Congratulations! You are about to embark on a very exciting journey! This guide is meant to assist you in your preparations for your semester abroad and to give you some insight into what you might expect when you arrive. Every semester abroad is different and your time in Scotland will fly by.

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THE BASICS

WHAT THE PROGRAM PROVIDES

- Breakfast Sunday-Saturday while classes are in session
- Lunch (during semester & summer programs) and dinner (during semester programs) Monday-Thursday while classes are in session
- Use of a mobile phone
- Opportunities to participate in optional day and overnight field trips
- Accommodation
- Linens
- Use of curling irons, hair dryers, straighteners, irons as available
- 24 hour emergency support

PROGRAM CONTACTS

Experience Scotland Administrative Office
University of Wisconsin-River Falls
102 Hagestad Hall
410 S. Third St
River Falls, WI 54022
Tel: 715-425-3238
Fax: 715-425-3541

Kelsey McLean
Program Coordinator
Kelsey.mclean@uwrf.edu

Sonja Johnson
Program Associate
sonja.johnson@uwrf.edu

Dalkeith House
Experience Scotland Program
Dalkeith House
Dalkeith Midlothian
Scotland EH 22 2NA
Tel: 011-44-131-663-5632
(as dialed from the US)

Patty Watters
Resident Director of Operations and Student Life
patricia.watters@uwrf.edu

Student Pay Phone
011-44-131-660-4065
(as dialed from the US)

EMERGENCY CONTACTS IN THE UK

U.S. Consulate in Edinburgh
3 Regent Terrace
Edinburgh EH7 5BW
Telephone within Scotland: 0131-556-8315
Telephone from the U.S.: 011-44-131-556-8315
After hours within Scotland: 01224-857097
After hours from the U.S.: 011-44-1224-857097
Fax within Scotland: 0131-557-6023
Fax from the U.S.: 011-44-131-557-6023
Website: http://london.usembassy.gov/scotland

Dalkeith House Duty Mobile (24 hr coverage)
07896718549 (as dialed in the UK)
011-44-7895718549 (as dialed from the US)

Police/Medical/Fire/Emergency
112 (from any phone within the UK)
RECEIVING MAIL AND PACKAGES IN SCOTLAND

Mail is delivered to the house Monday-Saturday except public holidays. Mail can be delivered to the following address:

Name
Experience Scotland Program
Dalkeith House
Dalkeith Midlothian
Scotland EH22 2NA

All packages sent from the US to the UK will require a customs declaration form to be completed prior to posting. Often, friends and family send care packages and personal items and list them on the customs forms as ‘gifts’. If they are listed as gifts, you may be charged ‘duty’ or taxes on your personal items upon arrival in the UK. Instead of listing items as gifts, instruct friends and family to list contents as ‘personal items’.

TRAVEL DOCUMENTS/ VISAS

REQUIRED DOCUMENTS FOR ALL FACULTY

- Valid Passport
- Business Visitor Letter to UK Immigration officials

All US citizens traveling to the United Kingdom are required to possess and show a valid passport. It is your responsibility to ensure your passport is valid. Experience Scotland faculty members are responsible for all costs associated with obtaining passports for themselves and their dependents.

Approximately two weeks prior to the program start date you will receive a packet of information from the Experience Scotland Office at UW-River Falls. This packet will contain your business visitor letter to immigration officials. This letter will request entry as a Business Visitor at your port of entry. This letter must be carried every time you travel outside of the UK. Any dependents that will be traveling with you must also be listed in this letter. Most importantly, as will be stated in this letter, your main purpose for coming to the UK is to accompany students, oversee their studies, and assist them with personal and academic issues during their study abroad experience in the Experience Scotland program.

Most European countries do not require a visa if you will be visiting less than 30 days. However, it is advisable for you to verify which countries require a visa before completing your travel plans. In addition, travel warnings are issued to describe conditions that make a country dangerous or unstable (http://www.travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

DOCUMENTS FOR FACULTY WITH CHILDREN ENROLLING IN UK SCHOOLS

Due to recent changes in immigration law, children of business visitors (the route you would typically enter the UK) cannot attend school. In order to attend school the parent working in Scotland must apply for and be granted an Inter-Company Transfer work permit (Tier 2 Visa) for themselves and accompanying family members. That can be done; however, there is a considerable cost per person. The Experience Scotland program will cover the cost of the Tier 2 Visa for faculty members, but additional family visas will be at the expense of individual faculty.

This visa application process needs to be done with plenty of lead time as the Experience Scotland program would need to issue you a Certificate of Sponsorship before a visa application can be started. Immigration issues are never easy or
straightforward, so it is important to make it clear early that you would like to pursue this option to discuss the process and your circumstances with a member of staff. Your family may also want to consider alternatives, such as homeschooling or U.S. based online courses, to address your child’s educational needs while in Scotland.

There are ways that children can be engaged culturally in Scotland without attending school – playgroups, scouting, kids clubs, etc., so that they would meet other kids and feel connected. You are encouraged to consider those options for social integration.

TRAVEL ARRANGEMENTS

Unless instructed otherwise, faculty members are encouraged to depart approximately one week earlier than the student group to make preparations, get over jet lag and develop local Scottish resources. Lodging will be provided (including immediate family members) at no charge at Dalkeith House up to a maximum of seven days prior to the start of the program. Any lodging day beyond seven days will be charged to the faculty member at regular guest rates. Meal cost/preparation will be the responsibility of each faculty member.

Faculty, their spouse/partner and/or dependents, may stay on at Dalkeith House after the completion of their terms for an additional two nights at no charge. After two nights, if space is available, they may stay with the approval of the Resident Director at the published guest rates.

The Experience Scotland program includes one round trip economy airfare for the faculty member. Per UW System policy, airfare purchases must be made through Fox World Travel.

**UW System Employees:** If you haven’t registered, you will need to log into the System-Wide Travel site (http://web.uwsa.edu/travel/login/) to register with your university ID and password. Access to this page is restricted to persons employed by or affiliated with University of Wisconsin campuses and institutions. You may purchase your airfare through this site, and pay with a corporate card or pro-card. Reimbursements are unable to be issued for payment made with a personal card. Reimbursement can then be requested through a Travel Expense Report (TER). Reimbursements are generally processed within two weeks and will be issued via direct deposit.

**Non-UW System Employees:** Non UW staff can call Fox World Travel at 866-230-8787 to get a ticket issued. Reimbursement can then be requested through a Travel Expense Report (TER). Reimbursements are generally processed within two weeks and will be sent in the form of a paper check to the address provided by faculty.

**Booking for Additional Travel Companions:** Fox World Travel can clone your itinerary, and bill separately for any companions you are traveling with. There is an agent fee for this service.

When additional travel days are incurred because the traveler elects to combine personal days with business travel, the cost of the ticket without the additional personal days must be compared to the cost with the added days, and the lower of the two will be paid. Cost comparisons are required to be attached to the payment method documentation.

**Non-Payable/Non-Reimbursable Expenses**
The following expenditures will not be paid or reimbursed with University funds:

- Travel packages that combine airfare, lodging and/or car rental in any combination, not purchased through contract travel management company
- Additional costs for economy plus, economy comfort, business, or first-class seat assignments
- Additional costs for priority boarding
- Additional costs for personal travel/side trips in conjunction with business travel
- Additional costs for travel companions
- Expenses for memberships in travel/airline clubs and/or daily club use
- Expenses for flight insurance
- Airline penalties for cancellations and changes for the convenience of the traveler

Faculty are expected to book airfare no later than one month prior to their departure for Scotland. Faculty are responsible for making arrangements and paying all expenses to get to Dalkeith House on their own from their UK arrival point. However, this ground transportation expense will be reimbursed after submission of a completed TER to the Experience Scotland Administrative Office. Reimbursement to faculty members will be made once all end-of-program paperwork has been received, including course grades and attendance records.

It is critical that you communicate directly with the Resident Director at Dalkeith House with regard to your travel plans (all flight information, anticipated arrival date/time at Dalkeith House, contact phone numbers immediately prior to your arrival, etc.) and copy this information to the Experience Scotland Administrative Office in River Falls.

You may choose to fly into the following airport locally:

**Edinburgh Airport** (EDI) is Scotland’s capital airport. Edinburgh City Centre and Dalkeith House are each about a 20 minute taxi ride. Edinburgh Airport is also connected to the city centre by excellent bus connections.

**Glasgow Airport** (GLA) is Scotland’s principal long-haul gateway, with year-round flights to Canada, the United State and the Gulf. Connections from Glasgow to Edinburgh are frequent and easy.

