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Revised April 2016
Contact Information

We are here to support you as needed during the summer. We require you to remain in close contact with us throughout the summer and look forward to receiving updates about what you are learning and doing.

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Fulfilling the PJHC Service Learning Requirement

Eligibility

Declared PJHC minors who have completed HUMA/SOCI 280 or HUMA/SOCI 371 and ASIA 329/ SOCI 372/SWGS 322 or SOCI/SWGS 394, and one approved elective may apply for funding to support a summer service internship.

Award

The 2016 awards are based on the budgets students submitted as part of the application process. This funding is contingent on satisfactory completion of all internship requirements, including, but not limited to, participation in the Opening and Closing Events and internship blog, prompt and complete return of all required paperwork, and fulfillment of all internship agreements. All students who receive funding from the PJHC are also required to complete HUMA 300, which will be offered in Fall 2017. Failure to meet any of the requirements may result in removal from the internship program and the forfeiture of all or part of the award. Participants who drop out of or are removed from the internship program for any reason may be obliged to repay any award money that they have received and reimburse the program for all nonrefundable airline tickets and program fees.

PJHC Service Requirement

Minors have several options for fulfilling the PJHC service-learning requirement. These options include:

• Summer service internships and internships during the academic year.
• Community Involvement Center service trips, such as Alternative Spring Breaks and the Group International Service program.
• Coursework, including some capstone courses (SOCI 469/470 or SWGS 494/496/497) and electives, such as SOCI 301.

Further information about this requirement can be found on the program’s website at pjhc.rice.edu.

“My internship with Interfaith Ministries has truly linked my coursework with real life experiences...My internship has therefore motivated me to help improve the lives of the less privileged because they cannot get out of their misfortune unless someone helps.”
- Ugo Nduaguba, Susan McAshan Summer Intern, 2010
Organization Guidelines and Requirements

The community service organizations for which candidates work should fulfill the following requirements:

1. Agencies should afford an opportunity for the student to experience direct involvement with the specific group of people being served. For interns receiving funding from the PJHC, this direct service should comprise 75 percent of the experience. Students participating in other programs should spend at least 60 percent of their time on direct service. Research-based projects that do not involve direct contact will not receive credit. School or camp placements must involve student groups considered specifically disadvantaged or challenged in some way.

2. The organization must serve an under-resourced community. Advocacy agency internships must provide intensive experiences through staff interaction and direct contact with people.

3. Students should have a clear idea of how they will fit into the work and mission of their community service organization. Students should be specific about the nature of the job they will be performing.

4. It is preferred that students work for a small, focused agency or, if the prospective placement is within a large organization, that it be in a department with a specific aim or goal.

5. Agencies should be nonprofit and politically nonpartisan.

6. The PJHC program supports direct service work in association with religious groups; however, internships may not be used for the purpose of direct proselytizing. The PJHC program does not work with organizations that include evangelizing as central to their work, since our mission is to work with clients in ways that fully respect each client’s existing beliefs.
Sample Service Learning Contract

Champion Youth Summer Program, Houston, Texas
Summer 2015

Working Conditions:
Dress Code: Casual attire
Physical Arrangements: I will work in the Champion Youth administrative office one day a week and at the program site four days per week during the summer program.
Transportation Needs: I will arrange my own transportation to the office and program site.
Summer Schedule: I will start work on June 1 and finish on July 31.

Goals:

1. To become more informed about the local community and Champion Youth’s mission and operations.
   a. Work closely with Champion Youth’s director, program manager, and volunteers to plan, organize, and implement an academic enrichment summer program for underprivileged youth ages 8-13.
   b. Communicate with local students and family members to enroll program participants and arrange their transportation to and from the events.

2. Gain first-hand knowledge of community organizing, specifically by facilitating summer activities for Champion Youth’s underprivileged students.
   a. Coordinate and plan the annual 4th of July Champion Youth Barbeque event.
   b. Collaborate with other organizations that provide summer programs, such as the Houston Public Library for field trips and resources.

