

# **Berlin Program Preparation & Conduct**

## **PART 1: Preparation**

### **Passports:**

You should have a valid passport in your possession right now. Please make two photo copies of your passport (in color, if possible). One of them will be left here @ JCU and one will be taken with us on the trip in case a passport is lost.

### **Money:**

Remember that you are responsible for all lunch & dinner expenditures beyond the lunches and dinners we will take as a group (which is why we collect only \$1,800 instead of \$1,950). This equals about \$10 per meal. While this is not a lavish amount, Berlin is not an expensive city by European standards, and it is easy to pick up lunch for 5-6 euros and dinner for about 10-12. You are also responsible for all minor expenditures such as gifts, souvenirs, and on those occasions when you are on your own outside of the planned itinerary. For your personal expenses, you may choose to pay by credit card or cash. ATM cards work best (lowest fees), but be sure to check with your financial institution re. exact fees. **IMPORTANT:** tell them that you are going abroad!. You may also want to bring an extra card in case of loss or damage.

### **Phone:**

If you have a tri- or quad-band cell phone, you will be able to use it in Germany. But beware: calls are expensive (about \$1-2 per minute) and every time someone calls you (while your phone is on), you will be charged. A better option would be to buy a local simcard. Incoming calls are free! If you want to use old fashioned land lines, an American phone card (e.g., AT&T) is one, albeit expensive option. And they don't always work as advertised. You could also purchase a phone card while in Berlin. They are very easy to use and quite reasonably priced. There is an internet café around the corner from our hotel, and they have phones & phone cards. Very cheap!

### **Food:**

It is your responsibility to inform tour leaders in advance as to any special dietary requirements you may have. While in Berlin, we will be happy to assist with food selection and menu advice, but we can not be held responsible for any adverse effects the consumption of food may have on you. Food in Berlin is generally of high quality, but those of you who are accustomed to eating mostly American style fast food may find it a little harder to get used to the different textures and tastes.

### **Disabilities :**

Students with documented disabilities are entitled to reasonable accommodation if needed. If you believe you need accommodations, please see JCU's Coordinator for Students with Disabilities (x.4967) as soon as possible. Be mindful that we will do significant amounts of walking and negotiating subway transportation while in Berlin. Please alert us if this will present problem for you so that we can plan to accommodate you accordingly.

### **Medical:**

Please fill out the health form and drop it off at the JCU health service, as required by the university. The information you provide on the form will be kept confidential by the director of the Health Service

and be shared with Dr. Berg & Dr. Sobisch **ONLY** if necessary, as determined by her. We strongly encourage you to disclose any issues that may present a risk for you or the group during the program.

**Insurance:**

Your program fee includes International Insurance provided by CISI. Please visit their website for further details on the coverage: <http://www.culturalinsurance.com/> If you desire additional insurance (e.g., trip cancelation), check out [www.travelguard.com](http://www.travelguard.com).

**Clothing:**

Please be sure to bring adequate and appropriate clothing along on the trip. There is a laundry facility in the hotel as well. Prepare for Cleveland type weather: anywhere from 20 to 50 degrees. Bring a small umbrella! Very important: wear adequate and appropriate shoes. We do not want anyone wearing sneakers or tennis shoes, but we want you to be comfortable. Be prepared for a lot of walking! Dress shoes will not be necessary, even for the evening functions. Casual clothes are fine, but not torn or otherwise sloppy. Blue jeans are OK. A sports jacket might not be a bad idea. A warm sweater and jacket or overcoat is an absolute must. While it is OK to wear casual hats, such as baseball caps outside, especially in inclement weather, **PLEASE REMOVE THEM ONCE INSIDE A BUILDING**. Wearing a hat inside a building by males is considered in very poor taste in Germany.

**Tour Books:**

You are responsible to purchase your own tour books. There are many good books on the market, ranging in price from \$15 to \$25. You do have the option of purchasing a map from us (\$6.50) if you so choose. It is absolutely vital that you are prepared for this trip. We will hand out additional readings and information next week. Study that material. During formal presentations we expect everyone to be fully alert, respectful, and ready to ask questions!

**Hotel Rooms:**

You will be given the option of choosing your roommates. Please note: some of the rooms are 3-person rooms, with one bed likely a double bed and the other a pull out.

**Religious:**

On Sunday you will be given the opportunity to attend church services. However, you will have to attend an early morning service as our program will start promptly at 10:00 a.m. on site.