You may also choose to fly into London and then make a connection up to Edinburgh by:

Rail, National Express Bus, Megabus, Easyjet, British Airways

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**FACULTY PAYMENT POLICY**

**Semester Faculty:** Faculty participating in, or during, a full semester program are expected to receive full salary and benefits from their home institution. The Experience Scotland program will provide $15,600 (or $3,900/module if teaching less than the full semester) to participating faculty member’s home institution to assist with salary support. Additionally, the Experience Scotland program will cover faculty airfare, international insurance, accommodation at Dalkeith House, and meals when program meals are provided (approximately 15/week).

**Summer Faculty:** Faculty participating in the summer program receive salary payment directly from the Experience Scotland program, along with airfare, international insurance, accommodation at Dalkeith House, and meals when program meals are provided (approximately 11/week). Full payment for each course taught is $3,900. This is based on a minimum enrollment of 10 students per course. If a course does not meet this minimum enrollment, it may still be offered at the discretion of the Experience Scotland Administrative team and the faculty member for a lowered salary of $390/student. Courses with enrollments of fewer than 6 students will not be offered. Faculty participating in more than one module of the summer program will receive full payment for all courses if the average enrollment of all courses together is a minimum of 12 students. If courses do not have average enrollments of 12 students, faculty will receive per student payment for those courses under 10 students, and full payment for any courses with 10 students enrolled.
HEALTH INSURANCE

Formal regulations state that visitors are not eligible for British National Health Service until they have resided in the United Kingdom for six months. The UW System has negotiated a system-wide study abroad insurance plan (CISI – Cultural Insurance Services International) that is required of all Experience Scotland students. As faculty on this program, the Experience Scotland program covers your enrollment in this insurance policy. It is a primary policy – no matter what else you have. Please note the insurance plan only covers your program dates. Should you choose to arrive before the program starts, or stay after the program ends, you will need to make sure you are covered by your personal insurance, or elect to purchase additional coverage under CISI. Any dependents spending all or part of the semester with you may obtain coverage under CISI at their/your expense. More information about purchasing additional coverage for yourself, or enrolling dependents can be found at: www.culturalinsurance.com

It is recommended that you verify coverage with your own health insurance company to determine the countries (outside the U.S.) where coverage is valid. Find out what procedures need to be followed in the event you should require medical attention. Be prepared to pay for any medical service you may need while abroad.

You will also be provided with a MEDEX card prior to your departure. MEDEX is blanket coverage for all employees whose job requires them to travel abroad. It is emergency travel assistance coverage which provides assistance for locating medical care, arranging emergency transportation, locating legal assistance, replacing lost or stolen documents, arranging for emergency evacuation, repatriation, etc.

If you need prescription medications, you should bring enough to last your entire stay. Also, bring a copy of the prescription with you. Take all medications, prescription and non-prescription, in their original containers. You may want to bring the prescription for your contact lenses or glasses in case you lose or break them. When traveling, always keep medications in your carry-on luggage.

WHAT TO EXPECT AT DALKEITH HOUSE

STAFF AND FACULTY

Dalkeith House is staffed by a Resident Director of Operations and Student Life, Resident Director of the Academic Program, Assistant Resident Director, and several faculty members. All staff and faculty are involved in the educational component and provide administrative support to the program and support to all students. Staff members work to assist students in maximizing their experience in Scotland, encouraging positive community growth, and fostering individual responsibility, learning, and development.

Emergency support is provided 24 hours a day, 7 days a week by a rotation of faculty and staff members. Students may contact faculty or staff in the event of an emergency while in the house or traveling.

ON SITE ORIENTATION

Upon your arrival you will participate in an orientation with the Resident Director of Operations and Student Life, and Resident Director of the Academic Program. Additionally, students will participate in an on-site orientation covering academic and house policies, community standards, local customs, and transportation upon their arrival. Participation in orientation activities is required of all students and will provide a solid base to excel in course work and in the local community. Faculty are encouraged to participate in student orientation activities, if they are able.
FOOD SERVICE

Continental breakfast is available every day of the week while classes are in session, lunch is served Monday-Thursday in the semester and summer programs, and dinner is served Monday-Thursday in the semester program while classes are in session. Meal service times are posted at the beginning of the term and are based on the course schedule. All students will be involved in the preparation and cleanup of meals at various points during the semester.

Menus are planned by the on-site Chef. The aim of the menu is to provide a balanced and varied diet. Food will be basic, well prepared, and reflect the culture in which we live – expect to try typically British foods. Faculty should be prepared to try new things and understand that individual preferences cannot be catered to. Please ensure you discuss special dietary requirements (gluten free, vegetarian/vegan, allergies) with the on-site Chef when you arrive.

OPPORTUNITIES FOR CULTURAL IMMERSION

- Historic Scotland is a trust that manages historic sites around Scotland. They have an educational visit scheme where educational institutions can bring students for free if it is a part of their course of study. We are able to take advantage of this and there are loads of sites around the local area. If you get a group together, we can help you make arrangements for a visit! http://www.historic-scotland.gov.uk/
- This is a great site that lists UK holidays, special days, local customs, and national awareness days in the UK. http://www.woodlands-junior.kent.sch.uk/customs/questions/calendar/index.htm
- The Oracle lists many events, speakers, and exhibitions in the Edinburgh area. It even has a section dedicated to free activities. http://www.theoracle.co.uk/
- The List focuses on Edinburgh and Glasgow nightlife, activities, restaurants, festivals, theatre, and cinema. If it is going on in Edinburgh, it will be listed here. http://www.list.co.uk

ACCOMMODATIONS

Faculty and families who participate in the Experience Scotland program will be provided with limited accommodations in residence and office space. There is only one practical area to locate faculty rooms and provide some degree of privacy from student accommodations.

Faculty dependents may purchase a meal plan at the dining facility. The full price of the meal plan for a semester is $700; the full price for summer is $125/module. (There are no cooking facilities in the faculty accommodations).

For children 1-6 years of age, the faculty member may purchase a dining plan for one-quarter the full price; for children 7-12 years of age, the meals will be at one-half the full price; for children 13 years of age and older, the meals will be at full price. Faculty members are responsible for paying half of all dependent meal charges prior to their departure for Scotland. The remainder of meal charges will be billed by the Resident Director.

The Resident Director will allocate accommodations at Dalkeith House. Faculty must agree to reside on premises at Dalkeith House in accommodations provided by Experience Scotland. Refusal to do so will be cause for termination from the Experience Scotland program.

Spouses/significant others and minor children may share the faculty member’s allotted living space at no additional charge. To the extent that room is available in Dalkeith House, there is no additional room fee for dependents. Dependents of majority age will be charged at the full rate applicable to the student population at Dalkeith House. A dependent of majority age will be expected to be enrolled in an educational program.

Guests of faculty/staff may share the faculty/staff member’s allotted living rooms, for a reasonable period of time, at no additional charge as long as doing so does not violate Dalkeith House fire code. Furniture in faculty/staff rooms cannot
be supplemented or replaced to accommodate a guests’ stay. What determines a reasonable length of stay shall be defined by the Resident Director based on household capacity, and use during the intended dates of visit, but is not to exceed 25% of a faculty/staff member’s total time in Scotland.

BEDROOMS

Faculty members can only be guaranteed one room per faculty person in which to reside during their semester working in this program. These rooms vary in size, but in general would be the size of a comfortable bedroom. Each room is provided with a double bed, two pillows, one duvet, lamp, chair, wardrobe, and dressing table with mirror. The rooms are comfortable, but limited and furnished with less luxury than most would be used to back home.

FACILITIES FOR CHILDREN

The house can comfortably handle two or possible three children, but they would be assigned to the same room. This extra bedroom is located next to one of the faculty rooms at the top of a stone spiral staircase on the second floor (third floor in U.S.).

TOILETS AND SHOWERS

In the faculty area there are two stalls and two showers in the women’s, and two stalls and one shower in the men’s. Other shared toilet and shower facilities exist in other areas, but past faculty participants have not found these to be the most convenient and prefer the ones mentioned.

SERVERY

Cooking facilities are available in the house. The Servery has a small stove, oven, toaster, microwave, water boiler, and coffee maker. Keeping the servery clean is each individual’s responsibility. A refrigerator/freezer unit is available for faculty use in the common room of the faculty wing.

OFFICE SPACE

One large office accommodates the faculty. The facility is equipped with individual desks, chairs, shelving units and filing cabinets. A telephone is available for business use. A copy machine is available as well as computers. Faculty are responsible for cleaning their own office.

