



2011-2012 HUBERT H. HUMPHREY
PROGRAM HANDBOOK

DANIEL J. EVANS SCHOOL OF PUBLIC AFFAIRS
UNIVERSITY OF WASHINGTON

**2011-2012 University of Washington
Hubert H. Humphrey Program Handbook**

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1.0 INTRODUCTION

WELCOME TO HHH!

We are pleased to have you join us this academic year. We hope you will find this handbook useful as you navigate through the university system and life in Seattle. The following is meant to provide you with information to help you make a seamless transition into life as a fellow. Some of the information is essential to your life in Seattle, the rest is just useful for you to make the most of your time here.

The most crucial information relates to the following:

- Humphrey Program Staff
- Housing
- Banking
- Coursework
- Identification
- Transportation
- Communication: phones & computers

Other information that you may find useful refers to Humphrey program logistics and personal health. Much of this information may seem too detailed now but will make much more sense as the year progresses. You can use this handbook as a reference throughout the year when needed.

Evans School of Public Affairs – Parrington Hall



2.0 EVANS SCHOOL/UW HUMAN RESOURCES

Program support is performed by UW and Evans School staff throughout the fellowship year. The HHH faculty and staff are here to support you professionally and to help you make your fellowship year as meaningful and productive as possible. While we may not be able to arrange or fix everything for you, we hope to provide useful information that will help. You will notice that program support is purposely more intense at the beginning of the fellowship year. As the year goes on and fellows gain familiarity with the program, the university and Seattle, expertise and confidence increases and certain kinds of support become less necessary and intense. We are always here to help you, but you will find that you need that help less and less often throughout the year. In fact, in addition to academic and professional development, fellows typically report at the end of the year that by learning how to successfully function in this new environment, they have gained a confidence that extends into their professional lives.

2.1 UW HUMPHREY STAFF

The staff works together as a team to make the Humphrey program run smoothly. Each staff member has different responsibilities and skills. *Please understand that the staff will not provide secretarial support for you; refer to the "Communications and Office Facilities" section of this notebook for help on fax, phone, mail, etc.*

When seeking assistance with any issues or problems, please note each staff member's role below:

Sandra Archibald, PhD, Dean, Evans School of Public Affairs

HHH Faculty Coordinator

HHH Professional Affiliation support; community and campus connections; Head of HHH Advisory Committee

Alix Furness, MA, Director of International Programs, Evans School of Public Affairs

HHH Program Coordinator

aef4@u.washington.edu

Parrington 109B

(206) 616-1618

HHH Seminar coordination; Professional Affiliation support; liaison with IIE; support with health, financial, immigration, family, ID, housing, academic, personal and legal issues; community and campus connections; support with Faculty Advisors and host families (Friendship Connections)

Gregg Cato, Evans School graduate student

HHH Graduate Assistant

University of Washington email address coming in fall

Parrington 124G, Fellows Computer Lab

General administrative issues; computer assistance; ID and housing assistance; academic advising; professional materials review (e.g. resume); support with health, financial, family issues

*If you are dialing from one campus phone to another, you only need the last five numbers. For example Alix’s phone number if you are calling from a campus phone is 6-1618.

*If you are calling from a campus phone to and off campus number, you must first dial a 9 then the area code (206 for Seattle) then the full number. For example, if you are calling Key Bank from a campus phone, you dial 9-206-585-9410.

EMERGENCY (Fire Department, Police, Ambulance) 911 (on campus: 9-911)

2.2 IIE STAFF (HHH DIRECTOR AND CAMPUS LIAISON TO UW)

Judith Gibson
Director, HHH Program
Institute of International Education
Tel: (202) 686-8655
jgibson@iie.org

Laura Ormsby
Program Associate, HHH Program
Institute of International Education
Tel: (202) 686-4023
lormsby@iie.org

2.3 ADDITIONAL IMPORTANT PEOPLE

FACULTY ADVISORS

For collegial support and academic advising, the person with the best knowledge may be your faculty mentor or another professor within your academic specialty. Your advisor may also be a valuable resource for professional affiliations and networking. In addition to your advisor, you will find other professionals and peers during the year who are able to advise you. These people will most likely include Evans School Buddies, FIUTS Friendship Connections, Professional Affiliation supervisors and colleagues, and Humphrey Fellowship Advisory Committee members. We encourage you to seek out these people regularly for support. As part of orientation, we will discuss the advantages of developing multiple advisor-mentoring relationships during your fellowship.

FIUTS/Friendship Connections

FIUTS (Foundation for International Understanding Through Students), serves the greater UW international student community through its sightseeing trips and tours, special events, Friendship Connection matching, speaking opportunities, and other cultural activities. They also offer an English education outreach for spouses of university students and host a free lunch each Wednesday during the school year for international students and other interested people. Just before your arrival at the UW, FIUTS matches you with a Friendship Connection in the Seattle area. This “family” provides a wonderful opportunity for fellows to get an "inside view" of

American life beyond just that of students and faculty and promotes international exchange. “Family” in this case can refer to a nuclear (mother, father, children) family, single parent families or families without children, or individuals. Families take many shapes and forms here!

You will also have a “Buddy” assigned to you through Evans School. This Buddy is an informal connection and support for various things during your life in Seattle, such as academic advice, social events, friendship, etc. This is a casual, fun arrangement that can be whatever you both decide to make of it.

Group Tender

Each month fellows rotate volunteering as the Group Tender. The Group Tender is the spokesperson for the group at social and professional events and may provide leadership at other times during their month. In the past, group tenders has communicated with Alix and arranged for group support when fellows need extra attention or a group issue needs addressing, kept fellows’ e-mail discussion alive, helped coordinate program and fellows’ schedules, and facilitated fellows’ group meetings, site visits and events – academic, professional and social (including birthday and holiday celebrations).

3.0 BANKING

A bank offers safety and convenience in all monetary dealings. Many banks provide such services as checking accounts, savings accounts, 24-hour teller machines, bank drafts, traveler's checks, money orders, foreign currency exchange and safe-deposit boxes for valuables. Banking hours are generally from 10 A.M. to 5 P.M. Monday through Thursday, and from 10 A.M. to 6 P.M. on Friday, though some banks offer longer hours or some weekend hours. Check with individual banks on the services that they offer and their hours of operation. We will help you open a bank account upon your arrival in Seattle, although, many fellows who participate in pre-academic training open bank accounts at that point in the year.

3.1 CASHING CHECKS

If you want to cash a check, you will have to present some valid identification. A driver's license or state ID (we can help you obtain these) or a student identification card and sometimes an additional credit card are acceptable in most places. Each month your bank will send you a statement, listing the date and amount of each deposit and withdrawal. You can also track your bank account online (recommended). These days, banks are transitioning from paper statements to encouraging customers to use their online banking services the majority of the time.

