can end up damaging your laptop. Students who do not bring laptops with them to Spain will be able to access computers at the Center or in local cafés.

Miscellaneous

Your new Spanish friends and family will be curious about your lifestyle and family in the U.S., so bring some photographs—they are nice to have not only to show others, but for yourself as well.

All living situations provide towels and bedding, so you will not need to bring them. Past participants have recommended you bring a sleeping bag and an extra towel if you plan to travel cheaply, because some youth hostels do not provide these items.

ARRIVING AND SETTLING IN

When fall semester students arrive in late August, and spring students arrive in early January, they go directly to their homestays.

During the first days of the program you are given important information about procedures to follow in case of an emergency. You are given a telephone number to reach program staff and information about procedures to follow if telephone communication is unavailable during an emergency. For your own safety, and for the sake of your home university staff, onsite staff and family members back home, pay close attention to this information and be prepared to follow the instructions given.

Throughout this time the Program Director, Program Coordinator, and Program Assistant are available to answer questions and concerns.

Mail

Please do not send any packages to the program center if there is a chance they will arrive before you do!

All packages with a declared value higher than €45 are kept in Madrid or Seville customs until the student pays the appropriate VAT taxes. This applies to packages sent by express mail as well as regular mail.

Computers and Internet Access

While the program tries to provide participants with many of the amenities available at their home campus, not everything is feasible. Therefore, you should not expect to have the level of access to computer facilities to which you are accustomed on campus at home.

It is recommended that students bring laptops with them to Spain. The CASA Center is wireless. Read about personal laptop use under “Packing” below. Alternatively, students may use computers at the CASA Center to access the internet. In order to maintain an atmosphere conducive to the language pledge (see below), students are prohibited from using Zoom or any other internet program that requires students to speak English while in the center.

All host families will provide internet access to their students. However, students should be mindful of disruptions caused by using Zoom to chat with family and friends in U.S. time zones. In order to minimize disruptions to the host family, students are not allowed to go online after midnight.

LIVING IN SPAIN

DIVERSITY IN SPAIN

Spain is a racially, ethnically, and, to an increasing extent, religiously diverse nation—although not to the degree you may find in some areas of the United States. As is the case in the United States, issues regarding discrimination based on race, gender, ethnic identity, sexual orientation, and other identities are also present in Spain. Spaniards may acknowledge there is discrimination against Roma and some immigrant groups in their country, but they are less likely to have extensive experiences and interactions with other groups and are less likely to have participated in public discourse related to these issues. However, you may find a range of attitudes and responses from Spaniards that are shaped more by perceptions of you as an American rather than by other aspects of your identity such as your gender, race, ethnic identity, or sexual orientation.

Some students have pointed out that Spaniards have very different conceptions of identity than you do in the United States. In many cases, this can lead to a rich intercultural discussion about what constitutes one’s

identity and how that identity plays a role in society. In other cases, this can lead to some students feeling uncomfortable or offended by perceptions and stereotypes that exist in Spain but not in the United States. These situations are not unique to U.S. students studying in Spain; rather they are common in most study abroad experiences, as culture and cultural influences at all levels are undoubtedly different than how they are in the United States. Fortunately, few have felt that they were mistreated or discriminated against overtly.

It is important to remember that the discrimination of marginalized groups is an issue many countries around the globe are learning to address, and Spain is no exception in this case. Being aware of stereotypes and norms in Spanish culture is helpful. For example, it is common for many Spaniards to overlook or deny the existence of racism, sexism, and other forms of discrimination in their country, as would many people in the United States, although in Spain this phenomenon has seemed to some students to be even

more prevalent. Likewise, it is not uncommon for unsolicited remarks regarding a woman's appearance to be made. Overall, the most frequent issue regarding discrimination reported by students is based in the intersectionality of racism and sexism.

We train staff, faculty, and Spanish mentors in the principles of anti-discrimination (with particular attention to sexism and racism), and how to offer effective support to a student who has experienced an aggression. We urge you to share any experiences that have made you feel uncomfortable, unwelcomed, or unsafe with the program staff. In absolutely no case should a student be made to feel threatened or be made to feel that any threat is acceptable.

While discrimination remains an important issue in Spain, most students who were concerned about how they would be treated in Spain have had very positive things to say about their experience. Moreover, many have successfully navigated uncomfortable situations and found incredible value in gaining intercultural skills derived from these experiences. Almost all students report they made close, warm, and lasting friendships with fellow Spanish students, members of their community organizations and peers at the program

center. If you are concerned about how you will be perceived and treated while in Spain, we encourage you to speak to past program participants and to share your concerns with study abroad staff before you travel abroad. Some former students recorded this video describing their experiences in Seville and what they learned from them: [Diversidad - CASA Sevilla - YouTube](#). In addition to the intercultural mentoring sessions, as part of the Beyond the Stereotypes course, we will hold a specific workshop on diversity equity and inclusion at the beginning of the semester, where we will deal with these issues in depth.

