

Student Field Preparation Guide

KENYA

THE SCHOOL FOR FIELD STUDIES STUDENT FIELD PREPARATION GUIDE 2007-2008: KENYA

Dear Student:

Welcome to The School for Field Studies! You are about to embark on what we hope will be one of the most exciting and challenging experiences of your life. Participating in the SFS academic and field-based research model, experiencing a new culture and ecosystem, living in a community of peers and mentors, making new friends...all of these things await you.

At our field centers around the world, SFS staff and students work closely with partners and clients to generate data, information and recommendations that are critical to the survival of both the human community and natural environment. Your work will take place within the context of the Five Year Research Plans that we have developed at each Center based on community needs. Your active participation in this work is very important. You will be building on research completed by prior students, and you will be creating an information base for the students who come after you.

Take advantage of every day that you spend in the program, because it goes by very quickly. Our goal is to help you learn new things and make a real contribution, experience our world in a different way, advance your academic career and build a base for your future profession.

Thank you for choosing SFS, and best wishes for a wonderful program experience!

Sincerely yours,

Paul Houlihan
President

Dear Student:

Congratulations on your acceptance to the Center for Wildlife Management Studies. As Director of CWMS, I welcome you to Kenya. A rigorous and challenging schedule is planned and our faculty and staff are eager to begin working with you on several important environmental problems. While in Kenya, you will live and study at our Kilimanjaro Bush Camp (KBC), which is situated next to Kimana Wildlife Sanctuary and surrounded by Group Ranches owned by the Maasai.

It is the responsibility of the Center Director to ensure that CWMS is an effective, well-respected environmental problem solving organization. I am responsible for development and strategic planning, external relations within Kenyan and US institutions, overseeing the program and finances for Center operations, as well as for your health and safety. You will have ample opportunity to interact with and to know him on a personal basis as well.

KBC is located approximately 215 km southeast of Nairobi on the slopes of Mt. Kilimanjaro and approximately 25 km from Oloitokitok town on the Kenya/Tanzania border. On a clear day, you will have an excellent view of Mt. Kilimanjaro. The NPS camp is situated on the southeastern border of Nairobi National Park. It is about a one hour drive from Nairobi city.

Both camps consist of 20 to 25 acres of fenced land set upon 60 to 100 acres pieces of land leased by SFS from private landowners. The camps have spacious grounds with student bandas (cottages), a chumba (main building), an office block, and staff houses. There will be approximately 20-30 students in the program. At the CWMS you will live with 3 other students in a shared cottage (banda).

You will find Kenya to be a varied and fascinating place. There will be many opportunities for you to experience this beautiful land and its people, learn about wildlife and its management, make a meaningful contribution to solving the conservation problems presented, and take advantage of the absence of "modern conveniences" to get to know yourself. Bring a spirit of community, compromise, inquisitiveness, and hard work, and I guarantee that you will be rewarded with an exciting, educational and unforgettable African experience that you will remember for the rest of your life!

Best wishes for a pleasant and safe trip.

Dr. Simon K. ole Seno
Kenya Center Director

INTRODUCTION

This Student Field Preparation Guide is an important tool which includes everything you need to know to prepare for your international education experience! Use it from the time you are accepted to the program, when you are getting ready to leave, while you are in the field and even after you return home.

We begin with a reminder list of the vital tasks you need to accomplish, including what you need to send to SFS and when. There is information about plane tickets, travel documents and insurance, and some helpful safety tips. Next, you will find information about the particular country and Center where you will be spending a semester or summer. Along with some background on these places, we have included a packing list and some suggestions concerning finances to help guide you in planning what to bring with you. There is also information about what life is like at your Center on a day-to-day basis and what to expect as far as living conditions. Finally, we have included some resources on safety and traveling abroad, and details on our school-wide policies. **Please be sure to read through the entire Guide** and don't hesitate to contact your Admissions Counselor with any questions.

TERMS AND REGULATIONS CONTRACT

Note that as a condition for participation in an SFS program, you are required to document that you have read, understood and accepted all academic, safety, administrative and operational policies, rules and requirements by reading and signing the SFS Terms and Regulations Statement.

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PREPARING FOR DEPARTURE

PREPARATION CHECKLIST

PAPERWORK AND FEES TO SEND TO SFS

Nonrefundable deposit of \$650(semester) or \$450 (summer). Due 10 business days after acceptance.

SFS Financial Aid Application (if applicable). Due 10 business days after acceptance.

SFS Online Medical Form. Due two weeks after acceptance.

SFS Physical Examination & Authorization Form. Due two weeks after acceptance

No student may enter the field until a current SFS Medical Review Form and Physical Examination & Authorization Form have been reviewed and approved by SFS personnel. Inaccurate, incomplete or fraudulent information on your SFS Medical Form could jeopardize your safety and the safety of other students and staff during the program. This may be grounds for not admitting you, recalling you from the program, or restricting your participation in certain activities which may affect the quality of your experience and/or your academic credit.

SFS Terms and Regulations Contract. Due 30 days after acceptance.

Acknowledgement and Assumption of Risks Form. Due 30 days after acceptance.

Credit Registration Form (semester students only). These will be mailed to you closer to the start of the program. Due by date indicated at bottom of form.

Final tuition payment. Due 60 days prior to start of program.

Updated SFS Medical Review Form and Physical Examination & Authorization Form if there are *any* changes to the information before you depart.

Pupil's Pass information. Due 90 days prior to start of program. (See Passport and Visa section of this document).

OTHER PREPARATION TO DO'S

Contact SFS alumni on campus or as provided by SFS to learn more about what to expect.

Obtain passport/Check to make sure your passport is valid.

Obtain visa for entry into country if necessary. See Passport and Visa section of this Field Guide for more information.

If you are a permanent resident of the U.S. or an international student returning to school in the U.S after the program, please be sure to have the necessary documentation for re-entry into the United States.

Obtain required clothing and equipment (see packing list later in this document).

Make travel arrangements that meet the schedule outlined by the group flight departure and arrival times. (If traveling independently, have itinerary approved by, and submitted to, SFS).

Work with your doctor or a travel medicine specialist to cover all your travel plans in the countries where you plan to go. Be sure to review:

- Your immunization history and requirements for every region in which you plan to travel (some information in the Safety section of this Guide)
- Your fitness level
- Medications and prescriptions in sufficient quantities and in their original containers. Check with your insurance company on how to fill prescriptions for several months in advance as you may not be able to find the medicine you need in-country.
- Any changes in treatment programs
- What the risks are for each place where you'll be going.

Make sure you have health insurance (required). You will have to fill this in on your SFS Medical Review Form. Check with your provider to make certain that your policy offers coverage outside of the United States and specifically in the places where you're going. The evacuation and repatriation insurance that you receive from SFS is **not** medical or dental insurance.

Make arrangements to have student housing/registration/summer employment taken care of before departure.

Leave Center Address (can be found later in this document) for friends and family to contact you.

Make two clear copies of your plane ticket and your passport. Take one copy of each with you and leave one copy with a friend or family member.

Read this Guide carefully in its entirety, including the sections later in this document on life at your particular Center, traveling and living abroad, safety in the country where you'll be going, and SFS policies.

Optional:

Obtain personal property insurance (e.g. for your laptop computer) if you so desire; SFS does not provide this.

Purchase travel /course cancellation insurance if you wish. You may want to check with your home university if you are unable to locate a provider on your own. This is different from evacuation and repatriation insurance, which is provided by SFS.

INSURANCE

Health Insurance

Students are required to carry health insurance valid in the country or countries of program operation, while enrolled in SFS programs. You will not be allowed to join an SFS program without identifying such coverage. Some insurance carriers do not cover out-of-country medical expenses. Therefore, you should ensure that your medical insurance policy offers coverage outside of the United States and specifically in the country where the program is being held. Those insurance companies that do provide international coverage often do so on a reimbursable basis. Many overseas hospitals and clinics will not accept insurance for payment. This means that you will need to pay for your medical expenses up front and then request reimbursement when you return home. If your current policy does not provide coverage outside the U.S., you will need to identify and purchase a short-term health insurance policy that is valid overseas for the duration of the program.

In the event that you require medical attention during a program, a staff member will accompany you on the visit(s) to a medical facility. You will be liable for all expenses, including travel,

incurred by all parties involved during these visits. You must pay in full for these expenses prior to your departure from the program.

Personal Property Insurance

SFS insurance does not cover the personal property of students, staff and visitors. You may wish to check on your current policies or purchase some.

Travel Insurance

SFS insurance does not cover travel or course cancellation. You may wish to purchase some, so check with Advantage Travel or your travel agent for more information on your options.

Evacuation and Repatriation Insurance

Most insurance companies do not cover medical evacuation costs. SFS provides students with emergency medical evacuation and repatriation insurance through Seabury & Smith. This insurance is effective for the duration of the program and for seven days immediately following the program. You will receive an insurance card during the orientation at the Center. Note: this is **not** the same as health/medical or dental insurance!

Benefits include:

- Unlimited coverage for emergency evacuation.
- \$20,000 for repatriation of mortal remains.
- Assistance services (see below for details)

The travel assistance benefits are provided by American International Assistance Services, Inc., (AIG Assist), with assistance centers located throughout the world and staffed 24-hours a day, 7 days a week. Some of the services which can be accessed through AIG Assist include:

- Worldwide, 24-hour medical care location services
- Medical transportation arrangements
- Medical case monitoring, arranging of communications between patient, family, physicians, consulate, etc.
- Arranging medical transportation home after treatment

TRAVEL ARRANGEMENTS

You are responsible for making your own travel arrangements and for paying your travel to and from the program. You have many choices: you may wish to book your ticket over the Internet, through your local travel agent or by working with Advantage Travel Agency to book a seat on the group flight arranged by SFS for most semester and summer programs. Details on a group flight option will be mailed to students several months prior to the program start.

ADVANTAGE TRAVEL AND GROUP FLIGHTS

You are not required to travel on the group flight, nor is it guaranteed to be the cheapest flight available. However, there are a number of benefits to joining the SFS group flight, including:

- You can take advantage of group ticket rates.
- Your itinerary is guaranteed to meet the group pickup/drop off program schedule.
- Advantage Travel has some influence with airlines to make ticket adjustments in the event of last-minute program date changes or cancellation, lost tickets, or other unforeseen circumstances.
- This travel agent is familiar with SFS programs.
- This will be one-stop shopping for your travel plans, both to and from the program and for other trips if you plan to travel during a break or pre/post-program.
- It will be fun to begin your travels with your fellow SFS students!

MAKING YOUR TRAVEL PLANS ON THE INTERNET OR THROUGH A LOCAL TRAVEL AGENT

Be sure to arrive at the pickup location on time! All travel plans not coordinated by Advantage Travel must be reviewed and approved by your SFS Admissions Counselor prior to purchase. The Advantage Travel Agency group flight schedule determines the program meeting time at the destination airport, as well as the program departure time and place. We'll meet the group at the airport at the time of the group flight and coordinate transportation to the Center.

Regardless of whether the ticket is purchased through Advantage Travel or another agent, SFS is not responsible for reimbursing travel expenses for programs cancelled or rescheduled due to acts of war or civil unrest, acts of God, strikes, weather, quarantine/epidemics/sickness, government regulations, or failure of equipment, power or communications. Therefore, The School routinely does not authorize its designated agent to issue tickets until 30 days prior to the start of a program.

If you opt to travel before or after your program, be sure to check with immigration officials regarding your visa status.

PASSPORT AND VISA

You must have a passport to enter all of the countries where our programs take place. Make certain that your passport is valid for a minimum of six months after the program ends.

U.S. citizens do not need to obtain a visa in advance of entering Kenya. They will be issued a "Pupil's Pass" and a visa upon arrival in Kenya. The Pupil's Pass will grant you resident student status during your time with SFS, including reduced rates at game parks and for camping. Non-US citizens should inquire with the Kenya Consulate General as these students may be advised to obtain a tourist visa in advance. It is a good idea to bring two passport-sized photos if you plan to travel outside of Kenya in case you need them for additional visas.

Changing Tickets

If you are planning to stay in Kenya or travel anywhere other than back to the USA after the program is completed, you should try to make your travel arrangements before departing for the program as your communication options with travel agents will be more limited once you reach Kenya. Note that the cost of changing tickets can range from \$150-\$250.

Pupil's Pass Instructions

It currently costs about \$50 to obtain a Pupil's Pass; SFS will notify you if this changes significantly. There is an additional \$50 charge to obtain the proper visa on arrival. Thus, you should plan to bring \$100 with you for use at the airport in obtaining the necessary documentation.

You are required to mail or scan and email (not fax) a clear photocopy of the first two pages of your passport (including photo page) to your SFS Admissions Counselor within 30 days of acceptance to the program. Be sure to write your father's or grandfather's full name at the bottom of the photocopy before sending it. This is needed for CWMS to complete your immigration forms in advance so that your Pupil's Pass will be ready for you when you arrive.

KENYA: THE SCHOOL FOR FIELD STUDIES CENTER FOR WILDLIFE MANAGEMENT STUDIES

Many people who dream of visiting Africa think first of Kenya and its rich diversity of charismatic species. The total ban on hunting in 1979, the anti-poaching campaigns adopted soon after and the mass burning of millions of dollars in ivory in 1989 are examples of Kenya's leadership with regard to contemporary wildlife management strategies in developing countries.

There are many philosophies on how to address the problems surrounding African wildlife management, but only recently has the concept of integrating the needs of local people with those of wildlife been taken seriously. Many feel that it is imperative to explore ways in which Kenya's wildlife resources can be sustained and expanded as a vital industry. It is equally important to investigate ways to develop appropriate land use practices that enable local people to maximize production from the environment without degrading it.