3.2 CHECKING ACCOUNTS

By placing your money in a checking account, you can avoid the problems of carrying a large amount of cash with you or keeping it at home. Checking accounts are standard in the U.S. There are several kinds of checking accounts and they vary from bank to bank. The bank will most likely ask you for a Social Security Number when you open an account. Most fellows won't have one, and will need to explain to the bank that they are from abroad and not employed in the U.S. The bank will assign you a temporary number. *(We will guide you through this process when you arrive in Seattle – both the opening of checking accounts and the application for either an ITIN (Individual Tax Identification Number) or a Social Security Number. More information on Social Security Numbers will come).*

After you have made your initial deposit into a checking account, you will order a book of checks to use when you wish to withdraw money from your bank account. While these checks are being ordered, the bank will issue you some temporary checks. Unfortunately, many businesses do not accept temporary checks, but they can usually be used to pay rent and utilities. Permanent checks will have your name, address and any additional information you want to list, together with your bank account number. Your checkbook will also have a place for you to keep a record of what checks you have written and to whom. By keeping this record, you will always know how much money you have in the bank. You can also keep a record of all the deposits that you make.

3.3 SAVINGS ACCOUNTS

Most fellows will not need a savings account for their short time in Seattle, but the bank is happy to answer any inquiries about this kind of account that you may have.

3.4 24-HOUR AUTOMATED TELLER MACHINES (ATM OR QUICK CASH)

Many people in the United States use ATM machines to withdraw money from their checking accounts, as well as for other banking services. Your checking account will come with a checking or debit card. Debit cards look like credit cards, but draw money directly from your checking account. They can be used for purchases so you can avoid carrying money around.

PLEASE NOTE: It is wise to keep careful track of your checking and savings account balances. This is easily done online. Using your debit card, it is possible to remove money that is not in your account. This can result in extra fees (usually \$25 per incident) for removing more money than is available in your account.

4.0 TRANSPORTATION

4.1 U-PASS

The U-Pass is a discounted bus pass that is available to University of Washington students. The HHH program covers the cost (currently \$99 per quarter) of the U-Pass for fall, winter and spring quarters. The U-Pass is an electronic part of your University ID, also known as your “Husky Card” (see section 5.1 below). This will give you unlimited use of buses in Seattle, as well as regional buses and commuter light rail. When you board or exit the bus (payment is at a different time depending on the route and direction), there is a small console next to the bus driver near the stairs where you tap your Husky Card. It will make a small beeping sound that confirms you’ve been approved. Sometimes the machines are out of order, and the bus driver will simply wave you through.

U-Pass benefits are outlined here:

<http://www.washington.edu/facilities/transportation/commuterservices/u-pass>

Normal bus fares in Seattle are between \$2.25 and \$3.00 for each ride, so if you use the bus at all, the U-Pass will save you money, as well as give you the independence to get around the city on your own. Another benefit of the U-Pass is being able to use UW’s Night Ride- a nighttime van service to nearby neighborhoods from the campus. This is a safe and convenient way to get home from campus at night.

4.2 BUS

The Seattle Metro Transit System (206-553-3000) has bus routes throughout the city and surrounding locations. It is a wonderful system that will allow you to get to know Seattle and enjoy the freedom of transportation! The Seattle Metro is easy to use and will help you enjoy all that Seattle has to offer.

King County Bus Fares (effective January 1, 2011)

	Off-Peak All Zones	Peak One Zone	Peak Two Zone	
Adult age 19-64	\$2.25	\$2.50	\$3.00	Peak Hours Monday to Friday 6-9 a.m. and 3-6 p.m. Zones The city of Seattle is one zone and all other areas outside the city but within King County are a second zone. Any time you cross the Seattle city limits, you have passed from a one-zone fare to a two-zone fare. Any time
Senior with Regional Reduced Fare Permit	75¢	75¢	75¢	
Riders with disabilities and Medicare card holders with Regional Reduced Fare Permit	75¢	75¢	75¢	
Youth age 6-18	75¢	75¢	75¢	

	Off-Peak All Zones	Peak One Zone	Peak Two Zone	
Children age 0-5 yrs	Up to four children age 5 and under ride free with a person paying an adult fare.			your trip begins or ends on a zone line, you pay a one-zone fare. Transfers Metro paper transfers are valid on only Metro buses. If you are paying cash and use more than one transit system you must pay a fare each time you board a different bus.

A few things to remember:

- **You need to pay the exact amount for the bus (you won't need to worry about this after you have your U-Pass).**
- Riding Metro Transit is free within downtown Seattle from 6 a.m. and 7 p.m. daily.
- The Ride Free Area extends from the north at Battery St. to S. Jackson St. on the south, and east at 6th Avenue to the waterfront on the west.
- If the bus leaves the Ride Free Area between 6 a.m. and 7 p.m., the fare is due when exiting the bus. From 7 p.m. to 6 a.m., the fare is due when boarding the bus.
- **Be cautious of Express buses** which leave the ride-free zone; you pay full fare and could end up far away from where you wanted to go. Ask the bus driver before boarding Express buses.

For zone and bus route information:

Metro Rider Information Service: (206-553-3000)

Metro website at <http://metro.kingcounty.gov/tops/bus/bus.html>

If you want to go somewhere but don't have the proper bus schedule, you may contact the Metro Rider Information Service 24 hours a day. Have the address of your present location as well as your destination and the time you want to travel. You can also go online to put in your start and end points, and the Metro website will tell you which buses to take and where to catch them. (http://tripplanner.kingcounty.gov/cgi-bin/itin_page.pl?resptype=U)

Bus Schedules

You can obtain (free) bus schedules at the following locations:

- The University Bookstore (near the entrance)
- South Campus Center Lobby
- Health Sciences, E-wing (opposite Court Cafe)
- By George Cafeteria (next to the candy counter)
- University Hospital Lobby
- Public libraries
- Health Science Express

4.3 ZIPCAR

Need a car sometimes?

If you only need a car occasionally, Zipcar and the UW offer cars for short durations at very reasonable prices. Zipcar has placed a number of cars and pickup trucks on/near campus that you can drive like they were your own. Zipcar pays for the car, insurance, parking, gas and maintenance. You pay only a small hourly fee, which includes 30 free miles per hour.

U-Pass holders get a discounted annual membership with no application fee.

U-Pass holders receive \$10 off the **Zipcar** annual fee of \$35 and can apply without having to pay the application fee. You must be a current U-Pass holder to qualify. You must also meet these other minimum qualifications:

- Be at least 21 and no older than 75 and have at least 5 years driving experience in passenger vehicles
- Have a valid US, Canadian or Foreign/International driver's license. If you have a Canadian or Foreign/International license, DO NOT complete the join form — contact the Zipcar office at 206.332.0330 for further instructions.
- Have had no more than 2 accidents plus moving violations in the past 3 years
- No more than 2 minor violations in 3 year period
- No violations of Reckless Driving, Negligent Driving, DWI or DUI in 5 year period
- Have a current credit or debit card (MasterCard or Visa only).
- Additional Zipcar/U-Pass information, including how to become a member, can be found here: <http://www.zipcar.com/u-pass/>

4.4 CHILDREN IN CARS

Washington State's Child Restraint (“car seats” or “booster seats”) Law

Effective June 1, 2007, children less than eight years old must be restrained in child restraint systems, unless the child is four feet nine inches or taller. A child who is eight years old or older, or four feet nine inches or taller, must be properly restrained either with the motor vehicle's safety belt or an appropriately fitting child restraint system. Children under thirteen years old must be transported in rear seats where it is practical to do so.