3. Working on projects that will contribute to Champion Youth’s sustainability.
   a. Assist in developing a library of educational materials for the summer and future afterschool programs by testing, reviewing, and revising existing curriculum
   b. Assist in organizing data already collected from participant surveys

Summer Responsibilities:
I will intern with Champion Youth as assistant manager of their summer program for underprivileged youth. I will help plan and organize academic enrichment and extracurricular activities as well as three special summer field trips. Additionally, I will contact Champion Youth volunteers and arrange for their participation in these programs. Throughout this process, I will communicate regularly with the Champion Youth staff. Ultimately, I hope to facilitate successful enrichment activities and build strong connections with local youth.
Conditions of Acceptance

All interns receiving funding from the PJHC must pledge to fulfill these conditions or make alternative arrangements with the Director and Program Administrator prior to the beginning of their internship:

1. Participants will have completed of HUMA/SOCI 280 or HUMA/SOCI 371, ASIA 329/SOCI 372/SWGS 322 or SOCI/SWGS 394, and one approved elective.

2. Participants have declared PJHC as a minor.

3. Participants will work with a nonprofit, politically nonpartisan organization that serves an under-resourced community. Internships cannot be used for the purpose of direct proselytizing.

4. Participants are expected to devote at least 75 percent of their volunteer time to direct community service to actively engage with those being served.

5. Participants will work at least 35–40 hours per week with the approved agency continuously for at least six week for international placements and eight weeks of US-based placements.

6. Participants are expected to exhibit sensitivity to the host community, observe local rules and laws, and abide by the philosophy, structure, and regulations of the host agency.

7. In addition to service, participants are expected to study the structure and functions of their placement organization (for example, funding, activities, and governance) in order to analyze the effectiveness of the organization in attaining its goals.

8. Throughout the duration of the internship, participants will remain updated with the required reading and engage in reflections and discussions in the internship group blog.

9. After the internship has ended, participants will complete HUMA 300 in the fall of 2017 or make alternative arrangements to fulfill this requirement.

10. Participants will attend all PJHC opening and closing events. Students studying abroad may make alternative arrangements to fulfill these obligations.

11. If participants are combining the PJHC internship with another Rice-based program, they must receive prior approval from the PJHC Director and Program Administrator.

12. Participants will attend the Leading Edge Workshop on Saturday, March 12, 2016. Students who are studying abroad may alternative arrangements to fulfill this requirement.
Advice from a Former Intern

• Practice perspective. Look at the big picture. We are always told to take one thing at a time, and while that can help us, it harms us when we fail to step back every now and then and look at our life from a broader perspective.

• Don’t be too hard on yourself. We beat ourselves up for our failures and constantly search for opportunities to improve, all too often without looking back at what we’ve accomplished so far.

• Stop shoulding: “I should be working out right now instead of watching reruns of America’s Next Top Model. I should just toughen up.” These are poisonous thoughts that only contribute to self-abuse. Life is much harder when you should all over yourself. It’s ok to should, but don’t should all over yourself.

• Don’t compare yourself to others. When you compare your service to someone else’s and use it to tell yourself you aren’t trying hard enough or that they are more “successful” than you, you are doing yourself a disservice. You are discrediting yourself and your individuality, and you are also ignoring the hardships that others may be going through. We are all working and living under different, incomparable circumstances, not to mention our lives and experiences are incomparable to begin with.

• Asking for help is not a sign of weakness. It is standing up for what we deserve. It makes us stronger, not weaker. Be honest with yourself about what you can and cannot control.

• Let go of the things you can’t control. You cannot control your environment. You cannot control what people say to you. You cannot control people who try to manipulate you or who treat you inappropriately. Shit happens, and when it happens, the only thing we can control is ourselves.

- Jaclyn Dean, Susan McAshan Summer Service Intern, 2010

Jaclyn Dean recently completed her service as a Peace Corps volunteer in Morocco. She enrolled in the Harvard Kennedy School in the fall of 2015.
Workplace Expectations

PRACTICAL TIPS FOR PJHC INTERNS

Make your internship what you want it to be

Do your research

Even though you may know your organization’s mission statement and you have checked out their website, look further. As interns working for a relatively short period of time, it is especially important for you to take the time to learn about the context in which you’ll be working. If you haven’t already, you should research the issues your organization engages with, the specific work the organization does, its history, which other organizations it works with, and what might be involved in your specific project.