One of CWMS' primary partners is the Kenya Wildlife Service (KWS), which shoulders the responsibility for conserving and commercializing the country's wildlife and protected areas. KWS works with a host of non-governmental organizations (NGOs), including the African Wildlife Foundation, African Conservation Center, World Wildlife Fund, East African Wildlife Society, and World Conservation Union, as well as private and communal landowners and donors who wish to launch and support promising conservation and wildlife management initiatives. The School for Field Studies' Center for Wildlife Management Studies (CWMS) supports the work of KWS as well as other clients and partners by providing research data for land use and protected areas planning. We hope that this work will ultimately enhance natural resource utilization and conservation options for the predominantly Maasai districts of southeastern Kenya.

PROGRAM OVERVIEW

During the SFS program at CWMS, you will be given an introduction to the theory and practice of modern wildlife management and conservation. The semester programs will take place at SFS' Kilimanjaro Bush Camp, which is adjacent to a wildlife sanctuary and a group ranch, both managed by a Maasai community. KBC is located between Amboseli and Tsavo National Parks in southeastern Kenya. Participants in semester programs may also have the opportunity to spend some time at our National Park Site, located outside Nairobi National Park. Both Summer 2007 sessions will be conducted at the National Park Site.

You will work on a Directed Research (DR) project selected from a list of CWMS research priorities, which address key wildlife management and conservation problems and associated land

use issues. Using the scientific method, you will see the problem through to a viable conclusion and make appropriate management recommendations. DR projects are overseen by faculty who work with conservation partners to ensure your findings will be applicable either as they stand, or as part of a larger solution. Either way, your work will make a difference.

ARRIVAL AT THE AIRPORT

When you arrive at the airport, a CWMS representative will meet you and collect your passport and payment for the tourist visa and Pupil's Pass, so do not be alarmed if you are asked to temporarily surrender your passport to an SFS staff member at the airport. Processing the visas en masse will allow us to depart the airport more quickly.

You will need to go through immigration and present your passport. After passing through immigration, you will pick up your bags. If any bags did not arrive, you should complete a lost baggage form at the airline desk. On the form, explain that the missing luggage needs to be held at the airport for pickup by a Center for Wildlife Management Studies staff member, who can be reached by phone (staff members will help you with this form). After you have picked up your baggage, the rest of the CWMS staff will be waiting to meet your group with big smiles and a hearty welcome!

WEATHER AND CLIMATE

Despite its position astride the equator, the climate in many parts of East Africa is temperate, not tropical. Although you may think of Kenya as being "hot," temperature and weather patterns throughout the country vary considerably. Kenya can effectively be divided into four different climate zones. Up north, the environment is marked by semi-arid bushland, desert, and lava flows, and characterized by more dramatic temperature fluctuations. Out west along Lake Victoria, and near the larger towns of Kisumu, Eldoret, and Nakuru, the landscape is composed of beautiful undulating plateaux and rolling tea fields. This western region receives rainfall throughout the year, with consistently more humid temperatures. In central Kenya lie the Central Highlands and the Rift Valley System. Temperatures in this region are arguably the most agreeable, and range greatly from the dry heat of the lower rift valley to the severe mountain climates of Mt. Kenya. The Highlands region receives more rainfall than the lower-lying Rift region, and is marked by abundant green farmlands and forests. The country's fourth climate zone lies along the eastern Kenyan coast. Here, near the large port city of Mombasa and the Island of Lamu, the weather is hot and humid year round. The heat is somewhat tempered by the consistently gentle Indian Ocean breezes.

Aside from the areas that receive rainfall year round, there are two rainy seasons here in Kenya: the "short rains" and the "long rains." The "short rains" typically begin in mid-October and last through the end of November. The "long rains" typically begin in late March and last through May. The names "short" and "long" refer to the duration, frequency, and water volume of the showers. Note that the seasons in Kenya are the exact opposite of the seasons in the United States. Summer in the U.S. is winter in Kenya, and vice-versa. The fall semester starts off cool and ends warmer, while the spring starts off warm and ends cooler.

Our Kilimanjaro Site is sandwiched between the Highland/Rift Climate Zone's southern edge and the Coastal Zone, and also lies at a lower elevation. This means that while the nights can still be chilly, the average daytime temperatures may reach into the low 90s. While the heat is certainly intense, it is not at all humid.

Our National Park Site lies in the Central Highlands climate zone. This site is at an elevation of roughly 1600 meters, or about 1 mile high. Temperatures in this region relative to the rest of Kenya are on the cooler side, ranging from 50°F at night to 85°F during the day. During Kenya's winter, temperatures at the NPS site can be downright cold. Plan to wear pants during the day and a good, thick fleece at night.

WHAT TO BRING

SFS' suggested packing list contains all the items that are essential for the program. It was compiled based on feedback from past students and current staff. You must have the required equipment when you arrive, as many items will be difficult to acquire locally at a reasonable cost. When packing, remember that most airlines will allow you to check only two pieces of luggage plus one carry-on that must fit under the airline seat or in the overhead compartment and be within strict size and weight limits. Check with your travel agent or airline for up-to-date baggage requirements. Standard baggage limits provide sufficient room for all you will need here for a semester; summer students may be able to get by with one less checked piece. If you do pack excess weight, the airline may charge you extra (at least \$90-\$150 per bag). Items such as watches, water bottles, pens, sunglasses, and new clothing can be traded (or used for a discounted price) with souvenir vendors.

If you plan to borrow or buy equipment, be certain to do so well in advance. Replace any worn straps or buckles, mend holes, and have all equipment in working condition and ready to go upon arrival. Pack your gear beforehand so as to determine how much it will weigh and whether you need to adjust your packing to meet the requirements of the airline. Anything strapped to the outside of your pack may get separated from the backpack or bag. SFS suggests bringing one bag large enough to fit a week's worth of gear for expedition or if you plan to travel before or after the program, but small enough to be easily managed on the overcrowded Kenyan public transportation system. A medium-sized backpack or duffel bag would suffice. If you are planning on traveling after the program, you should probably make one of your checked pieces an internal (preferable) or external frame pack; otherwise this is not essential.

It is wise to carry certain items with you in case your luggage is delayed in transit. Please include the following personal items in your **carry-on luggage**:

- Passport and copy of the first page (with your name and photo) of your passport.
- 2 Passport photos (ONLY for students who plan to travel outside Kenya before or after the program – may be needed for foreign visas)
- Visa (if arriving before group flight or if you have a non-U.S. passport)
- Inoculation certificates
- Airline tickets – **PLEASE be certain to pack your PAPER TICKETS!!!**
- Day pack
- Some toiletries (check airline limits on liquids and gels!)
- Camera, binoculars, and other delicate and expensive items
- 1 Complete change of clothing
- Money (including \$100 exact change for Pupil's Pass and visa)
- Prescription medications
- Eyeglasses/contact lenses (if permitted by airlines)
- Discman/MP3 player

Reading material/travel journal

Driver's license, credit cards, and other personal documents

It is often very dusty in Kenya, so as a general rule, it is best to bring clothes that are darker in color to avoid noticeable dirt as well as wear and tear. Please bear in mind that Kenya's seasons are opposite those of the US. Participants in each session, particularly the summer sessions, which take place during Kenya's winter, will experience periods of cooler temperatures – **please be sure to pack sufficient warm clothing**. Both semester and summer students will want to bring clothing that is culturally appropriate. In general, Kenya is a conservative Christian country that also has a large Muslim population. Standards of dress are always modest in local communities - meaning long slacks for men and long skirts or long pants for women. Note: in very rural and traditional areas, long skirts are a must. Make sure that the skirts are not transparent and/or remember to bring a slip to wear underneath.

Please note that our schedule includes relatively little hiking but plenty of time enjoying nature from our Land Cruisers. Please take this into consideration when packing as **it should not be necessary to purchase a hiking backpack or new wardrobe of quick-dry clothing**. The type of clothing available in outdoors stores will come in handy on expedition, particularly in the event of inclement weather, but most students indicate that they wore their 'everyday' clothing more often than they'd expected during the program. However, you should still plan that any clothing you opt to bring will experience plenty of wear and tear during the semester due to work in the field, excessive wear, and hand washing – don't pack any clothing that you wish to keep in perfect condition!

ELECTRICAL APPLIANCES

There are no electrical outlets in student bandas, although limited electricity is provided to the Centers (between 6 PM and 11 PM) by a generator. If you bring something to plug in elsewhere, **the voltage in Kenya is 220v so you will need a converter if your device is 110v**. Note that laptop computers often already include a built-in converter – check the label on the back to see if this is the case (if it says "110-240v," that is fine). You will also need adapters to fit your plug to the shape of Kenyan outlets (British-type plugs with three fairly large rectangular prongs in a triangular formation, one perpendicular to the others). Because electricity is severely limited, you should not bring any appliances such as hair dryers, curling irons, etc.

REQUIRED CLOTHING AND PERSONAL ITEMS

Please note that styles of dress in East Africa are much more conservative than in the US. While in Kenya, you will be asked to modify your style of dress to fit the social norms here. While at the Center, you will have more flexibility in what you can wear than you will while interacting with community members, but as you will nearly always be surrounded by Kenyan staff, we must ask that you keep the following in mind as you pack your bags. If you pack in accordance with these recommendations, you and those around you, will feel comfortable:

- Please make sure that your clothing is appropriately loose fitting. This should apply to shirts and pants/shorts. In order to be long enough, shorts should fall around knee length; Bermuda length shorts are ideal. The one exception to this is running shorts, which can be slightly shorter for ease of movement but please don't plan to bring anything shorter than mid-thigh and know that these should be worn only while exercising. In selecting attire for exercise, please keep in mind that your clothing must be loose so plan to leave any Spandex, yoga pants, or other form fitting clothing at home unless they will be worn underneath something.

- Shirts should ideally cover one’s shoulders and chest and, again, be loose fitting. Any clothing that reveals too much of one’s shape is considered to be immodest in Kenya. Although we prefer that students wear shirts with some form of a sleeve, some sleeveless shirts (T-shirts minus the sleeves) are acceptable; however, tank tops are not appropriate so it is best not to pack them.
- On occasions where you will have the opportunity to visit with our neighbors, you will need to be prepared to dress even more conservatively than you will while on site. Women should bring a minimum of two skirts or dresses that fall below the knee and that are made of a material that won’t become sheer in bright sunlight. Men will need to have a couple of pairs of loose fitting long pants.
- In the evenings, all students will be required to wear long pants and closed toe shoes to protect against snakes and scorpions. Sturdy sneakers or, ideally, hiking boots are best; styles like Crocs or closed toe sandals are not appropriate for evenings.

Dressing appropriately is extremely important so please contact your Admissions Counselor if you have any questions about it!

Items	Semester	Summer
Shorts (knee length)	3-4	2
Loose-fitting long pants	3-4	3-4
Loose T-shirts	3-6	2-3
Long-sleeved, lightweight shirts for protection against insects, sun, and cooler temperatures	4-6	1-2
Short-sleeved shirts	4-5	1
Sweaters or sweatshirts for layering in cold weather (especially for summer students as summer in the US is winter in Kenya). Hooded sweatshirts are particularly recommended.	3	3
Light-weight rain gear or windbreaker (waterproof material such as coated nylon or GoreTex)	1	1
Loose-fitting dresses or skirts for women (You will wear these frequently, certainly anytime you go to town or rural areas. Dresses should cover the shoulders and go below the knee.)	2-3	1-2
Respectable slacks for men	1-2	1
Pajamas	2	2
Swimsuit (One piece suits for women)	1	1
Socks (SmartWool and dark colors are highly recommended)	1-2 week’ worth (some thick, some lightweight)	Same
Underwear	1-2 weeks’ worth	1 week’s worth
Sturdy, good quality sneakers, running shoes, or hiking boots	1	1
Flip-flops or sandals	1	1
Flip-flops for shower	1	1
Hat with visor/baseball hat	1	1
Bandanas or handkerchiefs to protect you from	1-5	1-2

dust, etc.		
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REQUIRED EQUIPMENT

The following list applies to both semester and summer students at The Center for Wildlife Management Studies:

Items for the Banda

Sleeping Bag (synthetic fill, good to about 30 degrees F) and stuff sack (waterproof and dustproof). You should consider borrowing one if this is not something you'll use again after the program.

Sheets, pillow (Pillows are not provided at the Center!), and pillow case (The beds at the field station are standard single size.)

Thermarest sleeping pad, ensolite or other pad for sleeping in tents on expeditions
Reliable, strong flashlight with extra batteries and bulbs; headlamps are strongly recommended

Several sets of NiCad or NiMetal Hydride rechargeable batteries (if you are bringing anything battery-operated). The Center has universal rechargers. If you have a solar recharger that works well, bring it along. Bring a few alkali batteries as back-ups in case chargers are not working (especially for use on expeditions); however you will need to carry them back to the States for disposal.

Roll of wide masking tape or duct tape. This is helpful for a number of reasons when you are traveling: taping up luggage, making minor repairs, to removing the tiny little pepper ticks that jump onto legs when walking through the bush.

Electrical converters/adapters, if needed for electrical appliances, computers, etc.

Biodegradable laundry detergent, scrub brush and clothes pins for hanging laundry.

Laundry soap (non-biodegradable) and scrub brushes are available for purchase locally. If you plan to purchase your soap in Kenya, you should still bring enough to get you through the first couple of weeks until you have time to get into town to buy some.

Alarm clock, if you do not have an alarm feature on your watch

Water-resistant watch

2 one-quart (or one-liter) plastic canteens or water bottles. Water bottles with a NARROW MOUTH or with a splashguard insert are especially useful because it's very difficult to drink out of wide mouth bottles while traveling along the bumpy roads.

Tupperware container (multi-chambered is good!) for packed lunches on expedition, large enough to hold one-meal - sandwich(es), veggies, fruit, cookies, etc.

Portable mug, knife, spoon and fork for expedition "Mess Kit"

Zip Lock bags (at least quart size). Very handy for all sorts of things, especially during the rainy season.

Binoculars, an integral part of the field experience! You can borrow a pair or check pawn shops if you do not have a pair and/or cannot afford a pair. Look for something that is relatively lightweight but sturdy. 8 or 10 x. 40's are ideal. Make sure they are properly aligned before leaving.

Sunglasses and Sunscreen-ESSENTIAL. The high elevation equatorial sun can be more intense than in most areas of the U.S.