The fine for improperly restrained children in motor vehicles is at least \$112 per child.

For more information on choosing the safest seat for your child, please call 1-800-BUCK-L-UP toll-free.

Fellows with dependents of this age or size in Seattle should purchase a car seat for each child requiring one, or obtain one from other sources. Car seats may be purchased at “Toys ‘R’ Us” at Northgate Mall or less expensive used ones are available at Kym’s Kiddy Corner at 11721 15th Ave NE. (phone 361-5974).

More information about this law can be found here:

http://depts.washington.edu/booster/anton_skeen_bill.html

5.0 IDENTIFICATION CARDS

You will find it necessary to carry picture identification with you for a few activities in the U.S, particularly performing bank transactions and entering bars and restaurants that serve alcohol (you will need to show proof of being over the age of 21 if you enter a bar). Fellows generally prefer not to carry their passport for day-to-day activities, and therefore obtain legal identification issued by the State of Washington. A University of Washington identification card will also be required for many academic-related activities; however it DOES NOT serve as legal identification.

5.1 UW STUDENT IDENTIFICATION CARD

You will need your student ID card for:

- Checking out books from the Libraries on campus
- Using university facilities
- Local commercial discounts (e.g. restaurants with Husky Card sign)

You can acquire your card by going to Odegaard Undergraduate Library, ground floor, with your photo ID and student number. We will assist you with this during orientation.

The U-Pass is an electronic part of your UW Student Identification Card. The U-Pass will allow you unlimited travel on Metro and Community Transit bus service among other benefits. The quarterly fee will be covered by the HHH program. See the "Transportation" section for a full description. U-Passes are provided one to two weeks before the beginning of each quarter. When you first arrive, you can expect to pay for bus rides, but this will be for a short time only until the fall quarter. U-Pass is made available by University Outreach, the office where you also register for your academic courses. We do our best to get the U-Passes to you as soon as possible. Alix will inform you when your U-Pass is ready.

5.2 WASHINGTON STATE IDENTIFICATION CARD

The Washington State Driver's License is often used for identification; e.g., for cashing checks. It's good to have if you do not want to carry your passport with you for identification. If you do not have a driver's license, you can obtain a Washington State Identification Card with your picture on it from the Department of Licensing Offices for a fee of \$20.00.

Proof of signature and birth must be furnished. (Two documents with signature and one with proof of birth must be shown; however, your passport may serve as one proof of signature and proof of birth as well.) You will also need proof of Washington State residency, which generally means a document proving you live in Washington – such as a utilities bill mailed to your address. (****Warning* - the requirements for this card tend to change without notice, and we usually need to re-review the requirements before trying to get cards in fall***)

<http://www.dol.wa.gov/driverslicense/gettingidcard.html>

5.3 WASHINGTON STATE DRIVER'S LICENSE

A driver's license is often used as an ID card. You will not need one unless you plan to drive. Washington State law says that you can drive with any valid driver's license for up to one year if you are visiting from another country. If you are planning on driving regularly, you may consider getting a Washington State driver's license. If you have questions about this, please ask HHH program staff.

5.4 FEDERAL TAX IDENTIFICATION

Fellows are required to have either a Social Security Number or an Individual Tax Identification Number to file tax returns in March. We will work with you through the application process shortly after your arrival in Seattle. Which number you are eligible for (Social Security or Tax Identification) will depend on instructions from the United States Social Security Administration, delivered to Humphrey campuses by IIE over the summer.

6.0 COMMUNICATION AND OFFICE FACILITIES

6.1 HHH OFFICES

The fellows' computer lab, located in Parrington Hall (Room 124G), serves as your primary office space. It is a locked facility, in which one phone and a few computers are located. It is available to fellows 24-hours a day, 7 days a week. Maintenance of the fellows' computer lab and the supplies is the responsibility of the fellows, though you can check with the HHH graduate assistant for major issues or Kole Kantner for computer support (information below). To get the key to the computer lab, you need to give Quyen Tran, in Parrington Rm 208, a \$6.00 (cash) deposit. You will get this money back when you return the key at the end of the year.

6.2 TELEPHONE AND FAX

The program provides a telephone in the HHH computer lab for your use for program activities. All personal calls should be made from your personal phone. Many fellows make long-distance calls within the U.S. on their mobile phones, since long-distance and local calls cost the same on our mobile phones.

The HHH program does not pay for international calls or faxes. If you wish to communicate internationally at your own expense, please go to a fax transmission service store or call from a cell phone if you have one. Ave Copy Center (4141 University Way NE) and Check Mart (824 NE 45th) charge about \$3 for each page, plus the cost of the long distance call.

A fax machine is available in Parrington 109 for sending HHH business faxes – not personal faxes. HHH staff or Jared Eyer, at the Front Desk in Parrington 109, will be able to demonstrate how to use the fax machine.

INTERNET PHONE SERVICE has become very popular, and is far cheaper than international calls. Many fellows have used this option for connecting with friends and family back home. A popular site for this is <http://www.skype.com/>

6.3 MAIL

Your mail comes to Parrington Hall daily, and is distributed to individual fellows' mailboxes in your computer lab.

The mailing address you should give is:

Your Name
Hubert H Humphrey Fellow
109 Parrington Hall, Box 353055
University of Washington, Evans School of Public Affairs
Seattle, WA 98195-3055

6.4 COMPUTERS

The fellows' exclusive computer lab space is located in Parrington Hall, Room 124G. There are a few shared computers in that room and tables for working. Computers can also be found

around campus at the undergraduate and graduate libraries. These are open for students' use and can be accessed by using your UW identification (you will receive this upon arrival). Use of them is free of cost (though there is a charge for printing – printing is free in the HHH computer lab). The University of Washington has free wireless internet service throughout campus that you will be able to access once you have your UW net identification. Many public spaces in Seattle, such as cafes, hotels and the airport, also have free wireless internet service.

Most fellows purchase a laptop computer within a short time of arriving in Seattle, and use that as their primary computer during the year. Fellows should take advantage of IIE's laptop reimbursement program, whereby you will be paid back up to \$500 of expenses incurred in purchasing a laptop computer. There will be details about this given during orientation.

For computer support, go to Parrington 124A (next door to the fellows' computer lab) and ask Kole Kantner for help, or contact him by phone or email:

6.5 COMPUTER TECHNICAL SUPPORT

Kole Kantner

pbafhelp@u.washington.edu

616-1649

7.0 REGISTRATION AND COURSES

7.1 COURSE SELECTION

Each quarter you will register for courses. You are required to take the Humphrey Seminar (1 credit per quarter) which meets on Fridays (**usually 9:30 am-12:20 pm, with occasional changes for off-campus trips**). Most graduate courses are 3 to 4 credits (see online time schedules for particular courses).

To select additional courses, we suggest that you read through course descriptions in the University catalog online, talk over possibilities with your Faculty advisor, the HHH graduate assistant, and other Evans graduate students about what courses and professors they suggest are most interesting. Individual departments also provide specific information on the courses offered each term. You can get these descriptions online or from individual department websites, all accessible through the main UW website. **Note that not all courses listed in the online catalog are offered every quarter. The quarterly time schedule (issued several weeks before registration) lists which courses are offered in the coming term.**

The link to Evans School course descriptions and course schedules is located at:
<http://evans.washington.edu/courses-degrees/course-listings>

The Fall (autumn) quarter time schedule for all UW courses is at:
<http://www.washington.edu/students/timeschd/AUT2011/>

You are welcome to take courses in any UW department, but before your courses are approved by the program, they must be deemed relevant to your professional and academic development.

