



INESLE Madrid
Instituto de Español

**Pre-Departure Orientation Guide for
students/participants in
INESLE Madrid Program**

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CONTENTS

Introduction.....	3
Congratulatory.....	3
Pre-Departure Guide.....	3
Overview of INESLE Madrid Program.....	4
About INESLE.....	4
INESLE Policies.....	6
Health and Accident Insurance.....	6
Basic Rules of Conduct.....	7
Discipline Philosophy and Procedures.....	8
Rules.....	9
Termination of your Program.....	9
Language Proficiency.....	12
Participant Action Plans.....	12
Spanish Culture.....	10
Language.....	10
Talking with Spaniards.....	11
Religion in Spain.....	11
Diversity in Spain.....	12
Telecommunications.....	12
Using the Spanish Postal Service.....	13
Stereotypes.....	14
Culture Shock.....	14
Illegal Drugs.....	15
Alcohol.....	15
Smoking.....	15
Laws.....	16
Money and Banking.....	16
Electricity.....	16
Temperatures, Weights and Distances.....	17
Spanish Classroom.....	17
Methods of Teaching.....	17
Participation.....	18
Pre-Departure Logistics.....	18
Passport.....	18
Personal Documents.....	18
Airline Regulations and Airport Check-In.....	19
Arrival in Spain.....	20
In Conclusion.....	21

INTRODUCTION

CONGRATULATIONS

You have been admitted into the INESLE Madrid - Spanish Summer Program in Spain. We welcome your participation!

The objective of INESLE's participant student orientation guide is to enhance your current academic and language skills, so you may contribute significantly to the development of your own growth as a person so you can contribute your community when you return home.

We look forward to working with you to achieve your goals, along with those of your school and the INESLE mission.

Your parents or your school provide the funding that makes this program possible. This pre-departure guide clarifies expectations, roles and responsibilities, to help you receive the maximum results from your learning experience. The guide also provides you with information on what living and learning in Spain is like. We hope the information will be useful for all your life.

PRE-DEPARTURE ORIENTATION GUIDE

Prior to departure from your country (e.g. USA), besides the guide most likely you will participate in an orientation session designed to create a solid foundation for your success by reducing uncertainty and eliminating obstacles to meeting program objectives.

The guide generally covers four areas:

- Program objectives
- Administrative and policy issues
- Cultural aspects
- Methods of learning

This guide covers many of these topics broadly, but the orientation you will receive prior to departure from your country should provide you with specific details that are unique to this program. This guide is meant to accompany the orientation session, and it can serve as a reference for you to use before, during, and after your program.

OVERVIEW OF INESLE PROGRAM

ABOUT INESLE

INESLE is privately owned language institute, characterized by small classes and individual attention. The INESLE program has a ten year history of helping High School Students to improve their language skills and broaden their mind by having the personal experience of traveling to Spain.

The four weeks of INESLE Spanish immersion program will take place in beautiful Madrid, Spain where truly gives participants/students an insight into Spain's language, culture, and history from an insider's perspective. Students will live with a Spanish student with a caring homestay family and take exciting classes in the morning to improve their Spanish skills while earning potential college credit. On the afternoon students will visit some of the Madrid's most inspiring sights and cities like Segovia, Toledo and Santiago de Compostela where students may experience Spain's art, architecture, literature and history.

When you arrive at INESLE, you will find an exciting program that is focused on both the culture of your Spain and the challenges of the world at large. A variety of curricular opportunities and an intensive educational travel program all will integrate into your new community, host family and country.

DISTINCTIVE PROGRAM FEATURES

Home Stays: Students live Spanish host families carefully selected by INESLE. This is considered the best way to become immersed in Spanish language and culture.

Spanish Students: You will be the whole program with your Spanish host sons/daughters.

Visits & Excursions: Students participate in different tours in Madrid, escorted visits to museums and monuments in the city, and Wednesday's excursions to Segovia, Toledo, El Escorial, the Valley of the Fallen and Santiago de Compostela (Camino de Santiago).

Individual Travel: Students are not allowed to travel on their own.

International Friendships: INESLE students arrive from around the world and from Spain, offering the opportunity to establish international friendships through interaction in class and at any program social functions.

Admission: The program is open to any student in good standing at Phillips Academy or other institutions of higher learning.