Check in with your supervisor

You should plan on having regular check-in meetings with your supervisor. If your supervisor doesn’t suggest meeting regularly (once per week) you should ask to set something up, even if it’s informal. Regular meetings with your supervisor are opportunities for you to provide an update on your work so far, to get feedback on that work, to bring up questions or concerns that you have, and to learn about things that are going on in the organization. Some of you may find that you are in frequent communication with your supervisor and it won’t seem relevant to set up a meeting – in that case, even if you don’t set up a specific ‘checking-in’ time, make sure that you do specifically provide updates and ask for feedback on a regular basis.

Take initiative

Whether it’s approaching your supervisor to ask to set up check-in meetings or asking to attend a director’s meeting, you will have numerous chances to take initiative and direct your experience so that you learn more and have a better time. When you’re working on your assigned projects and when you interact with other aspects of the organization’s work, you should ask questions, ask to get involved, and generally take charge of your time there. Tell your supervisor that you’re interested in any opportunities to learn more, and then keep your eyes out yourself. The more you communicate with your supervisor and co-workers, the more likely it is that you’ll know when there’s something happening that you could sit in on (always ask if it’s appropriate for you to be involved). Keep in mind that the projects or activities that you and your supervisor have decided on should be your main priority, so you may not have enough time to attend meetings or assist with other projects on a regular basis.
Be professional

Attire

Dress appropriately. Pay attention to what other people in the organization are wearing and if you’re not sure about something, err on the side of dressing conservatively. Even if your position seems informal, keep in mind that flip-flops, tank tops, and even jeans may seem too casual to community members or other practitioners who engage with the organization.

Schedule

You should establish a schedule for your work with the organization. Even if your supervisor seems fine with keeping it flexible, you should still decide on specific work days and times.

Punctuality

If for some reason you have to be late or cannot work on your scheduled day, call your supervisor and whomever else you were going to be working with to inform them of the situation. Given the short time frame for these internships, you should plan on making up the time within the same week.

Commuting

For many of you, this will be the first time that you do a daily work commute. Think about where you will be working when you make housing plans. There are excellent web resources available to help you plan your commute, whether you drive or take public transportation. Regardless of how you get to and from your organization, you should definitely do a “dry run” at least once. Remember, during “rush hour” travel takes longer. (Commute time should never be counted as work time.)

Attitude

There isn’t one particular way to be or not be – and of course you should be yourself – but bringing a positive, open attitude to your internship can help build relationships and open doors for you. How much you get to learn and experience depends on the extent to which the people working there want to “let you in” and show you things, so it’s important to demonstrate respect, interest in learning, flexibility, and willingness to help out.

Communicating

There will come a time this summer when someone you work with asks what program you work for. Telling clients that you are working for a “poverty program” may imply disrespect that you do not intend. So, be aware ahead of time that this question may arise. You may refer to yourself as a PJHC intern from Rice University, and if asked to elaborate say that it is a program on social justice and human capabilities, as those terms do not imply a status difference.
Please do not share information about the amount of your award with other interns, co-workers, or clients. You may be working with people who are volunteering their time or are involved in other programs that do not have the same resources.

Please be sensitive to the feelings of your clients and that you may be the only PJHC intern that someone meets. As an intern, you will be representing the PJHC program and Rice University.

“After having the chance to intern at Girls Inc., I feel firmly grounded in the idea that poverty alleviation must focus a great deal on gender inequality. The members of Girls Inc. illustrated this for me in a way that was simultaneously disheartening and encouraging, inspiring and overwhelming.”
- Kristen Gagalis, Susan McAshan Summer Intern, 2010
ADDITIONAL TIPS FOR MAKING THE MOST OF YOUR EXPERIENCE

Fitting in

• Recognize that you are an outsider in most respects. Take advantage of the benefits of that (For example, you can’t be fired for giving your honest opinion). But also be aware of the downsides – you’re new, you are not an expert, and you will be leaving relatively soon.
• Share your service learning contract! Be vocal with your supervisor about your specific interests.
• Don’t be afraid to ask, “What are you doing? Can you tell me about that…”
• Ask for help if you need it.
• Talk to your co-workers and find out why the work they do is important to them.
• Be helpful with the things you are good at, but try something new when the opportunity arises.
• Initiate conversations, even (especially!) with the people who you might not consider to be at the “top of the ladder.”
• Be willing to take on more difficult tasks so that you don’t get stuck making copies all summer.
• Learn about previous projects at the workplace; know the history/context of your work.
• Be humble and flexible.

