STUDENT CHECKLIST
Cape Town, South Africa Internships 2008

A) To Program Director Dr. Mirna Lattouf; School of Letters & Sciences; ASU Phoenix Downtown Campus; 411 N. Central Avenue; University Center, Ste. 360F; Phoenix, AZ 85004-0696; or via ASU campus mail to School of Letters & Sciences; Mail code: 0320; tel.: 602-496-0638. Due: Friday, February 8, 2008

1) ____ Complete the online study abroad application and pay the $450.00 program deposit at: https://studyabroad.asu.edu/home/node/3213 (click on the “Enroll Now” button to access the application).
2) ____ Unofficial Transcript (available from the Registrar’s Office and/or ASU Interactive)
3) ____ Recommendation letter from a faculty member attesting to student’s academic and personal maturity.
4) ____ Academic Status & Progress for Study Abroad Programs.
5) ____ Student Waiver, Student Agreement, & Disciplinary Record Release/Proxy forms
6) ____ The AIFS application forms (including internship form), résumé, and cover letter*
7) ____ *Also, by Friday, February 8, 2008, email a copy of the AIFS internship application form, résumé, and cover letter to Mirna.Lattouf@asu.edu, please put your name and “Cape Town” in the subject line.
8) ____ Eight color photo headshots approximately 1” X 1.” (Photos can be taken at CGES for $5.00; please write your name and the program name on the back of each photo)
9) ____ Photocopy of your passport if available. If you are in the process of applying for it, please let us know by what date you expect to receive it: ____________________________________________
10) ____ Program Director signature: ____________________________________________

Dr. Mirna Lattouf Date

B) All students will be notified as to their status with the program by mid- to late February. If you are selected to participate in the program, you will receive further instructions about orientations, etc. Students not selected to participate will have their $450.00 program deposit completely refunded.

C) To Cashiering Services

1) _____ Payment Dates Deposit $450 (will be collected with electronic application submission)
   1st pmt by February 18 $1110
   2nd pmt by March 3 $1110
   3rd pmt by March 30 $1100

2) _____ Tuition Due by April 25

If you have not registered and paid for your courses by April 25, 2008 a late fee of $50 will be assessed to your account.

Notice: The Program may allow for time that can be spent in optional and non-Program activities. Participants may wish to travel, sightsee or participate in activities or events in which they have a personal interest. Please note that the participant is fully responsible for making arrangements and for all costs of transportation, lodging, food and additional expenses that may be associated with any non-Program activities and engages in them at their own risk.

CANCELLATION POLICY
All students withdrawing from a program must provide a written statement to their program director.

1) The $450 deposit is non-refundable if a student is selected to participate in the program.
2) Refunds, on payments made, will be issued until March 3, 2008.
3) Students whose written withdrawal statement is received after March 3rd but prior to 30 days before the beginning of their program MAY be granted a partial refund.
4) No refund will be granted for students whose written withdrawal statement is received within 30 days of the beginning of their program.
To: Name _____________________ ASU ID# ___________________

From: School of Interdisciplinary Studies

Re: Academic Status & Progress

You have been granted permission to apply for the BIS Study Abroad program on a conditional basis to allow you to be processed and register for the program and courses. Prior to the last payment for the program, your DARS report must reflect that you have:

- maintained an ASU GPA of 2.0 or better.
- successfully completed BIS 301 and 302 with a C or better
- do not have any academic or personal issues that may hinder your participation
- provided evidence of mid-term passing for all courses which are in progress, such as a letter from each of your present faculty.

Classes taken this semester are:

___________________________________________________

Note Failure to meet the above mentioned requirements will result in administratively withdrawing the participating student from the program. Any financial costs incurred must be paid according to the contract stipulations.

Be advised, this is the only notification you will receive about your responsibility to verify your eligibility to enroll in the BIS Study Abroad Program. Grades and GPA will be checked as soon as they are formally posted at the completion of every semester. If you are not sure if you are eligible, check your DARS report at: http://www.asu.edu/interactive, speak to your faculty about progress in your present classes, and contact the staff of the Experiential Learning Office.

___________________________________________________

Student signature—acknowledges receipt of this notification

______________

Date
ARIZONA STATE UNIVERSITY
2008 STUDY PROGRAM

STUDENT WAIVER

I have enrolled in the ASU Study Program, Cape Town, South Africa Internships, to be held May 22 to July 6, 2008. I understand this is a Study Program entailing class work. Associated travel will be arranged by Arizona State University, a travel agency, or myself; and that all transportation and services are subject to the laws of the countries visited. All prices are based on current tariffs and current exchange rates and are subject to confirmation and adjustment.

I agree to hold harmless the Arizona Board of Regents and Arizona State University, including its officers, agents, employees, representatives and successors, from any and all liability arising from my participation in the Program, including without limitation, any injury, loss, damage, accident, delay, irregularity, or expense arising from use of a vehicle or other services; arising from strikes, war, weather, quarantine, sickness, terrorists actions, government restrictions, or regulations; or arising from any act or omission of any ship, airline, railroad, sight-seeing, hotel, transport company in connection with the Student Study Program, or any self directed/planned activities/travel that I choose to undertake before, during, or after the program. I agree that the Arizona Board of Regents and Arizona State University shall be held harmless for any loss or damage to baggage or personal effects of the Study Program participants.