Insect repellent – only a small amount is recommended.

Small bag of toiletries. Past participants recommend bringing enough to last the length of the program. Some European and American products can be purchased in Nairobi but are

generally more expensive. Women should bring enough tampons or sanitary napkins for the duration of the program. If possible, all products you bring should be biodegradable. Be sure to include 2-3 small bottles of "soapless" hand sanitizer in your toiletries. Bath towel and washcloth (1 of each) – towel made of quick-dry material in dark color suggested. A washcloth is highly recommended as the shower water is unheated.

Items for the Field and Classroom

2-3 Notebooks; lots of pens and/or pencils. Three-subject notebooks are handy!
1 Ream (500 sheets) of 8.5"x 11" high quality white paper. Please protect the corners from being damaged in transit; we are unable to obtain adequate American-size laser printer paper in Africa for the Centers. You will need this for DR projects, etc.
Journal articles for discussion (please reference the Library section of this Handbook).
Calculator (should perform some statistical calculations: mean, standard deviations, linear regression, etc.). You should practice using the calculator before you arrive and remember to bring the owner's manual.

1 USB flash drive (also known as a USB keychain drive, USB micro drive, or USB thumb drive), with a capacity of at least 64MB (megabytes). You will use this to take your work and photos home with you at the end of the program, and to move data files between computers.

Small, collapsible camp chair (Crazy Creek is one popular brand) or folding chair cover (converts a sleeping pad to a chair, Thermarest is one popular brand) for field lectures and expeditions – highly recommended by former students!

OPTIONAL CLOTHING AND EQUIPMENT

Laptop computer. Students are **highly** encouraged to bring their own personal laptops for the added convenience and freedom that they provide. There are a limited number of computers at the site, so you will appreciate having an alternative when the Center computers are in high demand. As a general recommendation, this should be an IBM or Mac compatible laptop less than 6 years old, containing Microsoft Office 2000 or later software, or office software that can export Microsoft Office compatible documents. To easily transfer your work between Center computers and your laptop, please bring a USB flash drive (also known as a USB keychain drive, USB micro drive, or USB thumb drive), with a capacity of at least 64MB (megabytes). You should also bring a portable surge suppressor, a laptop carrying case, and a security cable or lock to protect your laptop.

Note: SFS cannot accept responsibility for ensuring the safety of students' personal computers, either onsite or in the field. Personal laptop insurance coverage can often be obtained through the credit card used to buy the equipment (check with your credit card company), or through homeowners' insurance.

Camera, extra batteries, and lots of film. (Print film is expensive in Kenya, slide film is comparably priced- in the past students have used as few as five and as many as 25 rolls in three months.) Digital cameras are great!

Hiking boots – these are great for work in the field, but if you don't have a pair that are already broken in, your sneakers will suffice. If you plan to climb Mt. Kilimanjaro or Mt. Kenya after the program, these are a must!

Trash bags – come in handy when packing for expedition

Telephoto lens- Wildlife can look like specks on a field with a 50-mm lens.

Paperback books (can be shared with other students)

Writing materials (journal, stationary, address book)

Materials for RAP (Reflection, Announcements, Presentation) – during the course of each program students will be asked to lead a RAP session at least once. You may wish to bring from home any items that you'd like to use for the Reflection and Presentation portions of your session(s). The Reflection is generally something creative you'd like to share with the group such as a quote, poem, song, etc. The Presentation is academic in nature and should pertain to the program in some manner; it can deal with Africa, Kenya, the environment, an animal, etc. You'll have some resources in our library at your disposal but if you'd like to do a presentation on non-African animal, environmental issue, etc., you may wish to bring some information from home.

Clipboard - can be helpful for taking notes in the field

Spare glasses or contact lenses

Personal first-aid kit (aspirin, Band-Aids, antibiotic cream, ibuprofen, tweezers, clippers, Q-tips, Pepto Bismol (preferable to Immodium) antibiotics, etc.)

Small repair kit (needle, thread, safety pins, super glue, etc.)

Pocket knife (a Swiss Army knife is ideal)

Musical instruments- please bring these! Alumni contacts are a good resource if you have questions about bringing instruments as additional carry-ons.

Used school books: children's reading books, or other general reading material for local elementary and high schools. These are excellent gifts to bring on our local school visits where there is such a shortage of books and school supplies.

Any snack or food items- that might not be available in Kenya

Recipes - for contributing to cook crew duties

Recreational items - for free time at each site, such as Frisbees, hacky-sacks, knitting etc.

Small tape recorder. Often, the sounds of Africa are as interesting to take home as the sights.

Compass if you plan on hiking in the mountains after the program

Favorite reading selection/poetry for sharing with the group either through possible poetry nights or during RAP (a daily session for Reflections, Announcements and Presentation)

Items to donate to community or trade at markets. Students have found that they were sometimes able to trade watches, water bottles, pens, sunglasses, and new clothing.

Textbooks to donate to CWMS. Our library is small but it can be helped enormously through donations of old science, statistics, economics, or African Studies texts.

FINANCES

While you are at CWMS, virtually all needs are taken care of, but there are some additional expenses. Expect to pay approximately \$180 (semester)/\$120 (summer) for books. There are also a variety of personal expenditures that you may make at your discretion. There is a duka (store) at the Center that sells items including soft drinks, candy bars, class t-shirts, books, stickers, postcards, aerograms, and postage (approximately \$1.25 for each letter to the USA). The duka is generally open daily for a short period during lunch and dinner. Expect to buy a few meals while on the road during expeditions and day trips, and while visiting nearby towns on days off. Meals cost between \$2 and \$10. Occasionally, on expedition, an optional buffet lunch may be arranged at a safari lodge, which will cost \$10-\$13. You may wish to purchase something at an auction held each semester/summer to raise money for the community. Many past students have wished

that they had brought more money for souvenirs and extra activities. Additionally, be sure to bring money in case you need to visit a medical clinic (even if you have insurance) and/or have lab tests done.

There will be opportunities to make purchases during days off and possibly during the final days of the program. Souvenirs (including group t-shirt and group yearbook), postcards, postage, sodas, and meals in restaurants are the most common expenses.

When leaving the country, there may be an airport departure tax of \$50 (usually, but not always, included in airfare cost), payable only in hard currency cash—i.e. U.S. dollars. Traveler's checks are not accepted, so it is best to bring \$50 in U.S. dollars especially for this purpose.

You should bring at least \$600 US dollars in cash with you to start. Make sure the bills are the new multi-colored type with the larger numbers and larger pictures of presidents on them, as the old ones are no longer accepted by the banks or money change offices! As opportunities for exchanging money at a good rate will be limited, you will need to have at least this much money in U.S. dollars. As a back up option, students should bring an ATM card with code as money withdrawals can be arranged through staff or in a nearby town. **There is a lockbox which will be kept in the staff offices where valuables can be stored.**

Kenyan shillings are a bit bigger than American dollars. If you have an extra-deep wallet, you should bring it along because it will help hide your money when you are in the market and other places.

Do not, under any circumstances, change money informally (on the black market); it is illegal!

Although you should weigh the additional risks of carrying cash, traveler's checks do not get good rates. You also have to go in person with your passport to a bank in order to change them. It may be at least a month before semester students have the opportunity to do this, while summer students may not have time to do this at all during the program. If you do bring traveler's checks, be sure to also bring the slip that the bank told you to keep separate from the checks. Note that if you plan to travel outside of Kenya before or after the program, cash is also more convenient to have than traveler's checks.

An ATM card or credit card with pin code (Visa is best) is the best option, as it may be possible for students to withdraw money at the airport or in a nearby town.

If you have a credit card other than Visa, check with the issuer before departure to see what services they have available in Central and East Africa. You should also confirm the process of using your card at an ATM with a pin number. American Express is not easily accepted in Kenya, and only one bank near KBC has an ATM machine that will accept Mastercard with a pin number (although for use as a credit card it is relatively well-accepted). Visa is your best bet.

Wire transfers that would be routine in the U.S. tend to be expensive and inefficient in Kenya. In some cases, funds have “disappeared” for a number of weeks. We do not recommend them.

ESTIMATED COSTS

Expenditure	Semester	Summer
Pupil's Pass & Visa	\$100	\$100

Books*	\$180	\$120
Spending money	At least \$800	At least \$400
Airport Departure Tax**	\$50	\$50

*To be purchased upon arrival at the Center in Kenyan shillings.

**Often included in the cost of your airline tickets.

FACILITIES

CWMS operates two sites in Kenya, Kilimanjaro Bush Camp and National Park Site. Currently, all semester sessions are being conducted at the Kilimanjaro Bush Camp site. Semester students may have the opportunity to visit the National Park Site during one of the scheduled expeditions. Both Summer 2007 sessions will be conducted at the National Park Site.

KILIMANJARO BUSH CAMP

Kilimanjaro Bush Camp, which opened its doors in the summer of 2001, replaced an earlier site called Kuku Bush Camp and is located approximately 215 km southeast of Nairobi at the base of Mt. Kilimanjaro and 25 km from the Kenya/Tanzania border.

Kilimanjaro Bush Camp is fenced within 25 acres of a 60-acre parcel of land leased by SFS from a Maasai private landowner. It is located on the foothills of Mt. Kilimanjaro and borders a river fed by a series of natural springs. The springs provide refreshing and quiet places to visit where one can enjoy the natural flow of water and listen to birds singing, yet still be within the safety of camp environs. Adjacent to the river is a lush zone of yellow Acacia (*Acacia xanthophloea*) trees, with a perfect view of the surroundings and a magnificent vegetation mosaic. An evening walk through this woodland is a must! Across the river are a number of small-scale farms occasionally raided by wildlife from the neighboring Kimana Wildlife Sanctuary. This will provide an excellent opportunity to study wildlife conflicts in the vicinity of our camp. Kimana High School, where SFS students have teamed up with local students to do community projects, is also across the river from us. You may have the opportunity to visit nearby Maasai bomas (groupings of traditional homes) for the day.

The Bush Camp has spacious grounds with student bandas (small cabins), a chumba (big open-air room) for lectures and meals, a library and computer room, offices, and staff and faculty housing. Housing is almost completely constructed with local materials. The student bandas consist of rectangular-shaped units, raised on a cement platform with cement-block walls to four feet high, and thatched v-shaped roofs. Bandas have two entrances, each with a porch, and can accommodate four students. The bandas are partitioned inside with wooden shelves. Each student will have a camp bed with mosquito netting. Bandas are aligned carefully in a south-north direction in order to optimize the view on either side. The Chumba is at the center of all camp activities with the kitchen, library and computer room attached, and a separate wing comprised of office space for the faculty and staff. Standing in front of the Chumba, you will have a clear view of the acacia woodland a grouping of five bandas on each side. There is plenty of space between the Chumba, student bandas and acacia woodland for soccer and frisbee. An additional playing field exists behind the student bandas on the right-hand side of the Chumba for volleyball and soccer. Surrounding the central student area are faculty and staff housing units, which are spaced in a compact arrangement like the rest of the camp to resemble an African village. If you enjoy long-distance running, try a loop around the camp perimeter fence (along the inside). The loop is about a mile long.

Water is obtained about 150 meters away from a well dug to tap the cold underground waters of Kilimanjaro. The well is about 20 feet deep, and is constructed properly and protected. The water is pumped into large, raised plastic tanks and flows freely by gravity into various outlets.

The camp has a solar power system backed with a diesel engine generator. Two gates are located on opposite sides of the camp; one of these is constantly locked unless we need it and the other (the main gate) is patrolled day and night by security guards, or askaris. Outside the fenced camp site, are several rocky hills dispersed throughout the 60-acre land parcel, providing perfect views of Mt. Kilimanjaro. Note that the 60-acres comprising our property are located within a 61-km perimeter electric (solar-powered) fence installed to keep large species of wildlife such as elephants and buffaloes out of local, agricultural areas, although it is not unusual to still find zebras and buffaloes inside the fence. So, it is important to always keep a watchful eye when you are outside of the fenced portion of KBC.

The Kilimanjaro Bush Camp (KBC) is strategically located to access private farms, Kuku, Kimana and Mbirikani Maasai group ranches and Kimana Wildlife Sanctuary, all of which are within the Amboseli-Tsavo National Parks corridor and wildlife dispersal area. The system presents enormous challenges and research opportunities in wildlife management, and land and resource-use conflicts. You will have the opportunity to examine the options from a broad range of perspectives – from the viewpoints of individual private landowners as well as community and state agencies, such as the Kenya Wildlife Service.

NATIONAL PARK SITE

This site is adjacent to the famous Nairobi National Park, which is the only park in the world within the borders of a capital city. The site is situated on the Athi-Kapiti plains in the Kitengela dispersal area. It is on a 60-acre, privately owned piece of land. It is about one hour from Nairobi Jomo Kenyatta International Airport. The drive from Kitengela is through open grasslands dominated by such wildlife species as giraffe, Thomson's gazelle, zebra, wildebeest, kongoni (hartebeest), eland and other species of wild ungulates.

The National Park Site is located on the Southern border of Nairobi National Park (NNP), along the Mbagathi (Empakasi) River. The land slopes gently westwards towards a seasonal tributary of the Mbagathi River. The higher parts are open grassland dotted with an occasional Acacia. A number of aloe species, close relatives of the famed Central African Aloe vera, used extensively in the cosmetics industry, are found amongst the rocky outcroppings. The lower part is riverine forest dominated by fever trees, *Acacia xanthophloea* and *Acacia kirkii*. Large fig trees in the Mbagathi River attract troops of Baboons and Vervet monkeys during the fruiting season. Africa's largest eagle, the Martial eagle (*Polemaetus bellicosus*), can occasionally be seen hunting monitor lizards or guinea fowl in the bushland around the camp. The combination of rocky outcroppings, riverine vegetation, bushland and open grassland within and around the site are the main factors behind the magnificent biodiversity surrounding it. From the plateau and ridge above the camp are lookouts into the park where big game and carnivores can be seen such as giraffe, buffalo, rhino, zebra and occasionally cheetah, lion and leopard. The magnificent view of the Ngong Hills adds greatly to the appeal of the place. Bird life is diverse since the camp is located in a gorge surrounded by the open grassland of the Athi-Kapiti plains. Nile crocodile and hippo are not uncommon in the Mbagathi River.