All things considered, please remember that Spain is an entirely different country than the United States. While there is an indeed heightened sense of social responsibility here than you may be familiar with in the United States, Spain for much of its modern history has been relatively homogenous, and the Spanish people every day are becoming more familiar with their society that has only in recent years started to become increasingly diverse. We believe that Spaniards have as much to learn from you as you have to learn from them, and we know that CASA Sevilla can help you engage in this process critically and positively while making countless happy memories.

THE SPANISH HOME STAY

All students will be required to live with local host families for the duration of their program. The families who host our students are key partners in our organization and have been working with us for many years to support your language and culture learning. Alumni responses show that homestays are one of the best things about our program, and other studies about study abroad support this, too. Our families receive a modest stipend to offset the cost of hosting students. However, the reason they do this work is because they enjoy being ambassadors to Seville and getting to know students from other cultures. It's normal to feel uncomfortable at first in a new, communal living situation, and it may take some adjustment and awkward encounters at the beginning as you get to know each other. Our families are committed to welcoming you into their homes and families and to making your stay with them comfortable.

HOST FAMILY PLACEMENT

Students will move to their Spanish home stay upon arrival in Seville. The Program Coordinator, Luisa Álvarez-Ossorio Piñero, works diligently to assure student placements are comfortable, by visiting the homes and interviewing families. The Program Coordinator does her best to meet student needs and preferences, using the information gathered from the housing questionnaire and from interviews during onsite orientation. When placing students with host families, priority is given to dietary and medical considerations. The program will make every effort to house students according to their preferences, but students should be aware that it may not be possible to accommodate all needs and preferences. Your flexibility and openness will make your time with the family and the program much more comfortable and enjoyable.

HOST FAMILY EXPECTATIONS

Most host families house two program participants in a double room. Single rooms have limited availability. Although the program generally does not place more

than two students in one home, some host families may be hosting students from other programs.

As family life can vary in the U.S., the definition of family can vary in Spain. A typical host family will not necessarily include two parents or children your age. Students often find their host is a widow or a divorcee who houses students to supplement her income.

Seville is a large city, so you can expect your host family placement to be further from the center of campus than if you were in Philadelphia or Ithaca. Most home stays are in apartment buildings, generally within a twenty to thirty-minute walk from the

program center and the main campus of the University of Seville. In some cases, you may be required to take a bus. Under no circumstances will you be placed outside the public transportation system.

You should be aware that this is a boarding situation, paid for by the program fee, and not a free exchange, like one might find in a high school program. While the families do have some interest in the cultural aspects of housing a student, there is a clear economic motive driving the relationship.



Manners and Etiquette

Though hosting a university student is a favorable financial arrangement for a Spanish family, most students find that they develop a friendly relationship with their host families. This is not something you should take for granted, however, and it may take a concerted effort on your part. It may be some time before you feel accepted, but in the meantime you should take advantage of the benefits available to you, such as the opportunity to eat Spanish food, practice speaking Spanish, watch Spanish television, and observe Spanish customs. While you are not expected to perform any household chores, and you will not be held to a curfew, you will be expected to comply with certain family rules, such as making your bed daily or calling if you will be late for a meal. This is common courtesy, and will go a long way in establishing a comfortable and friendly atmosphere at home.

One way to establish a friendly relationship with your host family is to bring a small gift as a token of appreciation. After your initial arrival, a friendly relationship can be established through other occasional gestures of appreciation, such as a bouquet of flowers. Remembering to show appreciation to your hosts can make a significant impact on your relationship.

As part of your daily routine, bid family members Buenos días and Buenas noches and ask them about their family, pastimes, work, etc. It may seem formal, but it will help to establish a comfortable relationship in the Spanish culture.

Homestay rules

When you arrive in Seville you will sign the following Code of Conduct:

THE STUDENT WILL RESPECT THE FOLLOWING RULES:

1. It is essential to keep an appropriate behavior in dealing with the family. This means greeting, respecting the customs of the house, making no noise when returning in the middle of the night, refraining from wasting food. In short, showing good manners.
2. It is forbidden to let outsiders enter the house without the express permission of the family.