I understand that the ASU Center for Global Education Services reserves the right, in its sole discretion to cancel or discontinue the Student Study Program Abroad (in which event refund of deposit may be made) or to make such alternations in the itinerary as is necessary or desirable.

I agree that I will; be fully responsible for my luggage and personal effects; provide the Program Director with all my personal travel arrangements while a member of the Program; and provide the Program Director with complete information if I make any accommodation changes.

I have reviewed and understand the most recent US State Department “Consular Information Report” and any other travel service reports regarding travel to the destinations of the program referenced above.

By signing below, I agree to the above conditions.

_____________________________________ _________________________
Student’s Name, PLEASE PRINT Student’s I.D.#

_____________________________________ _________________________
Student’s Signature Date

Signature of Parent or Guardian if participant is under 18 years of age
ARIZONA STATE UNIVERSITY
2008 STUDY PROGRAM

STUDENT AGREEMENT

I have enrolled in ASU Study Program, Cape Town, South Africa Internships, to be held May 22 to July 6, 2008. While attending this program I agree to conduct myself within the guidelines of the ASU Student Code of Conduct. I understand that the right of free speech and other USA rights/privileges most likely will not be appropriate in the foreign countries visited. I further understand that the laws, customs and mores of the countries to be visited could be more restrictive than those of the USA. I will do my best to understand and obey the laws and respect the custom of the visited countries. I agree that I will not make pro or con statements which could be construed as controversial. I agree that I will not become a curious spectator or bystander of any assembly of citizens of the visited country who are engaging in the discussion of or listening to political, labor or other controversial topics. I understand that a disregard of some laws or customs could result in my arrest and might jeopardize the remaining members of the program.

I understand that class and required study time will be equivalent to that of campus classes and that the grading of class work will be equal to that of campus classes. Unless there is an emergency, I will participate at all class sessions, called group meetings and planned group activities.

I also understand that the Program Director may terminate me from the Program if it is determined that my continued presence in the Program would be disruptive or an interference to the Program’s continuation. In the event of termination from the Program (including if I stop attending classes), I will not be permitted to participate in any Program activity and I will no longer be entitled to any Program benefits; including travel, meals, and lodging. As appropriate, local authorities may be notified of my termination from the Program. I understand that I will not be entitled to any hearing regarding termination while abroad; that an appeal of such termination is through my Academic Dean at ASU of academic topics and the ASU Dean of Student Life for code of conduct topics; and that I also may be subject to action under the Code of Conduct procedures; and that I will not receive any refund for tuition or any associated Program costs.

By signing below, I hereby certify that I agree to the conditions above.

________________________________________  _____________________________
Please PRINT NAME  Student I.D.#

________________________________________  _____________________________
Participants Signature  Date
STUDENT PROXY, DISCIPLINARY CONDUCT RELEASE & PROGRAM CANCELLATION POLICY

Name of Student (Last, First, Middle Initial):  ASU ID Number:  Date:
___________________________________________ ____________________

Name of Study Program you are attending
Cape Town, South Africa Internships with Dr. Mirna Lattouf

PROXY: TO REQUEST PROCESSING OF TRANSACTIONS

Students unable to process transactions in person, or ASU Interactive may designate another person to process transactions on their behalf by proxy. In compliance with the federal Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment (synopsis available at http://www.asu.edu/registrar/general/ferpa.html ), the student must sign a release authorizing processing of transactions by proxy.

The student (not the proxy) has the ultimate responsibility for complying with applicable requirements, policies, and deadlines, and for the timely payment of tuition and fees.
I hereby authorize the person named below to serve as my proxy to process transactions at Arizona State University. My proxy may have access to any and all of my records that they request for the purpose of processing transactions. I understand that I am responsible for any decisions made by my proxy on my behalf. I also understand that I remain responsible for complying with all applicable requirements, policies, deadlines, and for the timely payment of tuition and fees, etc.

Student Signature       Date

Carol Switzer, Director of Summer & Winter Sessions
Name of Proxy

Proxy Signature (student, please leave blank)    Date

DISCIPLINARY CONDUCT RELEASE

By presenting a signed and dated copy of this application to Arizona State University “ASU”, Student consents to the release by ASU of Disciplinary Records to the Center for Global Education Services for confirmation of disciplinary standing. The Student further agrees that ASU may discuss the information contained in the Records with the Center for Global Education Services. This Consent applies to educational records that may otherwise be protected under the Family Educational Rights and Privacy Acts of 1974, as amended, 20 U.S.C. 1232g.

Student Signature       Date

PROGRAM CANCELLATION POLICY

All students withdrawing from a program MUST provide a written statement to their program director.

1. The $450 deposit is non-refundable if a student is selected to participate in the program.
2. Refunds, on payments made, will be issued until March 3, 2008.
3. Students whose written withdrawal statement is received after March 3rd but prior to 30 days before the beginning of their program MAY be granted a partial refund.
4. No refund will be granted for students whose written withdrawal statement is received within 30 days of the beginning of the program.

I attest that I have read the above and that I understand and will abide by the cancellation policy.

Student Signature       Date
Application Procedure

1. Complete the AIFS application form, securing the signature of your university’s study abroad program coordinator and thus signing your eligibility to apply.