The National Park Site (NPS) is fenced within 6-acres of a 60-acre piece of land leased by SFS from a private landowner and the rest of the land has intentionally been left for wildlife moving in and out of the park. Adjacent to the site is our Research Center, which is located on a slope facing the park. It is used as a facility for researchers, while also housing some of our administrative offices and members of our Kenyan support staff. The point at which the camp meets the Mbagathi River is a common crossing point for wildlife moving between the Park and the dispersal area to the south. Land use in the dispersal area is mainly pastoral but cultivation and other forms of land use are increasing. This scenario will provide an excellent opportunity to study human-wildlife conflicts in the vicinity of our camp. There are several primary and secondary schools in the area, which can provide a great opportunity for cultural exchange between our students and Kenyan youth. Students from these schools have sometimes teamed up with our students to conduct community projects.

The site has spacious ground with a Chumba that houses a lecture/dinning hall, a kitchen, library, computer room and a small store (duka). Other buildings include student cottages (bandas), an office block, a garage, and staff and faculty housing. All the buildings are constructed using local materials, and as a result, they blend very well with the surrounding environment. The Chumba is the center of activities and its location is easily accessible from all the other buildings. From the front of the Chumba, students have a clear view of the acacia woodland and student bandas; four on the left and six on the right, partitioned into twos. Please see the section on Kilimanjaro Bush Camp for a description of the bandas. Water is obtained from two dug wells. The water undergoes strict treatment to make it fit for drinking. Electricity is generated by a 17 KVA diesel engine generator. Well-trained professional guards oversee two gates, which are located on two sides of the site to allow convenient access.

Your sleeping bag will serve as your bedding or blanket, although you will probably want to bring a sheet to cover the mattress. Shower facilities consist of a series of closed stalls with cool running water (note: there is no warm water available). For washing your clothes, you will have access to an outdoor sink, a series of buckets and a clothesline. Wash water passes through a wetland and soaks into the ground, so it is important to bring biodegradable detergent. Behind the Chumba are the faculty houses, most of the administrative buildings and the Kenyan support staff houses. Each banda has one overhead fluorescent light but, as mentioned above, no outlets.

The towns of Kitengela, Athi River and Nairobi provide logistical support for our rustic site, and are all within a one-hour drive. Entertainment at the Center will be mostly up to students. There is a volleyball court in camp and a soccer field on the plateau above the camp. You can expect to enjoy numerous exciting games of soccer and Ultimate Frisbee with Center staff. Soccer and volleyball matches between our students and neighboring schools are also common. There are also designated running/walking routes around the Center. Even the non-runners in the group might get out there and run just to watch the giraffe and other fauna and flora along the way.

The National Park Site is strategically located to access Nairobi National Park and private lands in the park's dispersal area. Increasing human population, changing land use and increased infrastructure development makes the National Park Site a perfect place to study the impacts of these factors on the park and the migration corridor. While at NPS, you may examine the options from a broad range of perspectives - from the individual private landowners, local communities, government and non-governmental agencies such as the Kenya Wildlife Service and the Friends of Nairobi National Park.

Both sites represent showcases of conservation issues in Kenya and your contributions will be highly valued.

RESEARCH EQUIPMENT

Both CWMS sites own or have access to equipment needed for use in the field or classroom, including GPS, GIS, rangefinders and measuring tapes. If a Directed Research project requires a specific piece of equipment, SFS will do everything possible to acquire the necessary item. It should be noted, however, that the Centers are committed to mainly nondestructive field research, which does not always require sophisticated laboratory equipment. The field sites serve as our laboratories.

LIBRARY AND COMPUTERS

CWMS maintains a library of about 800 books and several thousand reprints divided between the two field stations. The focus of the collection is on topics of direct relevance to the Center. You are encouraged to bring additional appropriate literature and, when possible, to leave material for the library. Please be sure to bring one or more relevant photocopied articles to share with the Center. We request that you bring with you articles from scientific and social science journals (e.g. Journal of Wildlife Management, Conservation Biology, Journal of Mammalogy, Ecology, Society and Natural Resources, Ecotourism etc.), preferably electronically on disk, for donation to the library. Articles that discuss the environment, ecology, or natural resources in East Africa are particularly useful. Be sure to include the full reference of all articles. Old textbooks are also always welcome!

At a minimum, there will be six networked student laptops available at the Center, running Microsoft Windows and Microsoft Office software.

If you have your own laptop, you are highly encouraged to bring it to the Center. This can help alleviate some of the stress involved during critical assignment periods, when computer access is in high demand. As a general recommendation, this should be an IBM or Mac compatible laptop less than 6 years old, containing Microsoft Office 2000 or later software, or office software that can export Microsoft Office compatible documents. Files can be transferred between your personal laptop and the Center's laptops for printing or other purposes, using your own USB flash drive or CDRs. Floppy disks and zip disks are not reliable in this environment and are therefore not recommended. You should also bring a portable surge suppressor, a laptop carrying case, and a security cable or lock to protect your laptop.

Note that SFS cannot accept responsibility for ensuring the safety of students' personal computers, either onsite or in the field. Personal laptop insurance coverage can often be obtained through the credit card used to buy the equipment (check with your credit card company), or through homeowners' insurance.

You will be responsible for backing up and managing files saved on your personal laptop or on any Center laptops. **Be sure to take your project data with you upon completion of the program, as it will not be available from SFS later.**

VEHICLES

In order to get just about anywhere here in Kenya, you will be chauffeured in one of our many green Toyota Land Cruisers. Whether for field exercises, game drives, expeditions, or for non-

academic excursions, you will be spending a good amount of time in our Land Cruisers. The cruisers all have quick "pop-tops" for easy viewing of wildlife. Though all our vehicles are linked via radio, you won't find any air conditioning or CD players.

Kenyan roads are an adventure in and of themselves, ranging from pseudo-smooth tarmac, to bumpy rocky dirt, to sticky mud, to cow path, to no road at all. While our mechanics keep the cruisers in top-notch working order, flat tires come with the territory. You can look forward to helping staff when it comes to changing the occasional punctured tire, or digging a stuck vehicle out of the mud.

FOOD

The meals at our sites are healthy and well-balanced, and the proportions plentiful. The typical lunch and dinner will almost certainly consist of a spread of fresh fruits and vegetables, a carbohydrate option, a protein option, and occasionally a dessert. There is usually a delicious selection of fruits such as mango, pineapple, sweet melon, watermelon, and passion fruit to look forward to. Expect familiar meals such as pasta dishes, curried or plain vegetables, pizza, lentils, rice, green salads, beans, potato dishes, maize, lasagna and meat. In a country famed for its "nyama choma" or roast meat, it is not surprising that most Kenyans love to eat meat. Consequently, you can expect a variety of meat dishes including beef, goat and sheep. In addition to meat, you will regularly be treated to novel Kenyan vegetarian favorites such as chapati, githeri, mokimo, and mothokoi.

Breakfasts are likely to include different egg dishes, pancakes, French toast, porridge, crepes, and sometimes, hot cinnamon buns.

Packed lunches during field exercises always include chopped veggies, peanut butter and jelly, and sometimes cheese, tuna, and hard-boiled eggs.

While you will almost certainly be familiar with most dishes and their ingredients, the actual food preparation differs somewhat from the Western norm. Quite simply, dishes prepared in Kenya – whether they are traditional or Western – tend to be cooked with a greater amount of oil than you might be used to. For those individuals who maintain a strict "fat-free" diet or prefer fat-free foods, the food preparation in Kenya will require you to be flexible and open-minded.

While a vegetarian diet poses no problem at either KBC or NPS, a strict vegan diet is more difficult to accommodate. If you are vegan, you will need to be flexible and prepared to bear the burden of costs associated with any special dietary requirements. It may be difficult to accommodate exclusive dietary requirements. If your requirements are extreme, please contact your SFS Admissions Counselor to discuss them.

Student cook crews prepare breakfast each day and are responsible for certain cleanup duties. Please bring any recipes that you enjoy cooking, or would like to share – especially when it comes to desserts. While most Kenyans are crazy about meat, they do not share the same passion for desserts, so any cookies, brownies or cakes typically come from the students.

In addition to kitchen duties, you may also serve on some type of committee concerned with greening the site, planning social events, or helping to organize field trips. Also, every week students participate in a site clean-up, which helps to keep the sites in good shape. Students will

rotate responsibilities of cleaning bandas, site maintenance, monitoring recycling/composting and organizing the library.

A TYPICAL DAY AT THE CENTER

0630	Optional nature walk or breakfast crew
0730	Breakfast
0800	Lecture or field work
1000	Lecture or field work
1200	Lunch
1400	Lecture or field work
1700	Free time
1900	Dinner
1930	RAP (Reflection, Announcements, Presentation)

Other activities may include a Directed Research lecture or presentation, a workshop, guest lecture or student-organized activity (nature film, talent show, group game, committee meetings), Kiswahili lessons or free time.

A TYPICAL WEEK

Our weekly schedule in Kenya will vary significantly from the beginning of the program to the end. After the first few days of orientation and organization, the first half of the program will include about 15 lectures a week, plus 3 to 5 other meetings (organizational, research/paper presentations, guest lectures). The afternoons are generally filled with field trips, labs or reading time. Academic scheduling is maintained on a six-day-a-week schedule.

Toward the latter half of the program, the lectures and organized classes diminish in frequency and are replaced with blocks of time allocated for the Directed Research projects. Groups of 7-10 students generally go to a research site with a staff member to collect data. Additional meetings are scheduled to offer training sessions in the skills needed to complete the research. These include sessions on statistics, paper writing formats, computer spreadsheets, word processing and laboratory analysis sessions.

The program typically has one day off per week; a variety of activities are planned with student input and can include such things as hiking, shopping and visiting various nearby historical sites in Kenya. Typically, about twice each semester, a program goes on a one-week expedition, which enables students to visit local communities and/or national parks. Expeditions are a part of the academic program.

Two to four community service projects are also planned during the semester (one to two during the summer). You will have an opportunity to work with local community groups and schools on various projects. Staff members are provided one day off a week, which is determined by their duty schedule.

STUDENTS AND THE LOCAL COMMUNITY

Kenyan communities are small. Kilimanjaro Bush Camp is located near the town of Kimana and the National Park site is near the town of Kitengala, both have several hundred “neighbors” within a few kilometers of our camp. Please remember that what is considered acceptable or

appropriate varies in every culture and be sensitive to this when you are away from the Center or interacting with community members. The staff will brief you on this in more detail during Orientation.

There may be opportunities to do volunteer work, such as helping to plant trees at the local schools, reading to orphans, working with local groups at planting and harvesting time, building terraces, or meeting with local conservation groups.

BASIC KISWAHILI

Kiswahili is spoken throughout East Africa (Tanzania, Kenya and Uganda), along the Eastern borders of Zaire and Burundi, and along the Northern border of Malawi. It originated with the coastal Swahili tribe, and is still spoken in its purest form along the coast of Tanzania and on the island of Zanzibar. The language tends to become more and more ungrammatical as one moves further inland, and while the language form spoken and written in Nairobi is essentially the same, it is marked by its own idioms and style. Except for the coastal people, Kiswahili is not frequently the first language spoken by East Africans. It is, however, the national language of Kenya, along with English. It is the general language of communication for East Africans, most of whom also speak their own tribal language such as Kikuyu, Kamba, Luo, etc.

Kiswahili is a very logical, easy-to-learn language, and any attempt to use it will get a very warm reaction from the local people. Here are a few of the basics which you might like to practice before your arrival in Kenya.

Vowel Pronunciation

A as in “Father” or “Far” but slightly shortened
e.g. MAMA – mother; BATA – duck; BWANA – man/mister/sir

E as in “Bed” or “End”
e.g. EMBE – mango; WEWE – you; KWELI – true, truth

I as in the double E sound in “Feel”
e.g. MIMI – I/me; RAFIKI – friend; KITI – chair

O as in “So” or “Coast”
e.g. HUYAMBO and SIYAMBO – hello; MOJA – one; MOTO – hot; SOKO – market

U as in the double O in “Loose” or “Too”
e.g. GUMU – difficult; TATU – three; KUKU – chicken

Consonant Pronunciation

They are pretty much the same as in English, except there is no Q and there are slight changes in the pronunciation of:

J takes on a slight “DY” sound as opposed to the “DJ” sound Americans are used to.
R has a slight tip-of-tongue roll (such as Spanish) which can be picked up after hearing it.

Double Consonant Pronunciation

These look very strange to the American eye, but are sprinkled liberally throughout Kiswahili and are easy once you get the hang of them. You will see lots of “M”s and “N”s before other consonants and the trick to pronouncing them like a native is to NOT make the classic Western mistake of sticking a vowel between them. Here are some examples....

MZURI - This word means “good” and pronounced by almost humming “MMM” and then saying “ZURI” Don’t even consider placing a vowel in there or the word will come out sounding like “Missouri” and all of the market stall owners will raise their prices knowing that one is a MZUNGU (a tourist).

And finally, keep in mind that the stress in Kiswahili words fall on the next to last syllable.