Controlling workload (too much, too little, or too boring) and staying engaged

• Learn to say no.
• Keep a checklist of tasks you are working on. Include how long they will take and when you will do them.
• If you are bored, read articles about your field.
• Be clear with your supervisor and tell them how you feel about your workload; if you don’t tell them, they won’t know.
• Keep track of how many hours you work.
• Make sure the expectations of your supervisor are clear and manageable.
• Do the toughest work first (if possible), then the easier tasks.
• Prioritize; not every job/task has the same value.
• Be creative. If you don’t have anything to do, start something.
• Ask people at your workplace what they are involved in.
• Avoid procrastination.
• Let your boss know what your skills are so that you will get reasonable, realistic, and appropriate tasks.
• Don’t over-schedule yourself; don’t feel limited to the 8:00 am – 5:00 pm, but don’t go overboard.
WHAT TO DO IF THINGS GET COMPLICATED

Hopefully, and most likely, your internship will go smoothly. If you maintain good channels of communication, misunderstandings are less likely to arise and you’ll have a tool for addressing issues should anything happen. Some things, however, are beyond an intern’s control. The following are a few things you might encounter and ideas for handling certain situations.

Who’s doing what?

Sometimes, particularly when multiple parties are involved with a project, there is a lack of communication among the people working on it, which often leads to confusion. If you recognize that the project to which you are assigned involves other people with whom you are not actively collaborating, you should talk with your supervisor about who is responsible for the other parts, whether they know what you are doing, and if they want to give you any information (or get input from you).

Changes in your project

Given the nature of busy nonprofit organizations and government agencies, it is possible that your project will change. The changes may not have anything to do with you as an intern; often projects change or get delayed due to outside forces, prioritization of other work, or a shift within the organization. The most important thing is to not get discouraged; most likely you and your supervisor will find another project for you to work on. If there aren’t many options, you can ask your supervisor to help you find something to work on in another part of the organization or agency.

Office politics

As a short-term intern, it is unlikely that you will be exposed to office politics. Tensions of some sort often exist though, so it is possible that you’ll find yourself in the midst of something. Just keep out of those discussions or gossip as much as possible (obviously), but pay attention to what’s going on so that you’re aware of the intra- and inter-organizational dynamics that are at play.
AVOIDING BURNOUT

- Make sure you have downtime; make friends at your workplace.
- Exercise.
- Take time for introspection; how are you feeling?
- For those times when you feel unmotivated, let yourself relax. Watch a movie and worry about work tomorrow.
- Don’t feel guilty if you are homesick or upset. Try to find someone you can talk to.
- Get to know the community in which you are living outside of a work context.
- Go to bed earlier than normal on work nights.
- Bring some of your favorite music, books, or movies.
- Don’t be afraid to reach out and ask for help. If you are feeling uncomfortable or are experiencing culture shock, find another Rice student in the area or someone who is familiar with your situation.
- Write/express yourself.
- Keep the big picture in view.
- Find a hobby or interest and make time for it.
- If you are at a computer for long periods, rest your eyes. Try to mix up tasks and projects.
- Define accomplishable goals for the day/week, then reward yourself for each goal completed.
- Explore outside your assigned organization/project.