2. Attach a photocopy of the information page of your passport (the page with your picture). If you do not yet have a passport, please apply for one immediately, and mail a copy once you have received it.

3. Give the completed application form to the contact person at your school: Dr. Mirna Lattouf, School of Letters and Sciences, Arizona State University, 411 N. Central Avenue, Suite 360F, Phoenix, AZ 85006-0696, Telephone: (602) 496-0638, Email: mirna.lattouf@asu.edu

4. Payment should be made directly to Arizona State University.

The program includes the following (based on an enrollment of 15 or more participants):

⇒ Housing in multi-bedded dorm-style rooms;
⇒ orientation program consisting of a welcome packet with information and maps on Cape Town, and a half-day guided sightseeing tour of Cape Town by private coach including a visit to the District Six Museum;
⇒ access to the library and computer lab at the University of Cape Town including use of the campus shuttle service;
⇒ unpaid volunteer placements arranged by AIFS. Students will need to complete at least 125 hours. Volunteer placements will be arranged in consultation with the ASU faculty member in advance of the program. The placement applications must be received by AIFS by Friday, February 8, 2008.
⇒ transportation by taxi to and from volunteer placements in and around Cape Town;
⇒ full-day guided excursion to the Cape of Good Hope by private coach including entrance to the nature reserve;
⇒ guided afternoon excursion by private coach to Paarl including a tour of the Taal monument;
⇒ full-day guided excursion to Stellenbosch winelands by private coach including a tour of two wineries with tastings and 1 cellar tour;
⇒ guided visit by boat to Robben Island with a tour of the prison museum;
⇒ guided visit to a township;
⇒ a guest lecture on Truth and Reconciliation;
⇒ Two-day/one-night safari to a game reserve where students will be able to see Africa’s “Big Five,” lion, leopard, elephant, buffalo and rhinoceros. The excursion includes dinner, bed-and-breakfast, one game drive and a visit to the reptile park and the cheetah breeding program;
⇒ local AIFS staff assistance in Cape Town;
⇒ medical and program fee refund insurance policies;
⇒ $50 non-refundable application fee.

The program fee does not include the following:

⇒ optional transportation package consisting of round-trip transatlantic airfare from Phoenix to London, London to Cape Town, Cape Town to Phoenix, overnight accommodations in London on Friday, May 23 plus a meeting with AIFS staff and a ride on the London Eye, and round-trip airport transfers between the airport and program sites on specified date(s) for $1,945;
⇒ mandatory U.S. government and airline-imposed departure taxes, fees and fuel surcharges of $611 (subject to change);
⇒ $125 refundable damage deposit;
⇒ tuition fees to your university;
⇒ textbooks;
⇒ meals not listed above;
⇒ passport and visa fees if applicable;
⇒ additional field trips or excursions required by your instructors;
⇒ personal expenses such as laundry;
⇒ optional personal effects coverage and medical insurance upgrade.

* AIFS offers round-trip transportation from Phoenix to London, London to Cape Town, Cape Town to Phoenix including an overnight stay in London on Friday, May 23, at a cost of $1,945 excluding mandatory U.S. government and airline-imposed departure taxes, fees and fuel surcharges of $611.00 (subject to change) for which you will be billed separately. Please mark your application form if you wish to purchase the flight, and you will be billed accordingly. A minimum of 10 participants must take the flight for it to be offered.
PAYMENT SCHEDULE FOR AIFS FEES

All payments should be made directly to Arizona State University except for any optional components.

<table>
<thead>
<tr>
<th>Optional</th>
<th>Fee</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$1,945.00</td>
<td>April 2, 2008</td>
</tr>
<tr>
<td>Taxes/Fees (subject to change)</td>
<td>$611.00</td>
<td>April 2, 2008</td>
</tr>
<tr>
<td>Personal Effects Coverage</td>
<td>$90.00</td>
<td>April 2, 2008</td>
</tr>
<tr>
<td>Medical Insurance Upgrade</td>
<td>$65.00</td>
<td>April 2, 2008</td>
</tr>
</tbody>
</table>

AIFS will bill the participant for any optional components that have been selected. Checks should be made payable to “AIFS.” You may also use American Express, MasterCard or Visa. See application form.

Fees will be due no later than Friday, April 2, 2008.

Please note: A $35 returned check fee will be charged on all checks returned by the bank for insufficient funds.

AIFS TRANSPORTATION PACKAGE

Participants have the option of purchasing a round-trip ticket for the flight arranged through AIFS. Participants choosing this option should note the following restrictions: Tickets purchased from AIFS are exclusively on scheduled airlines (not charters). They are not endorsable to another carrier. Flights are not necessarily direct or non-stop, they cannot be rerouted, and frequent flyer miles are not applicable. The AIFS Transportation Package includes round-trip ground transportation from the airport in South Africa to your accommodations on the regularly scheduled program dates. AIFS will book flights only on the dates indicated on this application.

Participants wishing to purchase the Transportation Package must notify AIFS in writing by Friday, February 8, 2008. Participants wishing to cancel from the flight must notify AIFS in writing by Wednesday, April 2, 2008. Cancellation penalties will apply. Tickets are non-refundable after this date.