Good Words/Expressions to Know

HUJAMBO/SIJAMBO	Hello (singular-between two people)
HABARI?	How are you?
POLE	Sorry
TAFADHALI	Please
NDIO	Yes
HAPANA/LA	No
MZURI	Good
MBAYA	Bad
ASANTE	Thank you
KARIBU	Welcome (or You’re Welcome)
MINGI	Many, Much
SANA	Very
KIDOGO	Little, Few
KUBWA	Big
BEI GANI	What is the Price?
GHALI	Expensive
RAHISI	Cheap, Easy
GUMU	Difficult
PESA	Money
JINA LANGU NI	My name is...
NINASOMA	I am studying...
SITAKI KUNUNUA	I don’t want to buy
NINATAKA HII	I want this
UNAFANYA NINI	What are you doing?
SIFAHAMU	I don’t understand
SIJUI	I don’t know
UNATAKA NINI	What do you want?
NINAHITAJI MSAADA	I need help
TOKA HAPA	Go away (literally: “From here”)
KWA HERI	Goodbye
MIMI NI MWANAFUNZI	I am a student
NAMBA	Numbers
MOJA	One
MBILI	Two
TATU	Three

NNE	Four
TANO	Five
SITA	Six
SABA	Seven
NANE	Eight
TISA	Nine
KUMI	Ten
KUMI NA MOJA	Eleven
KUMI NA MBILI	Twelve
ISHRINI	Twenty
THELATHINI	Thirty
AROBAINI	Forty
HAMSINI	Fifty
SITINI	Sixty
SABINI	Seventy
THEMANINI	Eighty
TISINI	Ninety
MIA	One Hundred
MIA MBILI	Two Hundred
ISHIRNI NA MOJA	Twenty one
AROBAINI NA TANO	Forty five
MIA MBILI NA HAMSINI	Two hundred fifty

You will have plenty of opportunities to learn and practice Kiswahili during your time in Kenya. Semester students will be offered a course called Introduction to Swahili Language and East African Tribal Communities. If you would like to get a head start on your study of the language, a book called Simplified Swahili by Peter Wilson is available for about \$6.00 and is extremely well explained and organized. There is also a book called Teach Yourself Swahili that is quite good.

COMMUNICATIONS

MAIL

Be sure to share your address with friends and families and ask them to write a few weeks before the program begins to start receiving mail soon after arrival. This is especially important for summer students who are only in Kenya for a short time.

Mail should be addressed as follows:

Student Name
Center for Wildlife Management Studies
P.O. Box 27743 (Nyayo Stadium)
00506 – Nairobi, KENYA
East Africa

It is important to ask your family and friends not to send packages of any kind (including care packages) to the Center. The post office releases packages after delays for customs inspection - a process that may take the recipient hours to complete. Depending largely on luck, and how valuable the package looks, the customs officer may charge the recipient a tariff greater than the value of the contents. Packages that are not successfully claimed are not returned to the sender.

The only mail which is easily accepted by the post office is regular letter envelopes; 5 inches by 7 inches is the largest size envelope the SFS post office box can receive.

Airmail from the U.S. usually takes 10 to 14 days. On occasion, letters have successfully arrived in as few as six days, and rarer still, a few letters have taken as long as six months. Generally speaking, correspondence to or from the States takes approximately two weeks. Mail is collected from our mailbox in Nairobi and transported to the Center one or two times per week unless the program is on expedition. Outgoing mail is deposited in a mailbox at the Center and deposited at the central post office 1-2 times per week.

The approximate cost to mail a letter to the U.S. from Kenya is 95 Kenyan Shillings which is approximately \$1.20, depending on the exchange rate.

TELEPHONE

Please do not tell your friends and family that you will call upon arrival in Kenya. Because the Center has only one phone line, it is not regularly available for student use. In emergencies, the phones at the Centers will be made available for student use. It may be a few weeks or more before you have a chance to go into a town where you can make a phone call, but even in nearby towns (Nairobi, Loitokitok), the phones are not always reliable. Make sure that your family is aware that your ability to call home will be severely limited. Tell them that mail is usually dependable; mail and email will be your primary modes of communication during your stay in Kenya.

Cell phone use has become increasingly prevalent in Kenya and it is common for student groups to purchase a couple of cell phones (~\$35 each) locally and the necessary SIM cards (~\$10 each) for shared use by the group. Due to high calling costs, cell phones are still not a practical option for staying in regular contact with people at home. Calling cards are no longer operating or accepted in Kenya. Collect calls cannot be made, nor 800#'s called. Only cash calls in Kenyan shillings can be made to overseas numbers, IF a phone is available and working, and they are very expensive, approximately \$15 for 3 minutes. Some hotels may let students call from their premises, but usually impose a heavy service charge.

You will not have access to faxes at the Center; our limited phone lines are reserved for business usage only, and like all other phones in Kenya are often not working well. Please think and plan ahead regarding any urgent matters that will require your attention while away such as job or internship applications, academic advising, etc. If they can't be dealt with by mail or intermittent Internet use, it may be best to make arrangements before leaving home.

INTERNET

Internet access and e-mail are available for students at the KBC Center (and should be available at the NPS Center by Summer 2007) to support research and educational work. In order to maintain the stability of the network, the following actions are prohibited:

- Downloading any non-research related files.
- Downloading large files, especially audio/video files.
- Downloading or running any software applications, including plug-ins and scripts.
- Using any Internet application other than Internet Explorer.
- Gaining unauthorized access to remote Internet systems or abusing Internet systems or Internet users.

- Taking actions that compromise the security of the center network.
- Representing The School for Field Studies in any manner.
- Distributing SFS-owned knowledge or propagating falsified information about SFS.
- Spamming, hacking, virus distribution, etc.
- Illegally copying or redistributing copyrighted material.
- Viewing pornographic or illegal content.

In the event of any violation of this policy SFS reserves the right to suspend or terminate any or all Internet access.

NEWS FROM THE FIELD

Be sure to let your friends and family know that SFS publishes News from the Field every two weeks on our website (www.fieldstudies.org). This includes photos, updates from the Center Director and Student Affairs Manager on what students have been doing most recently, and quotes from students with their thoughts about their experience. It's a great way for your loved ones to follow your exciting adventures!

EMERGENCY CONTACT

Emergency contact should be made with The School for Field Studies Headquarters office in Salem, Massachusetts at 978-741-3544. Office hours are 8:30am to 5:00pm (Eastern time) Monday through Friday. At all other times SFS maintains a 24-hour emergency message system while students are in the field. This system is for reporting family emergencies that require immediate contact with a student in the field, or to report a problem with a student in transit to or from one of the SFS field stations. To leave a message, which will page a staff member, call 978-741-3567, once prompted, press "2" for the emergency system. While headquarters' staff know the whereabouts of student groups at all times, it may require 24 hours or more to make contact in some cases.

NOTE: Problems or emergencies that arise in the field will be reported directly to the SFS Safety Director. SFS will then contact appropriate parties as necessary.

SAFETY PHILOSOPHY AND STRATEGY

Safety is never an absolute. The best approach is to strive with integrity towards an ideal safety potential. That means doing the necessary work to ensure safety. It means doing due diligence in finding out what the hazards are and weighing options to either reduce the exposure to the hazard, or to mitigate its effects. It also means planning how best to respond to incidents.

Together, we have worked with safety and risk managers, students, educators, travel experts, staff, students, medical professionals, lawyers, technology providers, insurance companies, regulatory and law enforcement agencies and our Board of Trustees to develop, implement, enforce and support all the elements of the SFS Safety Strategy.

We recognize that the location of our sites and the nature of our research activities may present greater and qualitatively different risks than those found on a college campus within the US. SFS is committed to managing these risks we assume in order to meet the goals of our international, field based programs.

As part of our safety strategy, we require standards for behavior intended to maximize safety for our students, our staff, for the communities in which we work and for our school. No one approach to behavior management will work for everyone. Therefore it is important that you clearly understand the SFS standards before you choose to commit yourself to participation in our programs.

We understand that students over the age of 18 years are adults, have choices and are responsible for their own decisions and the resulting consequences. We recognize that these choices include deciding whether and when to participate in our programs. We work hard to ensure that programs and Centers are safe, educational, stimulating, secure, fun, and dynamic environments where staff and students successfully work together. Therefore, we hold adult students accountable for following SFS policies, Center-specific rules and for respecting the Operational Objectives. The decision to ignore or violate them or to endanger the safety or security of others will result in disciplinary action. The decision to support The Safety Matrix and work together will lay the foundation for tremendous experiences and world-changing possibilities.

Our safety strategy includes the following:

- The Safety Matrix: Our school-wide program policies, specific rules and protocols, SFS Operational Objectives and the Safety Curriculum for our staff and students are a comprehensive effort to promote safety and mitigate unforeseen events.
- Safety Support Systems: The technologies, documents, structures and procedures concerned with relevant safety information gathering/dissemination, communication, contingency plans, protocols, evaluation, improvement and review.
- Community Relationship: It is important for SFS students and staff to be contributing, responsible members of, and have an excellent relationship with, the communities where our Centers are located.

THE SAFETY MATRIX (OVERVIEW)

- SFS-Wide Program Policies
- Center Rules and Protocols
- SFS Operational Objectives
- Disciplinary Procedures
- Terms and Regulations Contract
- Safety Education

SFS-WIDE PROGRAM POLICIES

These are in effect at all times for everyone participating in or visiting any SFS program or location. These are only brief summaries of the policies. Please refer to the Policies section at the end of this document for additional information on specific policies.

- Alcohol Policy
- Drug Policy - Possession or use of illegal drugs is strictly prohibited.
- Time Off Policy

- Sign Out Policy - All students must sign in and sign out of the Center so that their whereabouts are known in the event of an emergency.
- Visitor Policy
- Early Program Departure Policy
- Motor Vehicle/Boating Policy
- Swimming Policy
- Policy on Local Laws
- Sexual Harassment Policy

OPERATIONAL OBJECTIVES

These are the common-sense agendas designed to support our SFS teams' functioning safely and accomplishing our work. SFS works to empower students and requires them to manage their behavior in order to achieve the following objectives and aims:

- Safety and Security
- Academics
- Local Community Relations
- Legality
- Liability
- Foreign Environment for Students
- Ability of Centers to Conduct Business
- Ability of SFS Headquarters to Conduct Business

These Operational Objectives have different implications at different Centers. During the on-site orientation, each agenda will be clarified for each particular Center.

DISCIPLINARY PROCEDURES

Violations of any SFS-wide policies, Center-specific rules and protocols and Operational Objectives may result in one or more of the following disciplinary actions:

- Verbal warnings
- Written warnings
- Probation
- Expulsion

All staff and students are expected to understand and to actively support the standards of behavior as presented in our written materials and in our on-site orientations. While all staff members are responsible for understanding and enforcing our standards for behavior, all formal disciplinary measures for students are at the discretion of the Center Director in consultation with his or her staff and Headquarters, where appropriate. GENERALLY speaking, behavioral issues arising out of misunderstandings or that are not overly compromising to SFS Operational Objectives will be addressed with education, clarification and intermediate disciplinary measures (warnings/probation). However, any behavior that significantly compromises the Operational Objectives or any violation of SFS policy may be cause for immediate expulsion. SFS reserves the right to contact parents/guardians in the event of significant alcohol abuse, unsafe behavior, or any behavior that potentially compromises a student's ability to participate in our program. In the event that you are asked to leave the program, SFS will return you to the point of program

departure at your own expense. At this time, any and all responsibility on the part of The School for Field Studies will cease. Students who are expelled or who depart early from the program will be withdrawn from all courses and receive no credit. All outstanding financial obligations to SFS remain in full effect.

SAFETY EDUCATION

In some areas where our programs operate the average local five-year-old has vastly superior knowledge about what is important in order to keep safe than our students do upon arrival. Learning to observe and interpret what is going on around you is a desirable skill that may enable you to effectively minimize risks, make better-informed decisions and mitigate the consequences of undesirable events. Like most skills, it takes some time to develop. The following section will help guide your behavior while you are learning and help facilitate the process.

This section (Traveling and Living Abroad) presents traveler best practices and lists a number of information resources. This will serve you during your SFS program time, as well as during travels before or after the program, and during break and free time. In addition, during your on-site orientation you will learn about potential local hazards, safety systems, Center specific rules and the local Operational Objectives. In addition, you may have discussions based on case studies and on your experiences and those of your group members.

TRAVELING AND LIVING ABROAD

CROSS-CULTURAL AWARENESS: “WHAT’S UP WITH CULTURE?”

“What’s Up With Culture?” is a curriculum which is part of the "Safety First-Educational Travel Information (SAFETI): Student Orientation Project”: <http://www3.uop.edu/sis/culture/index.htm>. This engaging, colorful web site includes both fun exercises and beautiful photos from around the world. It is an excellent resource for learning to understand the environment you are in, the context of events going on around you and your relationship to those events in order to stay safer.

COUNTRY INFORMATION

US State Dept. Country by Country Background Notes: <http://www.state.gov/r/pa/ei/bgn/>

US Embassies and Consulates: <http://usembassy.state.gov/>

CIA Country profiles including geography; people; government; economics; transportation; communications: <http://www.cia.gov/cia/publications/factbook/>

FOR GOVERNMENT WORLDWIDE TRAVEL ADVISORIES

The following sites contain information on road/travel safety, the political situation, laws, medical facilities, crime, political strife, terrorism, etc:

US State Dept., Bureau of Consular Affairs: <http://travel.state.gov/>

Australian Dept of Foreign Affairs and Trade: www.smartraveller.gov.au

United Kingdom Foreign and Commonwealth Office: www.fco.gov.uk

Canadian Dept of Foreign Affairs and International Trade: www.voyage.gc.ca/dest/index.asp

PERSONAL SAFETY

Adapted from the USC Center for Global Education Study Abroad Safety Handbook

According to travel and study abroad experts, most of the incidents resulting in injury or death of students while participating in study abroad involve:

- Travel/traffic accidents
- Use and abuse of drugs or alcohol
- Sexual harassment and assault
- Crime/petty theft
- Mental health issues/stress
- Diseases and illnesses that exist in the host country

Some Best Practices for Mitigating Personal Safety Risks

Precautions When Accepting Food and Drink: Be cautious about accepting drinks from a stranger, alcoholic or non-alcoholic. Be cautious about accepting food from a stranger.