The all-inclusive cost will include the following:

Pre-Departure

- Orientation
- Program Advising & References
- Social Media Networks
- Flight Advising & Assistance

In Spain

- On-site Bilingual Directors
- Airport Arrival Meet & Greet
- INESLE Welcome Pack + T-Shirt
- Tuition and Materials
- Lodging with Spanish family
- Room and Board
- Overnight & Day Excursions
- Transportation on Excursions
- Entrance Fees on Excursions
- Guided tours in Museums (El Prado & Reina Sofía)
- Wednesday's excursions as well as afternoon and evening visits to places of cultural interest
- Guided tours in Museums (El Prado & Reina Sofía)
- Medical coverage in Spain

What's not included?

- Airfare
- Spending Money

INESLE RULES & POLICIES

Your participation represents a unique partnership which offers rewards and includes responsibilities. Please give special attention to this Rules & Policies.

This section is intended to familiarize you with rules and policies of INESLE.

HEALTH AND ACCIDENT INSURANCE

You are enrolled in the “study plus students insurance plan”, which offers insurance premiums paid by INESLE. You must accept responsibility for paying insurance deductibles and co-payments related to filing medical claims, and any fees not covered by the limits of the “study plus students insurance plan”. Prior to enrollment you may be screened to identify medical conditions which might limit your ability to complete the training program or might result in excessive costs for medical care for a preexisting condition.

The study plus students insurance plan covers the “usual, customary, and reasonable” charges for required medical services. The insurance plan coverage begins from the first day of the program and remains in effect until the last date of the program. Please refer to the year program. For example in 2016 you will be covered from June 24 to July 25.

You will be provided with information related to your insurance coverage, including a card or information to carry with you.

Summary of coverages

1. Cost of care due to illness or accident.....	UNLIMITED	11. Costs of visit by family members (max. 2 members) in the case of hospitalisation (more than 5 days)	
2. Psychological/Psychiatric illness:		• Trip cost	UNLIMITED
• Duration of stay: less than 3 months.....	NOT COVERED	• Subsistence cost (75 €/day).....	750 €
• Duration of stay: between 3 and 6 months.....	275 €	12. Convalescence at a Hotel (75 €/day).....	750 €
• Duration of stay: more than 6 months.....	550 €	13. Curtailment due to death of a family member.....	UNLIMITED
3. Physiotherapy costs/chiropractic:		14. Curtailment due to the hospitalisation of a family member.....	UNLIMITED
• Duration of stay: less than 3 months.....	200 €	15. Theft and material damage to luggage.....	2.800 €
• Duration of stay: between 3 and 6 months.....	200 €	• Personal effects.....	480 €
• Duration of stay: more than 6 months.....	400 €	16. Searching for, locating and forwarding missing luggage.....	INCLUDED
4. Emergency dental treatment		17. Costs incurred due to delay in the receiving of baggage (100 €/24 hours) up until a limit of	500 €
• - Duration of stay: less than 3 months.....	200 €	18. Costs incurred due to delay of journey/travel (75 € each 6 hours) up until a limit of.....	300 €
• - Duration of stay: between 3 and 6 months.....	400 €	19. Compensation in the case of death as a result of accidents which befall the Insured during trips.....	15.000 €
• - Duration of stay: more than 6 months.....	800 €	20. Compensation in the case of permanent disability as a result of accidents which befall the Insured during trips.....	85.000 €
5. Dental care necessitated by an accident.....	600 €	21. Public liability.....	1.000.000 €
6. Disfigurement Compensation.....	17.000 €	22. Legal expenses	50.000 €
7. Ambulance Costs in connection with treatment.....	UNLIMITED		
8. Medical transfer or repatriation of injured or ill persons.....	UNLIMITED		
9. Repatriation or transportation of the deceased Insured.....	UNLIMITED		
10. Return ticket to host country (Duration stay: more than 6 months).....	UNLIMITED		

BASIC RULES OF CONDUCT

COMMITMENT

Through your actions and your words, you are expected to honor the goals of INESLE Madrid by demonstrating a sincere commitment to your studies, your host family, your co-curricular activities, and your acquisition of the language.

HONESTY

You must be honest and responsible in your relationships with your Spanish family, your parents, your teachers, and within the school community. You must tell the truth.

ATTENDANCE

You must be present and on time for the INESLE program commitments. Students are not allowed to miss classes or to travel with their parents without advising to the program.