AIFS Airfare Regulations: Return must be to original U.S. departure city. Tickets are subject to airline availability. No refunds are available for any unused portion of ticket. Stopovers are not permitted. Once in South Africa participants may be able to change their return date, but only if that date is available and in the same class of service in which the ticket was booked. Only the ticketing agent can provide this information. Participants are subject to agency and airline-imposed change fees and space availability. Group round-trip ground transportation to and from the airport in South Africa is on the regularly scheduled program dates only.

AIFS cannot guarantee that all passengers will be booked on the same flight.

**AIFS will not make your flight arrangements for you unless you clearly indicate your travel preferences on your application.**

PROGRAM DATES

**Summer 2008**

**Thursday, May 22, 2008**  
AIFS flight departs U.S. for London.

**Friday, May 23, 2008**  
Arrive in London. Transfer to your accommodations. *(Note: Students taking the AIFS flight will be provided with overnight hotel accommodations as part of the transportation package).*

**Saturday, May 24, 2008**  
Depart London for Cape Town, South Africa.

**Sunday, May 25, 2008**  
Arrive in Cape Town.

**Saturday, July 5, 2008**  
End of program. AIFS flight departs Cape Town for the U.S.
Agreement and Release Form

I, the undersigned, (and my parents or guardian if I am a minor), an Applicant for an overseas study program of the American Institute For Foreign Study, Inc. (the “Institute”), acknowledge that I have read and accept the terms and conditions set forth in the AIFS application/brochure, which are incorporated in this agreement. This agreement is a legally binding contract. I acknowledge and accept the terms of the refund policy as outlined below:

**If a participant withdraws in writing**
- **On or before April 2, 2008**
  - She/he receives
  - All fees paid less $250 plus any non-refundable deposits paid either by the student or by AIFS on the student’s behalf.
- **After April 2, 2008, but on or before May 9, 2008**
  - All fees paid less $450 plus any non-refundable deposits paid either by the student or by AIFS on the student’s behalf.
- **After May 9, 2008**
  - No refund, and student is responsible for entire program fee.

All requests for refund must be made in writing, signed, and addressed or faxed to: Registrar, AIFS, Partnership Programs, College Division, River Plaza, 9 West Broad Street, Stamford, CT 06902; fax number (203) 399-5697. Unsigned withdrawal statements will not be processed.

I unconditionally release the Institute from any claims for damage, injury, loss, or expense of any nature resulting from events beyond its control, including without limitation: Acts of God, war, strikes, crime, terrorism, sickness or quarantine, government restrictions or regulations. This release also applies to any losses arising from the use of any vehicle or from the selection of, or from any act or omission by any host family, bus or car rental agency, steamship, airline, railroad, taxi or tour service/organizer, hotel service, hotel, restaurant, school, university/college, or other firm, agency, company or individual, unless the loss is caused by the gross negligence of the Institute.

I understand that I am responsible for exercising caution and common sense at all times to avoid injuries, and that the Institute cannot provide supervision or support during periods of independent travel.

I agree that if I become ill or incapacitated, the Institute or its emergency assistance company may take such actions as it considers necessary under the circumstances, including securing medical treatment for me and transporting me to the United States. I release the Institute from any liability relating to this medical care. I also authorize the Institute to take whatever action it deems to be necessary and in my best interest (including transporting me out of the host country or back to the United States, at my own, or my parents’ expense) in the event of political unrest or any other unforeseen event or condition. If the Institute incurs on my behalf any costs not covered by its general liability insurance, I (and my parents) agree to make immediate repayment upon my return.

I will comply with the Institute’s rules, standards and instructions, and understand that failure to do so may result in being sent home at my own expense, with no refund. I understand that my participation may be terminated if I am expelled from school or otherwise disciplined by school or civil authorities, or if the Institute, in its sole discretion, determines that my conduct is incompatible with the interests, harmony, comfort or welfare of the other students. I (and my parents) agree to indemnify the Institute if I do anything that causes the Institute to sustain financial loss or liability.

I understand that the Institute provides insurance coverage for my benefit while in the program, including limited health, accident, accidental death, personal effects and tuition refund insurance. I acknowledge that it is my responsibility to understand the limitations of this coverage and agree that the Institute is not responsible for any uninsured losses.

I understand that the Institute reserves the right to make changes, cancellations or substitutions in cases of changed conditions or emergency, or based upon the interest of the group. I understand that if I am terminated from the program, there will be no refund of AIFS fees.

I understand that obtaining a passport and any other required travel documents is my sole responsibility, and I agree to hold the Institute harmless in the event that I am unable to obtain the necessary documents for participation in the program and to indemnify the Institute for any costs to it that result from my failure to obtain the required documentation.

I understand that if I am not a U.S. citizen, a visa may be required for entry to the countries I plan to visit while a participant on this program. I further understand that it is my sole responsibility to determine my visa requirements and obtain the appropriate visa(s), and I agree to hold the Institute harmless in the event that I am unable to obtain the necessary documents and visas for participation in the program and to indemnify the Institute for any costs to it that result from my failure to obtain the required documentation.

I understand that from time to time the Institute’s publicity material may include statements by its participants and/or their photographs, and I consent to such use of my comments and photographic likeness.