HEATING

Dalkeith House is heated electrically with night storage heaters. This system is not efficient in providing continuous event heat like the systems you are used to in the U.S. Since they operate only at off-peak periods, early evening hours can produce cool temperatures in the house. Because of the moderate temperature of Scotland, the temperature of the house in generally adequate, but during the winter months, parts of the house can be cold. Generally, everyone adjusts and adapts to this system and the discomfort for most has not been a major problem.

LAUNDRY

There are two laundry rooms in the house with a total of 4 washers and 3 dryers. Laundry costs £2 to wash, and is free to dry. Students and faculty share the use of washing machines and dryers. A steam iron and ironing board are also available.
RECREATION

There are many options available to have fun in the house and get involved in the local community. Items available for use in the house are:

- Ping Pong
- Foosball
- Billiards
- Movie room with DVD player and VCR (videos from the US will not play)
- TV with basic extended cable
- Guitars
- Piano
- Keyboard, Drums
- Board games, outdoor recreational equipment

FACULTY WITH CHILDREN

The following information will help families enjoy living in the college community of Dalkeith House.

Most important to keep in mind is that Dalkeith House is a school where students, who have paid tuition and room and board, live and study. It is a very large house with over 100 rooms. Children, who are not carefully monitored and kept busy, can get lost, cause privacy issues and security risks. There is also the possibility of violating Scottish law (Food Safety Act, 1990) as it pertains to food prep hygiene.

Dalkeith House is a wonderful, communal living environment when everyone involved is considerate of everyone else. Guidelines (The Residential Services Contract) for communal living provided to students are expected to be followed by everyone living in the house. While occasionally there will be house activities in which you and your child(ren) may be invited to participate, priority will be given to students, especially when funding or resources for such activities are limited and have been paid for by students.

Parents, who have enjoyed living here with their child(ren), have found it important to ensure their child(ren) is/are kept occupied with school and other activities which are numerous and easily accessible. It can be easy to rely, consciously or not, on students as playmates which is unfair to both children and students. The limited recreational resources provided for student use in the house may certainly be shared on occasion by children, if age appropriate, but the use should always be monitored by parents.

Recreational opportunities that exist outside the house include miles of wonderful walking and biking trails through a beautiful, wooded estate with two rivers and awesome trees and plants, farm animals, a local library and art center and Dobbie’s Butterfly World which provides an opportunity to interact with all sorts of reptiles and insects.

Edinburgh offers all that any large city does and is only 30 minutes by bus from the house. The city itself is unique and fun to explore. There are numerous galleries and museums of all sorts which are mostly free. There is a zoo and the Botanical Gardens are well worth exploring more than once. There are also ghost tours of old town Edinburgh, castle ruins, Our Dynamic Earth: an interactive geographical history, the Commonwealth Pool a leisure center and health club, and much more.

We hope your family will take advantage of what the area has to offer and enjoy your stay in Dalkeith House.

Due to recent changes in immigration law, children of business visitors (the route you are entering the UK under) cannot attend school. In order to attend school the parent working here must apply for and be granted an Inter-Company Transfer work permit (Tier 2 Visa) for themselves and accompanying family members. That can be done; however, there is a considerable cost per person.

The visa application process needs to be done with plenty of lead time as the Experience Scotland program would need to issue you a Certificate of Sponsorship and after that point you would then need to make a visa application.
Immigration issues are never easy or straightforward, so it is important to make it clear early that you would like to pursue this option to discuss the process and your circumstances with a member of staff.

There are ways that children can be engaged culturally in Scotland without attending school – playgroups, scouting, kids clubs, etc. – so that they would meet other kids and feel connected. You are encouraged to consider those options for social integration.

For more information about schools in the area please contact a member of the Experience Scotland staff.

ACADEMICS AT DALKEITH

TEXTBOOKS

Students in the Experience Scotland program will be required to obtain (purchase, rent, borrow, etc.) the necessary textbooks for the UW courses they will be taking in Scotland. It will be their responsibility to bring the textbooks with them and/or obtain them prior to the first day of classes. Therefore, faculty need to furnish pertinent information (ISBN, author, edition, publisher, etc.) for required textbooks for the course(s) they will be teaching. This information will be posted on the Experience Scotland website. It is the intent of WCWC to keep the program affordable to all student; therefore, faculty are expected to keep costs to a minimum. The Experience Scotland program will reimburse faculty up to $300 per term for shipment of their personal textbooks/educational materials to and from Dalkeith House (no personal items and receipt required). When shipping materials to and from Scotland, faculty should be aware that it will cost more to ship items back from the UK so initial shipping expenses should be kept quite low to ensure the $300 allowable maximum is not exceeded. Additionally, faculty may want to consider purchasing an additional checked bag for the flight (again, no personal items, and receipt required) to transport these materials as this is sometimes a more cost effective method. Experience Scotland encourages faculty to use local, on-line and other resources for the following reasons: programmatic (better cultural immersion experience), financial (save the students and Experience Scotland program money); and ecological (smaller carbon footprint by not shipping heavy textbooks/materials).

ACADEMIC RESOURCES

Internet Access: Wired and wireless internet access is available across the entire ground floor of the house as well as the common space in the faculty wing. Access is consistent and reasonably fast, however, given the number of people utilizing our connection, downloading large files, music, videos and movies is limited.

Computer lab: A small computer lab is available in the house. Computers are basic and allow for word processing and internet access. As most students bring their laptops, resources are being put into increased wireless access rather than computer hardware in the lab.

Printing: The faculty office is equipped with a printer/copier/scanner. Faculty computers print directly to this printer.

Classrooms: There are three classrooms in the house. Classroom 20 is located off of the server and comfortably holds approximately twenty students. Classroom 5 is off of the main entrance hall and comfortably holds thirty to thirty-five students. Classroom 7 is located off of Classroom 5 and has been converted to a study space for students. Faculty can also use this space as a break-out room for class discussion.

The house has two tech carts for classroom instructions. The carts include a PC laptop, projector (compatible with Mac or PC), and a multi-region DVD player. All classrooms have wireless internet access.
AADEMIC PROGRAM

Academic Courses: The curriculum may include basic studies courses that are existing courses at any of the Experience Scotland partner school campuses and may also include disciplinary courses that relate specifically to the study of Great Britain, provided these courses are approved through the usual curriculum approval process. The courses must be approved at a minimum of one of the partner schools before the first offering. If a faculty member is unable to teach with the program after their course has been approved, and accepted in to the Experience Scotland curriculum, the Experience Scotland program reserves the right to fill the course with other qualified faculty in an effort to maintain the course offering.

One of the goals of Experience Scotland is to learn about Scottish culture. As part of the orientation to Scotland, students are required to participate in a three-credit directed study course. The purpose of this course is to expose participants to the current cultural events in Edinburgh; to the Scottish culture, heritage and artistic traditions; to the national and international influence on Scottish life and culture; and, to acquaint participants with the city and environment of Edinburgh. There will be orientation lectures and post-event discussions.

The Experience Scotland administrative staff will set the academic year calendar to facilitate programming at Dalkeith House.

Academic Credit: The program will carry full-time academic credit. All courses offered and completed will be entered directly on the students’ home campus transcript. This will be done following local campus policy. If local campuses are unable to enter students’ course directly on their transcript, student will enroll as temporary, non-degree-seeking students at UW-River Falls for their term in Scotland.

All semester students are required to enroll for a minimum of 12 credits; Experience Scotland summer participants are required to enroll for a minimum of 3 credits.

Grading Policy: Experience Scotland faculty may use pluses/minuses when evaluating students.

Pass/Fail Option: The restrictions vary from campus to campus and are rather firm. Students need to realize that pass/fail graded courses might not be accepted in transfer to other institutions of higher learning, and a “fail” may affect the student’s academic standing. It is the student’s responsibility to comply with the pass/fail policy of their home campus.

Meeting Times: All courses are expected to fulfill campus requirements of 750 minutes of contact time/credit (37.5 contact hours for a 3-credit class). Faculty teaching in a module fashion have flexibility to fulfill these hours in varying times from day to day and do not need to establish a fixed course meeting time (though suggested meeting times will be provided by on-site staff). Summer courses should be scheduled so students have no more than three days off in a row.
Adapted from Robert L. Kohls, *Survival Kit for Overseas Living*, chapter on “Culture Shock: Occupational Hazard of Overseas Living.”

Sometimes, despite their preparation, people find themselves in their host country feeling homesick, bored, or withdrawn. They might spend all their time with Americans, avoiding the host nationals. They may drink, eat, or sleep too much. They might feel hostile or critical of the host culture. They are experience what many people refer to as “culture shock.”