SMOKING

Smoking and use of tobacco products are not allowed during the INESLE Madrid Program, at school, at school events, on school outings or trips, on or anywhere near school property or out of school. You may also not smoke at your host family's home. If you are seen smoking by a faculty member, you will have to have a talk with the Director will call your parents for you to explain why you have taken up this habit and expel from the program.

RIDING VEHICLE

You may not operate or ride on motorcycles, motor scooters, etc. You may not drive any motorized vehicle. You may not hitchhike. You may ride as a passenger only in cars driven by your host family or people previously authorized by the school to drive you.

ALCOHOL

Although students who are 18 or older are permitted by Spanish law to drink alcoholic beverages, INESLE Madrid does not allow students to purchase or consume alcoholic beverages.

AFFECTION

Public Displays of Affection while at the program. The directors, teachers and monitors asks that you be considerate of your peers and teachers as you show affection for your friends and special relationships during school hours and school trips. We thank you in advance for your discretion and consideration of those around you.

DISCIPLINE PHILOSOPHY AND PROCEDURES

Assumptions

All students represent their school in the world outside its walls. INESLE Madrid students also represent their country in the world beyond its borders and their family in the context of another home. By enrolling in one of our programs students/participants accept special responsibility to act in ways that will reflect well upon their home school, their home country and their home family.

Just as we trust our students to follow the rules and guidelines we have established for the well-being of all, we know that they expect us to treat them fairly. Students involved in a disciplinary case will be given the opportunity to explain themselves and will be treated with respect and, by enrolling in this private educational institution, our students and their families agree to forego the formal procedures that apply in state schools or courts of law. We believe that honesty really is the best policy. We expect students to tell the truth and we respond firmly if they do not. We believe that in taking responsibility for their actions young people have an opportunity to prove their character and courage in the present, while assuring their continued growth in the future. We believe that parents, who focus their attention on school process rather than on student misconduct when infractions occur, deprive their children of that important opportunity for character development and personal growth.

INESLE's rules are few, but they are important, and they are enforced. If students fail to respect this rules then will be send home for failure to respect them at their family's expense.

Procedures

A disciplinary proceeding begins when INESLE learns that an infraction of the rules may have occurred. The directors and/or other faculty members speak to each student involved. The student may be asked to write a statement describing the events in question before the initial conversation. If INESLE deems a meeting of the disciplinary committee necessary, the student's parents and home school are informed. The student is directed to write and sign a statement describing the incident in detail. Refusal to make a written statement is itself considered a major infraction, and students who do not cooperate with this requirement will be dismissed. A disciplinary committee comprised of faculty members meets with the student to discuss the statement and clarify the facts of the case, deliberates in the absence of the student and makes a recommendation for action to INESLE's director. Parents do not participate in any way in the investigation or deliberation by the committee. There is no appeal process. The decision of the executive directors is final.

RULES (major offenses)

PLEASE KNOW THAT INESLE INFORMS YOUR SCHOOL OF YOUR BREACH OF THIS RULE.

- Plagiarism or any other form of dishonesty.
- Use, possession, purchase or distribution of illegal drugs. Intent to use, purchase or distribute illegal drugs. Possession of paraphernalia associated with illicit drug use.
- Abuse and use of alcohol. INESLE rules stands for no alcohol for INESLE students.
- Spending a night anywhere other than in the host family without proper permission from the directors.
- Violation of local laws or standards.
- Offensive, aggressive or inconsiderate behavior unacceptable to INESLE or the host families, including but not limited to hazing or harassment of any kind. Dangerous or disruptive behavior.
- Driving a car or motorized cycle of any sort. Riding on a motorized cycle.

Students may also be dismissed for failure to cooperate with or follow instructions of INESLE's directors, teachers, monitors and collaborators, to meet school commitments or to make satisfactory progress.

Minor discipline infractions may be handled by the host family or by classroom teachers if they are not referred to the director. The directors and the teachers decide major disciplinary cases after consultation with INESLE directors.

TERMINATION OF YOUR PROGRAM

INESLE may terminate the INESLE program of participants who conduct themselves in a manner prejudicial to the INESLE program or laws of Spain.

