



**2016 Parkland College/ICISP Summer Study Abroad in Dijon,  
France  
Program Information  
June 23 - July 23, 2016**

**Dijon, France**

Dijon, France, located at the crossroads of Europe, is a lively, progressive university city of over 250,000 inhabitants. Capitol of gastronomy and gateway to the prestigious vineyards of Burgundy, Dijon is exceptionally rich in history and art. Heir to the splendors of the glorious court of the Dukes of Burgundy, Dijon boasts numerous monuments, museums, and architectural jewels including churches, cathedrals, and private residences dating from the Middle Ages.

**Eligibility Requirements**

The program is open to anyone—student, faculty, or community member—who is interested in experiencing life in another culture while learning French language and culture in an immersion setting. All applicants will be required to complete a personal interview to determine seriousness and ability to benefit from the program. College students and all those who intend to apply for college credit through the program must provide proof of a 2.75 GPA as well as having completed 12 credit hours of college level work, including ENG 101. In addition, all individuals who have been accepted to participate will be subsequently required to complete a medical history.

**The University of Burgundy's C.I.E.F.**

Located in the heart of the University of Burgundy campus, the *Centre Internationale d'Études Françaises* was founded in 1902 and each year welcomes students from all over the world. Students receive a minimum of 20 hours per week of instruction from native speaker faculty members who specialize in the communicative teaching of French as a foreign language. The program is rounded out by numerous and varied cultural activities.

An Illinois faculty member will escort students to France and get them settled into their residence hall and the program in Dijon.

**Check out: [www.u-bourgogne.fr/CIEF](http://www.u-bourgogne.fr/CIEF)**

**Credits and Grades**

Upon arrival at the *CIEF*, students will be given a placement test to assess their language proficiency and thus, their level of study. Grades will be determined by participation in language classes with weekly tests and a final exam, and participation in all required field trips, journals and additional assignments, and participation in weekly group meetings. Upon successful completion of the program, students will receive 4 semester hours of credit in the French language (FRE 101-104 at Parkland) and 3-4 semester credit hours in Western Cultures (HUM 101 at Parkland), with an emphasis on French culture and civilization.

Grades will be transcribed by the student's home institution. Students who attend colleges that are not members of the *Illinois Consortium for International Studies and Programs* (ICISP) are advised to clear all courses with their home schools before applying for the program and to work closely with the Dijon Program Director at Parkland College.

**Room and Board**

Participants will reside in the University of Burgundy's newly-renovated *Résidence Internationale d'Étudiants* (international student residence hall) in private rooms with full baths. In addition to a single bed, desk, closet, and plenty of shelving, each clean, modern, comfortable room has a small refrigerator. Kitchens located close to all rooms provide cooking facilities for those who want to prepare their own meals. Bedding is provided, but not towels. Coin-operated laundry facilities are located in the building. *Meals are not included in the program costs.* However, substantial and tasty lunches can be purchased at very low cost (approx. \$4) with the *CIEF* student ID card at the conveniently-located campus cafeterias.

**Internet access** is available at the residence hall via the university network and your personal laptop. WIFI is available on campus but **not** in the residence hall. There is an on-campus computer lab open for limited hours for those who will not bring a laptop/notebook/pad, etc.

## Excursions and Field Trips

Travel is an important part of the program and is provided to broaden the students' experience. A three-day Paris visit—complete with a guided orientation tour, group welcome dinner, museum entrances, and an evening Seine River cruise—is planned before heading by private coach or fast train (depending on group size) to your final destination and home for the next four weeks, Dijon. Also included on one of the weekends of the program is a three-day tour of Provence, including the Roman cities of Arles and Orange, the Popes' Palace in Avignon, the Pont du Gard, Les Baux de Provence, the Camargue and the Mediterranean coast!

***Please note that there can be no reimbursement for unused portions of the program!***

## Program Costs

The *tentative* program cost for **July 2016** is:

- **\$3,200.00** for Parkland College students
- **\$3,300.00** for students from other ICISP member institutions

Additional tuition charges may apply. For instance, Parkland College waives tuition for all but one semester credit hour, currently \$131.50 in-district. Some types of financial aid are applicable to study abroad, and scholarship money may be available *through your home institution*. For information about eligibility, additional tuition charges, and financial aid (including scholarships), please contact the ICISP representative and/or the Office of Financial Aid at *your institution*.