Please keep in mind that this is not a degree program, and you have a limited amount of credits to use. The total for the year is 14, including the 3-credit (1 credit each in fall, winter and spring quarters) total for the Humphrey seminar, thus 11 credits are at your discretion.

7.2 GRADES AND GRADING OPTIONS

There are different grading options available to you for each course, except the Humphrey leadership seminar, which is always taken "C/NC" ("credit" or "no credit", which basically means "pass" and "fail"). The three grading options are: a numerical grade, "credit/no credit" or "audit." Another option which does not involve registration or grading is "sit-in".

1. Under the numerical grade option (a scale of 0.0-4.0 - the higher the better), you are required to do all readings and written and oral course work (including papers, examinations, active participation and class presentations) and expected to attend all classes unless there is an emergency or other unavoidable, important time conflict.

2. The credit/no credit option requires that you complete course work, but rather than receiving a numerical grade on your transcript, you receive credit (a "C" on transcript) as long as you get at least a 2.7 grade. This option takes some of the pressure off of you, but if you do not get at least a 2.7 grade, an "NC" will appear on your transcript (similar to failing grade) and you will not get any credit for the course.
3. The third option is to register for courses as an auditor. Under this option, you do not have to do any of the course work. You are, however, welcome to sit in on all lectures and depending upon the professor, participate in discussions. This option is available in many classes, but you must ask the professor if he or she will accept auditors.

WE SUGGEST AUDITING COURSES. Professional development activities and other commitments will require considerable time and prevent you from attending all classes. Auditing gives you the flexibility to pursue your interests without overburdening your schedule. Many previous fellows have audited courses.

4. The final option is one we use with caution. It is "sitting-in". In this option, you do not register at all. Officially, you are not part of the class. You do not use credits and the program does not pay tuition. You simply attend classes when you want, and do coursework, or not, as you choose. This is something that the university and the HHH program do not encourage, as it can present an ethical dilemma. The dilemma can occur because some students and professors disapprove of anyone partaking in a learning experience without paying for it, the way a student must. In some schools, professors can even face disciplinary action for allowing "sit-ins". The benefits, however, include a lack of pressure for fellows in terms of time commitment and using up limited allotted credits for the year. If a professor offers a HHH fellow the option of sitting in, we allow it. We just do not encourage it, especially as a first option.

One way around this ethical question of sitting in is if a fellow is a contributor to a class, for example by periodically presenting or lecturing about an area of the fellow's expertise to the students in the class. This is an arrangement that has been done by past fellows and faculty members.

7.3 REGISTRATION PROCESS

Each quarter the HHH program will register you for the HHH Leadership Seminar. **You do not need to take care of the seminar registration yourself for this particular class.** In order to register for additional courses, you will need to submit a form for each course you take with approval signatures (provided by Alix Furness and the faculty teaching the course) for **each** course you take. Submit the forms to the University Outreach Office:

4311 - 11th Ave. NE

Hours: Monday – Friday, 8 a.m. – 5 p.m.

Copies of the registration form and a map to University Outreach Office will be included in your orientation notebook. The registration form will also be provided to you online, on the Evans School website, so you can print additional copies. Please also provide Alix Furness with a copy

of your registration forms for your file. If you have any questions about the registration process, please contact Alix.

The Humphrey program's registration process is different from the process for other students. As "non-matriculated" students, you register through the University's Educational Outreach office. ALL non-matriculated students register this way. Each quarter you may seek advice from the Humphrey program staff, your advisor, and others on campus about your course choices.

Because you are non-matriculated students, you officially register for a class on or soon after the first day of the quarter in which the class is being offered. You must register within the first week of the quarter. You must attend the first class session and get the professor's signature on your registration form after the first class. If the class is full (maximum number of students) you can explain to the professor that you are here as a Humphrey Fellow for one year only and they might make an exception for you. Professors cannot make an exception if the room is full - capacity limits cannot be exceeded. **You must register for all classes by the end of the first week of the quarter. Late registration and any changes in registration after the change deadline will incur a fee. Furthermore, if you drop courses after the drop deadline, one half the cost of the course will not be reimbursed, and will come out of your total allotted tuition funds. Fellows are responsible for any late change or drop charges.**

To check on registration deadlines and other details of the UW Academic Calendar, see:
<http://www.washington.edu/students/reg/1011cal.html>

To request official UW transcripts, go to <http://www.washington.edu/students/reg/transcripts.html>.

8.0 ACADEMIC & PROFESSIONAL PROGRAM COMPONENTS

8.1 ACADEMIC COURSES DIRECTLY RELATED TO YOUR PROFESSIONAL NEEDS AND FIELD OF INTEREST

You must enroll in coursework that will augment skills and knowledge of use to you in your career. The academic portion of your program **must** be designed in a way to allow time for off-campus professional development activities. **Fellows may enroll in a maximum of 14 credit hours total over the year – which includes the 3-credit year-long total for the Humphrey seminar. This averages to nearly one course per quarter (fall, winter and spring). A full-time equivalent course is normally 3 to 4 credits.** As noted previously, auditing rather than taking courses for credit will allow you greater flexibility in scheduling other activities, including conferences and off-campus engagements. You should feel free to seek out faculty members to consult with them about the fit between the course content and your professional development objectives.

There are also many 1-credit seminars and workshops offered at Evans that you may want to consider. These are shorter in duration and more specific in focus than regular courses.

HHH Fellows are also eligible to enroll in one Cascade Center course (<http://evans.washington.edu/executive-education/cascade>) during the Fellowship year and to have the cost be covered by the UW HHH program. The Cascade Center is a part of the Evans School. It provides short, intensive courses on leadership and management to working mid-career professionals in the state of Washington. Taking a Cascade Center course is an excellent way to meet committed mid-career professionals from a wide range of backgrounds.

8.2 INDIVIDUAL PROFESSIONAL DEVELOPMENT ACTIVITIES

These include professional visits and conferences (usually 1 to 5 days in duration) and a professional affiliation of at least 6 weeks. IIE provides funds for short-term professional development activities. You will be expected to initiate and follow-up on professional development opportunities unique to you and your professional interests.

Most likely, you will do your professional affiliation with an agency in the Seattle area. IIE will help fund an affiliation outside Seattle if a better fit is found in another area of the country. Your professional affiliation is an important component of your Humphrey experience and requires preparation to develop. Your faculty advisor and the HHH team are available to consult with you about the range of options available and to help you make contact with appropriate agencies and individuals.

Much of the work finding an affiliation (researching, networking, interviewing) is your responsibility. You must be prepared to be active in your pursuit of an appropriate affiliation.

There is a separate handbook for professional affiliations that will be sent to you over the summer.