SPANISH CULTURE

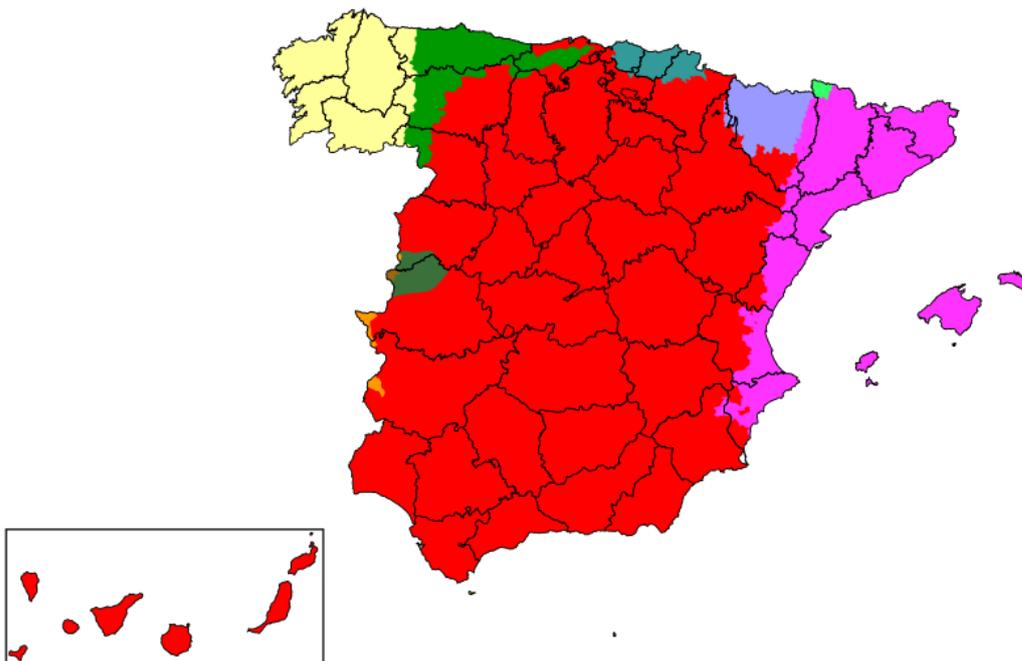
The purpose of this section is to provide information about Spain, its people and its culture.

LANGUAGE

Spanish, or Castilian, is the only language which has official status for the whole country. Various other languages have co-official or recognized status in specific territories.

- In terms of number of speakers and dominance:
- The following is the percent of the total population's native languages in Spain:
- Spanish (Castilian), spoken by about 99% of Spaniards as a first and second language.
- Basque is spoken by 2%,
- Catalan (or Valencian) by 17%, and
- Galician by 7% of all Spaniards

Spanish is the official language of around twenty countries, and the mother tongue of over 400 million people. Today, Spanish is the world's fourth most commonly spoken language, after Chinese, English and Hindi. Spanish is the second language of international communication, and is being increasingly used in Economic, political and cultural relations.



The vernacular languages of Spain (simplified) ■ Spanish official; spoken all over the country ■ Catalan/Valencian, co-official ■ Basque, co-official ■ Galician, co-official ■ Aranese, co-official ■ Asturian and Leonese, recognised ■ Aragonese, recognised ■ Extremaduran, unofficial

SPANISH FROM SPAIN

Spaniards speak with many regional accents and often use slang expressions. Even international visitors who are fluent in Spanish can have problems understanding and being understood. If someone is speaking too fast or says something that is unclear, do not hesitate to ask them to speak more slowly or to explain more clearly.

Spanish itself also has distinct dialects around the country; for example, the Andalusian or Canarian dialects, each of these with their own sub varieties, some of them being partially closer to the Spanish of the Americas, which they heavily influenced at different degrees, depending on the regions or periods, and according to different and non-homogeneous migrating or colonization processes.

TALKING WITH SPANIARDS

U.S. students are very sensitive about differences, and some do not want to risk offending someone by asking an ignorant or insensitive question. For that reason, some U.S. students may feel shy about approaching Spaniards. Please don't be shy in Spain. If Spaniards do notice that you have a foreign accent and you are international student will give you an opportunity to meet Spaniards.

RELIGION IN SPAIN

Spain is a Christian country where some 77 per cent of the population claims to belong to the Catholic Church and less than 1 per cent Protestant. The majority of the world's religious and philosophical movements have religious centers or meeting places in the major cities and resort areas, including English and American churches.

The right to freedom of religion is guaranteed under the Spanish constitution, although some extreme sects are prohibited.