“The emotional baggage that came with these clients could have led me to a quick burnout; but as I was constantly inspired by the transformation of these clients into empowered individuals, the hope that was conceived was more than enough to keep me motivated and fresh on a day-to-day basis.”
- Darren Arquero, PJHC Summer Intern, 2008
SAFETY

Most of the incidents resulting in injury or death while participating in co-curricular programs involve:

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

CRIME PREVENTION

- In general, it's wise to keep your valuables in front of you. Wallets should be carried in front pocket; purses should be slung over one shoulder and under the opposite arm; backpacks should be carried in front of you in crowded places (such as subway trains). Never count your money in public. Be careful with credit card numbers and receipts. Some students use money belts or neck safes to hold their passports, cash, and other valuables. Do not place purses or bags next to you in restaurants – keep secured to your body at all times.
- Keep alert for ploys to distract your attention. Pickpockets do not usually work alone. Be aware of groups of people (even children) who work together to distract or confuse travelers in order to rob them.
- Do not resist if someone tries to take your purse, backpack, or other property by force. Your personal safety is far more important than any property. Never pursue the robber.
- If any of your possessions are lost or stolen, report the loss immediately to the police. Keep a copy of the police report for insurance claims, and an explanation of your plight.
- Follow your instincts with casual friendships: they are not always what they seem to be.
- If a situation makes you feel uncomfortable, shout or scream to break communication.
- If you are the victim of any type of crime, you should immediately go to a safe place; get help; get a friend or someone you trust to be with you; and contact police, your program provider or host agency, and the PJHC program administrator or director.

Risk upon arrival

Having just arrived, you are more likely to be the target of a crime and at higher risk of harm, because you:

- Are unfamiliar with your surroundings
- Are clearly recognizable as an outsider
- Have not yet learned the social norms or unwritten rules of conduct
- Are overeager to get to know new people and trust strangers too readily
- Are naive to the intentions of people around you
Controlling your environment

While there are circumstances that are beyond your immediate control, there are controllable factors that place you at greater risk. These include:

• Being under the influence of alcohol or drugs
• Being out late at night
• Being alone at night
• Being in a known high crime or unfamiliar area
• Sleeping in an unlocked place

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 what time of night is considered more dangerous
• Stay and walk only in well-lit areas
• Avoid being alone in unfamiliar neighborhoods
• Know where to get help (program staff, International SOS, police and fire stations, phones, stores, and so on)
• Know what is “normal” and "not normal” to see on a daily basis your area


“I have seen and faced a level of poverty and lack of healthcare that humbles me, but I also encountered a vibrant culture of warmth, strength, and laughter in spite of the gruesome statistics.”
- Yiwen Cui, Beyond Traditional Borders Intern, 2010
Culture Shock

All interns, regardless of your service location, will be in unfamiliar settings this summer. While interns going abroad expect to be experiencing another culture as part of their experience, interns who stay in the United States are also likely to encounter cultural differences. Most interns will experience some degree of culture shock even if their placement is in Houston.

What is Culture Shock?

- The emotional and behavioral reaction to living and working in another culture.
- Anxiety resulting from losing familiar signs and symbols of social interaction.
- When your values and ways of viewing the world clash with the values and viewpoints of your new environment.
- Signs of culture shock include: homesickness, language frustration, boredom, withdrawal, sleep disturbances, frequent crying, sadness, irritability, exaggerated cleanliness, aches and pains, and feeling sick.

Cycles of Culture Shock:

Stage one: initial euphoria

“It’s great to be here! Look at how much our cultures have in common!” Possible clues: excitement with new sounds and sights; superficial involvement (like a tourist); intrigue with both similarities and differences between host and own culture; high initial interest in learning; high motivation; cooperative spirit; feeling that with time, patience, and hard work, you can handle anything.

Stage two: irritation and hostility

“Why are they so different? Why can’t I do anything right?” Possible clues: novelty has worn off; cultural differences begin to intrude; some prejudices develop against the host culture, which is seen as strange; isolation; searching out friends from home culture; uncooperativeness; helplessness and frustration; nostalgia for home country.

Stage three: gradual adjustment

Reorientation into the host culture's norms. Possible clues: greater participation in culture with sense of humor; acceptance of some values of the new culture; feeling that “if I am here, better make the most of it”; tempering of radical feelings toward the new culture; feeling of being at home; more pride in work and the ability to communicate; periodic personal highs and lows as adjustment gradually takes place.
Stage four: adaptation/biculturalism

Learning to live in and feel comfortable in another culture. This stage is not likely to occur during the short time of your internship.