3. Use water and electricity responsibly and reasonably. It is normal to take a daily shower between 8 am and 11 pm. Do not leave stoves, fans or heaters turned on.
4. Respect the hours of rest, keeping silence between 12 and 8 am. During that time, you cannot listen to music or talk on the phone. You can use the computer, provided that silence is respected and that you do not disturb your roommate.
5. Adapt to the family's diet as much as possible. With exceptions due to health or religious-related reasons, the family should not be expected to buy special food for you. You are not allowed to open the refrigerator to take your own food without permission. Only in exceptional cases the use of the kitchen is allowed.
6. The family meal schedule should be respected as much as possible. If, for academic reasons, you cannot return home to eat, they will provide you with a meal to take with you. In the event that you do not return home to eat, you must notify the host family in advance. The money for lost meals will not be refunded. The same happens if you go on a trip outside of Seville.
7. Laundry will be done once a week, including sheets and towels. A day of the week will be designed for laundry.
8. Keep the room tidy. You will be informed of the day of the week when the room will be cleaned up. You will be expected to store your personal items to facilitate a better cleaning.
9. If an object in your room or bathroom is broken or damaged due to misuse, the Housing Coordinator will evaluate if you must replace it immediately. This also applies to the loss or theft of house keys. In both cases you must communicate it to the host family immediately after the event.
10. Inform the family when you plan to travel outside the city.
11. Only in exceptional cases, and after being evaluated by the Housing Coordinator and the Program Director, will you be moved out with another host family (see Protocol for Homestay Conflict Resolution).
12. **It is forbidden to consume and keep alcoholic beverages and / or drugs in the room.** Any incident caused by the abuse of alcohol or drugs will be communicated by the host family to the program, in which case the Protocol for Homestay Conflict Resolution will be applied.
13. Once you have completed your final exams at the University and the program Center, and your date of departure has been agreed with the Program, you must collect your luggage and return the keys to the family.

Conflict Resolution

This is the Protocol that CASA-Sevilla follows to resolve homestay conflicts:

PROTOCOL FOR HOMESTAY CONFLICT RESOLUTION:

Cultural and personal differences might surface as you and your host family get to know one another. We advise you to communicate with the host family and/or with the Program Coordinator) before problems escalate.

Program staff will work with you and your host family to remedy problems. While personality conflicts may arise, these are generally not a valid reason for terminating a housing arrangement, and the Program Coordinator can mentor you through a process of conflict resolution.

Problems with the food, laundry or any other housing item

The first step is to communicate with your host family. The Program Coordinator can help you address the issue in a culturally acceptable way. Once the problem has been discussed with the host family we will allow them a reasonable amount of time (one week) to get it fixed.

If the issue has not been solved after a week, the Program Coordinator will contact the host family to discuss it further and to suggest proposed solutions.

If the host family and the student have different perspectives on the issue the program will hold a meeting with them at the Center to find an agreed solution.

Most problems that arise have a solution if both parties make a good faith effort to reconcile the issue. We value our partnership with our host families, and we want our students to have the best learning experience possible. If for some reason, a solution is not reached, a student may request to be moved, but the cost associated with this process will result in a fee for the student.

Break of program homestay rules and/or unreasonable or inappropriate behavior on the student's part

The student will receive a written warning if the host family reports an unreasonable or inappropriate behavior or a break of the homestay rules. If the situation persists, the Program Director will report the incident to the home university Study Abroad Office.

Students will incur financial penalties if a new housing assignment is required due to any of these incidents.

Safety or security concerns and inappropriate behavior on the host family's part

The student will immediately inform the Program Director or the Program Coordinator of any safety or security concerns regarding the homestay, as well as any sign of inappropriate behavior on any of the host family members' part.

After an evaluation of the available options the student will be moved out to a new homestay.

Academic Year Students

Full year students may petition to opt-out of the homestay requirement for the second semester of the program. All petitions should be filed with the student's home university no later than November 1. Students must demonstrate that the alternative arrangements will still provide similar educational outcomes as achieved by full language immersion with a local family, and that the alternative living arrangements will still be conducive to language and cultural learning. Each home university will make the final decision to grant an exception to the above host family policy. If a student's petition is accepted, the home university will determine its policy for reduction in program fees (related to room and board costs), if applicable

Amenities

You can expect certain basic amenities from your housing situation. The agreement that the program makes with the families stipulates that your room have certain basic facilities, such as decent lighting, a table or desk for studying, a bed and a closet. You should be allowed one hot shower per day, and your laundry will be done for you. Most houses and apartments in Seville lack central heating and in the winter you are likely to find it colder in your homes than outside. Be prepared to dress and sleep in more clothes than you would at home.

Food

Sharing meals is a significant part of Spanish culture. Establishing an easy, friendly relationship with your hosts is best done during mealtimes, so the program encourages you to be present for meals in the home whenever possible. Your hosts are asked to prepare three meals a day for you, and to put aside a meal for you when you are not able to be there. Many host families will wait for you to arrive to begin eating, so it is essential that you let your hosts know when you are not going to be home for a meal. As a matter of courtesy, you should remain at the table until everyone has finished.

Eating new things and experiencing new tastes are part of exploring a new culture, and Spain is no different from many cultures in the pride it takes in its cuisine. The food may be different from what you are used to, both in the way it is prepared and in the varieties of food. If you have particular food preferences, please let your hosts know, but remember that you are expected to try to conform to the family as much as possible, including at meal times. When your hosts prepare a meal that you enjoy, make sure to compliment them, and you will be likely to be served that dish again.

The Program Coordinator will try to find host families that can accommodate students with restrictive diets. If you have serious dietary restrictions due to allergies, please make this clear in your housing questionnaire. Please be aware that very strict vegetarians (vegans) and kosher eaters will find it extremely difficult to maintain their dietary regimens during their stay in Spain. Very few Spaniards eat only vegetarian or kosher foods, and not all families are willing to make special meals. If you are strictly vegan or kosher, it may be necessary for you to supplement your diet at your own expense, to maintain a proper nutritional balance. Students with additional questions or concerns about dietary matters are encouraged to talk to their home university advisor prior to the start of the program.