8.3 HHH LEADERSHIP SEMINAR

The year-long seminar, meeting every Friday that courses are in session at UW, will focus on leadership development in personal and professional areas. It will provide opportunities for professional development with site visits (in the past this has included a day trip to Olympia, Washington to see the inner workings of State government and meet government officials, a visit to Microsoft, Gates Foundation, City of Seattle, etc) and guest speakers who are leaders in their fields. The seminar is less academic and more professional in nature, in keeping with the goals of the Humphrey fellowship. Each session is designed to be “stand alone” because the nature of the fellowship means fellows will sometimes have to miss a class because of another fellowship obligation (out-of-town affiliation, seminars and workshops, etc).

The seminar is an opportunity for fellows to learn from each other, as well as to explore issues surrounding personal and professional growth in a safe and supportive setting.

Time directly before or after the seminar is occasionally reserved for HHH fellow meetings. The meetings are a good opportunity to discuss program planning and administration topics.

8.4 PARTICIPATION IN CAMPUS AND COMMUNITY ACTIVITIES

Fellows are encouraged to participate in events and activities on and off campus. In the past, these activities have included giving country or topic presentations in elementary through university level classes and to community groups such as Rotary Club, sitting on topic-focused panels, facilitating high school group discussions for Model UN Day, and participating in ongoing surveys related to UW research projects.

IIE asks that Fellows keep a list of activities in which they participated. This is included in your “Summary of Activities” document from IIE.

8.5 PROFESSIONAL DEVELOPMENT STIPEND

During the fellowship year, HHH Fellows receive a stipend to be used at the discretion of individual Fellows for professional development. The amount of that stipend will be outlined in your Terms of Award letter from IIE. Examples of professional development activities include, but are not limited to travel to a conference, workshop, public or non-profit agency, or a foundation; fees for additional Cascade Center courses or other educational activities, and special software. Please keep track of your professional development expenses, as during the 2 reporting phases to IIE (mid-year and year-end reports); we will need to inform them of how the stipends were spent.

8.6 IIE’S WASHINGTON SEMINAR AND UW HHH TRIPS

In fall, you will travel to Washington, D.C. to participate in IIE’s Washington Seminar (“Global Leadership Forum”) for all 2011-12 HHH Fellows. This is an excellent opportunity to extend your stay on the east coast and follow up with professional development contacts you have established since your arrival. In the spring, all Humphrey fellows in the U.S. will travel to the D.C./Maryland area again to have a year-end retreat and graduation ceremony.

In addition, fellows may attend one Enhancement Workshop offered by IIE during the year, if funding is available. These trips are jointly funded by IIE and participating fellows.

The UW HHH program will provide a fall retreat at Fort Worden (on Washington State's Olympic Peninsula) during orientation in September, and a spring retreat, at Camp Casey (on Whidbey Island), which will take place in April. These retreats are a chance to get away from the city, enjoy the amazing scenery of the Northwestern part of the U.S., relax, get to know each other, and reflect on the fellowship year.

9.0 THE FELLOWSHIP YEAR

During the fellowship year, outside of the classroom program support falls generally into the following categories:

- Orientation
- Professional information
- Student and U.S. life skills
- Community service and knowledge
- Completion of fellowship year in Seattle

Brief descriptions of the services provided are below:

9.1 ORIENTATION

Orientation introduces you to the skills you will need to navigate your lives in Seattle, at the University of Washington and in the United States. **While initially we can provide significant amounts of information and cultural support, ultimately it will be you and your choices that determine the quality of your fellowship year.** Also, fellows come to Seattle with different levels of experience in the U.S. or living abroad generally, so orientation is geared towards providing a common basis from which we can all have a successful year.

During orientation, we will provide airport pickups, housing search assistance, help with establishing a bank account, support at the Social Security office (for Social Security numbers or, most likely, Individual Tax Identification Numbers), registration information, sessions on safety and campus legal issues, an introduction to the university clinic, Hall Health, acquisition of a university e-mail account, introductory sessions with representatives from the Foundation for International Understanding Through Students (FIUTS), HHH program meetings, cultural adjustment information, and opportunities to meet Evans School and other UW faculty, students, staff, and your advisor.

We are always happy to review any of this information with you. We realize that when you arrive you are adjusting and absorbing vast amounts of new information, and may need reminders occasionally.

9.2 PROFESSIONAL SUPPORT

During orientation, you will have opportunities to meet with HHH program faculty and staff. An advisor will be matched with each of you and we encourage you to meet with your advisor as soon as a time can be arranged.

During the year, there will be a number of program-sponsored trips to such places as Olympia, Washington (the state capital) and to other community or professional organizations or events. Some of the events will be required and some optional. We will provide transportation to the program-sponsored events or plan for the group to use public transportation.

For non-program sponsored events and individual professional development, we can help you find bus routes or suggest other transportation alternatives as needed.

IIE will require documentation of your fellowship year in the “Summary of Activities” form to be completed and submitted at the end of the year. We recommend keeping this document up to date throughout the year.

Upon completion of the program, you will receive graduation certificates from both UW/The Evans School, and IIE/The State Department.

9.3 STUDENT AND U.S. LIFE SKILLS

During orientation, a number of sessions will provide opportunities to discuss cultural adjustments, culture shock, and cross-cultural communication skills.

Also during orientation you receive computer assistance with the following:

- how to set up your e-mail account
- how to navigate the UW web site
- how to navigate the Evans School web site
- how to navigate the HHH web site

You will discover early on that U.S. students and professionals are expected to be very proactive. In other words, you should seek out opportunities rather than waiting for opportunities to come to you. Explore, observe, network, participate as much as possible – and your year will be richer for it.

During the academic year, we will inform you of events, lectures, receptions, workshops, social gatherings, etc., happening at the Evans School, at UW, and in the Seattle area. Some of this information will come to you via the Evans School student listserv, and some will come via the HHH listserv. It is your responsibility to attend events and to register for courses of interest to you. **We encourage you to explore and to share with us and other Fellows, via our listserv, any events and opportunities you find that would be of interest to the group.**

If you have landlord/tenant or banking questions, please ask. Introductions to both renting an apartment and setting up a bank account will be covered during orientation. If a problem arises during the year, we may not be able to solve it, but we can let you know what Fellows and others have done in the past in similar circumstances.

The HHH program can also provide travel letters for you or your family members. These letters document your participation in the 2011-12 fellowship year and are offered to you as a courtesy. They do not guarantee ease of passage, but they may be of help. Please give us reasonable notice (one week recommended) so we can provide them to you on time.

Health care in the U.S.

Managing health insurance may be a skill unique to the U.S. There is no universal health care coverage in the U.S. Everyone who has insurance is still required to pay for portions of their

health care visits and medications. It is the patient's responsibility to submit accurate information before and after a health-related visit to a clinic or hospital. This requires considerable time and patience. We can discuss this process before or following a visit. Do not hesitate to bring your health insurance questions to us. This is an issue that has been in the news a lot lately – so think of this as your opportunity to get an “insider's” view of the American health care system! More health information is in Chapter 11 of this handbook.