This agreement will be effective when my application is accepted by the Institute and shall be governed by the laws of the State of Connecticut. This agreement cannot be modified except by writing in the Institute.

I agree that any dispute with the Institute that is not settled informally will be submitted to binding arbitration, to be conducted in substantial accordance with the rules of the American Arbitration Association. The location of the arbitration and identity of the arbitrator will be decided by mutual agreement, with the costs to be shared equally between the parties, and the decision of the arbitrator shall be final. By signing this agreement, I understand that I am giving up my right to have any claim against the Institute decided in Court before a judge or jury.

References in this agreement to “the Institute” shall include the American Institute For Foreign Study, Inc., and all of its agents, employees, affiliated companies, campus directors, chaperones, group leaders, teachers, host school and school officials. All references to “parents” of the applicant shall include the legal guardian or other adult who is responsible for, and authorized by law or court order to make legal decisions and to enter into binding contracts on behalf of the applicant.

If I am using financial aid to pay for all or part of my AIFS program fees, and if that aid is canceled or reduced by my institution or lending agency after I have embarked on the AIFS program, I am immediately responsible for full payment of all fees. Failure to make payment will result in my administrative withdrawal from the program.

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**Signature of Applicant**

**Date**

I certify that I am the parent or legal guardian of the Applicant, and that I have read the foregoing Agreement and Release (including such parts as may subject me to personal financial responsibility), and hereby waive any claim that I might have against the Institute or its agents (as set forth above), both in my own behalf and in my capacity as legal representative of the Applicant, any claim arising from the Applicant’s participation in the program.

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**Signature of Parent/Guardian if Applicant is under 18 years of age**

**Date**

*A special substitute paragraph is available to members of the Christian Science faith.*
American Institute For Foreign Study  
Arizona State University  
Cape Town, South Africa Program  
Summer 2008

Instructions:
1. Please type or print in black ink.
2. Provide proper payment information per Section C.
3. Be sure you have read the payment schedule and refund policy set forth in this application.
4. Be sure to read and sign the Agreement and Release on the opposite side.
5. If your mailing address includes a P.O. Box or Route box number, please be sure to give a street address where you can receive shipments/packages.
6. Attach a copy of the information page of your passport, or mail when received.

PART A - PERSONAL DATA

Name __________________________  ☐ Male  ☐ Female  Telephone # (______) __________________________

(first and last names as they will appear on your passport)

Home Address __________________________________________

Permanent: Number: ______________________ Street: ______________________ City: ______________________ State: ______________________ ZIP: ______________________

E-Mail Address __________________________  Cell phone (______) __________________________

Age ______ Date of Birth ___________ Social Security # ___________ Citizen of ______________________

mm/dd/yy

Passport No. _______________________ Date of Issue ___________ Date of Expiration ___________ Issued by ______________________

Emergency contact while abroad _______________________ Emergency phone (______) ______________________

Address __________________________

Emergency E-Mail Address _______________________ Relationship ______________________

PART B – REGISTRATION INFORMATION

Please select the program options that apply to your enrollment.

Optional Program Components:
1. Do you wish to purchase the AIFS Transportation Package? Please note your departure city and travel dates.
   ☐ Yes  ☐ No
   Departure City: Phoenix $1,945, taxes/fees/fuel surcharges $611* 
   Departure Date: Thursday, May 22, 2008 
   Return Date: Saturday, July 5, 2008

2. Insurance: Do you wish to purchase either of the following options:
   ☐ Medical Upgrade Upgrade – $65
   ☐ Personal Effects Coverage – $90
   *airline taxes, fees and fuel surcharges subject to change

PART C – PAYMENT OPTIONS

Deposit amount due is $450. Your payment must accompany this application. Applications received without payment will not be processed. Return this form and payment to your university’s program coordinator.

PART D – ACADEMIC APPROVAL

Signature of your university’s program coordinator certifying your eligibility to apply: __________________________

Name (print) _______________________ Title _______________________ Date _______________________
PART E – HEALTH AND HOUSING INFORMATION

Please complete the following questionnaire carefully. Your housing assignment will be made based on the information that you provide. All requests are taken into consideration.

Name ____________________________ School ____________________________ Term ____________________________

SHARED ACCOMMODATIONS

Please note that specific housing preferences cannot be guaranteed.

*Please note that single rooms are very limited and are allocated according to special needs, e.g. medical, age-related*

Do you smoke? □ Yes □ No Do you object to a roommate who smokes? □ Yes □ No

What time do you get up in the morning? ____________________________ What time do you normally go to bed? ____________________________

Do you consider yourself a quiet person? □ Yes □ No Where do you prefer to study? □ room □ library □ elsewhere

Are you receiving any special medical treatment? □ Yes □ No If yes, specify: ____________________________________________

Do you have any physical condition which prevents you from climbing stairs? If yes, specify: ____________________________________________

Roommate preference (if known) (1) ____________________________ (2) ____________________________

Do you have any special reason for requesting a single room? If so, please specify: ____________________________________________

Do you like to cook your own meals? □ often □ occasionally □ never

What type of music do you prefer? ____________________________ Do you normally listen to music in your room? □ Yes □ No

Are there any hobbies or interests you would like to pursue while in Cape Town? ____________________________________________

PART F – ADDITIONAL INFORMATION

Studying in another country requires considerable adaptability. This is part of both the challenge and the reward. Your willingness to answer these questions will assist the AIFS staff in providing you with a housing situation that is most likely to meet your needs. Please note that specific requests cannot be guaranteed.