## Included in the Program Fee:

- Transfer from Paris airport to city center
- Paris walking tour
- Group dinner & 2 nights lodging in Paris
- Ground transportation: Paris >Dijon
- Tuition & instructional materials at CIEF
- Lodging in International Residence Hall
- Application and administration fees
- Excursions and entrance fees to sites & museums, as indicated above
- On-site program direction by Parkland/ICISP representative

## Not included in the program:

- **Round trip airfare from USA**
- Applicable tuition charges (see above)
- All meals in Dijon
- Passport fees (approx. \$100)
- Recommended insurance coverage
- Visa fees for non-U.S. citizens
- Personal travel & expenses
- Return rail travel: Dijon>Paris (approx. \$50)

## Application Procedures

**Step1.** Fill out the application form in its entirety and sign it. Have the ICISP representative at your college check your application for completeness and then sign it. Mail your completed application, ***including an unopened, official transcript***, with a **\$500 deposit** to:

Parkland College Study Abroad – Rm. C126  
Attn: Jody Littleton  
2400 W. Bradley Ave.  
Champaign, IL 61821-1899

***Application deadline for 2016 is March 15!***

Note: The \$500 deposit will be applied toward your total program costs if you are accepted into the program. It will be refunded to you if you are not accepted. If you choose to withdraw your application, this deposit **cannot be refunded**. See the following section on Withdrawals and Refunds.

***Please note that receipt of a letter/ e-mail of acceptance into the program will be considered by Parkland College to bind you to the terms and conditions regarding Withdrawals and Refunds outlined on the following page.***

## Payments

All payments will be made to the student's home college and then transferred to Parkland College.

## Payment deadlines:

**April 29th-** Final payment to be made to your home school. Failure to pay in full by this date may cause student trip reservation to be cancelled

## Late Applicants

We are happy to accept late applicants on a space-available

## Cost Changes / Program Cancellation

Program costs are calculated on currency exchange rates in effect many months prior to departure. Although not anticipated, costs are subject to change due to increases in these rates. If fewer than 10 people enroll for the program, it may have to be cancelled and in such case, all payments will be refunded to you.

### Withdrawals and Refunds

Please understand that, if you change your plans for any reason, your right to a refund is limited.

- Notification of withdrawal and claims for refunds must be made **in writing to Parkland College.**
- The \$500 deposit is non-refundable unless the applicant is not accepted into the program.
- Withdrawal requests received 30 or more days prior to departure will receive full refund less \$500 deposit.
- Withdrawals less than 30 days prior to departure will be assessed an additional \$500 fee.
- Day of departure or later. No refunds.
- No refunds will be made for included portions of the program in which participants do not take part.
- No substitutions may be made in the program.

### Trip Cancellation & Medical Insurance

As part of the program you will receive additional medical insurance coverage and trip cancellation insurance for the official dates of the trip. More information will be provided at orientation.

### Passport / Visa Information

U.S. citizens do not need a visa for travel to France. If you are not an American citizen, you should inquire as to whether or not you require a visa for travel to France. All participants will need a valid passport, purchased at their own expense. If you do not have one, applications may be obtained from your local U.S. post office. **Please note!** The Department of State is currently recommending application at least 2 months prior to departure. Apply early!  
[travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

### Immunizations / Health Needs

No immunizations are required for travel in France; however, it is always advisable to have an up-to-date tetanus shot.

Please inform the Parkland College program director if you have any health problems that may require special accommodations. Be certain to take with you any medications you will require while abroad. It is a good idea to also bring along an additional written prescription from your physician, should you lose your medication while in France.

### Travel to France

Participants are required to arrange and purchase their own roundtrip airfare to Paris, with an **arrival at Paris' Charles de Gaulle International Airport on Friday, June 24**

**\*\*\* Note! Your overnight flight to Paris will leave the US on Thursday, June 23 and arrive the morning of the 24<sup>th</sup>!**

*For your convenience in arranging air travel, you must book a flight that arrives at Paris Charles de Gaulle Int'l Airport between 7:00 am and 10:00 a.m. on June 24, 2016.*

*If you book a flight that arrives at Charles de Gaulle later than 10 a.m., you may be responsible for finding your own way to the Paris hotel.*

Plan a return no earlier than Saturday, July 23. **Please arrange a post-program departure from Paris in the afternoon.**

**Please note that airfares become more expensive the closer you get to the desired departure date. Purchase your tickets as early as possible!**

An ICISP program director will be at the Paris airport to meet arriving students at a predetermined time and location, which will be discussed at the **mandatory orientation meeting** held at Parkland College in June.