Visitors

If family or friends plan to visit you during your study in Seville, the program can provide suggestions on accommodations in the city. Plan early, especially if your visitors wish to come during Semana Santa or Feria de Abril, when hotel space will be at a premium. Do not plan to have visitors stay with you at your home stay, and be mindful that visitors should not disrupt your normal class schedule.



Electricity Use

Electricity is considerably more expensive in Europe than in the U.S. Turn lights off when you leave your room, take shorter showers or baths, and conserve energy as much as possible. Never leave electric appliances running while you are gone. It is essential to the success of your home stay experience that you develop these good habits early during your stay.

Internet Use

All host families will provide internet access to their students. However, students should be mindful of disruptions caused by using Skype to chat with family and friends in U.S. time zones. In order to minimize

disruptions to the host family, students are not allowed to go online after midnight.

Use of Host Family's Phone

Landline telephones are extremely expensive in Spain. A call from Spain to the U.S. costs nearly three times as much as a call from the U.S. to Spain. All host families do have telephones, but you will find that family members, especially young adults, frequently use cell phones. Even local phone calls in Spain are expensive, and phone bills do not provide a breakdown of calls such as we are accustomed to here.

CELL PHONES

Cell phone use is as prevalent in Europe as in the U.S. There are a variety of options available, and the choice will obviously depend on your individual needs. Things to consider when you are deciding about your cell phone are the frequency with which you will make international calls, whether you want or need data access on your cell phone, and whether you want to use the cell phone you currently have or buy a cheap temporary one.

One option is to continue using the phone and network that you have while in the US and adding an international package to your plan. Most networks in the US offer this, but it can be expensive and you must be sure to activate it before you leave the United States. You won't have to change the phone that you're using, or your number, but it may affect the way you pay your bill.

Another option is to keep the cell phone you currently have, and purchase a prepaid sim card in Spain. This would put you on a Spanish plan, the details of which you can choose once you arrive in Seville. One thing to keep in mind with this option is whether or not your cell phone has been unlocked. Older generation iPhones purchased in the US, for example, have factory settings that prevent sim cards from working the phone, other than the original one that came with the plan. Newer cell phones on the other hand have to comply with a new regulation, which means that they

should come unlocked at purchase, and be able to work with different sim cards and carriers without extra steps being taken. Regardless, if you choose to keep your cell phone and use a Spanish carrier while in Seville, you should call your network in the US before you leave to make sure that your phone is compatible.

A third possibility is to purchase a cheap phone and plan when you arrive in Seville. This option requires the least amount of pre-departure planning, but because most students in Spain and across Europe communicate via WhatsApp (a free messaging app available to all smartphones), you may find yourself feeling limited by the limitation of data. Keep in mind that whatever you choose you will easily be able to remain in contact with your friends and family back home, as well as in Seville.

Program staff will maintain a list of cell phone numbers for use in contacting students during an emergency. You must inform program staff of your cell phone number and any changes to it.



MANAGING AND BUDGETING YOUR MONEY

Banking and other money matters are your responsibility. Please budget and manage your money carefully because the CASA-Sevilla does not have the means to aid you if you find yourself without funds.

The program fee you pay your home university covers the costs of your home stay (including laundry and meals), program excursions, and other program-related events. Before you leave for Spain, you should plan how to handle your money during your term or year abroad. You will need to budget for expenses such as local transportation, toiletries, social activities, any meals taken outside your home stay, and any additional travel. The Spanish banking system can be cumbersome, and there can be long delays in transferring money to a local account in Seville. We therefore do not recommend that you open an account with a Spanish bank.

The overall cost of living abroad can be higher than at home because you are in an unfamiliar environment and will be confronted with an almost endless array of entertainment possibilities. Spanish students, because of the lack of part-time employment, have very little

spare cash. They and others may assume that, because you are an American, you have a great deal of money.

With tact you can avoid playing into their stereotypes. It is a good idea to check your bill at restaurants, bars, and stores. It is important not to flaunt the cash you may be carrying with you. Entertaining yourself in Seville does not have to be expensive.

In Spain, the person who does the inviting normally offers to pay the bill. This rule may vary within the college student population, but you should be aware of it. If your Spanish friends treat for a round of drinks or coffee at a café, you should take your turn to treat them to the next round or the next time you meet for coffee.

Before departure it is a good idea to purchase Euros in the United States for arrival; make sure to plan ahead for this, as it may take your bank two weeks to get foreign currency. You normally can purchase Euros at the Seville airport, unless you arrive at an off-hour when the exchange booths are closed. You may also be able to withdraw Euros from an ATM at the airport. Keep in mind, though, that most airport exchange

services do not give the best rate of exchange, so it is preferable to obtain Euros prior to leaving the U.S.