Do you have any special dietary needs? * If yes, please describe ____________________________________________

Do you consider yourself a conservative or liberal person? □ Conservative □ Liberal

Do you have any allergies or chronic ailments? □ Yes □ No If yes, please describe ____________________________________________

Are you presently under treatment for any mental or emotional matters? □ Yes □ No If yes, please describe ____________________________________________

Are you presently taking any prescription medication on a regular basis? □ Yes □ No If yes, please list and state purpose ____________________________________________

Studying abroad requires a great deal of physical mobility. Do you feel you are able to perform the essential functions of studying abroad with or without any special requirements? * If you do have special requirements, describe the requirement you would need and how this would enable you to participate. ____________________________________________

* AIFS cannot guarantee to accommodate special requirements and requests.
Arizona State University, in partnership with the American Institute for Foreign Study, is offering students the opportunity to take a 6-week Cape Town, South Africa study abroad program in the summer of 2008.

This is a chance for students to gain practical service learning / volunteering experience in a foreign country whilst gaining academic credit and enjoying a variety of cultural visits.

Cape Town dates - **25th May until 5th July 2008**

On arrival, AIFS staff will conduct an orientation session which will cover living in Cape Town, transport, safety and security, cultural differences, things to do and a placement meeting.

Housing in Cape Town will be in multi-bedded (no more than 4 students per room with shared living space) rooms in a student residence in the Observatory area of Cape Town. Observatory is a vibrant student area, full of cultural café’s, restaurants and shops.

**Programme Schedule**
Monday - Class and academic visits with your ASU faculty member  
Tuesday - Full day in placement  
Wednesday - Full day in placement  
Thursday - Full day in placement  
Friday - Either a free day or an AIFS daytrip

**Academic and Cultural Events**
The program includes an introductory guided sightseeing tour of Cape Town with a visit to the District Six Museum, a full-day guided excursion to the Cape of Good Hope national park and a full-day guided excursion to Stellenbosch with a visit to a winery for a tour and wine tasting. ASU students will also visit the Robben Island prison museum (home for many years to Nelson Mandela) and Paarl.

The program also includes an overnight Safari at a private game reserve where you will see the “Big Five” - lion, leopard, elephant, buffalo and rhinoceros. The excursion includes dinner, bed and breakfast and one game drive.
SERVICE LEARNING PLACEMENTS

It is our intention is to provide a service-learning program which;

- Complements classroom learning with practical experience.
- Develops personal skills and strengths that will assist in opening future job opportunities.
- Builds a competitive résumé.
- Integrates local community service with academic study.

Placements in Cape Town will focus on charities, non-governmental organisations, community based work and education. This will not be a high powered, corporate style placement programme but will, we are sure, prove to be life changing as well as resume enhancing.

There are undoubtedly many advantages to be gained from participating in a program such as this, however students should bear in mind a number of considerations before embarking on this program.

- A service learning experience is a significant time commitment, you will work Tuesdays, Wednesdays and Thursdays for 6 weeks. (125 hours total).
- Service learning / volunteering placements such as these will most likely be very different from anything you have done in the past. Bring an open mind and some enthusiasm.
- AIFS are responsible for setting up the placement opportunities, however students need to be aware that placements cannot be guaranteed ahead of time. If a particular placement falls through AIFS will arrange an alternate one.
- Students must accept a placement within the first week of the programme in order to fulfil their academic requirements.
- Where possible AIFS will arrange group placements for this program with approximately 3 to 4 students at each venue.
- All placements are unpaid.
- Placements will differ widely depending on their focus. Therefore you should not compare your placement with that of other students as each will vary.

Placements are designed to meet the needs of local communities and help build a network of social responsibility and are made based on the interests, goals, and needs of the community, and the skills and experience of the student.

Service learning in a local South African community will be a physical and emotional challenge unlike anything students have undertaken before. Students will require patience, understanding, compassion and a good sense of humour.

Responsibilities AIFS has to Students

- AIFS shall provide suggestions to help students complete their application.
- An AIFS staff member will visit ASU in March 2008 to meet applicants and discuss placement ideas.
- Prior to the student’s arrival in Cape Town AIFS shall endeavor to provide students with any information they require in relation to the placement and to answer any queries students may have.
- AIFS are responsible for setting up initial interviews / meetings for students.
- AIFS staff will be available by e-mail before the program and an AIFS staff member will be on hand throughout the program to assist ASU students and to discuss any concerns they have regarding their placements.
Responsibilities the Student has to the Placement

- To be punctual and dependable.
- To follow the instructions and guidelines of the particular placement.
- To inform the placement in advance if you are unable to attend.
- To maintain an open attitude that encourages a learning environment.

Responsibilities the Student has to AIFS

- To communicate promptly with AIFS Coordinator if student placement requires attention.
- To behave responsibly as a representative of ASU and AIFS.

How To Apply For A Placement

Students re required to email their cover letters and resumes to Tracy Dicks at tdicks@aifs.co.uk by the deadline date listed on the AIFS Cape Town Service Learning Application Form - Friday 7th February 2008. Any application received after this date cannot be guaranteed.