### Pre-departure Meeting

Tentatively scheduled for **Saturday, June 4, 2016**, a **mandatory** pre-departure orientation meeting will be held at Parkland College in Champaign, IL. All participants, including those not from Champaign, must attend. You are welcome to bring a parent or guardian. At this meeting, we will cover very important topics such as:

- Getting to know each other
- Taking digital photos for your CIEF I.D.
- Meeting at Paris Charles de Gaulle Airport
- Expectations & cultural adaptations
- Health and Safety abroad
- Luggage and packing suggestions
- Clothing recommendations
- Money matters—how much to take and in what form
- Means of communication to/from France
- Program rules of behavior
- Daily schedule at the CIEF
- Submission of signed Liability Agreement
- ETC.

**Parkland College/ICISP Summer Study  
Abroad in Dijon, France Application  
Checklist**

**The following items constitute a complete application:**

\_\_\_\_\_ This checklist

\_\_\_\_\_ Application

\_\_\_\_\_ A typed essay explaining the reasons for participating in the study abroad program, including expectations and how the program relates to personal and/or career goals. (1000 word minimum.)

\_\_\_\_\_ An official college transcript to verify student's GPA and completion of your college's writing sequence (Either IAI C1900 and C1901R or C1900R or C1900) or equivalent. ICISP representatives are required to review transcripts to verify student eligibility.

\_\_\_\_\_ Two recommendation forms to be completed by faculty members who have had the applicant in class. You may choose to include additional letters from college staff, employers, and/or family friends. You will be required to name two personal references (with or without optional letters) in the application.

\_\_\_\_\_ A \$500 deposit/application fee paid your home college must be submitted at the time of the application. The fee will be applied to the program cost after acceptance. Please attach a photocopy of your payment to the application.

\_\_\_\_\_ Signed copy of Release Agreement.

ICISP representative has gone over the withdrawals and refunds with applicant.  
The completed application packet (excluding recommendation forms) must be submitted to your college

ICISP representative:

\_\_\_\_\_  
ICISP Rep Name (please print)

email:

phone:

**ICISP Representative:**

I verify that all items listed above are included in this application. Furthermore, I have reviewed the study abroad application and support the student's application to study abroad.

\_\_\_\_\_  
ICISP Representative's Signature

\_\_\_\_\_  
Date

**Parkland College  
Summer Study Abroad in Dijon, France**

**Application for Admission**

***Personal information:***

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Last name (Please print)	First name	Middle initial
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Permanent Street address	City	State	ZIP
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Your phone number	Your Email address
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Your college name

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College address

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Date of Birth	School Identification Number
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Citizenship	Passport number (may provide later)
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Name of Emergency Contact #1	Relationship to you	Phone
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Street address	City	State	ZIP
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Name of Emergency Contact #2	Relationship to you	Phone
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Street address	City	State	ZIP
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**Academic Information:**

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Current college	Address	Dates of attendance
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Previous college	Address	Dates of attendance
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Present class standing:     Freshman     Sophomore     Junior     Senior

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Major	Overall GPA
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**Additional information** (Attach additional explanation, if necessary)

Have you ever been on disciplinary probation?    YES    NO   \_\_\_\_\_

**Personal References -**

Please list the names and addresses of two individuals whom we may contact to provide *personal, not academic*--letters of reference. These should be individuals (counselors, academic or college activities advisors, employers, family friends, etc., but not relatives) whom you have known for at least one year. **These references are in addition to the TWO recommendations from recent instructors. Forms are included in this packet.**

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1) Name	Phone	Relationship to you
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Address	City	State	ZIP
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2) Name	Phone	Relationship to you
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Address	City	State	ZIP
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**Signatures:**

The information in this application is, to the best of my knowledge, accurate and complete.

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**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**College ICISP Representative's signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Your signature indicates that you have read the application and recommend the student's participation.)



## **Release Agreement**

### ICISP Study Abroad Application Terms of the Program Release Agreement

I, the undersigned, having applied to the ICISP/Parkland College Study Abroad program in \_\_Dijon France\_\_ for the \_\_Summer\_\_\_\_\_ semester, 20\_\_\_\_, do covenant and agree as follows:

I release ICISP/PARKLAND COLLEGE and the host institution from any liability or damage or loss of property, injury, illness, or death during the period of the program. I understand and agree that neither the Illinois Consortium for International Studies and Programs (ICISP), its agents, officers, or employees, nor any educational institution associated in this endeavor shall assume any liability for damages or loss of property or for any financial or other obligations incurred by participants either in the United States or elsewhere.