ATM Cards

Both the Plus and Cirrus systems operate in Spain, as elsewhere in Europe. Many students find this the easiest way to get money—their parents deposit funds in their account at home, and they withdraw it in Spain. Typically, ATM withdrawals give very good exchange rates, better than traveler's checks, but you will be charged a transaction fee by your bank at home, and should therefore try to make fewer, but larger withdrawals each time. If you plan to use an ATM card, make sure that your particular ATM card account is accessible in Spain and that you have an international PIN. Also, you may be limited to using your ATM card for your checking account only, as savings account withdrawals may not work. It is a good idea to have a parent's name on your account and to bring a spare copy of your ATM card with you, in case the first gets damaged.

Debit Cards

Debit cards operate in much the same way as ATM cards, withdrawing money from a bank account (often a savings account); they also can be used as credit cards, and thus serve two functions. As with an ATM card, you should make sure you have an international PIN. Be aware too that there are sometimes limitations on how often or how much (or how little) you can charge/withdraw using a debit card. Determine this limit before you go, so that you avoid last-minute, unpleasant surprises.

Credit Cards

Credit cards such as Visa and MasterCard are widely used in Europe, and are invaluable in a financial emergency. Ask your bank for a PIN that will be valid in Europe and ask them about fees for use with foreign currencies. While we would suggest this only in emergencies, you can go into any Visa- or MasterCard-participating bank in Western Europe, present your credit card, and draw cash immediately or purchase traveler's checks. Because of the high interest rates and fees charged for cash advances, it is advisable to avoid this method to obtain money unless you have no other option.

In some cases a Spanish merchant may not allow a credit card to be used when the amount being spent is small. For example, it may not be an option to use a credit card to pay for an inexpensive meal in a restaurant, even though there may be a Master Card logo in the window. Spaniards understand that the card can be used to pay a large bill for a party of

guests, but not for lesser amounts. It is wise to ask before assuming you can use your credit card.

At a cardholder's request, most major lenders will issue an additional card in the name of a son/daughter. If you plan to use your parents' credit card account, you should request the additional card early enough for you to have it before you leave, and it should have your name written on it exactly as it appears on your passport. If you elect this method, the line of credit is the same amount as on the cardholder's account, and the monthly bill is also presented to the cardholder.

Citibank has a branch in Seville, among other places in Europe, and students with credit cards and bank accounts with Citibank have found it especially easy to get money through them.

It is prudent to have more than one way to get funds while you are abroad. An ATM may refuse your card (or destroy it), banks are not always open to cash traveler's checks, and you may not find it convenient to get to the American Express office. Personal checks cannot be cashed in any bank in Europe. Therefore, you should have more than one means of accessing funds at any one time.

American Express

There is an American Express Travel office in the city of Seville, a short distance from the program center. It is located in the Hotel Inglaterra, Plaza Nueva nº 7, phone 421-1617. At the American Express office, you may write checks for up to \$1,000.00 every 21 days; to do so, you must have an American Express Credit Card (green) in your name and personal checks in your name from your account back home. Your parents can deposit money periodically in your account back home; this allows you to avoid any need to transfer funds internationally. You can also purchase American Express traveler's checks at the American Express office.

CULTURAL EVENTS

The museums in the city vary in size and type, the Museo de Bellas Artes being the biggest one and housing art from earlier periods (think Velázquez or Bravo Murillo), or the Centro Andaluz de Arte Contemporáneo (or CAAC), an old monastery turned contemporary art museum and venue for music events too.

There are also smaller museums and galleries, such as Casa Fabiola, CaixaForum, Delimbo, or La Galería Roja.

Fall semester

This semester kicks off with the Festival de las Naciones, an annual, multicultural, open-air food and music festival held at Prado de San Sebastián. The end of this festival marks the beginning of Sevilla on Ice, also at Prado de San Sebastián, with food stalls, rides, and ice rinks.

As for the music scene, all throughout September and October, a series of one-night performances, known as Icónica Fest, are held at the best stage possible, Plaza de España.

Spring semester

This semester is the most eventful for Sevilla, starting off with Semana Santa (Easter) and followed by the Feria de Abril. In late May, Interstellar Festival takes place at CAAC, with a varied selection of Spanish and international indie-pop music.

NIGHTLIFE

There are many choices for a night out, from a chill night at a bar to a full-on party at a club. Alameda de Hércules and Alfalfa neighbourhoods are known for their LGBTQ-friendly, laid-back bars, cute cafés, and amazing restaurants. For a more sophisticated night out, you can try Calle Betis (in Triana neighbourhood) or the pubs at Paseo de Colón. If you fancy a drink by the river, you should head to the bars at Muelle de Nueva York, right at the riverbank. And if you feel like relaxing after class in the San Bernardo area, there are plenty of bars just outside the university buildings filled to the brim with Sevillian students.

As for clubs (or discotecas), you have Utopia, Occo, Casino, Alfonso, Iguana, Le chic, Abril, KOKO, Sala X, and Holiday. Some of them only open in the Spring-Summer time.