Culture shock is used to describe some of these more pronounced reactions to spending an extended period of time in a culture very different from your own. Not everyone will experience culture shock. But for those of you who do, it is helpful to be able to recognize culture shock when it occurs, so you can take appropriate action.

Adjustment to a new cultures tends to occur in stages. Initially, there is a **honeymoon phase**. You are in a new country and everything is exhilarating and exciting. Perhaps you are involved in a flurry of orientation and getting settled, getting hosted around the town or city. The sights, sounds, and tastes are all a new adventure. And, at first, you may even see more of the similarities between your host country and the U.S. than the differences.

However, after some time, you realize that things aren’t the same. Maybe you are tired of the food or struggling with the language. Maybe you are tired of long commutes whenever you need to go somewhere. Maybe everything is much more expensive than you anticipated. Or perhaps things are less expensive, but not of the quality or variety you appreciate at home. Your initial enthusiasm has drifted away and you have entered the state of **irritability and hostility**. Worse, you may just feel like you don’t really belong.

Be patient. Almost always, these symptoms disappear with time and you will experience a stage of **gradual adjustment**. Your sense of humor will reappear. Things that seemed strange or just inconvenient will gradually become familiar.

Lastly there is a stage of **adaptation or biculturalism**. You have finally arrived. You have managed to retain your own cultural identity but recognize the right of other cultures to retain theirs. You have a better understanding of yourself and others, and you can communicate easily and convey warmth and understanding across the cultural barriers.

There is no one way to experience culture shock. It may be acute or barely noticeable. You may find it returns after you thought you had already passed through all the stages. If you are experiencing the irritability and hostility associated with culture shock, there are positive steps you can take and the sooner you take them, the better. Here are some dos and don’ts for dealing with these symptoms:

**Do**
- Be aware that culture shock exists, that it will probably affect you one way or another, but that it doesn’t last forever.
- Try to keep busy.
- Plan fun things to do.
- Set goals for yourself.
- Look for the best in your situation.
- Enjoy the diversity of people and cultures.
- Remember that culture shock can be a very valuable experience, which can leave you with broader perspectives, deeper insight into yourself and a wider tolerance for other people.
- Keep a journal. Writing about your daily experiences provides you with a detailed record that you will enjoy for many years to come and may also help you cope with culture shock.
Don’t

- Don’t think you’re strange or abnormal. It’s not surprising you’d miss some aspects of home or feel a sense of loss.
- Don’t just sit around being negative and critical. It will only prolong your unhappiness.
- Don’t focus on the bad things. Instead, look for the humor in difficult situations. Things that go wrong often make the best stories when you return.
- Don’t be judgmental. When you find yourself feeling like the U.S. is superior in some aspects, try to understand the needs your host culture is meeting by their different ways of doing things.
- Do not be offended by characteristics of the culture which are not polite or appropriate here. Try to understand that country’s mannerisms, habits, and accepted norms to avoid taking offense to things you are not used to.
- Don’t immediately call/write/e-mail your family/friends to tell them how miserable you are. The mood may pass the next day and you know that you are fine, but your family/friends are left thinking the worst. One tactic is to write a letter or e-mail and get your frustration out, but do not send them right away. If you feel better the next day, throw away the letter or delete the e-mail…if still upset, do share your feelings with your family or friends.

As impossible as it may seem, reserve culture shock can also occur upon your return to the United States. Be aware of this possibility and use some of the same tips listed above to help you re-adjust to life in the United States.
NOTES ON PACKING

Remember that everything you pack, you have to carry, keep track of, and make room for when the program ends. With that in mind, it is a good idea to pack light and think about whether an item is needed, wanted, or if it can be bought relatively inexpensively in the UK. Most toiletries and personal items can be purchased in the UK, so you don’t necessarily need to bring 3 months’ worth of everything. If there is a particular brand you MUST have, then that is your decision.

WHAT TO BRING

Items with a £ can be purchased as needed in the UK relatively easily.

- A good travel guide/book (Let’s Go!, Lonely Planet, etc.)
- Warm clothes (hoodies, sweaters, warm socks, long johns)
- Clothes that can be layered – the house tends to be casual – about a week’s worth
- Socks/nylons
- Underwear
- Swimsuit
- Belt
- Hat
- Pajamas
- Lightweight cover-up or bathrobe
- Waterproof windbreaker with a hood
- A warm coat
- Small backpack for short/day trips
- Covered mug/Nalgene bottle
- 1-2 dressy outfits
- Good walking shoes
- A pair of dress shoes
- Shower shoes
- Slippers
- Camera and charger
- Laptop
- Prescription medication/extra contacts/glasses (packed in your carry-on with prescriptions)
- Journal
- School books
- Money belt
- Small flashlight
- Address book
- Toothbrush
- Pictures of your family and friends
- School supplies
- Band-Aids
- Feminine products
- Sunscreen
- Vitamins
- Antacids
- Thermometer
- Antibacterial ointment
- Aspirin/ibuprofen
- Anti-diarrhea medicine
- Cold medication
- Umbrella
- Needle and thread
- Safety pins
- Sunglasses

WHAT TO LEAVE AT HOME

- X Electrical devices with US voltage (laptops, MP3’s, and cameras are OK to bring)
- X Plug adapters (approved adapters are provided for rental at the house)
FINANCIAL MATTERS

ACCESSING MONEY IN THE UK

Converting Currency
The unit of currency in the UK is the British pound (£). You cannot spend US dollars in the Britain. One pound (£) = 100 pence (p). You must exchange dollars for pounds at a bank or currency exchange shop. Rates of exchange will vary depending on the location and the form of money you use. Generally you will be charged a fee to change money. For daily quotes, you can check the following websites:

www.oanda.com/converter/classic
http://www.x-rates.com

If you plan to exchange money prior to departure, it is better to only get a small amount, rather than converting all your funds, as the rate in the US will be the least favorable. Furthermore, make sure the bank gives you the Great British Pounds Stirling (£). Euros are NOT accepted in the UK.

Transferring Money
Western Union and American Express offices also provide wire transfer service to their nearest branch where the recipient can collect the funds. Commissions are charged for both the service and the currency conversions.

Debit Cards and Cash Cards
The best advice is to bring a debit card (preferably VISA) from an account that will be kept supplied with money. Several banks in Dalkeith do not charge an extra fee for extracting money from ATMs with a debit card and they give the best exchange rate. Past faculty agree that the debit card is the easiest, fastest and best money saving form of receiving money in Britain. If your debit card doesn’t work, you’ll want another option. MasterCard and VISA are widely accepted; American Express is not.

Debit cards operate like cash or personal check. When you use a debit card, your money is immediately deducted from your checking or savings account. Debit cards allow you to spend only what is in your bank account. If your credit card doesn’t work or you can’t exchange traveler’s checks, you’ll want another option like a debit card.

If you have a credit card, use a Visa or MasterCard credit card whenever possible for purchases in Europe. Credit purchases sometimes offer the best available rates of exchange. They are widely honored and provide a reliable financial security. It is strongly recommended that you notify your debit/credit card agency that you will be traveling abroad. Visa or MasterCard are the most widely accepted credit cards. Some banks charge a commission on cash advances unless you are a client of that bank system.

FINANCIAL OBLIGATIONS WHILE IN THE UK

It is important to make arrangements to meet your financial obligations while abroad. Make arrangements to stop service or pay bills online or give a trusted friend or family member signed checks to make payments.
If selected to teach on the Experience Scotland program, I will carry out the duties listed below in addition to the normal teaching expectations:

1. Thoroughly review the Faculty Handbook found on the Experience Scotland website (http://www.uwrf.edu/WisconsinInScotland) to better appreciate the constraints under which the program must operate.
2. Teach, counsel, and advise students while abroad.
3. Use the experiences and materials I have gained abroad to internationalize the courses I teach on my home campus.
4. Reside at Dalkeith House*, and be an active member of the community. In day to day terms, that means participating in community events such as orientation, ceilidhs, house activities, and events. This also means you will work to make the community positive to live in by cleaning up your own room, faculty offices, and shared faculty living spaces. Furthermore, you’ll provide pastoral and emergency support to students on assigned weekends (generally Thursday evening to Sunday evening) by being an on call resource, responding to issues with the facility and queries from the community, and unlocking and locking breakfast for the house. More information about the house, its operation, and your role can be found in the Experience Scotland faculty handbook.
5. Actively recruit students for the program by:
   - Assisting the Director of International/Programs at my home university in recruiting for Experience Scotland;
   - Recruiting in my classes prior to my Dalkeith appointment;
   - Recruiting in my classes following my Dalkeith appointment;
   - Inviting prospective students to apply;
   - Following up with interested students; and,
   - Meeting with student groups to provide information, brochures, forms, etc.
6. Participate in student/faculty orientations.
7. Agree to arrive at Dalkeith House prior to the students’ arrival.
8. Participate in all regularly scheduled staff meetings at Dalkeith House.
9. Make my own travel arrangements. You will be reimbursed for actual costs of economy airfare per guidelines in the Experience Scotland Faculty Handbook.
10. Meal plan charges will be waived for faculty members. Their dependents and/or their spouse/partner may purchase a meal plan at the dining facility. There are no cooking facilities in the faculty accommodations.