9.4 COMMUNITY SERVICE

During the year, you will have numerous opportunities to volunteer your time by working in a charitable organization like a food bank, Habitat for Humanity, AIDS organization or homeless shelter, or by speaking to different school and community groups. We encourage you to take on these efforts. They provide fellows with a much richer view of life in the United States than the university can alone. Fellows often find these opportunities by themselves. Just as often, all of us share them with each other via e-mail over our listserv. If you have a specific volunteer interest and are unable to locate a suitable organization, please let us know. We can provide some suggestions.

Volunteering is a big part of American life. To us, it's a vital way to contribute to the community in which you live.

9.5 COMPLETION OF THE FELLOWSHIP YEAR

In addition to the end-of-year documents mentioned under “Professional Support,” there will be a meeting in spring quarter to familiarize you with the moving out and going home process.

During spring quarter the HHH provides transportation, food and lodging for a spring trip, usually to Camp Casey on Whidbey Island. This is an opportunity to informally visit with other Fellows toward the end of a very full year, reflect on your experiences in Seattle, and see a beautiful part of Washington. It's proven to be a meaningful and fun way to start wrapping up the year together.

With the fellows' agreement, a jointly sponsored thank you and farewell party may be held toward the end of spring quarter. This has developed over the years as a way for fellows to thank many people for their help and friendship over the year. This special gathering has been well attended every year.

10.0 OUT-OF-TOWN TRAVEL

10.1 AIR TRAVEL

Seattle is serviced by many commercial airlines. Sea-Tac airport is the main airport for national and international flights. Airfare is usually higher than either bus or train fare, but it is always worthwhile to check. Check the *University Daily* (our campus newspaper) or one of the many online discount sites (such as Priceline, Expedia, or Orbitz) for good prices.

10.2 AIRPORT SERVICE

Two of the most convenient ways to get to the airport from Seattle are:

- **Shuttle Express**

Shuttle Express is a convenient door-to-door airport service. The cost from the U district is approximately \$25 for one person. If you make reservations for a group, you must use only one address.

Shuttle Express reservations: (425) 981-7000 or WA Toll Free: (800) 487-7433

<http://www.shuttleexpress.com/>

- **Sound Transit**

Sound Transit and other local transit providers can help you when you are travelling to and from Sea-Tac Airport. Fast, frequent public transit options can take you between the airport and major cities in the area, including Seattle, Tacoma and Bellevue.

<http://www.soundtransit.org/Rider-Guide/Popular-destinations/Airport-service.xml>

The new Seattle Link light rail service provides smooth, easy transit between Sea-Tac Airport and downtown Seattle. U-Pass is functional on both Sound Transit buses and on light rail service.

<http://www.soundtransit.org/Schedules/Central-Link-light-rail.xml>

10.3 BUS TRAVEL

The Greyhound Bus Line provides services between most Washington cities and the cities of other states and Canada. The Greyhound Bus Terminal is located at 8th and Stewart. Call 628-5526 for information on bus routes, fares and schedules.

<http://www.greyhound.com/en/locations/terminal.aspx?city=780780>

10.4 TRAINS

AMTRAK provides service from Seattle to many cities in the United States. There is connecting service from Chicago to points east and from Los Angeles to other cities in the South. The cost of travel is higher than by bus, but the scenery is often more picturesque when you travel by

train. You can get an All Aboard Fare here in the U.S., or you may purchase a USA Rail package abroad. The train terminal is located at 303 South Jackson. For information on train routes, fares, and schedules, call 1-800-872-7245, or check Amtrak's website at www.amtrak.com.

Sound Transit provides commuter trains from Seattle to Tacoma (to the south) and Seattle to Everett (to the north). U-Pass covers the full fare.

<http://www.soundtransit.org/Rider-Guide/Souder-train.xml>

10.5 FERRIES

To get information about Washington State Ferries, you can call the following numbers 24 hours a day.

Seattle Area 206-464-6400

Statewide Toll Free 1-800-542-7052 or 1-800-542-0810

Victoria Area 604-381-1551

Ferry schedules can be found at most bus schedule stands and on the Internet at:

www.wsdot.wa.gov/ferries/

11.0 SECURITY, EXERCISE, HEALTH & COUNSELING RESOURCES

11.1 SECURITY

If you are a victim of any nature of crime on campus, including if you are physically or sexually assaulted on campus, call the University Police at 9-9-1-1 from campus phones and 9-1-1, free of charge, from non-campus phones, such as pay phones and phones in residence halls. For any occurrence off-campus, Seattle City Police will deal with the crime. Dial 9-1-1, free of charge from any phone.

11.2 EXERCISE

All Fellows are encouraged to exercise regularly in order to balance the inevitable stresses of living in another culture, especially given Seattle's notorious rainy, gray weather in winter. For Fellows in the past, exercise has taken many forms – walking and bicycling or joining the UW Sports facility called the IMA (Intramural Activities). Fees for IMA membership for HHH Fellows are \$60 per quarter (the “Visiting Scholar” fee). Many Fellows have found this a worthwhile expenditure.

Website: http://depts.washington.edu/ima/IMA_ima.php

11.3 INSURANCE

Some important points to keep in mind about the American medical system:

- **Insurance does not pay for 100% of your medical costs.** Even with insurance there will be a cost to you for using medical services. Depending on the service, you will have to pay a percentage of the cost of treatment. Medical treatment in the United States is very expensive, so even a small percentage of the total cost can be a lot of money.
- **The program will help you understand the insurance system and your bills, communicate with doctors and the insurance company (if necessary) and help find the best medical offices for you to visit, but will NOT pay your medical bills.**
- **Go to Hall Health for common, non-emergency illnesses and injuries.** Take your UW student ID card AND your health insurance information with you. You will most likely need to make an appointment in advance.
- **Not all illnesses are covered.** Read about what your insurance covers in IIE's “Program Guidelines for Humphrey Fellows”.
- **Insurance only covers Fellows, not dependents.** If dependents accompany you, you must insure them with their own insurance coverage.
- **Keep copies of insurance claims.** Processing for refunds sometimes takes a couple of months and may require clarification. Keep copies of all claims.
- **We do not go to the hospital unless we are extremely ill.** For Americans, a hospital trip is a last resort. It is very expensive, and if you go to the Emergency Room, you may wait to see a doctor for several hours.
- **If you are feeling ill and want to see a doctor, please make an appointment immediately as very few doctor's offices are able to see patients the same day.** Most likely, you will have to wait a day or two after you've made your appointment.

- **The quality of care is generally excellent.** Even though it's expensive, complicated to navigate the insurance system, and appointments are tricky to get on short notice, when you do see a doctor, you will most likely receive the highest-quality care.
- **If you are having a medical emergency, you need to call 9-1-1.** HHH staff, other Fellows, your friends and Buddies and Friendship Connections are all people you should contact when you need help – but for a true and urgent emergency, always call 9-1-1.

11.4 GENERAL HEALTH CARE

Hall Health Center

Hall Health Center (Tel. 685-1011) provides outpatient health and medical care for currently registered students. The Center is staffed by physicians and nurse practitioners who will diagnose and treat illness or injuries or refer you to other medical resources when necessary. The Center's services include a mental health clinic that provides individual, couple and group therapy, and a pharmacy.