TRAVEL DURING THE PROGRAM

Your home university does not encourage extensive travel while program classes are in session. If you plan to travel outside of Seville while the program is in progress, you must inform the Resident Director of your travel plans, and provide contact information. Because this policy relates directly to student safety and the program's ability to respond to an emergency, failure to follow the appropriate procedure could result in a student's expulsion from the program. During your first days in Seville, you will be given specific instructions for how to report this information. You will be on your own for any travel prior to the program start date or after your last final exam, so you should establish a plan with your family at home for

how you will contact one another, and procedures to follow, in case of emergency during those times.

We ask that you make wise travel choices in order to fully benefit from your academic and cultural immersion in Spain. We encourage you to consider the benefits of exploring Seville on the weekends, forming local relationships, and traveling with non-English speaking friends. When making travel plans with family and friends, we recommend that you plan your trips to other European countries for before the program starts or after it ends.

****If you travel outside of Seville during the program, you must provide program staff with your itinerary and contact information prior to departure****

Local Transportation

Walking, buses and taxis are the most efficient ways to get around Seville. Students should be prepared for a daily commute from the host family apartment to the university. Bus passes (bonobús) are available for ten discounted fares; you will be pleasantly surprised at the savings. Many students take advantage of a local bicycle rental service, or Sevici. In addition to these methods, students may wish to take advantage of the recently completed subway system.





Intercity Trains

RENFE is the primary train company in Spain. The trains vary in quality, price and speed, but most trains take about eight hours from Seville to Madrid. There is also the high-speed train AVE that takes about two hours to complete its route, but the price of a ticket is more expensive than regular trains.

Regardless of the type of train or route followed, there are a number of discounts available. Purchasing round-trip train tickets that coincide with días azules entitles you to a 20% discount. In Spain, inquire about Chequetren coupons, Tarjeta Joven, Tarjeta Turística, Interail, and Eurotren passes. Eurail passes are also a good way to travel around Europe, but can only be purchased in the U.S. Rail passes often require a supplement for sleeper cars and fast trains.

Buses

Bus transportation from one city to another tends to be less expensive than rail travel, and sometimes bus travel is faster than traveling by train. Socibus, a company based in Seville whose buses travel exclusively to and from Madrid, is the cheapest, with a round trip ticket costing roughly €30.

Air Travel

Air travel is expensive in Europe. Students under 30 years of age are often entitled to discounts through TIVE, depending on the time of year.

Automobile Rental

The program strongly recommends against renting cars for travel for several reasons. First, it can be dangerous because traffic systems and road signs are different from the U.S. Second, full insurance plus the daily rental rate is expensive. Third, the alternatives are excellent and readily available; Spain has an efficient and reasonably priced transportation system that provides access by train or bus to almost all cities and towns.

HEALTH AND SAFETY

HEALTH INSURANCE

All students must have health insurance coverage while abroad. Students should contact their home university study abroad office for additional insurance details or requirements.



PRESCRIPTION MEDICATIONS

If you require prescription medication, you should bring a supply with you to last the entire time that you will be abroad. Although many medications are available worldwide, they are not always identical in strength or composition to what you take at home. Bring medications in your carry-on luggage, in their original containers, along with a letter from your doctor explaining the dosage, why the medication has been prescribed, and why you are traveling with a large quantity. This is especially important if you enter Spain with medications that are highly controlled due to their tendency to be abused in other contexts. It is illegal to ship medications to Spain; any medications found will be confiscated and assessed with a heavy fine.

SEXUAL HEALTH

It is extremely important to be informed ahead of time about the availability of various services and products related to contraception, STDs, and sexual activity. The following information is a brief outline of what you can expect to find in Seville.

Birth control is widely available in Spain. Both birth control and morning after pills are available at clinics and family planning services. Some pharmacies may have birth control available over the counter.

Condoms are also easily purchased in pharmacies and in vending machines in bars, pubs, and in the bathrooms of some University of Seville buildings. Abortion is illegal, and is sanctioned only in cases of rape, incest, fetus malformation, and threat of serious physical or psychological harm to the mother. New abortion legislation is scheduled to take effect in July 2010, and has been the subject of public debate.

Unprotected sexual activity risks exposure to sexually transmitted diseases, including AIDS. The rate of infection has increased more rapidly in Spain than in any other country in Europe in recent years. If you worry that you may have become exposed to HIV, you can be tested in hospitals in Spain; the results are confidential.

There is a range of counseling services in Seville. Family planning services comparable to Planned Parenthood are available, as is counseling in the event of sexual assault. The program will provide you with addresses and telephone numbers for the latter when you first arrive.

There are also organizations outside the University of Seville for the LGBTQIA community that may provide counseling services. Same-sex marriage was legalized in 2005. Please refer to the LGBTI Travel Information provided by the U.S. State Department: <http://travel.state.gov/content/passports/en/go/lgbt.html>.