*Dalkeith House has no elevators. Access to many areas of the house, including the faculty living area requires individuals to climb stairs. Dalkeith House may be inaccessible for individuals with mobility impairments.
Please familiarize yourself with the following documents. Student participants in the program will receive these policies during their orientation with the expectation that they will abide by them for the duration of the experience. As a faculty member, it will be beneficial for you to be familiar with these policies so you can set a positive example for students.

ACADEMIC POLICIES

The Experience Scotland program operates under authority granted by the UW Board of Regents. This consortial agreement enables students to enjoy the benefits of studying in Scotland while earning full credit for completed coursework.

Selection of Courses
Experience Scotland offers a select curriculum that reflects the teaching specialties of the participating US faculty. US faculty members will teach the majority of program coursework. All students participating in the Experience Scotland program will be required to take Scotland: Society and Globalization. British History will be offered as an optional course along with the other US faculty course offerings.

You must consult with your academic advisor for approval of your Experience Scotland course selections. Return the signed Academic Advisor Form as part of your application process as soon as possible. It is your responsibility to make sure that you have satisfied all the course prerequisites for all courses you take in Scotland. If you lack prerequisites for a course you wish to take, you must obtain permission from the instructor of the course or get written permission from the appropriate department chair, academic advisor, or dean before you enroll for the course. A drop-and-add period will be held during the first week of classes at Dalkeith House, at which time schedule changes may be made.

Scotland: Society and Globalization
Scotland: Society and Globalization is a wide-ranging course that explores different aspects of contemporary Scottish society. Locating Scotland in its historical and global contexts, the course focuses on many of the key social, economic, cultural and political issues that face Scotland today. In particular, it considers many of the ways that globalization can be said to be impacting on Scottish economy and society.

The course takes a multi- and inter-disciplinary approach, drawing on a range of discipline areas. In the main, the course draws on sociology, social policy, social history and human geography. The course emphasizes the importance and usefulness of comparative and transnational comparisons for the understanding of developments in a particular national context. In this respect, comparisons between different aspects of Scottish and US societies will occupy center stage and students will be required to reflect on points of similarity and convergence between US and Scottish/UK society.

Experience Scotland Internship
The Experience Scotland program offers a limited number of unpaid internships for students of at least junior standing participating in either the fall or spring semester program. A Resident Director of Academics works closely with you to find an internship experience suitable to your needs and talents, however, you should realize that the location and work involved with these internships cannot be guaranteed at the time of application. Internships can be obtained for a maximum of six credits, dependent on the number of work hours required per credit by your academic department. You will be required to carry additional credits to maintain your status as a full time student. Below is an overview of the internship application process.

Internship Application Process:

- Student finds a faculty mentor in the appropriate department to mentor and evaluate their internship experience.
• Student completes the Experience Scotland Internship Application which includes providing a transcript outlining the major-specific courses enrolled in to-date, a professional resume to be shared with potential employers; a personal statement of knowledge, skills, and goals for the internship experience; and learning objectives for the experience as defined by the student and faculty mentor.
• In the semester preceding arrival to Dalkeith House, the student will work with the Resident Director of Operations and Student Life to set up a site interview.
• If accepted by an employer, the student works with the Resident Director of the Academic Program once on-site in Scotland to maintain progress towards internship learning objectives as previously defined with the student’s home campus faculty mentor.
• The student will be required to submit progress reports to the Resident Director of the Academic Program who forwards them to the faculty mentor.
• At the end of the internship, the student will make sure the employer completes the Employer Evaluation Form and returns it to the Resident Director of the Academic Program who will forward it to the faculty mentor.
• Student will complete the Student Evaluation of Work Assignment Form and return it to the Resident Director of the Academic Program who will forward it to the faculty mentor.
• The faculty mentor will receive a campus grade report form and assign a final grade for the internship based on their evaluation of the student's learning objectives, progress reports, employer's evaluation, and the Resident Director of the Academic Program's comments.

In certain cases, students will not be recommended for an internship. In this event, a student may be encouraged to consider an independent study or the Career Exploration in an International Setting course.

Note: UK immigration law requires foreign students who will be pursuing any type of work experience/internship (paid or unpaid) to secure a student visa. A visa is an endorsement or stamp placed by officials of a foreign country on a U.S. passport that makes it possible for the bearer to visit that country. If you are planning to participate in the internship program, it is your responsibility to secure a student visa from a British Consulate in the United States prior to the start of the program. Securing a visa can be a lengthy process; therefore, it is recommended that you begin the process early as it can take time to gather the required documentation. As visa requirements and application procedures can change rapidly, you are encouraged to read the UK Border Agency guidance regarding Tier IV Adult Student Visas at following website: Guidance on application for UK visa as Tier 4 student.

Students applying for a Tier IV visa from the UK government will require a sponsor letter from the Wisconsin in Scotland program. Several weeks prior to the program start date, you will receive your sponsor letter signed by the Resident Director of Operations. This letter will assist you in completing your visa application and needs to be sent along with your visa application.

You need to follow the application instructions very closely and provide all requested documents. It is important to note that you need to show your ability to maintain yourself financially for the period of time you will be in Scotland. The UK Border Agency requires funds to be in your account or your parents’ account for at least 28 days prior to your application. If you are taking out loans, you need to get official letters confirming those funds.

For additional information regarding the visa application process, click visa. To complete the Tier IV online application, click here (students from the US are only allowed to apply for visas online).

Independent Study
An independent study is an independent research project completed by a student during their term abroad with the Experience Scotland program. Your research and area of focus for independent study should be unique to your international setting. The objective of independent study in Scotland is to be able to apply study of your major/minor to your international experience, not to substitute for an on-campus course offering. You will be asked to identify a faculty
mentor from your home campus. It will be your responsibility to work with your faculty mentor prior to your participation in the program to define:

- Your research focus
- Outcomes and expectations for the learning experience
- To make determination on the means used to assess your work throughout the term,
- And to create a project progress timeline with defined dates of when you will provide portions of your completed research project to your home campus faculty mentor.

On-site you will receive support for your independent study experience from the Resident Director of Academics (RDA). The RDA will assist in providing recommendations of in-country connections and areas of study related to your research focus, and any other areas you may need on-site support. You will be responsible for submitting progress reports to your home campus faculty mentor throughout the term, and your home campus faculty mentor will report your final grade recommendation to the Experience Scotland Administrative Office.

**Career Exploration in an International Setting**

*Career Exploration in an International Setting* provides a framework that combines aspects of independent study and internship to facilitate the development of a deeper understanding of your field of study and future career aspirations in general, but also beyond the borders of the United States. You will utilize a combination of job shadowing, informational interviews, and independent research to build a network within your field, and to gain a greater understanding and appreciation for the diversity and breadth of career possibilities within your field.

On-site, you will work with the Resident Director of Academics to complete the requirements of this course. With the Resident Director of Academics you will:

- Arrange job shadows, and informational interviews. The Resident Director of Academics will assist with preparing you for these experiences, and facilitate some of the initial contacts. You will be expected to arrange job shadows and informational interviews beyond the initial experiences arranged for you.
- Submit progress reports to the Resident Director of the Academic Program.
- At the end of the course, the Resident Director of the Academic Program will assign a final grade for the course based on their evaluation of your learning objectives, progress reports, and cumulative portfolio.

**Textbooks**

Students are required to obtain (purchase, rent, borrow, etc.) the necessary textbooks for the UW course offerings they will be taking. It will be the student’s responsibility to bring the textbooks with them and/or obtain them prior to the first day of classes. Required textbook information can be found on the Experience Scotland website under course descriptions. Textbooks for British course offerings will be available for use at Dalkeith House. There may also be additional expenses for special courses such as art, photography, field trips, etc.