I further understand and agree that while participating in the Program, I shall be subject to the supervision and authority of ICISP/PARKLAND COLLEGE, its agents, officers and employees, including the sole decision-making responsibility with respect to any participants whose conduct or academic standing may warrant expulsion or withdrawal from the Program.

I understand that participants are expected to attend classes regularly unless otherwise indicated by illness or unavoidable circumstances and to conduct themselves in a mature and responsible way as representatives of their colleges and their country.

I further understand and agree that when I travel independently from travel arrangements and fieldtrips organized by the host college and/or by ICISP/PARKLAND COLLEGE for participants in the Program I do so at my own risk. I assume responsibility for my own health, safety, and responsibility for all of my luggage and valuables as a result of this decision. I hold the host college and ICISP/PARKLAND COLLEGE harmless for this decision and was advised as to my personal responsibility for this decision.

I hereby acknowledge and agree that if I should be required to withdraw from the program for failure to maintain appropriate standards of study or behavior, that my rights to a refund of any program fees may be limited and that I would no longer have access to any of the facilities of the Program. I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law, such adjudication will occur in the McLean County Illinois Circuit Court and be determined by the laws of the State of Illinois.

I represent that I am at least eighteen years of age or, if not, that I have secured below the signature of my parent or guardian as well as my own.

I further represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with any advisers, counselors, or attorneys of my choice.

I agree that, should any provision or aspect of this agreement be found to be unenforceable, that all remaining provisions of the agreement will remain in full force and effect.

### **Medical Agreement and Release/Permission for Emergency Treatment**

Medical Agreement and Release/Permission for Emergency Treatment On rare occasions, an emergency will develop which requires medical care, hospitalization, or surgery for a participant. So that such treatment can be administered without delay, we ask that each applicant sign the following statement authorizing ICISP/PARKLAND COLLEGE representatives abroad to secure any necessary treatment. In the event of injury or illness, I hereby authorize any representative abroad of ICISP/PARKLAND COLLEGE to secure any necessary treatment, including the administration of an anesthetic and surgery. Agreement to terms of ICISP/PARKLAND COLLEGE Study Abroad Programs

### **ICISP/PARKLAND COLLEGE Study Abroad Application Student Code of Conduct and Agreement**

Participation in the Illinois Consortium International Studies and Programs (ICISP) study abroad program is conditional upon the understanding and following of specific behaviors, rules of the host country and your home institution, and accountability for one's actions while participating in the program.

Therefore, ICISP/PARKLAND COLLEGE representatives, as well as those in charge of ICISP/PARKLAND COLLEGE programs on site, have full authority to enforce agreed upon standards. Further, they have full authority to take necessary steps to provide for the safety and full participation of all students, while participating in on-campus activities, off-campus field trips, and other travel as decided upon by the student. This may include, but not be limited to: advising the student's ICISP/PARKLAND COLLEGE representative, advising the student's family, giving a warning of possible future dismissal from the program, and finally, sending the student home at the student's expense, with no reimbursement of payments. The student agrees to the following:

#### **PERSONAL CONDUCT**

As a guest in another country students are responsible and must conform to all laws of that country and rules, customs, and standards of the host institution. Be aware that you are also under any code of conduct determined by your home institution. Students must conduct themselves in an appropriate manner at all times. Inappropriate behavior is cause for dismissal from the program.

#### **PROGRAM PARTICIPATION and CLASS ATTENDANCE**

Students are expected to attend classes, maintain a full time course load as defined by the program, and attend all field trips. Attendance is mandatory unless specific arrangements have been made with the on-site program directors. Unauthorized absences are grounds for disciplinary action and possible dismissal from the program.

#### **INDEPENDENT TRAVEL**

While it is assumed that students may wish to participate in additional travel unrelated to the program, students must understand that commitment to their educational program at the overseas institution is primary and takes precedence over all other recreational travel. Students must understand and acknowledge that they accept full responsibility for personal travel. Students must inform their host family, as well as the ICISP or other representatives of the program, of overnight absences, and provide their itinerary so that in case of emergency they may

be contacted.

#### LEGAL PROBLEMS

The student is responsible for all legal problems with any foreign nationals or government jurisdictions of the host country. ICISP/PARKLAND COLLEGE cannot be held responsible for the well-being, health or safety of the student when he/she is absent from the program. The student accepts liability and is financially responsible for any damage or injury he/she may cause. The host institution, ICISP/PARKLAND COLLEGE, or the student's Host College does not guarantee what, if any, assistance can be provided.