**PART 2: Conduct**

You are expected to conduct yourself responsibly and in accordance with JCU student handbook rules, local German law, and applicable US law at all times. Please remember that you are a visitor in Berlin. You will be representing not only yourself, but also John Carroll University and your country. You are an adult – behave accordingly! At the hotel, please remember that you are not the only guest. Be quiet, especially when returning to your room late at night. Refrain from slamming doors and talking in the hallways. Failure to respect these rules is considered a violation of program rules and may lead to dismissal from the program.

**Alcohol:**

The drinking age for beer and wine in Germany is 16. While you are free to purchase and drink alcohol at restaurants and pubs after program hours and at your own expense, you are not permitted to drink alcohol during program hours and at program events, unless specifically authorized by program leaders. Further, you will be held responsible for any problems that you cause as a result of excessive

alcohol consumption after hours. This may range from being late for scheduled meetings or creating excessive noise at the hotel, to getting into accidents or fist fights, to causing property damage, or worse. To wit: it's not the drinking that gets you into trouble, it's what you do after you drink that may get you into trouble. **Also: the hotel does not permit alcohol in the rooms.** So, please, abide by this policy or face the consequences.

### **3 strikes and you are out:**

Minor violations usually result in just a verbal reprimand. A repeat violation will result in a writing warning to be issued, with a copy to the Dean of Students at JCU. A third violation will result in your dismissal from the program at your own expense.

### **Safety**

The violent crime rate in Berlin is lower than that of a comparable city in the US. But there certainly are risks and dangers. You should be alert and careful at all times. Common sense rules apply, as in the US: Avoid areas that appear dark or dangerous, especially late at night. Travel in groups. Small groups often work best. Consider taking a taxi when you are out late. Be particularly alert at U & S-Bahn stations late at night.

You will be allowed and are encouraged to explore the city on your own when no program is planned. Don't call attention to yourself through loud behavior or clothing. Also, be reminded that most days the program starts early such that we will have to leave the hotel at between 8:00 and 9:00 AM.

Here are some important phone numbers in Berlin. We will provide you with a wallet sized card containing these.

**Hotel Pension Delta: 78 09 64 80 (from U.S. dial 011-49-30 plus number)**

**Fax: last digit "9" instead of "0"**

**Dr. Sobisch/Berg Cell phone in Berlin: 0160 25 22 624**

**From U.S.: 011 49 160 25 22 624**

**Police 110**

**Fire/ambulance 112**

**U.S. Embassy 238 51 84**

**U.S. Consulate 832 92 33 emergencies 24 hours 830 50**

**Benjamin Franklin Hospital 844 50 (Emergencies 84 45 30 15/25)**

**Medical emergencies/referrals 31 00 31**

**Dental emergencies 89 00 43 33**

## **Additional Safety Tips in Berlin:**

First and foremost, do not draw attention to yourselves. Leave the college sweatshirts and baseball caps at home. Consider footwear in colors other than white. Don't talk loudly on the U-Bahn. Don't chomp on food in public. Hydrate yourself without swigging audibly (Don't be an "ugly American.") Hand in hand with this goes courtesy -- ....learn a few basic phrases of German, including their pleases [bitte] and thank yous [danke] and "sprechen Sie Englisch." You can get by with English, of course, but asking makes a difference. "Hilfe!" might also be a good phrase (pickpocket situations). **DO NOT DO DRUGS!!!!!!! (they are readily available at clubs). DO NOT GET drunk in public....**

### **From our colleague in Berlin:**

The most we usually have to deal with are pickpockets, and I expect that one of your students will run into this. Tell the women not to carry purses, or if they do, to keep their papers and wallets on their persons. Backpacks can be slit open. The front pockets of overly baggy pants are not safe places for wallets. Most such incidents have occurred 1. in bars (don't leave your wallet at the table to go dance) and 2. on the subways, particularly when drunk (and sometimes asleep). ..... I find that the women often do better than the men, since they are used to being more careful in their movements at night. Also talk with the women about how to avoid a harassing come-on (ignore it completely, or say "kein Interesse" -- leave the Midwestern politeness at home if you don't want to talk with a young man who approaches you).

Finally: here are two links to the State Department's information on Germany, followed by the Center for Disease Control and Prevention page. Please read them carefully.

<http://www.state.gov/p/eur/ci/gm/>

[http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1123.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1123.html)

<http://www.cdc.gov/travel/westeurp.htm>