**Academic Progress**

All students are required to maintain full-time student status during the fall and spring programs (minimum of 12 credits), or enroll for a minimum of 3 credits in the summer program. Students are required to make a reasonable and conscientious effort toward their academic objectives and requirements. Failure to do so may result in immediate dismissal from the program.

**Transcripts and Credit**

Your course work in Scotland will either be transcribed directly through your home campus or through UW-River Falls. All students are subject to UW grading procedures and policies.

**Pass/Fail Option**

The restrictions vary from campus to campus and are rather firm. Students need to realize that pass/fail courses might
not be accepted in transfer to other institutions of higher learning, and a “fail” may have an adverse effect on the student’s academic standing. It is the student’s responsibility to comply with the pass/fail policy of their home campus.

Class Attendance Policy for Fall and Spring Semesters
The Experience Scotland program has had a compulsory attendance policy since its inception in 1986. The compulsory attendance policy was built into the program to emphasize that the classroom experience is the central component of this academic study program, just as it would be on the home campus. There has been an on-going concern that some students and/or faculty might see the program primarily as an opportunity to travel in Europe rather than as an integral part of the overall academic degree program. While an important component of the experience in Scotland, there are a number of opportunities for travel such as day field trips, long weekends, and a one-week break which are built into the semester’s schedule.

The attendance policy below is designed to help maintain the academic integrity of the program. The participating campuses contribute considerable support to the Experience Scotland program so students can study abroad at a reasonable cost. If the home campus faculty and administrators lose confidence in the academic integrity of the program, this support could be withdrawn in future years. We hope that all students and faculty will respect this policy and understand why it is necessary to insure the continuation of this learning experience.

Class attendance and participation is expected. Excessive absence will result in the following grade reductions:

- 3rd absence: final grade lowered one full letter grade.
- 4th absence: final grade lowered two full letter grades.
- 5th absence: final grade lowered three full letter grades.
- More absences than above: final grade is F.
- As module courses are condensed and may meet for several hours a day, it is important to note that a class period is defined as one block of 1.5 hours.
- Students who arrive ten or more minutes late will be counted as absent. Students who leave class early of after a break will be counted as absent.

Individual faculty members are not permitted to make exceptions to this policy.

**Enforcement:** Each faculty member is required to keep an accurate attendance record on each student. Students who miss more than the allowable number of classes will automatically have their final grade reduced according to the previous schedule unless they provide the Resident Director of Academics or Resident Director of Operations and Student Life the required documentation to show they were ill or injured.

**Final Exams**
All students are required to take their final exams when scheduled. Students who miss a scheduled exam without written documentation from a health professional of a medical illness or injury will not be permitted to make up the exam and will receive a grade of F on the exam.

**Exceptions and Appeals Process**
No exceptions to the policy on attendance will be made by any individual faculty members. Students who believe an exception is warranted, due to unusual circumstances beyond their control, may file a written request with the Resident Director of Academics or Resident Director of Operations and Student Life clearly explaining the reasons for the exception. Exceptions may be approved only by unanimous consent of the Resident Director and the entire teaching faculty.

**Academics**
Grading, testing, and textbooks are determined by each class instructor. The final grade must take into consideration the class attendance policy.
RESIDENTIAL SERVICES CONTRACT

Experience Scotland Program

University of Wisconsin-River Falls
102 Hagestad Hall, 410 South Third St., River Falls, WI 54022

Experience Scotland Program, Dalkeith House, Dalkeith, Midlothian, EH22 2NA

Eligibility:
In order to be eligible to live at Dalkeith House, you must be enrolled as a full time student at one of the participating schools or be determined eligible by the Experience Scotland program.

Contract Terms/Conditions:
Contract Duration – Once a student enters into a housing contract, he/she will be expected to honor the contract for the period specified. All contracts are binding for the entire semester, or from the time of arrival through the end of the academic period.

Assignments:
Rooms – Roommates are assigned without regard to race, creed, color, national origin, or religion. Furthermore, discriminatory practices of any kind are prohibited by the Program in all areas of jurisdiction including housing.

In the event of extenuating circumstances, the Resident Director has the right to alter room assignments.

Termination by Program:
Program officials may terminate this agreement under the conditions stated in the following circumstances:

- **Exigency** – Program officials terminate or temporary suspend performance of any part of the contract without notice in the event of an exigency, which would make continued operation for students housing unfeasible. There shall not be any liability on the part of the Program for the return or refund of any rental payments or the $100 work/damage deposit in the event the contract is terminated for this reason.

- **Failure to Comply with Contract** – If the student fails to comply with any portion of the Housing contract, program officials may terminate the contract with appropriate notice.

Student Conduct:
Individual students, living communities, share collective responsibility for maintaining safe, respectful living and learning communities that will contribute to academic and personal success.

In cases where students are found responsible for damages to property, the students will also be assess estimated costs associated with the damage.

Depending on the severity and nature of the incident, students may be referred to the Resident Director. In addition to program disciplinary action, civil action may be taken against students who violate state and federal statutes (disorderly conduct, misuse of fire equipment, or any other infractions that may pose a threat to the health and safety of others).

Termination of Housing Contract:
Students will be subject to termination of their housing contract if they engage in behavior which poses a danger of physical harm to self or others, or if they engage, cause significant property damage, or directly and substantially impede the lawful activities of others. Continued behavior that causes disruption of the community living environment may also lead to contract termination. When a housing contract is terminated for disciplinary reasons, the student shall forfeit his/her housing deposit and will lose visitation privileges in the residence.

Common Area/Vandalism Policy:
When damage, theft or vandalism occurs to an area not assigned to an individual, the cost of repair, replacement or
clean-up may be assessed to the floor, wing or House, with the cost of the damage shared by all residents of the community.

If a student is proven to be responsible for vandalism in the residence, this student is responsible for the cost of the repair/replacement of damaged items.

**Guest Policy:**

- Day guests must sign in and out at the reception desk. Unregistered guests will be asked to leave.
- Day guests may be in the house from 6am-Midnight. Day guests in the house between Midnight-6am will be asked to leave and will not be allowed to return at any time.
- Day guests must remain on the ground floor or basement common areas.
- All overnight guests must register at the reception desk upon arrival. No exceptions! Unregistered guests staying overnight will be asked to leave.
- All overnight guests must stay in approved guest rooms; not student rooms, study rooms, etc.
- Guest rooms in Dalkeith House are available for alumni of the Experience Scotland program, faculty and staff of the participating universities, friends and relatives of current Experience Scotland students and staff, and administrators of the Experience Scotland program.
- Room rental is at the rate of £20.00 per night per person. The rate includes a cold breakfast when breakfast is regularly available to students. When the students are away on field trips, breaks, or between semesters, the server will open for guests to use, but not breakfast will be available. The room rate is £20.00 per night per person in either case.
- Guests may purchase noon or evening meals at the guest rate. Meals must be ordered at least one day in advance.
- Rooms and meals must be paid for upon arrival.
- Meal tickets for all ordered meals will be issued. A ticket must be presented in the servery for each meal guest.
- Any damage to guest rooms will be assessed to the student who has reserved the room and may be deducted from that student’s damage deposit.
- Normal rental rates shall be paid for all days that keys are issued and rooms are signed for, regardless of whether the rooms are actually occupied.
- Check-in time: 2:00pm Checkout time: 10:00am

**Noise Policy:**

Residents responsible for excessive noise may be subject to disciplinary action, including contract termination. In addition to other discipline, residents may be asked to remove stereos or musical instruments to be conducive to sleep and study. It is necessary for students to cooperate with one another and to comply with established community standards.

**Non-Discrimination:**

The Experience Scotland program will not tolerate conduct which is racist and/or which involves harassment based upon the race, gender, religion, color, creed, disability, national origin, sexual orientation, ancestry, or age of any individual.

Such conduct is demeaning, destructive, and isolating to the individuals involved, and directly at odds with the Program’s goal of fostering understanding and cooperation.

It is the intention of the Experience Scotland community and administration to work diligently to eliminate all forms of discrimination.

**Non-Smoking Policy:**

Smoking/e-cigarettes will not be permitted anywhere within the House. Students who choose to smoke must do so
outside the building, in the courtyard beyond the front steps. Violations will result in termination of Program and Housing Contract.