Spain has a wealth of historic churches and cathedrals, including the cathedral of Santiago de Compostela, one of the most important holy places in Christendom and a place of pilgrimage since the ninth century. It's necessary to dress appropriately to enter places of worship and if you're wearing shorts (short trousers, not underwear!), a vest or have bare feet, you won't be admitted. Like churches, shrines and sanctuaries are holy places and should be treated with respect.

DIVERSITY IN AMERICA IS NO THE SAME AS DIVERSITY IN SPAIN

Many people in the United States like to think that all people are equal—race, color, religion, ethnicity, class, gender, and sexual orientation are unimportant to our value as human beings. Words like “tolerance” and “appreciation” are words that people in the United States use to describe relationship with people different from somebody else. For this reason, racist and sexist jokes and comments in Spain are differently tolerated in many social and business settings than in America. Please be aware of this.

Despite these principles, many inequalities still exist in the Spain. You may hear people make negative comments about other groups. You may even experience discrimination because you are an international student. If this happens to you and you wish to talk about it, contact your academic advisor, or contact the program directors. An advisor who is familiar with these issues will try to understand the situation and make some suggestions for dealing with it.

For Americans, it is important to be aware of attitudes, perceptions, and feelings about various aspects of diversity. Often, different terms can be used to refer to people who are of a certain race or ethnicity. Many American citizens and residents have specific terms that they prefer to use when referring to their race or ethnicity. For example, some Americans of Spanish or Latin-American descent use the term Hispanic when referring to their ethnicity; others from Latin American prefer the terms Latino or Latina. Many citizens or residents of the United States who have origins in Africa prefer to use the term African American. Similarly, some people with origins in Southeast Asia and the Indian subcontinent prefer the term Asian, Asian American, the appropriate sub-sect of Asian. By recognizing that differences also appears in Spain should be valued and appreciated, individuals can be proud of their cultural heritage and uniqueness instead of being ashamed of their differences. Your experience will be enriched by respecting and celebrating the diverse origins of Spaniards.

Remember to treat the people you meet with the same respect and openness that you would expect of them.

TELECOMMUNICATIONS

We do not recommend you to take your U.S. phone and computer. But in the case you decide to take your electronic/telecommunication devices and or use one in Spain you can find the following guide:

TELEPHONES

Telephone numbers in Spain have 9 digits.

CELLULAR OR MOBILE PHONES

Cellular or mobile phones are widely available in the Spain. If you wish to have a cellular phone, it is best to get one after you arrive. Many types of phones and a number of service providers are available in most places, so investigate to find those that best suit your needs.

There are two main types of mobile phones: those with pre-paid minutes and those which require you to sign a contract.

Pre-paid phones can be purchased from major electronics stores and from most cellular phone carriers. Cellular phones that require contracts should be purchased from the cellular phone carrier.

PRE-PAID PHONE CARDS

You can call internationally for a set rate using a pre-paid phone card. These cards can be purchased at a variety of places. If you have a credit card you can also purchase calling cards on the internet.

INTERNET AND E-MAIL SERVICES

If you want internet and e-mail services to be connected to your computer at your home, please your adviser or your host family adviser for advice on home internet connections.

EMERGENCY NUMBERS

In most communities in Spain, when you need police, the fire department, or paramedics in an emergency situation, you simply dial "112." Once you have dialed 112, the operator will ask you what the emergency is, ask for your address, and then summon the appropriate help. Most of the time, the operator will stay on the line and give you support or advice until help arrives. It is very important to call 112 only in an emergency situation, and it is illegal to use it otherwise. Also you may use the police by dialing 091.

It is very important to write down emergency numbers (fire, police, doctors, paramedics, campus emergency numbers, and so on) and to keep them near your telephone.

USING THE SPANISH POSTAL SERVICE

MAILING ADDRESS

Before you leave home, give your correct mailing address in Spain to family and friends who may be writing to you.

POST OFFICES

Every city has a main post office, and larger cities have several full-service branch post offices and small, minimum-service substations, as well. Regular post office hours are usually from 9:00 A.M. to 8:00 P.M., Monday through Friday, and 9:00 A.M. to 2:00 P.M. on Saturday. Most post offices deliver mail once a day, except on Sundays and holidays.