Useful vocabulary:

birth control	control de la natalidad
condoms	condones (o preservativos)
spermicide	espermicida
diaphragm	diafragma
birth control pills	pastillas anticonceptivas
morning-after pill	pastilla del día después
gynecologist	ginecólogo/a
bladder infection	infección de la vejiga
yeast infection	hongos
tampon	tampón
sanitary napkin	compresa
menstrual cycle	ciclo menstrual (menstruación)
AIDS	SIDA
Sexually transmitted disease	enfermedad de transmisión sexual
menstrual cup	copa menstrual

EMERGENCY PROCEDURES & STAYING SAFE

Spain is generally as safe as the U.S., and in some cases safer. As is true of any large city, however, there are problems with petty thievery in Madrid, and some in Seville. You can avoid many problems by being cautious and remembering the important points about staying safe listed below. While crime, most certainly violent crime, is less prevalent in Spain than in similar-sized cities in the U.S., tourists are always a favorite target of criminals, so please be mindful of your surroundings and belongings at all times.

If an emergency situation related to your health or safety occurs during the program, it is important to contact the Program Director, your home university,

and your family at home immediately. This includes the unlikely event of a natural disaster (earthquake) or large-scale emergency (terrorist attack, large building fire) in Seville, or in an area where you are traveling during the program. If you imagine people may be worried about you, they probably are.

Soon after you arrive, your director will give you instructions for how you should contact program staff in case of an emergency. Since you will be on your own if you travel before or after the official program dates, please make plans and discuss emergency procedures with your family for use at these times.

The following is a list of some precautions you can take to ensure your safety:

- Pack lightly so that you do not need help with your things when traveling place to place.
- Do not leave luggage unguarded.
- Do not take anything of real or sentimental value with you; it is not necessary to wear expensive jewelry or watches.
- Do not carry your passport, plane tickets, or large sums of money with you unless these items are necessary for a specific purpose. In Seville the hotel has a safe box in each room that you can use.
- Keep a photocopy of your passport, including the validity page with your picture and signature, in a safe place both in the U.S. and in Spain. Should you lose your passport, it will help to have these copies.
- If you go out at night, do not walk home alone. Men and women should observe this precaution. Stay with a friend and take a cab home, all the way to your door.
- Do not take a purse with you to a club unless it is one you can keep with you at all times.
- Most incidents of crime and injury to students abroad involve alcohol abuse. Do not compromise your judgment or ability to respond to an emergency by drinking excessively.

EMERGENCY CONTACTS

Provide one copy to your family and carry one copy with you. Additional information will be provided during onsite orientation. In the event of an emergency onsite, immediately call local emergency services. In the event of a health emergency, students should go immediately to the nearest physician or hospital without delay and then contact their insurance provider. Contact your resident director immediately if you are victim of a crime or need emergency assistance. Finally, contact your home university as soon as you are able.

Local 911 Equivalent:	112 Emergency 091 Police
Cornell University:	1- 607-255-1111 (Cornell Police Department)
University of Pennsylvania:	1- 215-573-3333 (Penn Police)
Harvard University:	1-617-998-0000 (Harvard Travel Assist)
Vanderbilt University:	1 - 615-322-2745 (Vanderbilt Incident Response for Travel)
Johns Hopkins University:	1 - 610-328-8333 (Public Safety)

My Passport Number and Expiration:

My local phone:

Host Family:

Address:

Phone:

CASA SEVILLA

Eva Infante, Program Director
Balbino Marrón 6, planta 6ª, módulo 15, 41018 Sevilla, Spain
Phone: +34 – 954 227157
eva@sevilla.casa.education

U.S.A. Embassy in Madrid

c/ Serrano, 75
Madrid 28006
Phone: 011-34-91-587-2200
Fax: 011-34-91-587-2303
<http://madrid.usembassy.govaskacs@state.gov>

CODE OF STUDENT CONDUCT

PROGRAM PARTICIPANTS MUST SIGN CASA CODE OF CONDUCT BEFORE ARRIVING IN SEVILLE:

CONSORTIUM FOR ADVANCED STUDIES ABROAD CODE OF STUDENT CONDUCT*

I understand that, while I am a participant in a CASA study center program, I am required to comply with all CASA policies and procedures, including program-specific policies. I also understand that I am required to comply with the regulations and guidelines of CASA's international partner institution/s and the tenets of community behavior stated by my home institution's Student Code of Conduct. In the event of violation of these, or behavior that is considered by CASA, its international partner institution/s or its representatives to be detrimental to myself, other participants, or the host community, CASA, in consultation with my home institution or host CASA member university, reserves the right to dismiss me as a participant on the program, without refund of payment, for failure to adhere to these standards of conduct. I agree to abide by these rules and regulations at all times during my participation in a CASA study center program.