AIFS staff will use your cover letter and resume to learn more about you and to help them to place you at a suitable project in Cape Town. Where possible placements will begin on Tuesday 27th May. AIFS will send details of provisional placements to the ASU Cape Town programme faculty in advance of your final pre-departure meeting. Full details of your placement (i.e. maps and contact details) will be given to you at the orientation meeting on the day after your arrival in Cape Town.

Listed below are some areas for volunteering and some information on possible service learning projects / opportunities in Cape Town. Please review these before completing the application form and submitting this with your letter to AIFS. Please specify which type of service-learning placement you would prefer from the list of areas below:

1. Creative Arts
2. Social / Care Giving / Health
3. Environment / Sustainable Living
4. Education and Youth Development

It is important that you focus on the type of placement you are interested in rather than the specific organisation as these cannot be guaranteed. AIFS will endeavour to place you in an area which suits your interests and also utilises your skills and experience to benefit both yourself and the placement. For instance if you have any skills are hobbies which might be relevant such as being musical, sporty or artistic it is very helpful that you include this in your application so that we can work to place you in an environment where you will have the most positive impact.

This is truly intended to be a positive experience for both parties and we hope something you will look back on with pride and satisfaction.
**TYPES OF PLACEMENTS**

### Creative Arts

Helping members of the local community create crafts and art for sales to tourists is fundamental to economic and personal development.

**Community Arts Project**  

Developing and promoting the arts for community development (CAP). Providing education and training to the local community in the visual and performing arts, to develop their income-generating skills and to open up opportunities for further learning. CAP offer courses in visual art, pottery, and performing arts. Arts placements may involve projects to raise awareness of environmental issues, and issues facing South African society.

**Beth Uriel**  
[http://www.bethuriel.co.za/](http://www.bethuriel.co.za/)

Youth Support, mentoring, education and guidance using a creative outlet of arts, crafts, photography, marketing & business. They also run the Me Kasi Project coordinating youth development & social work. Mentoring youths helping to develop and implement life skills through a program of special activities and a daily curriculum. Education programs focus on crime, HIV, personal development. There is also a Café and arts centre managed and run by the youths with the help & guidance of project coordinators.

### Social / Care Giving / Health

The apartheid years have left the social structure and the medical professions in South Africa under huge strain. As a result malnutrition, depression, AIDS/HIV and TB are issues which many local NGOs are trying to address. There are a range of volunteer options for placements in the areas of social and health work such as:

**The Red Cross Children’s Hospital**  
[www.kidzhospital.co.za/default.asp](http://www.kidzhospital.co.za/default.asp)  
[http://www.friendsofthechildrenshospital.co.za/](http://www.friendsofthechildrenshospital.co.za/)

At Red Cross Children’s Hospital they believe that physical and emotional healing work simultaneously. Your duty as a volunteer intern would be to work with medical staff and support staff to provide palliative (supportive) care to the patients. Your role will be working with and caring for children living with the HIV/AIDS virus. You will form part of a dedicated team working closely with nursing staff, social workers, occupational therapists, physiotherapists and dieticians.

You will have a positive role in their care and will be seen as non medical and non threatening to children who are suffering from this illness, making their lives more bearable and enjoyable. Your role is vital as medication is important but is not the only solution as children also need love, comfort, support, fun & happiness. **This is a non medical placement.**

**Planned Parenthood South Africa**  

PPASA is the largest and oldest South African NGO in the field of sexual and reproductive health. It is affiliated to the International Planned Parenthood Federation (IPPF), which works in more than 180 countries around the world. This challenging placement is based in a youth centre in the heart Khayelitsha Township, and will involve a variety of different projects aimed at engaging children in the local community and educating young people about reproductive health, HIV & AIDS via a wide range of creative activities.
AIFS
Nazareth House

Nazareth House provides caring for indigent elderly and orphans in the local community. There are a range of projects, one of which is the ‘Community Home’, which is a home for orphaned or abandoned children. It’s the closest thing to a real family for these children. Under the expert care of an experienced house mother, the children attend the local school and church, make friends with other children in the neighbourhood and live in a normal home, rather than an orphanage or institution.

St Anne’s House

A shelter offering care and empowering of destitute, abused, and disadvantaged mothers and their children. St Anne’s provides support through a holistic self empowerment program. Special HIV & AIDS programs help to educate mothers about the virus and how to avoid passing the virus on to their babies.

Amy Biehl Foundation

The Amy Biehl Foundation currently facilitates programs in after school care, sports development, music teaching, HIV/AIDS peer education, environmental issues, creative arts and youth reading. There are a variety of different projects to choose from. Service learning volunteers may be assigned to one or more tasks within the foundation.

Potential roles include:
1) Fundraising - Proposal & grant writing, presentation development, and events management.
2) Implementing existing programs - tutoring, teaching, coaching or building.
3) Program development - Assisting in the development of new programs.

Ocean View Development Trust

Runs a range of development projects for the local community. It addresses the housing needs of townships, the HIV pandemic, and other social health problems exacerbated by overcrowding and housing shortages.