POSTAL RATES

Postal rates for mailing letters and packages change occasionally and changes are well advertised. Rate sheets can be obtained from local post offices, or:
<http://www.correos.es/ss/Satellite/site/pagina-1363186675034/info>

STEREOTYPES

In addition to problems related to cultural differences in assumptions and values, there is the further complication posed by stereotypes. People normally have in their minds stereotypes about people who are different from them. Stereotypes are based on limited and incomplete experience and information, but they shape people's thoughts and expectations nonetheless. Americans are likely to have some stereotypes of people from other countries, just as you may have stereotypes of Americans. Some common stereotypes for Americans include their independent nature or their outspoken nature, whereas a stereotype of others may be their hospitable nature. Stereotypes may be negative or positive. While stereotypes are sometimes considered broad generalizations, they should not define or be used to characterize any individual. As you meet new people, refrain from resorting to stereotypes. Instead, try to understand and truly get to know the individual. The person you meet may prove to be a life-long friend!

CULTURE SHOCK

Culture shock is often described as the anxiety or uncertainty someone feels when moving to a completely new environment with a culture different from yours. It is associated with the feelings of not knowing what to do or how to do things in your new environment or not knowing what is appropriate or inappropriate in that new location, especially if it is very different from the environment you are coming from.

Culture shock is normal and almost everyone experiences it to some degree or another. It usually sets in after the first few weeks of coming to a new place and comes on gradually. It can cause physical or emotional discomfort, but many people feel it can also be a time for personal growth and insight of their own cultural values and the new ones they are experiencing. Sometimes people are not aware that they are experiencing culture shock, but understanding it and its symptoms will help you recognize it better and enable you to cope with it better.

SOME SYMPTOMS OF CULTURE SHOCK

- Extreme homesickness
- Irritability, anger, or unwillingness to interact with others Loss of a sense of humor
- Sadness, loneliness, melancholy, depression, or helplessness Insomnia, sleeping too much or too little, fatigue
- Difficulty with coursework or concentration or inability to solve simple problems
Developing stereotypes about new culture
- Aches, pains, obsessions, or other physical complaints

PHASES OF CULTURE SHOCK

Not all people go through all stages of culture shock. For some people, one stage lasts longer than another and many factors contribute to the way a person experiences and copes with it.

COPING WITH CULTURE SHOCK

- Keep an open mind and try to accept new things even if they are different from what you are accustomed to.
- Be patient with yourself and others and be careful of trying too hard. Be grateful for what you have and the opportunity to learn more.
- Keep your sense of humor and try not to be easily embarrassed.
- Maintain contact with the new culture and new language and get involved in extracurricular, volunteer, or other activities that will help you practice the language, understand the culture, and meet new friends.
- Take advantage of a gymnasium or other physical activities that will keep you active and help you relieve stress.
- Learn meditation or other techniques to promote relaxation and relieve stress. Make new friends among other international students and others.
- Treat people as you would like to be treated.
- Realize that missing things about home, your family and your friends is normal, but do not let feelings of sadness overwhelm you.
- Remember that there are people who understand what you are feeling and are there to support you - your international student advisor, your training provider, your mentor, and your classmates. Call them to talk whenever you need to.

ILLEGAL DRUGS

No drugs are allowed within the program

ALCOHOL

Drinking any alcoholic beverages in public in non-designated areas (on the streets, in parks, and at beaches) is against the law in Spain. The drinking age in Spain is 18. Bars, restaurants, and grocery stores will ask to see an identification card with your birth date on it before serving or selling you alcoholic beverages, including wine or beer. Do not risk your program by violating this law.

SMOKING

Spain is moving towards what are called “smoke-free environments.” Most buildings are “smoke-free” and it is against the law to smoke in these building. Smoking in Spain is forbidden everywhere for you.

LAWS

Spain is governed by laws. There are state laws and local laws that apply to all individuals living, visiting, or working here. Laws in Spain may be very different from laws in your home country, and when violated, the punishment may be very different from the punishment you might receive back home. If you are unsure if something that you want to do is legal, ask someone.

While in Spain, you are subject to Spanish laws. Penalties for breaking Spanish law and regulations are more severe than in the United States. If you violate the law, even unknowingly, you may be expelled, arrested or imprisoned. Penalties for possession, use or trafficking in illegal drugs in Spain are severe, and convicted offenders can expect long jail sentences and heavy fines. The city of Madrid has banned the consumption of alcohol in the streets. Visitors to Madrid should be aware that failure to respect this law might result in the imposition of fines. You should inform yourself of rules and regulations of Spanish law prior to arriving in Spain.