I acknowledge that, while in the host country, I am subject to its laws and am not protected by the laws of my home country. I also acknowledge that these laws can be different, and may be more stringent, than the laws of my home country. It is my responsibility to take into consideration an accurate perception of the values and norms of the host communities, and the wellbeing of fellow students and program staff, and act accordingly. The following is a non-exhaustive list of prohibited conduct:

1. Violation of safety practices or action or inaction that might cause injury or death to oneself and any other person
2. Sexual or other harassment of any kind
3. Sexual or assault of any kind
4. Creating excessive noise, disturbing the peace, violating individual rights or privacy, or disrupting lawful activities of others
5. Deliberately or carelessly damaging or stealing CASA property or the property of those associated with the CASA center or host community
6. Theft or unauthorized use of property from any other person or entity
7. Unauthorized entry or use of CASA program facilities, including international partner university facilities, or offices of program staff and contacts
8. Possession or use, including the threat of use, of a weapon or other hazardous materials, such as, but not limited to, a firearm, knife, explosive, or other object that could be considered a weapon while on the program
9. Violation of host country laws, including, but not limited to, those that relate to the use of alcohol and controlled substances on the program. Violation of local laws may result in fines, punishment, imprisonment, or deportation, in addition to punitive actions by CASA and/or its member universities and colleges.
10. Failure to comply with the reasonable directions of program employees acting in the performance of their duties
11. Any conduct that jeopardizes CASA's ability to maintain positive relations with its host communities or to continue to carry out its programs, including but not limited to culturally inappropriate behavior or defamatory statements regarding host families, organizations, communities, or countries in "blogs" or other public media
12. Any behavior that disrupts the learning environment, limits the participation of fellow students on the program or restricts access in anyway to the curriculum, program activities and/or the group.

COVID-19 Compliance

I further understand that such laws, regulations and guidelines as those referred to, above, may include health and safety rules and precautions intended to mitigate the spread of COVID-19, which rules and precautions may be updated at any time. While acknowledging that these rules and precautions may or may not be effective in mitigating the spread of COVID-19, I agree to comply with such rules and precautions that may include, but are not limited to, mask wearing, hand washing, hand sanitizing, and social distancing. I understand that failing to comply with these rules and precautions is a violation of this CASA Code of Student Conduct and that failing to comply could subject me to sanctions up to and including expulsion from the program.

CASA member institutions reserve the right to invoke their college or university procedures to address student behavior that, after appropriate review, is found to have violated their policies as outlined in their respective Student Code of Conduct. Similarly, these proceedings will not negate any actions taken by CASA, its partner institution/s abroad or the host country.

I understand that failure to adhere to these standards of conduct may result in my removal from the CASA study center program, without appeal and without credit. I am aware that upon dismissal from the off-campus activity, participants must leave the CASA program location immediately at their own cost. I also understand that some offenses may also subject a participant to formal home institution disciplinary procedures and/or criminal charges and jail time where the event occurred.

I have read and understand the terms of this Code of Student Conduct and agree to all terms and conditions on behalf of myself, heirs, representatives, executors, or administrators. I further state that I am of lawful age and legally competent to sign this affirmation and release; that I understand the terms herein are contractual and not mere recital, and that I have signed this document of my own free will.

*Adapted with permission, and with acknowledgement and thanks, from the respective codes of student conduct of Cornell University (off campus programs) and the School for International Training

ADDITIONAL RESOURCES

PRINT

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NETFLIX SERIES

Alta Mar ([Alta mar | Sitio oficial de Netflix](#))
La Casa de Papel ([La casa de papel | Sitio oficial de Netflix](#))
Las Chicas del Cable ([Las chicas del cable | Sitio oficial de Netflix](#))
Vivir sin Permiso ([Vivir sin permiso | Netflix](#))
Elite ([Élite | Sitio oficial de Netflix](#))
Vis a Vis ([Vis a vis | Netflix](#))

YOUTUBE CHANNELS

Jerry Registre (former CASA-Sevilla student): [Jerry Registre - YouTube](#)
Aventuras de un Americano en Andalucía: [amerizano - YouTube](#)
[Mundo Negro - YouTube](#)

FREE PODCASTS

[SER Historia: Podcast | Cadena SER](#)
[Todo por la radio: Podcast | La Ventana | Cadena SER](#)
[La Órbita de Endor \(laorbitadeendor.com\)](#)
[E08 – Ser joven en España | El podcast de Vice | Temporada 01 | Podium Podcast](#)
[No me cuentes cuentos | Podium Podcast](#)
[No hay negros en el Tíbet | Podium Podcast](#)
[Estirando el chicle - YouTube](#)

WEBS

Andalucía Official Tourism: <http://www.andalucia.org/es/>
Seville Official Tourism: <http://www.andalucia.org/es/contacta-con-nosotros/sevilla/sevilla/>

TRAVEL

RENFE trains: www.renfe.es/
Iberia airline: www.iberia.com/
Spanish Youth Hostel Network: www.reaj.com

LOCAL TRANSPORTATION

Alsa bus line: www.alsa.es/portal/site/Alsa
Transportes Urbanos de Sevilla: www.tussam.es/
Sevici cycle rental: <http://en.sevici.es/>
Metro de Sevilla : www.metrodesevilla.org

MEDIA

ABC: www.abc.es
El País: www.elpais.com
Diario de Sevilla www.diariodesevilla.es/