Risk upon Arrival: Travelers, especially those having just arrived abroad, are often targets of crime and at higher risk of harm, because they:

- Are unfamiliar with their surroundings
- Might not speak the local language well
- Are clearly recognizable as foreigners
- Have not yet learned the social norms or unwritten rules of conduct
- Are eager to get to know new people and the local culture
- Are naive to the intentions of people around them
- Are carrying all their valuables with them when they first step off the plane, train, or boat

Keeping in Control: In addition to the circumstances involved with being new in a foreign country, which are often beyond one's immediate control, there are many situations that you can control. Some controllable factors that place you at greatest risk include:

- Being out after midnight
- Being alone at night in an isolated area
- Being in a known high-crime area
- Sleeping in an unlocked place
- Being out after a local curfew
- Being under the influence of alcohol or drugs.

Non-verbal Communication: Non-verbal communication (such as body language and hand gestures) considered harmless in the U.S. may be offensive to people in other countries. The list of gestures considered rude in other countries can grow beyond the obvious.

Sexually-Transmitted Diseases: Keep yourself free from sexually-transmitted diseases by using protection (like condoms or abstinence). Also, remember that "no" may not always be interpreted as "no" in other countries. Inform yourself about the types of diseases prevalent in the area in which you are traveling. Unprotected sex puts one at risk for acquiring a sexually-transmitted disease, including HIV. Traveling abroad can be romantic - beautiful scenery, a new culture, none

of the constraints of home. Do not however, let the romance overwhelm your common sense. If you do decide to have sex, you should make sure that it is protected sex.

International Sources of Information: Inform yourself about your new environment, making use of as many different sources as possible – the Internet, the library, television and radio news programs, and the newspaper. Don't limit yourself to U.S. sources. Instead, contrast the U.S. information with that provided by other countries.

Understanding Locals: Beyond tuning into yourself, make it a point to try to understand what locals are communicating to you, how they feel about you and about U.S. citizens in general, how you are fitting with their values, and how well you understand them. Obviously a stronger grasp of the local language will help you with these things, but even knowing a few essential phrases can be immensely beneficial.

How to Dress: It is best to dress conservatively – by local standards, so you can't be identified on sight as a tourist or a U.S. citizen.

Jewelry and Other Valuables: Any time or place you travel, be careful with your valuables. Leave your good jewelry at home, and keep money in a safe place like a money belt or hidden pouch under your clothes. Keep a low profile with regard to your camera and electronic equipment, and keep your bags with you at all times.

Becoming Aware of Your Surroundings: You should be aware of your surroundings, remembering to:

- Pay attention to what people around you are saying
- Find out which areas of the city are less safe than others
- Know which hours of night are considered more dangerous
- Stay and walk only in well-lit areas
- Avoid being alone in unfamiliar neighborhoods
- Know where to get help (police station, fire station, phones, stores, etc.)
- Do not touch suspicious items like letters or packages mailed to you from someone you don't know
- Know what is "normal" and "not normal" to see on a daily basis in the areas you frequent
- Do not respond to explosions or gunfire by going to a window; seek cover away from windows and exterior walls

Effects of U.S. Foreign Policy: The foreign policy of the U.S. does not always sit well with citizens of foreign countries. In some cases, Americans living abroad can be targets of the frustrations of these individuals. Consider the nature of the political climate and relations between the U.S. and the countries you plan to visit.

Crimes against U.S. Citizens: There are some steps you can take to avoid being targeted for politically-motivated crime or anti-U.S. crime in general. Try to assimilate your style of dress and mannerisms as much as possible into the local norms. "Dressing like a U.S. citizen" (or any way conspicuously different from local people) can make you a target.

Political Rallies: Avoid political rallies, which can increase tensions and emotions or breed angry mobs for which a U.S. citizen may serve as a scapegoat.

Health: Every region has its own unique health challenges. We strongly recommended that you consult with a travel medicine clinic or physician who can look at your travel itinerary and your personal health profile and work with you to devise a health strategy for your travel, including all appropriate vaccinations, medications and treatment options.

To locate a travel medicine clinic as well as for information on destinations, outbreaks, diseases, vaccinations, insect protection, safe food and water, and medical emergency preparation: The Center for Disease Control: <http://www.cdc.gov/travel/>

Disease maps; health risks and precautions; travel by air; environmental health risks; accidents, injuries and violence; infectious diseases; vaccine-preventable diseases; malaria; blood transfusions, etc.: <http://www.who.int/en/>

SOME HEALTH CONSIDERATIONS

MEDICATIONS

You should bring enough over-the-counter and/or prescription medication to last throughout the program and your travel before or afterwards, if applicable. Keep it in its original container (this will be helpful when passing through customs). Please make sure that all medication is noted on the SFS Medical Form. Program staff will check in with you on your medication requirements (storage, schedule, etc.) during the orientation at the Center. Per local laws, staff may be limited in their ability to dispense over-the-counter and prescription medications.

SPECIAL MEDICAL CONDITIONS/NEEDS

If you have any allergies or special conditions which might lead to sudden illness (such as asthma, diabetes, bee sting or penicillin allergies, etc.), you must inform the staff of possible reactions. You should also consider discussing these with the rest of the student group during the orientation at the Center so that other people will know how to react in case you suddenly need assistance or medication. If you have any critical medications, you must carry them with you at all times and should report these medications on their SFS Medical Form. SFS also recommends that students consider wearing a medical alert bracelet describing any special medical conditions.

If you have asthma, even if you have not had any problems for years, you should bring an inhaler and all the necessary medications because past students have found that asthma acts up in some of the environments where our Centers are located.

FOOD (FROM THE CDC)

To avoid illness, travelers should be advised to select food with care. All raw food is subject to contamination. Particularly in areas where hygiene and sanitation are inadequate, the traveler should be advised to avoid salads, uncooked vegetables, and unpasteurized milk and milk products such as cheese, and to eat only food that has been cooked and is still hot or fruit that has been peeled by the traveler personally.

Undercooked and raw meat, fish, and shellfish can carry various intestinal pathogens. Cooked food that has been allowed to stand for several hours at ambient temperature can provide a fertile medium for bacterial growth and should be thoroughly reheated before serving. Consumption of

food and beverages obtained from street food vendors has been associated with an increased risk of illness.

PROTECTION FROM INSECTS

Travelers should be advised that exposure to spider and insect bites can be minimized by modifying patterns of activity or behavior. Some vector mosquitoes are most active in twilight periods at dawn and dusk or in the evening. Avoidance of outdoor activity during these periods can reduce risk of exposure. Wearing long-sleeved shirts, long pants, and hats minimizes areas of exposed skin. Shirts should be tucked in. Repellents applied to clothing, shoes, tents, mosquito nets, and other gear will enhance protection.

When exposure to ticks or biting insects is a possibility, travelers should be advised to tuck their pants into their socks and to wear boots, not sandals. Permethrin-based repellents applied to clothing as directed will enhance protection. Travelers should be advised to inspect themselves and their clothing for ticks, both during outdoor activity and at the end of the day. Ticks are detected more easily on light-colored or white clothing. Ticks should be promptly removed from skin by using tweezers to firmly grasp the head and then slowly pull back. Bite should be cleaned well with an antimicrobial soap or alcohol etc.

HEALTH AND SAFETY IN KENYA

In this section, we present some of the health and safety issues for Kenya. Statistically, the most common injuries sustained by students on SFS programs are recreational in nature. The most common medical problem is traveler's diarrhea. However, international traveling and living presents potentially significant health and safety challenges.

DISEASE

Kenya has its own unique health challenges. It is strongly recommended that you consult with a travel medicine clinic or physician who can match up your health profile with this region, and any additional travel that you may plan, and work with you to create a health strategy that includes vaccinations, etc.

Please see <http://www.cdc.gov> for a list of immunizations recommended by the Centers for Disease Control and Prevention (CDC), including routine immunizations (vaccines that are given to all children in the United States and that are usually required for matriculation into elementary school and into college) and immunizations especially for the country where you will be traveling.

IMMUNIZATIONS RECOMMENDED BY THE CDC SPECIFICALLY FOR TRAVELERS TO KENYA

Hepatitis A: Hepatitis A is a viral infection of the liver that results in jaundice and severe malaise. Unlike Hepatitis B it is rarely fatal, but disease can be protracted, and infected persons can be ill for six weeks or more. Infection is transmitted by fecally-contaminated food or water. Symptoms occur 2 to 6 weeks after first exposure to the virus. There are now two vaccines licensed in the United States that are extremely effective in preventing Hepatitis A infection, and that are quite safe to administer. Both vaccines require two doses (the booster dose is given 6-9 months after

the initial dose). The initial dose, however, is effective in providing protection, and the CDC recommends that all travelers to Kenya receive this vaccine.

Rabies: Rabies is a viral infection that is transmitted from animals to humans by bites or scratches. Rabies is present in bats, the dog population and among other domestic and wild animals. It is possible to take rabies prophylaxis before departing for Kenya. The prophylactic administration of rabies vaccine (which consists of 3 doses) does not eliminate the need for taking vaccine if you are bitten by a potentially rabid animal. It does, however, reduce the number of injections that are required from 5 to 2, and eliminates the need to administer rabies immune globulin. The CDC recommends that rabies pre-exposure prophylaxis be given to all persons visiting for more than 30 days areas of the world where rabies is a constant threat. You should discuss with your doctor the advisability of receiving the rabies vaccine.

The most effective way to avoid rabies is to avoid animals. Do not pet or approach animals, including dogs. If you are bitten or scratched by a dog or other animal while in Kenya, the same precautions apply as if you were bitten in the United States. The bite should be thoroughly washed with soap and water, and the animal watched for signs of illness. If the dog cannot be identified, then immunization with rabies vaccine (a series of 5 shots) and administration of rabies immune globulin should be given. For bites from other animals the need for rabies vaccine will need to be discussed with medical personnel.

Typhoid Fever Vaccine: Typhoid fever is a bacterial infection that is spread by fecally contaminated food or water. The best protection is offered by exercising caution in what you eat or drink (see below). Two vaccines are available in the United States that provide about 50% protection against infection with typhoid. One vaccine is injectable, and requires a single dose, and the other is taken orally, with four doses taken over 1 week. The CDC recommends taking one of these two vaccines. Taking the vaccine does not preclude the continued need for vigilance in what one eats and drinks – you can still acquire typhoid despite taking the vaccine, and you can obviously put yourself at risk of acquiring other infections that cause diarrhea if you are not judicious in what you consume.

Yellow Fever Vaccine: Yellow fever is a viral disease that is transmitted by mosquitoes and causes a flu-like illness that in severe cases can lead to severe liver damage and death. Unlike malaria, yellow fever is transmitted by mosquitoes that bite during the day, not during the evening. Yellow fever is present in Kenya, and the CDC recommends that those traveling to that country receive a single dose of yellow fever vaccine. A single dose provides protection for 10 years. At the time of immunization you will be given a certificate of immunization, and you should carry this with you on your travels. A certificate is required for travelers coming from infected areas and from, or in transit to, countries in the endemic yellow fever zone. You may be asked to provide documentation of immunization if you choose to travel to other African countries from Kenya, or if requirements change.

DISEASE (NOT VACCINE-PREVENTABLE)

DENGUE: Dengue is a viral infection that can cause a very severe flu-like illness. It is transmitted by mosquitoes, and is becoming increasingly common in many tropical countries. It tends to be more common in urban, rather than rural, areas of developing countries. There is no vaccine against dengue available in the United States. Prevention is achieved by preventing, or reducing, mosquito bites.

DIARRHEA: Diarrhea is the most common infectious ailment that you are likely to encounter. Contrary to some popular notions, it is not a change in diet that causes diarrhea, but rather infection with micro-organisms - either bacteria or viruses. These bacteria and viruses are transmitted by food or water that has been fecally-contaminated, usually with human feces, but occasionally with the feces of animals who may shed micro-organisms that can cause diarrhea in humans. Preventing diarrheal diseases means not ingesting food that is fecally-contaminated, or by killing the micro-organisms before you ingest the food. The most popular admonition in regards to food is “cook it, boil it, peel it, or forget it.” Eating food that has been heated but has become cold, or that has not been thoroughly cooked, presents a risk. This is especially true for food that is prepared outside the Center. Drinking untreated water also presents a risk, and should be avoided. At the Center, and in most places in the country, running tap water is safe but when in doubt, exercise caution. Beverages that are safe to drink are tea or coffee (as the water has been boiled), and carbonated beverages, as the carbonation kills any microorganisms. Still water should be ingested only if you are sure that it has been boiled or treated. Bottled water that is carbonated is usually, but not always, safe. Shortly after you arrive, you will receive an orientation lecture explaining the importance of diligent hand washing, careful food preparation and purchasing, personal and kitchen hygiene, and water purification. These are important preventative measures and you will be expected to closely follow the directions given throughout the program.

If you do contract diarrhea, it is for the most part easily treatable. The primary treatment is to replace the water and electrolytes that are lost in the diarrheal stool.

MALARIA: Malaria is a blood borne infection that is transmitted by the bite of mosquitoes. Infection with malaria usually manifests as very high fever (>103° F), and can be life-threatening if untreated. Malaria can also present with more mild symptoms - including lower grade fever, headaches, and malaise and weakness.

There are four different types of malaria in the world that affect humans, two of which (*Plasmodium vivax* and *Plasmodium falciparum*) are present throughout most of Kenya. Prevention of malaria includes avoiding mosquitoes (especially between dusk and dawn, when the species of mosquito that transmits malaria is active) and taking prophylactic medications. You should consult with a doctor and the Center for Disease Control (www.cdc.gov) for the appropriate prophylaxis for travels to Kenya. **When choosing a medication, it will be important for you to investigate side effects as some can be quite severe. Please consult with your doctor (or a travel medicine specialist) and read the information provided by the CDC at www.cdc.gov/travel/malariadrugs.htm.** You should meet with your doctor as soon as possible after you accepted to the program because some of these medications must be taken days or even weeks before departing for Kenya. Thus, it is critical that you consult with a travel medicine expert, and take a supply of tablets with you sufficient to last the duration of your entire stay in Kenya.

SCHISTOSOMIASIS: Schistosomiasis is a common infection in Africa, including parts of Kenya; it is caused by a small worm that is carried by snails. The acute infection causes flu-like symptoms, but a wide variety of symptoms can result from infection as the worms move in the body. These include paralysis. Symptoms can also occur many years after the initial infection. Because the snail that carries the disease lives in fresh water, infection with this worm can be avoided by not coming into contact with water from lakes, ponds and rivers. This means no swimming, bathing or even wading in such bodies of water.