**Room Construction/Remodeling Policy:**

In order to allow students to create a personalized room environment, students are permitted to move and rearrange their beds and dressers. The rearrangement of the furniture is subject to the following guidelines:

- Light fixtures and room wiring may not be altered in any way.
- In order to ensure the best possible environment for studying during Finals Week and increase efficiency during check-out, each room must have all of its original furniture back in it by 10:00pm on the Saturday before Finals week.
- Each resident will be held accountable for all damages incurred by occupancy, including those incurred from the movement of furniture.
- Construction, decoration, or arrangement of furniture in a manner that hinders exit from the room is not permitted.
- Neither decorations nor other paraphernalia of a highly combustible material can be hung from the ceiling or from other overhead room structures. Use of cloth, fish netting, paper, or any other burnable material to provide a false ceiling is particularly hazardous and is not permitted.
- Drilling into the walls or ceilings and anchoring of beds or other furnishing to the walls or ceilings are not permitted.
- The dresser must remain in the room. It cannot be put in storage without permission from the Resident Director.
- Use blue tak to hang/post items on any wall surface. Blue tak is available from staff.

**Room Entry Policy:**

- The program, as landlord, maintains the right to enter students’ rooms for maintenance purposes. Authorized personnel may enter students’ rooms for reasons of health, safety, general welfare, or to make necessary repairs to room and room equipment. Insofar as possible, advance notification will be given. No room will be searched except by appropriate legal agencies with a warrant of your permission.
- Room entry for reasons of health/safety may be made by authorized program personnel. Reasons for such entry shall be limited to:
  - Room check prior to or during vacation/breaks
  - Emergency situations (example: fire, screams, smoke, as well as other health or safety emergencies)
  - When there is a clear indication that health or safety regulations are being violated.
- In the course of room entry, staff may confiscate illegal drugs, paraphernalia and other contraband items found in plain view in students’ rooms. Any contraband items will be turned over to the Police.
- Staff members may occasionally have to enter students’ rooms on matters relating to the comfort or safety of fellow house residents. For example, to turn off an alarm clock, to turn off a stereo that has been left unattended, or to close a window. Staff must notify students when a room has been entered for one of the above reasons.
- Except in emergency situations, the program staff should not enter a student’s room unless requested by the occupant and/or with the occupant present, or with a search warrant issued by civil court of authority. Periodic environment inspections for the purpose of health and safety can be carried out by the program staff and caretaker.

**Procedures for Room Entry:**
• Student’s rooms should not be entered without knocking and verbal identification. Entry following a knock shall be preceded by a time lapse of sufficient duration to provide the occupant(s) with ample opportunity to open the door themselves. This provision shall also apply to faculty.

• If it should be necessary under the condition outlined for authorized program personnel to enter a room when the occupant(s) is not present, the student(s) will be notified of the entry and the reason for entry. In emergency situations where imminent danger to life, safety, health or property is reasonably feared, entry shall be provided to the room occupant(s) before the authorized personnel leave the room, or when this is not possible, within 24 hours after the room has been entered.

• Other students shall not be permitted to enter a room in the absence of the occupant(s).

• Students feeling that abuse to the above policy on entry may have occurred may appeal directly to the Resident Director. The appeal should be in writing and submitted within fourteen (14) school days of actual occurrence.

Alcohol and Drugs:

• Illegal use, possession, or distribution of drugs or illegal substances will result in dismissal from the program and house.

• If you must drink, drink responsibly. Alcohol misuse will not be tolerated. Alcohol misuse is present when:
  o A student consumes alcohol and is under the local legal drinking age of 18.
  o A student becomes ill or incapacitated due to the effects of alcohol consumption.
  o A student engaged in inappropriate behavior towards other students, staff, or faculty on the program while intoxicated.
  o A student engages in destructive behavior towards property that is the result of alcohol consumption.
  o A student does not abide by the laws of the country while intoxicated.
  o A student engages in behavior that embarrasses other program members or compromises the reputation of the program.
  o Students miss any mandatory scheduled event because of the effects of alcohol.
  o A student comes to a scheduled class intoxicated or consumes alcohol during class time.

• Parties are not permitted in the Dalkeith House without permission of the Resident Director and Assistant Director. Arrangements for any party must be approved 2 days (48 hours) in advance.

• Alcohol is only permitted in the following designated areas: the server, dining hall, Willie’s Café, and the basement recreation rooms. If you are transporting alcohol it must be in a sealed container and carrier bag.

• If a student or guest becomes incapacitated due to alcohol overuse, or she/he is in need of medical attention, others must contact the Resident Director or Assistant Director as well as local emergency services. To ensure this happens, the individual needing medical attention will not receive disciplinary sanctions; rather, they will be referred to appropriate counseling or assistance to address issues of chemical abused. In certain circumstances, students will be referred to resources on their home campus after returning from the program.

Consequences for Infraction:

First offense: First and last written warning, notice of home campus International Education Director and appropriate campus authorities as well as disciplinary sanctions.

Second offense: Removal from the Experience Scotland program and referral to appropriate campus alcohol/drug education program.

Appliances:

Electrical appliances permitted in residence hall rooms include clocks, radios, sound systems, personal computers, razors, approved hair dryers/curlers/straightening irons, and television sets. No other appliances will be allowed. Only approved adapters may be used.
Compliance with Program Officials:
Person(s) interfering with or failing to comply with the direction(s) of a staff member, acting in accordance with his/her job duties, may be subject to program termination.

Contract Assignment:
This contract may not be sold, subleased, or reassigned to anyone. You may not sublet any part of the premises. Changes may not be made in the terms and conditions of the agreement without the agreement and written permission of the Resident Director.

Changes in the rules and regulations may be made by the program during the term. Such changes will be published by placing notices on the bulletin boards one week before the changes become effective, unless the health and safety of persons using the facilities may be adversely affected by the delay; then implementation will be immediate.

Contract Length:
The rooms are available for the length of one academic semester. Dates vary by semesters. Please see attached appendix for specific dates.

Indebtedness:
Failure to satisfy the financial obligation accrued under this agreement may result in the denial of issuance/transfer of grade transcripts and/or enrollment and/or eviction, pursuant to program rules and regulations governing the imposition of these sanctions.

Keys/Locks:
Loss of a room key should be reported to the Resident Director immediately. Lock your room. Do not leave it open when you leave to use the bathroom, vending machines, visit a friend next door, or when sleeping. Under no circumstances is any student permitted to have duplicate keys made for any lock. Furthermore, keys assigned to students should not be loaned to other students or non-students. Student should not be in possession of keys that do not belong to them.

Liability:
The contracting student agrees to hold harmless the Experience Scotland program from, and to indemnify them for, any claims for damages sustained by him/her; for acts by self or other in his/her acts or others in his/her room results of his/her acts or omissions, relating to any changes or modifications made by him/her to his/her room or furnishing. This makes him/her financially responsible to the program, and releases the program, in the event a person who is injured by a hazard constructed by him/her claims that the program is liable for damages. Experience Scotland is not liable for property belonging to him/her, which may be lost, stolen, or damaged in any way wherever this may occur on the premises, including storage facilities.

Litter:
If a student litters a public area (i.e. hallway, lounge, etc.) or surrounding grounds of the building, he/she will be responsible for the cost of clean-up. There is a minimum charge of £10.00. In addition to the charge, disciplinary action may be taken. Cigarette butts are litter.

Mail:
Mail service is provided on a regular basis.

Maintenance/Repairs:
If repairs or replacements are needed in student rooms, including light bulbs, the Resident Director should be informed. For major or emergency adjustments in your room or in the building, please notify the duty staff member promptly. It is understood that program personnel will need to enter a student’s room to make repairs.

Open Flames:
Items which require an open or smoldering flame to operate (i.e. candles, alcohol burners, oil lamps, incense, etc.) are not allowed in resident rooms or anywhere else in the Dalkeith House. Any material found will be confiscated.
Personal Hygiene:
It is expected that each student will maintain proper care regarding personal hygiene.

Posted Materials in Public View:
Materials displayed outside of room doors and around door frames, and facing outside room windows (therefore exposed to common and public area viewing) must meet program and community standards. Students will be asked to remove materials that are found to be obscene, sexually graphic, homophobic, racist, or discriminatory in nature.

Publicity Posting-Mailboxes:
Individuals and/or organizations will not be permitted to stuff mailboxes. Individual correspondence delivered to mailboxes must be individually addressed.

Room Care:
You are responsible for cleaning your room, removing waste materials, basic sanitation, and addressing any safety concerns brought to you by the Resident Director and Caretaker.

Roommate Agreements:
Communication tools outlining conditions and guidelines for room usage will be completed and signed by all roommates and filed with the Assistant Director.