Valley Development Project

Runs a range of development projects for the local community. HIV program, Early learning, pre school, Township Family home visits & support, education, social work, high school student support and a Holiday club. Working with the Masiphumelele and Ocean View Townships.

Environment & Sustainable Living

South Africa is home to a wonderful and diverse plant and animal kingdom. This type of placement gives students the opportunity to work on improving a specific area and working with local people to promote a sense of pride in the community and improve understanding about the environment.

Earthlife Africa

Earthlife Africa is a non-profit, membership driven organization of environmental and social justice activists, founded to mobilize people around environmental issues. Earthlife Africa's main activities are campaign related. This includes lobbying and advocacy with a range of stakeholders including the government, building campaigns at community level through the sharing of information and skills, working on environmental impact assessments, working with the media plus researching and producing information materials. ELA also works to promote ecologically sound alternatives, like renewable energy and efficiency.

You will be involved in many different tasks and will form a valuable member of the team. You will provide a support to the campaign leaders allowing you to use your skills in areas such as media, PR and marketing. This role will include office administration support, and assisting in the day to day running of the office.
The Two Oceans Aquarium on the V&A Waterfront is one of the top tourist attractions in Cape Town and over 3000 living sea animals, including sharks, fish, seals, turtles and penguins can be seen in this spectacular underwater nature reserve. You will be involved in a variety of projects at the aquarium, and assist in the day to day running of the centre.

National Parks & Wildlife Trust

This back to nature, hands on role will include a variety of different projects, such as conservation and environmental protection across three different nature reserves in the Cape Town area.

Rondevlei Nature Reserve

Coordinate the daily operation and maintenance of the nature reserve, by being involved in a variety of projects including habitat management, wildlife research and many other tasks.

Environmental Justice Networking Forum

Assisting local communities and NGO’s with local environmental campaigns.

Education & Youth Development

The legacy of apartheid left an imbalance in education, some teachers are poorly trained and the pass rates remain low. Areas of specific need are early childhood development, HIV-AIDS awareness programmes in schools, youth development through sport, basic adult education and training. This type of placement allows students to educate in a classroom and in a social setting, helping to shape people’s lives.

Amy Biehl Foundation

There are a variety of different projects to choose from. Service learning volunteers may be assigned to one or more tasks within the foundation. Potential roles include tutoring, teaching and coaching.

Coordinated Action with Street People

Working to alleviate the plight of street children, youth adults and families.

Cape Town City Mission

A well established organisation offering various facilities for children, youth and adults, including a community care centre, Educare centre, Baby care, Aged Exchange, and an Adult survivors unit.

Beth Uriel - House of Light

Youth Support, mentoring, education and guidance for young males in the local area. Areas you may work in include academic support, reading and homework assignments.

High/ Primary School Assistants

Assist in classroom activities and the academic curriculum at various school’s in the Cape Town area.

More placements will be added to the list.
PERSONAL DETAILS

Name: __________________________________________________

Address: __________________________________________________

________________________________________________

________________________________________________

Telephone:________________________________________________

Email:____________________________________________________

N.B. Please include your email address (the one you check most frequently) as this allows us to answer any questions you may have regarding your placement prior to your arrival in Cape Town. Please write clearly. All applications should be submitted via email to tdicks@aifs.co.uk (with cover letter and resume attached). The closing date for applications is Friday 7th February 2008. Unfortunately applications received after this date cannot be guaranteed.

Placement days have been assigned (Tuesdays, Wednesdays and Thursdays). Students must complete a minimum of 125 hours at their placement.

ACADEMIC INFORMATION

Major:_________________________________

Standing:_________________________________

Anticipated graduation date:_________________________

PLACEMENT INFORMATION

What kind of placement are you interested in and why? Please rank the placement areas below in order of preference from 1 to 4 (1 being your first choice)

Creative Arts _____   Social / Care Giving / Health ______

Environment and Sustainable Living _______    Education and Youth Development ______

Tell us a bit about yourself below and if you have any experience in your chosen field? If not, what skills do you have that can be applied to this area? Any information you can give us will be helpful

Do you intend to take the AIFS transportation package? Yes _____  No _____
Some Guidelines for American Students Writing Resumes for Internships in the UK

Your resume plays a vital role in helping you to secure an interview. It is good practice to remember that securing an interview and placement is a highly competitive undertaking. Your resume should be structured in the following way:

- Personal details - name, address, telephone no and date of birth
- Education - state your degree and the university/college you are attending. State when you began your degree/course of study and your expected graduation date.
- Work Experience - State the name of your employer, location and brief description of your duties. Should always be in reverse chronological order.
- IT skills and other abilities - state packages and level of competence. Also include any language skills and your level of competence.
- Extra-curricular activities - sport, voluntary work, leisure interests, etc.

**Note:** It is a good idea not to include religious beliefs on your resume. Religion is viewed as a private matter and therefore not relevant in this process.

All dates should appear on the left hand side of the page. Dates should not appear in number form. This will make your resume easier to read. Specific dates should appear as:

Day/Month/Year, e.g. 22nd October 2007

Do not abbreviate state names, for instance, you should write California rather than CA.

If you require any further information about the AIFS Cape Town Program please contact:

Tracy Dicks  
Programme Director  
American Institute for Foreign Study  
Mail to: tdicks@aifs.co.uk