TICK-BORNE DISEASES: Like mosquitoes, ticks can transmit a number of diseases to humans. In Kenya, the most common disease transmitted by ticks is typhus, which is a flu-like illness that is associated with a rash. There is no immunization against this disease. Prevention of tick bites, using the same recommendations for prevention of mosquito bites, will decrease your risk of acquiring this disease.

TRYPANOSOMIASIS: Trypanosomiasis, also known as African sleeping sickness, is also present in some areas of Kenya. The disease causes fever, rashes, lethargy and confusion, and is transmitted by infected tsetse flies. These flies are most active during the day and are attracted to moving vehicles and contrasting colors. As with mosquito-borne illnesses, the best prevention is reduce your exposure to fly bites. Be advised that, should you develop any symptoms upon returning home, you should consult with a physician to rule out the disease, since the incubation period for the sickness may exceed a month. In general, the SFS Kenya program does not travel to areas of heavy tsetse infestation, but changing weather conditions and field work may bring you in contact with some tsetse flies.

OTHER HAZARDS

Some of the hazards associated with this SFS program and doing field work and living in Kenya are described below. While SFS has tried to anticipate as many risks as possible, you may nonetheless encounter risks that are not described below.

WILDLIFE: This program is NOT the typical safari experience. You will be living and working in a community area nearby a wildlife sanctuary and in the area immediately adjacent to a national park - areas that contain several thousand wild game animals. You will also be traveling through parks that support a wide variety of potentially dangerous and unpredictable animals such as lions, cape buffaloes, and elephants.

Due to the dangers posed by large animals, there will be no unregulated walking in open savanna or bush country. There are running/walking routes at both sites which you can use unsupervised; other exercise routes will require precautions such as the buddy system. For example, running at Kili Bush Camp can only be done alone along the trail system within the site fence. Once outside the fence, you must run in groups of three or more. A similar system exists at the National Park Site.

TERRORISM/CRIME: Kenya has been the site of two major terrorist attacks: the car bomb attack on a hotel in Mombasa and the US Embassy bombing on August 7, 1998. The U.S. reissued a Travel Warning for Kenya on September 25, 2003.

There is a high rate of crime in all cities, particularly Nairobi, Mombasa, Kisumu, and at coastal beach resorts. Reports of attacks against tourists by groups of two or more armed assailants have increased significantly.

For these reasons, we have structured the Kenya program qualitatively different from our other Centers. There is no mid-semester break and there is no unstructured overnight time away from the program. In conjunction with U.S. State Department recommendations, our groups avoid heavily-touristed areas and do not go into any of the major cities. (Accompanied individual students sometimes do go into Nairobi to visit a physician, etc.)

If you plan to travel to other areas, either inside or outside of Kenya before or after the program, the health and safety risks may be different, and you should educate yourself and consult with your travel medicine specialist as to what additional measures may be required.

PHYSICAL CONDITIONING

Field work by its very nature is physically arduous: the days are long, the traveling seldom comfortable, and creature comforts generally lacking. The program involves a few fairly strenuous hikes as part of the academic program, so physical conditioning is strongly advised. In order to withstand the pace and rigors of the program as well as any “foreign” health risks of the country, it is strongly advised that you be in good physical health. Due to the mile-high altitude and equatorial latitude and often warm temperatures (especially at KBC), SFS has noted that chronic health problems often flare up, even if they are under control in the U.S. You should discuss such conditions seriously with your family doctor and the SFS Admissions Counselor to see if this SFS program will be right for you.

MEDICAL CARE

Staff provide initial first aid in the event of an accident or illness. Student Affairs Managers have Wilderness First Responder certification (72-hour emergency medical training).

For illnesses/injuries requiring professional medical attention, SFS will use hospitals and clinics which are normally staffed by doctors and nurses. The hospital SFS usually uses is Nairobi Hospital, approximately 4-5 hours from the KBC site and approximately 45 minutes from NPS. A serious medical problem at KBC or on expedition might require air evacuation to Nairobi Hospital (see Evacuation and Repatriation Insurance). You will bear the cost of visits to the hospital or doctor, including the cost for an SFS staff member to accompany you. The current charge for a driving trip to Nairobi hospital from the National Park Site is \$50; from KBC it is \$100. A deposit of \$500-\$700 is required for all admissions to Nairobi hospital. Nairobi Hospital accepts Visa credit cards.

There are two good medical clinics in Kimana town, 10 minutes away from the KBC site. Each clinic is staffed by a clinical officer (approximately equivalent to a Physician’s Assistant), a Registered Nurse, or a Medical Doctor. Most prescription drugs are also available in Kimana. The District Hospital in Loitokitok town is located 45 minutes from the KBC center and can handle most illnesses and emergencies, although for surgery or other complicated issues you may be taken instead to Nairobi. The nearest airstrips where “Flying Doctors” could land (if deemed necessary) are 10 and 25 minutes away from the School. At night, a helicopter would likely be used. Note that you may be charged between \$5 and \$25 to see a doctor in Kimana, with lab tests and medication costing between \$5-\$10. A doctor at Loitokitok may charge up to \$50.

You should carry about \$50, separate from the rest of your funds, for emergencies such as a visit to a doctor, local clinic for a minor illness or a prescription.

If you have asthma, even if you have not had any problems for years, please bring any and all necessary medications because Kenya is incredibly dusty and you may find that you will encounter problems.

If you have any sport injuries and have a brace or support equipment (tensor bandage, etc.) make sure to bring them since there are optional sports sessions. Even the driving over the bumpy roads

of Kenya can aggravate some conditions. It is very difficult to find this type of equipment in Kenya.

SFS SCHOOL-WIDE PROGRAM POLICIES

These are in effect during all programs and at every SFS site, including on field trips. References to, or summaries of these policies appear earlier in this SFS Field Guide, but this SFS School-Wide Policies Appendix is the full text. By signing the School for Field Studies Terms and Regulations Contract, you agree that you have read and understand, and will abide by all SFS policies as documented in this Guide and admissions materials (including the Academic Handbook) and as presented at the Centers. Violation of any policy will result in disciplinary action which may include one or more of the following:

- Verbal warning
- Written warnings
- Probation
- Expulsion from the program or site

SFS reserves the right to interview, investigate, search for and confiscate evidence, contraband, alcohol, drugs or paraphernalia and to contact local authorities.

ALCOHOL POLICY

No possession or consumption of alcohol is permitted on SFS property including any SFS vehicles, common areas, student quarters, Center grounds, field trip sites or during any program activities. Exceptions for special occasions may be permitted, subject to pre-approval by the Safety Director at Headquarters. Any use of alcohol that in any way compromises the Operational Objectives will be addressed and may include disciplinary action. The permissible drinking age is defined by the laws of the country that the Center is located in.

Centers may have additional restrictions. Please check with the Student Affairs Manager or Center Director regarding pertinent local laws.

DRUG POLICY

Use or possession of any drugs, chemical or medications that are illegal or that interfere with the Operational Objectives of any SFS program or site, is prohibited. Illegal drugs are defined by United States and host-country laws. SFS reserves the right to interview, investigate, search for and confiscate any substances or paraphernalia in violation of this policy. SFS has a zero tolerance illegal drug policy – violation of this policy will result in expulsion. This policy is in force from the beginning to the end of the program including time designated as "time off."

TIME OFF POLICY

In most of our programs (Kenya excepted, where there is no Time Off), time is divided into "Program Time" and "Time Off."

Program Time is any time that a student is on SFS property or riding in SFS vehicles or engaged in a program related activity or traveling to or from a program related activity. During such time

all School Policies and Center Rules are in effect. Consideration of the Operational Objectives is always in effect.

When not on SFS property, in an SFS vehicle, engaged in an SFS program related activity, etc., there may be time that is clearly designated "Time Off". During time off, students are solely responsible for their own safety and well being. During time off, SFS rules and policies, with the exception of the drug policy and local law policy, are not in effect. Consideration of the Operational Objectives is always in effect.

SIGN OUT POLICY

All students must sign themselves in and out of the Center so that they can be located in case of an emergency.

VISITOR POLICY

Aside from visiting professionals and guest lecturers, SFS does not allow visitors on site during the program because it is disruptive to the program schedule and the dynamics of the group. As there is no mid-semester break in Kenya, there is no appointed Visitor's Day. Should family members or friends have plans to be in Kenya during the program and wish to visit the Center, students will need to have the visit approved by the Center Director once the program is underway. Make sure your friends and relatives are aware that all visits to the Center must be scheduled in advance and are not always possible given the program's rigorous schedule. Overnight housing at the Center is not available, but there may be accessible accommodations nearby.

For security reasons, no local visitors are allowed on the Center property without prior consent from the Center Director. This policy increases students' and staff's safety, security, and sense of privacy.

COMMUNICATIONS AND INFORMATION SYSTEMS POLICIES

Introduction: The School for Field Studies is continually developing its technology infrastructure, providing exciting new possibilities for school-wide connectivity, research, and information sharing. The SFS IT director is responsible for the development and management of these systems. In order to maintain the integrity, reliability, and performance of this foundation, all students must follow the policies and procedures shown below.

General Equipment Use:

- Always check with an SFS faculty member before attaching any personal (non SFS-owned) computers, laptops, printers, or other network devices to the network.
- Borrowed equipment, on and off premises, is the borrower's responsibility until returned.
- Students are expected to uphold the condition of any SFS IT equipment that he/she uses. Be careful not to expose equipment to food, liquids, excessive sunlight, heat, cold, humidity, or magnetic fields.

Abuse of Systems:

Abuse of systems is defined as an intentional action that threatens the stability, functionality, or performance of any SFS or non-SFS system. These prohibited actions include, but are not limited to:

1. Downloading or storing music, video, or large quantities of pictures/photographs for personal use.
2. Installing or running any software applications or executable files that are not provided by SFS.
3. Moving, reconfiguring, disabling, or removing SFS-owned equipment or software.
4. Gaining unauthorized access to or abusing SFS systems or any remote Internet systems. This includes spamming, hacking, virus distribution, or taking actions that compromise the security of any network system.
5. Using SFS systems to perform any activities that are illegal in the country where the employee is located. This may include gambling, making illegal purchases, or copying/distributing copyrighted material.
6. Accessing, downloading, uploading, saving, receiving, or sending material that includes sexually explicit content or other material containing vulgar, sexist, racist, threatening, violent, or defamatory language.
7. Deleting or changing digital documents without the consent of the document creator or owner. If the document creator or owner is not known or is not available, obtain a faculty member's approval before proceeding.

Password Policies & Guidelines:

- Passwords are the keys to SFS resources and private student information.
- Each student is personally responsible for all computer transactions made with his/her User ID and password.
- Do not disclose any passwords to other individuals.
- Do not e-mail passwords or record passwords where they may be easily obtained by others.
- When you are finished using a computer, always log out before leaving.

EARLY PROGRAM DEPARTURE POLICY

Students deciding to permanently leave a program prior to its completion will be required to sign an Early Departure Waiver of Responsibility. Refer to the Academic Handbook for Policies on Grading, Incompletes, and Withdrawal from Courses.

MOTOR VEHICLE/BOATING POLICY

SFS students may not operate SFS motor vehicles or motor boats. SFS students may not ride in an SFS motor vehicle or motor boat without an SFS-approved operator. Students may not ride in non-SFS motor vehicles or motor boats without prior Center Director approval. Seat belts must be worn in all motor vehicles, where available. SFS Centers that utilize motor boats have additional Center-specific protocols including maximum occupancy, approved seating, personal flotation devices, radio protocols, rescue and first aid equipment in compliance with all local regulations.

LOCAL LAWS POLICY

SFS supports and complies with all local laws. You will be briefed on local laws and expectations soon after arriving at the Center. Any violation of a local law will result in SFS disciplinary procedures and in addition, may subject you to local penalties such as fines, arrest or deportation.

SWIMMING POLICY

SWIMMING IS ALWAYS AT YOUR OWN RISK. In all programs, swimming is always optional and you may terminate a swim at any time you deem it necessary. Where SFS maintains swimming pools or conducts recreational swimming during program time or on SFS property, protocols and guidelines will be presented. In TCI, where swimming is integral to the program, there will be a swim assessment and a presentation of guidelines.

SEXUAL HARASSMENT POLICY

It is the policy of The School for Field Studies to respect the rights of students to work and study in an environment free from any type of sexual harassment and to investigate and resolve any reported cases of sexual harassment. Each administrator, faculty member and student is responsible for ensuring a work and learning environment free from sexual harassment. SFS policy specifically prohibits any faculty or staff member from having a sexual relationship with a student at any time while the student is enrolled in an SFS program. In addition, no SFS employee shall threaten, promise, or insinuate, either explicitly or implicitly, that any student's refusal to submit to sexual advances will adversely affect the student's status with SFS, including but not limited to influence on grades or recommendations.

Moreover as a part of its overall nondiscrimination policy, SFS prohibits all forms of harassment of others because of race, color, religion, sex, age, sexual preference, national origin, physical or mental disability, or veteran status. In particular, an atmosphere of tension created by disparaging racial, ethnic, sexual, or religious remarks does not belong in the SFS workplace or learning environment and will not be tolerated.

By definition, sexual harassment is not limited to prohibited conduct by a male student toward a female student. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

A man as well as a woman may be the victim of sexual harassment, and a woman as well as a man may be the harasser.

The victim does not have to be the opposite sex from the harasser.

Each student is personally responsible for ensuring that his or her conduct does not sexually harass any employee or student, and should refrain from behavior, either physical or verbal, that may be reasonably considered offensive to others. Each individual is responsible for cooperating in any investigation of alleged sexual harassment if requested to do so by the person conducting the investigation. Specifically, all forms of sexually harassing conduct--including but not limited to the following examples--are prohibited:

- Unwelcome sexual flirtations, advances or propositions.
- Verbal abuse of a sexual nature.
- Derogatory or suggestive verbal comments about an individual's body, clothing or sexual nature.