#### DISMISSAL POLICY

The In-Country Program Directors reserve the right to dismiss any student at any time for any of the following infractions: • violation of any rules mentioned above, • disruptive behavior, • excessive absences from the academic program including field trips, • use of illegal drugs, • excessive use of alcohol, • any conduct that appears in the In-Country Program Director's judgment to be disruptive to the student or incompatible with the interest or welfare of others or the reputation of the program. Students dismissed from the program will remain responsible for all program costs incurred on their behalf, and will be sent home at their own expense. Full loss of academic credit may also result.

#### DISMISSAL PROCEDURE

1. The In-Country Program Directors, the host institution, or the host family identifies violation of any program rules.
2. In-Country Program Directors discuss the violation with the student and a course of action is agreed upon and documented. This is faxed to the ICISP Study Abroad Coordinator who will contact the ICISP representative.
3. If remediation does not occur within the agreed-upon time frame, and if the student continues to break the rules of the agreement, he or she will be contacted by the In-Country Program Directors for immediate dismissal. All students participating in an ICISP/PARKLAND COLLEGE program must sign this agreement. Any student who refuses to sign will not be allowed to participate in an ICISP/PARKLAND COLLEGE program.

I acknowledge that I have read and understood:

- The Release Agreement
- The Medical Agreement and Release/Permission for Emergency Treatment
- The Participant Information including Cancellation and Refund Policy
- The Student Conduct Agreement including expectations and dismissal policy

As an applicant to the program, I agree to such terms.

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Signature of Student Applicant

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Date

## Essay

Please write an essay (typed, 12-point font, double-spaced, **minimum 1000** words) in which you describe why you want to study in Dijon, France. How does this experience relate to your personal and/or career goals? How **will** you benefit from participating? What are your expectations for the experience?

**Parkland College/ICISP  
Summer Study Abroad in Dijon, France**

**Faculty Recommendation**

\_\_\_\_\_ has applied for admission to the Summer Study  
(Student's name)

Abroad Program in Dijon, France for July 20\_\_\_\_\_.

**Part I. Please indicate below your evaluation of this student.**

	<b>Excellent</b>	<b>Good</b>	<b>Poor</b>	<b>Unable to judge</b>
A. Probable academic success	5	3	1	0
B. Dependability	5	3	1	0
C. Maturity	5	3	1	0
D. Ability to get along with others	5	3	1	0
E. Adaptability to new environment	5	3	1	0
F. Independence	5	3	1	0
G. Trustworthiness	5	3	1	0
H. Open-mindedness	5	3	1	0
I. Social Contact	5	3	1	0
J. Sense of Humor	5	3	1	0
K. Ambassador from U.S. and/or your college	5	3	1	0

**II. On the back of this form, please comment on the student's ability to do academic work abroad and any other relevant comments.**

\_\_\_\_\_  
**Signature of Faculty member**

\_\_\_\_\_  
**Department / Division**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Faculty member name - printed**

Please return this form to your college ICISP representative: \_\_\_\_\_  
S/he must read it prior to signing off on the student's application.

Thank you very much for your valuable input!

**Parkland College/ICISP  
Summer Study Abroad in Dijon, France**

**Faculty Recommendation**

\_\_\_\_\_ has applied for admission to the Summer Study  
(Student's name)

Abroad Program in Dijon, France for July 20\_\_\_\_\_.

***I. Please indicate below your evaluation of this student.***

	<b>Excellent</b>	<b>Good</b>	<b>Poor</b>	<b>Unable to judge</b>
A. Probable academic success	5	3	1	0
B. Dependability	5	3	1	0
C. Maturity	5	3	1	0
D. Ability to get along with others	5	3	1	0
E. Adaptability to new environment	5	3	1	0
F. Independence	5	3	1	0
G. Trustworthiness	5	3	1	0
H. Open-mindedness	5	3	1	0
I. Social Contact	5	3	1	0
J. Sense of Humor	5	3	1	0
K. Ambassador from U.S. and/or your college	5	3	1	0

***II. On the back of this form, please comment on the student's ability to do academic work abroad and any other relevant comments.***

\_\_\_\_\_  
**Signature of Faculty member**

\_\_\_\_\_  
**Department / Division**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Faculty member name – printed**

Please return this form to your college ICISP representative: \_\_\_\_\_  
S/he must read it prior to signing off on the student's application.

Thank you very much for your valuable input!