MONEY AND BANKING

SPANISH CURRENCY AND DENOMINATIONS

The base currency in Spain is the euro as for most EU member countries.

Notes can be found in 5, 10, 20, 50, 100, 200 and 500-euro denominations.

Coins start with the 1-cent piece and end with the 2 euro piece.



The denomination side of euro coins is the same in all EU currency countries. The image on the face side of the coin varies correspondingly with the EU country that released the coin into circulation.

ELECTRICITY

Electrical power is standard across Spain and set at 220 volts. Standard electric plugs have two rounded pins.



VOLTAGE ADAPTERS FOR ELECTRONIC DEVICES

Be certain to bring voltage adapters for electronic devices such as razors and device chargers which may not run on the electrical current of the U.S. or elsewhere.

TEMPERATURES, WEIGHTS AND DISTANCES

Spain use temperature in Celsius (C) and weights and measurements in metric terms.

Temperature*	
Fahrenheit (F)	Celsius (C)
23	-5
32	0
41	5
50	10
68	20
77	25
90	32
95	35
104	40
212	100
* $F = \frac{9}{5} C + 32$	

Weight	
U.S. Pounds	Metric
2.2 pounds (lb.)	1 kilogram (kg)

Distance	
U.S. Measure	Metric
12 inches = 1 foot	30.48 centimeters
3 feet = 1 yard	91.44 centimeters
1 mile	1.6 kilometers

SPANISH CLASSROOM

Educational systems vary from country to country. Here are some things you need to know about academic life in the Spain.

In many cultures, there is a great difference in status between students and teachers. For example, students may be expected to listen quietly, not questioning what the teacher says. In Spain, it is acceptable and usually expected for students to ask questions and discuss topics with each other and the teacher. During the first class meeting, your teacher will most likely give you a syllabus, which lists when and how he or she can be reached. If you have a problem with the material presented in class, it is expected that you will see the instructor during office hours and ask for help. Dress is informal in Spanish classrooms. Usually teachers do not permit students to have food and beverages, chewing gum and wear caps in the classroom.

METHOD OF TEACHING

The way a course is taught is often the result of an instructor's preference. However, the course content, the academic level of the student, and the number of students enrolled in a class are also determinants of the method by which the material is presented.

Some courses may be taught using lecture or lecture-discussion methods. The lecture method, in which an instructor relates the material to a silent but note-taking group of students for the entire class session, is used quite frequently in Spain.

The teaching method listed above is just an example of a great many approaches that may be utilized throughout your program. Be prepared as best as you can and ask for help if and when you need it.

PARTICIPATION

You are expected to talk in class. How often? A good rule to follow is to raise your hand to ask a question or to make a comment when appropriate. If a professor calls on you to answer a question, you should say something - you could even say that you do not know the answer. In most classes, it is okay to give a wrong answer.

Students are encouraged to visit their teachers after class to discuss course material which needs further clarification, or to request tutorial assistance.

PRE-DEPARTURE LOGISTICS

PASSPORT

Your passport must be current and valid for six months beyond the end of your INESLE Madrid program. If you do not have a passport, or you need to renew your existing passport, allow a minimum of 60 days before your travel date to receive the new document.

PERSONAL DOCUMENTS

For participants traveling to Spain, you also must carry on your person and have ready access to the following documents:

- Passport
- Letter of acceptance into INESLE Madrid Program
- Name and contact information of INESLE Madrid Program and your host family details.

Before departure from your country, you will take the telephone numbers of the program directors for assistance upon arrival. Keep telephone numbers in your passport so you will have it if needed.

It is good practice to make copies of important documents, such as airline tickets, credit cards, and the first few pages of your passport. Keep copies in a safe place, separate from the original documents. Leave copies of travel documents with someone in your home country. Should you lose the originals, it is easier to cancel or replace them when you have copies.

AIRLINE REGULATIONS AND AIRPORT CHECK-IN

While procedures for passenger travel vary with the airline and country, the following are universal standards for international flights.