- Sexually degrading words used to describe an individual.
- The display in the Center or field site of sexually suggestive objects or pictures.

SFS has developed a sexual harassment complaint procedure to insure that complaints are investigated promptly and in a manner that is fair to all. SFS has designated the Human Resources Director as the sexual harassment investigator. The Center Director shall ensure that students have access to confidential channels for reporting their concerns, including posting names and numbers of the SFS sexual harassment investigator.

In all instances where a student believes that he or she is being sexually harassed, it is helpful but not necessary to begin the process of resolution by writing down a description of the offensive conduct, the date or dates on which it took place, and the names of anyone who witnessed the conduct or heard the remarks.

Step 1: If a student believes that he or she is being sexually harassed, the most important goal is to stop the offensive conduct. Students should firmly confront whoever is doing the harassing; state that his or her conduct offends, intimidates, and/or is embarrassing; and request that he or she stop the conduct immediately. If practical the student should have a witness with him or her. This witness can be anyone the student trusts and with whom he or she feels comfortable. After the discussion the student should write a summary of the conversation, including the date and name of anyone present. In some instances, confronting the harasser directly may be too intimidating, or uncomfortable. In such instances, skip Step 1 and begin at Step 2.

Step 2: Any student who wishes to discuss his or her situation or file a complaint, should report the incident immediately to the Center Director, faculty or field staff member, or SFS Headquarters administrative staff member with whom s/he feels most comfortable. That faculty/staff member shall immediately contact the sexual harassment investigator cited above as soon as possible. The student will schedule a private conversation with the investigator, at which time she or he can decide whether to file a formal complaint.

Step 3: In those instances where a complaining party prefers an informal resolution of the problem, the sexual harassment investigator will advise and assist the student in resolving the matter. If the informal resolution proves unsatisfactory, the complainant may file a formal complaint.

Step 4: In those instances where a formal complaint is made, the investigator will record the student's statement of events, including description of incident(s), name of harasser, date(s), time(s), location(s), specific actions/words, and names of any witnesses. The student making a complaint may bring a friend/fellow student/faculty member to the meeting.

Step 5: The investigator will schedule a private conversation with the alleged harasser. The alleged harasser will be asked to respond to the allegation(s) and may submit a written statement. The alleged harasser may bring a friend or colleague to this meeting.

Step 6: Any witness that the investigator decides should be contacted will be interviewed privately. Neither the student making the complaint nor the alleged harasser will be present at witness interviews.

Step 7: Upon completion of the investigation, the investigator will draft a report stating his or her findings. The report will be forwarded to the SFS President, the student who filed the complaint, and the alleged harasser.

In the event that the investigator determines that sexual harassment has not occurred, the investigator will recommend that the matter be closed. If the President accept the report as submitted, or as amended should the President have determined that further information was needed, the individual making the complaint and the alleged harasser will be notified that the matter has been closed.

In the event that the findings of the investigator indicate that sexual harassment has occurred, the investigator, along with submission of the report to the President will recommend what specific action should be taken. If the President accepts the report as submitted or amended, the individual involved will be informed, and the harasser will be appropriately disciplined. The individual found by SFS, after investigation, to have sexually harassed another individual will be subject to appropriate sanctions, from a warning in his or her file, up to and including termination or expulsion from The School.

SFS recognizes that the interests of all parties are best served by the prompt investigation and resolution of complaints. The entire process will be conducted fairly, but with a commitment to resolve the issue in a timely manner. Therefore, absent extenuating circumstances, the following timetable will be employed as closely as possible:

The initial meeting with a sexual harassment investigator should take place within ten (10) days of the day that the individual contacts the investigator.

If the individual decides to make a complaint, the investigation should begin immediately. The investigation should be completed, and the sexual harassment investigator's findings and recommendations should be forwarded to the President within three (3) weeks of the time the complaint is made.

The President will review the report of the sexual harassment investigator and close the matter within two (2) weeks of receiving the report.

All actions taken to investigate and resolve complaints through this procedure will be conducted with as much confidentiality as possible without compromising the thoroughness of the investigation. The investigator will not discuss the complaint or the investigation with anyone who is not directly involved with the investigation.

Information concerning the findings of the investigator, the evidence provided by any witness, and or the actions taken against any Employee is considered confidential and shall be disclosed by witnesses, parties, or other who become knowledgeable of such information only with the express permission of SFS, or in the course of any complaint to or investigation by a governmental agency empowered to investigate such complaints.

SFS will take appropriate steps to ensure that the person against whom a complaint is brought is treated fairly, has adequate opportunity to respond to all accusations, and that the findings, if any, are supported by clear and persuasive evidence.

No student will be retaliated or discriminated against in any way for making a complaint of sexual harassment or for assisting in the investigation of such complaint. At the same time, SFS recognizes that false accusations of sexual harassment can have serious effects on innocent women and men. SFS trusts that all students will act responsibly in this manner.

STUDENT RIGHTS AND RESPONSIBILITIES

SFS RIGHTS POLICY

All members of The School for Field Studies community are entitled to certain basic rights. These rights include, but are not limited to, the right to live in an environment free from harassment based on race, religion, gender, handicap, ethnicity, sexual orientation, economic status, or national origin.

DISABILITIES

SFS is prohibited by law from making any inquiries about disabilities prior to an admissions decision. If a potential student voluntarily provides this information during the admissions process, it will be kept in strict confidence and will not affect admissions decisions. If you have a disability, please indicate it on your medical form. If you wish to request academic accommodation, notification must be in writing by a qualified professional and submitted prior to the start of the program. Please see the Academic Handbook for further information.

CONFIDENTIALITY OF STUDENT RECORDS

STUDENT RIGHT OF ACCESS

The School for Field Studies maintains confidential files on all SFS students. These files contain material submitted as admissions requirements, financial aid application material, all contracts, medical records, and academic grades.

SFS reserves the right to request updated transcripts from accepted students at any time. Unless otherwise detailed in the terms of your acceptance, you are expected to maintain the academic standing achieved at your home institution (as evidenced by enrollment status and GPA) at the time of acceptance. SFS may rescind offers of acceptance made to students whose academic standing changes.

You are free to take reasoned exception to data or views offered in any course of study and to reserve judgment about matters of opinion. You are responsible for learning the content of any course of study for which you are enrolled. You have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, you are responsible for maintaining standards of academic performance established for each course in which you are enrolled, and for full participation in all aspects of the program.

DIRECTORY INFORMATION

Certain information, known as "directory information," may be released by SFS. This information includes your name, address, phone number, place and date of birth, major field of study, participation in officially recognized activities and teams, dates of attendance, awards received, and other similar information. If you do not wish this information released to others,

you must make written notification of this to the SFS Director of Admissions and Institutional Relations.

The Admissions Office will prepare a list of students on each program. This list, containing names, addresses, phone numbers and schools, will be sent to each student approximately one month prior to the start of the program. If you do not wish to have your address or phone number included on this list, you must contact the SFS Admissions Department no later than two months prior to program departure.

THIRD PARTY ACCESS

Except in the case of students who are 17 years of age and under, parents have no right of access to the records of students in post-secondary institutions.

Beyond the directory information mentioned above, only those faculty and employees of the educational institution who have a legitimate educational interest in your record may be permitted access to it. Information will not be released to any other parties without your written permission. In an emergency, information may be released if your health and safety is at stake, and if the person receiving the information is in a position to act on it.

If you wish to review your file, you must either make an appointment to do so with the Director of Admissions and Institutional Relations, or make a written request for a copy of specific information.

EVALUATIONS

The faculty will complete written evaluations of each student at the end of each program. These evaluations are used in evaluating candidates for SFS internships, and are not made accessible to students or outside parties.

Questions regarding the above information should be directed to the Director Admissions and Institutional Relations.

CONTRACTUAL AND FINANCIAL OBLIGATIONS

STATEMENT OF SFS RESPONSIBILITY

In organizing and managing these programs, The School for Field Studies, its agents, employees, and staff give notice that they act solely on behalf of and for the benefit of the participants, on the express agreement that SFS shall not be liable, financially or otherwise, for non-performance or unsatisfactory service; for the injury to persons including death; for loss of, or damage to property; for accident or delay; and/or for expenses arising from strikes, weather, quarantine, sickness, government regulation, civil unrest or war, or from any act or omission of its agents or employees, and/or airline, railroad, bus company, automobile rental agency, hotel, or other supplier of service.

The School for Field Studies is a not-for-profit, 501(c) (3) corporation located in Salem, Massachusetts, U.S.A. All matters relating to or arising out of or involving in any way a student's

relationship with SFS shall be governed by Massachusetts law and any legal dispute shall be determined by a Massachusetts court.

SFS reserves the right to refuse any applicant admission to any program if s/he is deemed unsuited for the program for any reason. All courses, fees, and dates are tentative until verified and confirmed in writing by The School for Field Studies.

The School for Field Studies admits students of any sex, religion, race, sexual orientation, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of The School and does not discriminate on the basis of sex, religion, race, sexual orientation, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and other School-administered programs. SFS is an equal-opportunity institution.

PROGRAM CHANGES

SFS programs are obviously different from a semester on your home campus, travel or adventure programs, and other study abroad programs. Each session is unique and often cannot be implemented exactly as planned for a variety of reasons. There are factors which, although closely monitored, are beyond the control of SFS. For example:

- Some programs take place in highly regulated and sensitive environments, usually requiring special permits, such as in Kenya and Mexico.
- Some projects depend on the goodwill and generosity of individuals and institutions which lend support.
- Tenuous weather situations or natural disasters or changes in political conditions may require last-minute changes or cancellation of specific activities.
- Faculty and staff changes occur due to health, personal matters, performance evaluations, and other factors.

SFS reserves the right to make changes before or during a program. Indeed, part of the challenge is in adapting to changing conditions and overcoming the obstacles they may present.

COURSE CANCELLATIONS

In rare cases, circumstances make it necessary to cancel a proposed course or program. In the event of a course cancellation prior to course commencement, SFS will refund any tuition or deposit monies you have paid. SFS will not refund any monies if a cancellation occurs once a program is in session; therefore, it is highly recommended that you investigate trip cancellation insurance. Circumstances that might precipitate a cancellation include political unrest, weather-related problems, or a medical epidemic or emergency.

REFUND POLICIES

Full tuition is due 60 days prior to program commencement.

Semester

If you withdraw by notifying SFS in writing, the following amounts will be refunded:

- Withdrawal 61 days or more prior to the first day of the program = 100% refund of total program cost (less deposit).
- Withdrawal 60-31 days prior to the first day of the program = 50% refund of total program cost (less deposit and registration fee).
- Withdrawal 30 days prior - 14 days after the start of the program = 25% refund of total program cost (less deposit).
- Withdrawal 15 or more days after the start of the program, or if you are asked to leave the program = NO REFUND

The non-refundable deposit may be transferred to an SFS course within the next 12 months, subject to approval.

Financial aid candidates: deposits are refundable if withdrawal is less than 10 days following financial aid offer. (You must complete and return the financial aid application within 10 days of acceptance to qualify for refund status on the deposit).

Application fees are non-refundable.

Summer

If you withdraw by notifying SFS in writing, the following amounts will be refunded:

- Withdrawal prior to 60 - 22 days before the start of the program = 100% refund of total program cost (less deposit).
- Withdrawal 21 - 0 days prior to the start of the program = 50% refund of total program cost (less deposit).
- Withdrawal after the program starts = NO REFUND

Financial aid candidates: deposits are refundable if withdrawal is less than 10 days following financial aid offer. (You must complete and return the financial aid application within 10 days of acceptance to qualify for refund status on the deposit).

Application fees are non-refundable.

LOAN REPAYMENT POLICIES

Each year, approximately 30% of the SFS student body is assisted with loans from the Merck Family Student Revolving Loan Fund. The availability of loan monies is contingent upon the timely repayment of loans by previous borrowers to provide funding for new loan recipients. The repayment period for each loan is stipulated at the time the loan is made in the Loan Agreement. You are responsible for making monthly payments on your loans starting the month after your SFS program concludes.

Any loan for which payment is one month or more late will be considered in default. Grades will be withheld from any student considered to be in default and the student's co-signer will be expected to assume payment. SFS charges interest on overdue loan balances at the rate of 15% per year, compounded monthly.

If you are having temporary difficulty meeting your repayment obligation, you should contact the SFS Finance Department to arrange a mutually agreeable, revised payment schedule.

SCHOLARSHIP/LOAN STUDENT REPORTING REQUIREMENT

If you receive a scholarship or loan for an SFS program, you are required as part of your award contract to write a three to five-page report to SFS and your scholarship sponsors within one month of program completion. This paper should detail reasons for joining the program and activities in which you participated, and should address the value of the program, personally and academically. Non-completion of this report shall be considered an abrogation of the aid contract and shall require a service charge of \$75, which may be in addition to other fees imposed for late payment on loans.

POLICY REGARDING OUTSTANDING TUITION BALANCES

No student having an outstanding tuition balance will be allowed to participate in an SFS program unless the Director of Admissions and Institutional Relations has approved an exception due to late receipt of financial aid funds (for semester programs only). If funds due to you by your home school or through federal financial assistance are not available at the time the program departs for the field, you may be permitted to go into the field if you sign a promissory statement accepting personal responsibility for all outstanding tuition monies, including expected federal funds, and committing that the balance will be paid by the end of the program. No grades will be awarded until all outstanding tuition monies are paid in full. Any payment received from a student with an outstanding tuition balance will be applied first to that balance.

POLICY REGARDING OTHER OUTSTANDING FEES

You may occasionally incur expenses that are temporarily covered by the Center staff and/or faculty. This may include, but is not limited to, medical expenses, phone bills, and charges for damage done to SFS facilities and/or equipment. You must pay these expenses in full prior to your departure from the program. No grades will be awarded until all outstanding fees are paid in full.

Everyone at The School for Field Studies extends a warm welcome to you and looks forward to seeing you in the field!