It is important that you register into the Hall Health Center computer system before your first appointment. *Please plan to arrive at least 30 minutes before your first appointment to register.* You will also be asked to fill out a Health History form on your first visit to Hall Health Center. The information you provide on the form is completely confidential and will not affect your status at the University or with U.S. Immigration in any way. The Health History form asks about childhood and other immunizations, so please bring your immunization records. Hall Health Center Health History form translations are available in the following languages: Arabic, Chinese, Farsi, Indonesian, Japanese, Korean, Spanish, Thai, and Vietnamese.

Telephone Advice

If you feel you need medical care, phone Hall Health Center at 206-685-1011; trained professionals are available to answer your questions Monday through Friday from 8:00 A.M. to 5:00 P.M., on weekends and holidays from 10:00 A.M. to 5:00 P.M., and Monday through Friday from 5:00 P.M. to 7:00 P.M., phone Hall Health Center Acute Care Clinic at 206-685-1025. At other times, phone University of Washington Medical Center (UWMC) Emergency Medicine Service at 598-4000.

Emergency

Emergency care for life threatening illness or injury is available by dialing 9-1-1. If you are dialing from a University office telephone, you need to dial 9-9-1-1. Please keep in mind this service is for emergencies in which you feel your life is in danger.

Dental Care

Dental care in the United States can be very expensive, and only dental emergencies are covered by your insurance. However, lower cost care provided by closely supervised dental students is available at the University of Washington School of Dentistry.

543-5830 (regular hours)

543-5850 (emergencies)

598-4000 (emergencies/after hours)

Family Care

Family: University of Washington Medical Center Family Medical Center, 598-3300; Family Practice Clinic, Swedish Hospital, 386-6111

International District Community Health Center, 461-3235 416 Maynard Ave. South (south end of downtown)

Women

Women can receive care at the three clinics listed above under "family" or at:

University of Washington Medical Center Women's Clinic, 616-2495

Visits are by appointment only; if you think that you might need a translator during your appointment, tell them when you phone. You must bring some form of identification with you, such as your passport. Fees are on a sliding scale (based upon your ability to pay).

Children

Children may get care at the three clinics listed under "family", or University of Washington Medical Center Pediatric Center, (206) 598-3000. Fees are on a sliding scale.

Children's Hospital contact is- 526-2127, between 7:30 A.M. and 4:30 P.M., Monday to Friday. After 4:30 P.M., Emergency Room is 526-2222.

Emotional

Students can receive care at the International Services Office, the Counseling Center or Hall Health Center. Families can get care at the three clinics listed under "family" above, or check with ISO or the Counseling Center for other possible options.

The Crisis Clinic is a 24-hour phone line offering professional help. Call (206) 461-3222.

All services are confidential.

Sexual Harassment Assault

The University has established health and counseling services for victims of sexual harassment and assault. The resources listed below are linked to physicians and counselors trained in sexual assault trauma, and offer many services, including support, medical care, legal advocacy and referral. All reports are confidential.

If you experience sexual harassment, call the University's Human Rights Office at 543-7217 or call the Ombudsman for Sexual Harassment at 543-0283 or 543-6028. Sexual harassment is defined by the University as the use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his or her refusal, or as the creation of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature.

If you are physically or sexually assaulted on campus, call the University Police at 9-9-1-1 from campus phones and 9-1-1, free of charge from non-campus phones, such as pay phones and phones in residence halls.

Call SARIS - Sexual Assault Referral and Information Service - at 685-HELP. Voice mail is available and checked frequently. SARIS is a free, confidential and nonjudgmental service for students--female and male. Located in Hall Health Center, SARIS offers a safe haven for victims/survivors. Specially trained Sexual Assault Resource Specialists connect survivors with the services that they need, including medical assistance, individual and group counseling and legal advocacy.

In addition to the University Police and SARIS, there are the following resources:

Student Counseling Center	543-1240
Hall Health Primary Clinic	616-2495
Hall Health Women's Clinic	685-1031
King County Sexual Assault Resource Center	1-800-825-7273

APPENDIX I: THOUGHTS AND ADVICE FROM PAST FELLOWS

ARRIVAL:

It was beautiful, warm, sunny weather--still felt confident, enjoy my time here. Warm reception

There was a lot of apprehension because we did not know what was expected of us and what we could expect.

Glimpses of the Cascade Mountains may not console your exhausted heart but you will feel fine to see the smiling face of your friendship connection

Privileged to be in the Pacific Northwest

ORIENTATION:

You will forget almost everything; just try to remember some names, the location of your home and zip code.

There was a lot of information and many events but with little time to process. Also, some of us had language obstacles.

In-depth orientation of resources on campus.

Beautiful trip to Fort Worden.

HOUSING:

Go to www.craigslist.org!

Check the site of the students at Evans School (Public Life). They have a Facebook page. Many students offer to share places.

Don't wait for help. Think that you are by yourself, so things move faster.

Ask our program manager about housing options before we leave our country

You won't have control over who your neighbors are

Family housing is difficult to afford

Be realistic about how much housing in Seattle costs

Look for options in the website and ask the manager to help if I have questions

Look for apartment that is not too far from the university, and has access to two or more bus lines

Try to find furnished apartment because we're only less than 1 year in the US

Try to find apartment where you don't have to pay the utilities bill

Try to find housing with host family – you learn about American culture faster

SCHOOL (GENERAL):

Choose your topic of interest

This is a professional program, not a degree program

Learn from the students – network lots

Check very well the list of courses online

Use this opportunity to make friends and work together with Americans and other international students

Work to establish a good relationship with your faculty advisor

Use the library and browse the collections

Go to the University Bookstore <http://www.bookstore.washington.edu/home/home.taf>

Buy books also from Amazon.com

Learn how credits translate into classes

Have a clear realization that this is NOT an academic program, in that the number of classes you would be eligible to take is not much

Spend as much time as possible choosing your classes

Talk to the professor teaching the class before choosing the class

Explore different departments at UW

Attend information sessions at other schools

Do all of your readings and homework!!

SCHOOL (QUARTER BY QUARTER):

FALL QUARTER:

Better to take more courses at the first quarter (fall/autumn)

Figuring out the American way of learning.

Quarter system-very demanding! Many readings. Choose the best courses.

So many interesting courses, we want to take them all. Apprehension about the American education system and interacting with American students

Don't rush in registering/selecting courses. Look at the class schedule, syllabus and your own time to be settled down.

WINTER BREAK:

Tired. Wanted time to rest.

Maintain a positive mindset.

Reflect on what's important in the Fellowship year and in life in general. Meet friends and fellows outside class.

Christmas and cards, consumerism culture

It felt good to leave Seattle for a while and connect to the outside world. We came back to Seattle rejuvenated.

It's not only rainy in the cold winter here, you may also experience snowstorm, windstorm!

WINTER QUARTER:

Divide time between taking courses and finding professional affiliation. Start doing things that are unfinished (try to catch up)

Started professional affiliation. But what, how much you learn depends on yourself.

Getting better with the registration system.

Time is flying by faster

SPRING QUARTER:

Most of us spend a lot less time on campus, and more time in affiliations and doing other things

PROFESSIONAL AFFILIATIONS AND DEVELOPMENT:

There are a lot of opportunities. You can't do everything, and have to choose. Networking takes a lot of time (hard to do besides studying)

Have a clear idea of what you want and take action without delay to make it happen. Don't wait for the program to find something for you.