- Confirm flight arrangements with the airlines at least 72 hours before departure.
- Advise the airlines of dietary restrictions at least one week before departure, so they may respond to your request. If you have diarrhea, do not get on the plane, particularly if it is a very long flight.
- Arrive at the appropriate airline check-in counter at least three hours before departure to ensure you have adequate time to check baggage, secure boarding passes, and clear security.
- Select your seat at check-in before you receive your boarding passes. You also may request your seat when your program implementer secures your flight. A window seat offers an exterior view of your departure, arrival and flight path. An aisle seat enables you to leave your seat more easily, when allowed by the flight attendant.
- If you miss your international or connecting flight, notify your program directors immediately so they may modify your itinerary.

CHECKED LUGGAGE

Luggage not hand-carried onto the airplane will travel in the airplane's baggage compartment. Place in these larger suitcases everything you do not need to use during your flight, your interview with customs officials, or on route to lodging at your destination.

The luggage guidelines below summarize specific baggage allowances from a variety of airlines. Check with your airline for current restrictions on the number and weight of bags you may check, before you will be charged fees for overweight or excess baggage. You are responsible for baggage fees, therefore plan to have enough cash on hand to cover these and other expenses on route to your training.

For travel to Spain most airlines allow two suitcases no larger than 158cm/62.2in each (total length, width and height). Each bag usually must not weigh more than 20kg/44lbs for economy class tickets.

Many airlines originating within the U.S. now charge fees for all checked luggage. Costs range from \$15 to more than \$35 varying by airline for the first two bags checked in (the preferred limit), and higher amounts for certain additional baggage. Verify allowances and fees with the airlines providing your flights.

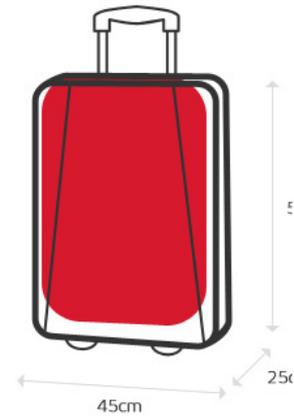
CARRY-ON LUGGAGE

Depends on each Air Flight Company baggage allowance.

On international and domestic flights in most countries, you may bring one piece of small luggage or “carry-on” on board with you. The bag must fit under your seat or in the overhead bin. The standard maximum dimensions for carry-on baggage are 55cm x 35cm x 22cm (22in x 19in x 9in) or a total of 112cm (45in). Standard weights for carry-on.

For example, Iberia:

One carry-on at no extra charge (22" long x 14" wide x 9" high or 114 cm (56 x 35 x 23 cm).



Each airline has its own requirements and may change its policies at any time without notice. Do not assume that your flight will have sufficient onboard storage space to accommodate the carry-on baggage for all passengers. In some cases the airline may not allow the maximum baggage on board, and may require passengers to check the bags they planned to carry on.

In most situations, you may carry-on a small bag, in addition to small personal items, which include:

- Briefcase, portfolio or backpack Handbag or purse
- Laptop (in a carrying case) Small book-bag or tote Umbrella
- Walking cane
- Small camera in its case Overcoat or blanket
- Small amount of reading material

Note that in some cases a briefcase may count as one carry-on bag, while an average sized woman's purse will count as a personal item.

In some circumstances you may carry one bag of photographic equipment, in addition to one carry-on and one personal item. The camera bag must comply with the airline's carry-on restrictions for size and weight.

Verify with your airline that you may carry-on your camera bag as an additional personal item.

Security screening equipment may damage undeveloped film. If your camera uses film, request hand inspection of the film at the security checkpoint. Remove the undeveloped film from the canister and pack it in a clear plastic bag to facilitate inspection.

Security screening equipment will not affect digital cameras and electronic image storage cards.

During your flight, attendants will inform you which appliances may be used inside the aircraft. Certain devices interfere with electronic aviation systems and may not be used during flight. Mobile phones must remain completely turned off during your entire flight.

IN CONCLUSION

The citizens of Spain welcome you to Spain and wish you the best as you experience living and learning here. In fact, we are thrilled that you are here! We hope that your visit will enrich your life and result in even greater opportunities for you when you return home.

Through this guide, we have attempted to provide you with some of the basic information that you will need in order to ensure that your time in Spain is the best that it possibly can be. Please use this guide as a reference before, during, and after your program. Unfortunately, it is not possible for us to cover all of the information that you will need throughout the course of your visit. You will pick up many other pieces of information while you are here. Please do not hesitate to ask any questions that you may have.

Remember that the experience you have will depend, in part, on you! We encourage you to work hard and pay attention during your classes, develop friendships with Spaniards, and make the most of your time while you are here.