Safety and Security:
For the safety and security of all students, you are required to comply with the safety and security procedures and may not tamper with or prop open locked doors or admit unauthorized people into the house. Persons placing false fire alarms, interfering with a fire alarm system, interfering with firefighters, tampering with or removing firefighting equipment can be prosecuted.

Smoke Alarms:
Each room is provided with a smoke alarm. If there are complications of any type, the student(s) are required to notify a staff member of the problem.

Soliciting:
Soliciting in the house is not permitted. Residents should report all violations to staff immediately.

Telephones:
Central telephone services and mobile telephone handsets are provided to all residents. Residents are responsible for local and long distance calls. Lost or damaged mobile phones will be charged at a rate of £25.

Theft and Security:
Students are urged to take precautions to protect their possessions. Since the program shall not be responsible for the loss of personal property, students are urged to lock their room door at all times especially when they are away or sleeping. All thefts should be reported to staff immediately.
DALKEITH HOUSE RULES

During your stay in Scotland, you are a member of the Dalkeith House community and, as such, are expected to be a positive contribution to the experience of your peers. These rules really aren’t difficult to follow but they’ll go a long way towards ensuring an enjoyable time (for all) in Scotland!

Students studying in the Experience Scotland program acknowledged during the application process that they will abide by guidelines outlined in the Residential Services Contract, Work Responsibility Policy, Community Standards, the rules outlined below, and UK laws. Students are also held to the standards of University of Wisconsin System Code, Chapter 17, which can be found at:
http://www.uwrf.edu/StudentConductAndCommunityStandards/StudentConduct/Chapter17.cfm

- **Follow the Rules:** That’s right, the #1 rule is to follow the rules – easy 😊. You are responsible for abiding by the policies of the Dalkeith Housing Contract (which you signed as part of your application process). A copy of this contract can be accessed in your online application at any time. Keep in mind that the laws of Scotland are different than those of the USA.

- **Safety is Priority:** This means the door code should not be shared with non-residents, open flames/smoking is a no-no, shoes need to be worn at all times when not in your own room, tampering with fire equipment is against the law, and you should know your escape route if evacuation of the building is necessary.

- **Be Nice:** You likely learned how to do this before you knew your ABC’s – being in Scotland is no time to forget it. Respect other members of this community. Inappropriate behavior or language that jeopardizes the rights or welfare of others will not be tolerated. This includes, but is not limited to, threat or use of violence, sexual assault, harassment, offensive or derogatory language towards an individual’s race, ethnicity, national origin, religion/faith, spirituality, age, disability, sex, gender or sexual orientation.

- **Take Care of our House:** Over 3,500 students, faculty, and staff have called Dalkeith House home and we want even more to be able to share in this experience so please treat the house and property with respect. Keep food in designated areas (and properly sealed when not in those areas), keep beverages covered when not in the server or dining room and keep them out of the library and computer lab! If you observe any maintenance issues, building damages, or appliance malfunctions notify staff so repairs can be made.

- **Act Responsibly:** Respect quiet hours and quiet spaces – these are in place to ensure an environment conducive to academic success and personal wellness. Any consumption of alcohol (in or out of the house) must be done in a manner that does not endanger yourself, others, or the future viability of the program. Alcohol misuse will not be tolerated – if you are unclear about what justifies alcohol misuse please refer to the Dalkeith Housing Contract.

- **Hold One Another Accountable:** The rules outlined here are the Experience Scotland program’s expectations of you as a participant but, really, they should be your expectations of one another as well. Those who do not abide by the rules outlined here can have a detrimental effect on the experience of everyone. If you feel someone is not following these rules, you should have an honest and mature conversation with that individual about the impact of their behavior. If you don’t trust yourself to be able to have this conversation in a mature manner, let staff know so the situation can be addressed in a timely fashion.
WORK RESPONSIBILITY POLICY

Every student who is enrolled in the Experience Scotland program is required to contribute four hours per week assisting in house cleaning, maintenance and food service. All program participants will receive a copy of their job responsibilities shortly after arriving. Additionally, the Assistant Directors and other staff will ensure that each student is properly trained in their job so they know specifically what is expected of them. Failure to complete jobs satisfactorily or absences from jobs will result in a fine or sanction being assessed. Specific fines are outlined in a schedule below.

Work Deposits/Fines
Each student pays a $100 work/damage deposit. All fines for failure to complete work responsibilities will be deducted from this deposit and paid to another individual to ensure the job is completed. The Assistant Director will keep a list of all students willing to fill in for students who do not complete their duty. If an individual is fined on a consistent basis and the deposit money is used up, fines assessed will be billed to student accounts. As with any other outstanding balance, students who have not paid this money back will not be allowed to register for the following semester until the outstanding balance is resolved.

Substitutions
Students are allowed to occasionally have another individual “cover” their job; however, the duty is still the responsibility of the original job holder. If a warning or fine is assessed it will not be assessed to the substitute. The substitute will be considered a sub-contractor and the two parties involved in any issues arising from a “work switch” will need to resolve all problems on their own.

Food Service
Students who hold responsibilities in food service must realize that they are part of a very important team. Staff and all program participants rely on them to consistently show up for their jobs on time. If food service workers do not show up or are late they may affect meal times or their co-workers work load. Food service workers will receive only 1 warning for being late or failing to show up. If for any reason you know you will not be able to make it to your scheduled shift you must find a substitute and notify the chef prior to your absence.

Food Service Fine Schedule:

<table>
<thead>
<tr>
<th>Failure to report for duty</th>
<th>Tardiness</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense: £5.00</td>
<td>1st offense: Warning (over 15 minutes, £5.00)</td>
</tr>
<tr>
<td>2nd offense: £10.00</td>
<td>Following offenses: £5.00</td>
</tr>
<tr>
<td>3rd and following offense(s): £15.00 and conduct meeting</td>
<td></td>
</tr>
</tbody>
</table>

*In addition to the designated fine, you will also be required to make up your work hours in either your original work assignment or other community service, as assigned, and meet with the Resident Director (or other appropriate program staff, as designated by the Resident Director) to discuss your infraction and develop a plan for preventing future infractions. Failure to report for duty during the last two weeks of the terms results in the maximum £15 fine.

Cleaning
All individual cleaning jobs will be checked at 5pm on Mondays and Thursdays. If it is determined that your job is not finished or has not been done, you will receive a warning slip in your mailbox and it will need to be completed within 2 hours. If for any reason you know you will not be able to complete your cleaning job you must find a substitute and notify the Assistant Director prior to your absence.

Cleaning Fine Schedule:

Failure to complete job to appropriate standard:
1st offense: Warning (£5.00 if not corrected in 2 hours)
2nd offense: £10.00
3rd and following offense(s): £15.00 and conduct meeting

*In addition to the designated fine, you will also be required to make up your work hours in either your original work assignment or other community service, as assigned, and meet with the Resident Director (or other appropriate program staff, as designated by the Resident Director) to discuss your infraction and develop a plan for preventing future infractions. Not showing up for the Mandatory Cleaning day will result in a £25 fine.

**Patterned Infractions**
Students who repeatedly fail to contribute to the Experience Scotland community have a very detrimental impact on the overall experience of their peers. If your behavior indicates a pattern of infractions or flagrant disregard for the work responsibility policy it will be interpreted as a lack of commitment to the overall expectations of the Experience Scotland program. Sanctions for this behavior will be assessed at the discretion of the Resident Director, up to and including program termination.

**Appealing Fines**
At the end of the term abroad, students will have an opportunity to appeal any fines they may have received over the course of the term. Appeals will be granted at the discretion of the Experience Scotland administrative office at UW-River Falls and will need to display student awareness of the seriousness of the infraction and learning from this experience.
Leave Me Behind!

The following is a listing of where I’ll be and how to get in touch with me. Please try these numbers first in the event of emergency.

My Address in Scotland:
My name
Experience Scotland Program
Dalkeith House
Dalkeith, Midlothian
EH22 2NA Scotland

A note on mailing to the UK: All packages sent from the US to the UK will require a customs declaration form to be completed prior to posting. If sending a care package please list gifts as 'personal items'. If they are listed as gifts I may be charged 'duty' or taxes on the items upon their arrival in the UK.

My Mobile Number:
011-44-______-______-__________

Student Payphone at Dalkeith House:
011-44-131-654-1416

Dalkeith Office:
011-44-131-663-5632

Duty Mobile (24 hour coverage):
011-44-7896718549

Other Helpful Contact Information:

Experience Scotland Office:
Experience Scotland Program
University of Wisconsin-River Falls
102 Hagestad Hall
410 South Third Street
River Falls, WI 54022
715-425-3238

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