Be flexible and prepared with many options (at least 3).

During your PA, don't wait for people to come to you. They are busy with their own business. Take the lead.

Connect with former Fellows to learn more about local organization and people.

Invite key persons to Humphrey events or for a cup of coffee

Associate with professional organizations and civic clubs

Attend as many networking events and meetings as possible, do not be shy

Follow up your contacts in order to build relationships

Bring name/business cards with you all the time

Be really sure about what you want to do

Explore earlier even if you want to do your affiliation at the end

Be prepared for your first contact with your host organization

Start researching and reaching out to companies and organizations before you leave your home country (over internet)

Do not go for minimum – extend affiliations if possible and do more than one significant affiliation

The best PA for you might not be what you thought it would be

Your PA should be an exchange of ideas – not a “one-way street”

LIFE IN THE USA AND UW:

The US is an individualistic society

Be prepared for ups and downs

Don't worry too much!

The support of FIUTS and Friendship Connection is tremendous

Journey of self-discovery

Travel and transportation very good and cheap. Take advantage and travel!

No need to subscribe for telephone fixed line – just mobile is OK.

Don't be surprised if people ask to know more about your family, your country and your life in general.

If you want to do something, just do it. Don't wait!!! Don't expect others to do for you.

Be on time, plan in advance everything you have to do.

Make sure you read your email many times a day.

Set up your voice mailbox on your mobile phone

Don't forget to say thank you.

Be open to the people

Track your bank account online

Bring warm clothes – but not too many (you can buy clothes cheaply here)

Use the IMA (UW gym)

Consider a pay-as-you-go mobile phone

Beware of online scams

Maintain Facebook/LinkedIn/Twitter accounts

Hang out together sometimes for weekends, happy hour, movies, etc.

Be positive towards negative events and people

Do volunteer work

Attend the free lectures and seminars at UW and outside; stay for the receptions

Utilize FIUTS connections – but don't rely too much on them!

America is different

Respect the rules and regulations

Always have your insurance card with you

Learn the “tipping” system

Be an ambassador for your country – bring lots of national stuff with you

DEVELOPMENT OF SELF:

It takes effort to balance individual and group needs – but is worth it!

Do it yourself (DIY)!

It is a year to learn and develop skills like patience, openness. Try new things. It’s an opportunity to grow and think of your future in a bigger world.

Seattle is a great opportunity to connect with volunteering and learn more about the difficulties that face the world.

Learn more about self-leadership, to make effecting decisions, to deal with time effectively and increase emotional intelligence level

Read news more frequently

Ask questions to friends, program coordinator, whoever you need if you are confused

Make a good use of mailing list (Listserv) – check and reply to emails!

Be open-minded and not too sensitive to new culture

Keep yourself in balance. Eat well. Keep well. Exercise

A FEW THOUGHTS
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As you prepare for your trip to Seattle, am sure you will have been told do not over pack, I was and yet inevitably I did. In fact everyone of the Fellows that I have spoken with agrees that he/she brought too many articles of clothing. Think of it this way you will need one formal or national outfit and after that it's really just jeans and how many jeans do you really need?

So the best advice I can give you is one suitcase. While you are here you can do some shopping and even get another suitcase for travelling home. You will need a small carry on suitcase for travels to DC and other short trips.

On your arrival treat yourself to a digital camera and take as many photos as you're inclined to do and download them to the nice laptop that you will purchase and be reimbursed for by IIE (up to \$500).

Help each other get settled in, it's a great way to break the ice and get to know each other. And on that matter I cannot over emphasize the need for tolerance, there will be misunderstandings because of communication and culture differences, embrace the differences.

Do open an account with Keybank even if you have another US account the service is great and there is no service charge.

When you get your U-Pass, make the most of it, just hop on a bus and with your camera go places, you will always find your way back home, venture forth and be adventurous!

Keep a daily log of your activities you will need it for the duration of the year to furnish IIE with reports.

Start from now to identify where you would like to do your professional affiliation and if possible initiate contact from now. However you may find that it is better to utilize your academic credits in the Fall/Autumn Quarter and to start your professional affiliation in winter.

Bear in mind this is not an academic programme designed to confer another degree on you. Audit the courses, you will be absent for many classes because of other commitments.

If you can get an affiliation for more than the minimum six weeks get it and if you can arrange two affiliations do so.

Accept as many invitations to speak as possible, it is a great way to meet new friends and contacts for professional affiliations.

If you feel like doing something do it! This program really is what you make of it, there is no one behind you pushing you or spoon feeding you.

If you do decide to bring your family recognize that there are many activities that you will be required to attend that they will not be allowed to attend, if you understand this upfront you will not be upset with the coordinators or IIE when those times arrive. It is what it is.

Finally I believed then and still do now that it is much better to move into a furnished Apartment, apart from settling in quickly it removes the headache at the end of the program when you have to get rid of all the furniture you bought.

Hope after a month or two of being in Seattle you will have found this information useful.

APPENDIX II: DEPENDENTS POLICY

The HHH Program does not provide extra funding to subsidize the activities of Fellows' dependents. HHH activities have been designed for the professional development of Fellows only; e.g., HHH Seminars, field trips, etc. Occasionally, there may be room for participation by dependents in HHH activities on a space available basis. However, Fellows will be asked to reimburse the Program for the costs associated with bringing their dependents on HHH excursions. This policy was designed to ensure the integrity of the Humphrey Program in enhancing the professional development of Fellows during their stay in the United States through maximum use of available funding.

TRANSPORTATION OF DEPENDENTS: UW Motor Pool vehicles require that all passengers be university staff, faculty, or students. Non-university personnel (family and friends not associated with the University) are not allowed to ride in Motor Pool vehicles. Fellows with dependents are responsible for arranging transportation to and from events attended by family members.

CAR BOOSTER SEAT LAWS: Washington State has a comprehensive child-restraint law that requires

Infants to ride in rear-facing seats until age 1 or 20 pounds.

Children ages 1 to 4, or 40 pounds or less, to ride in lower-facing child car seats.

Children ages 4 to 6, or 60 pounds or less, to ride in a booster seat.

Children younger than 6 to ride in the back seat of a vehicle if the vehicle has a passenger-side air bag.

Washington State law requires that children either under 4 years old or under 40 pounds ride in a car seat whenever they travel by car. Fellows with dependents of this age or size in Seattle should purchase a car seat for each child requiring one, or obtain one from other sources. Car seats may be purchased at “Toys ‘R’ Us” at Northgate Mall or less expensive used ones are available at Kym’s Kiddy Corner at 11721 15th Ave NE. (phone (206) 361-5974).

Health insurance only covers Fellows. If dependents accompany you, you must insure them for the time they will be in the US. Please see IIE’s Program Guidelines about dependents and insurance coverage. IIE and the Evans School will not approve your dependents’ stay in the U.S. unless they have health insurance. Please remember that there is not universal health coverage in the U.S. and that health costs are high. Even with insurance, patients pay a percentage (close to 20%) of their health care bills, including prescriptions.

We are very pleased to have you join us. Welcome to the HHH program! 😊