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| Significant Events | | | | | |
|-------------------|Planning|Welcome|Work responsibility|Find friends with positive attitudes|Plan for return|
|                   |Packing|Orientation|Unfamiliar sounds, sights, smells, manners, language|Involved with local activities|
|                   |Processing|Exploration|Red tape, complications|Understand work|
|                   |Partying|Work responsibility|Unfamiliar sounds, sights, smells, manners, language|Red tape, complications|
|                   |Parting|Orientation|Work responsibility|Unfamiliar sounds, sights, smells, manners, language|

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Coping Strategies for Culture Shock

- Be curious. Explore the values and traditions behind the cultural behaviors. Read about the new culture. Take part in community activities.
- Bring familiar items from home – things that make you feel most comfortable.
- Have a sense of humor! You will be making lots of mistakes and it is okay! Be patient with yourself.
- Set realistic goals for yourself. Attempting to be perfect is a sure way to increase your frustration. Have the ability to tolerate failure and ambiguity.
• Keep active and stay positive. Exercise.
• Symptoms of culture shock can mimic anxiety or depression but are temporary.
• Ask for help if:
  o Symptoms last beyond a few weeks.
  o Symptoms interfere with work or social functioning for extended amounts of time.

Re-Entry Shock

• You feel like a foreigner in your own country.
• You feel like your friends don’t know or understand you anymore.
• You feel you have changed while everyone else has stayed the same.
• You become critical of your home culture.
• You feel bored, restless, depressed, confused, and isolated.
• You feel homesick for your host country.

Strategies for coping with re-entry shock

• Expect re-entry shock and connect with others who have been through it.
• Keep a journal and photo album that you can revisit.

(Adapted from The Duke Abroad Handbook and “Culture Shock” prepared by Eva-Maria Gortner, Rice Counseling Center)

Psychological counseling services

Your summer internship will probably be exciting and exhilarating, but you still may have some periods when you are "down." Some students will be on unfamiliar ground, and many of you will be far away from friends and family. While this can be difficult while away from a comfortable environment, feelings of sadness are normal and part of the learning experience. It is also important to understand “re-entry” upon returning to the US and Rice can be very difficult. Reverse culture shock is common after a significant transformative experience and talking with others is a powerful coping mechanism. Reach out to family, friends, faculty, and staff.

If you have had psychological difficulties in the past or if you are hoping that time spent away will help "solve" a problem facing you at home or at Rice, it might be helpful to talk with someone at the Rice Counseling Center before beginning your internship. When you are away, stress may be increased rather than diminished; there are the added pressures of working in an unfamiliar environment and meeting new colleagues and community members. Your consultation is confidential. The Rice Counseling Center can be reached at 713-348-4867, and the Student Wellbeing office at 713-348-3311.

“There is such incredible perspective to be gained by simply spending even one day in the company of those who are less fortunate than you but infinitely more grateful than you for the little that they do have.”
- Bo Shi, PJHC Summer Intern, 2009
What Comes Next? Ending Your Internship

As your internship comes to a close, make the most of the connections you’ve established.

• Thank your supervisor and colleagues for their help. Specifically acknowledge their kindness and assistance.
• Schedule and conduct informational interviews. Has your internship exposed you to a career path you are now interested in? Or has it confirmed a previous career choice? Make the most of the opportunity to connect with professionals in your chosen field by scheduling informational interviews with contacts you have made in your internship. More information about informational interviewing can be found at the Center for Career Development (http://ccd.rice.edu/index/).
• Offer to continue to help, if taking on this commitment is realistic and something you would like to do.
• Ask for a letter of recommendation if appropriate.

“As a Rice student, I consistently feel the pressure to succeed, get a well-paying job, get published, etc...However, the consumers [clients at MHMRA] taught me how to discover that who I truly am, who I love, and who I want to be is important.”
- Sara Millimet, Susan McAshan Summer Intern, 2010
Requirements

Reading

We will also provide each intern with summer reading materials.

For the summer of 2016, interns are asked to choose two of the following five books:

*Behind the Beautiful Forevers: Life, Death, and Hope in a Mumbai Undercity* by Katherine Boo
*The Spirit Catches You and You Fall Down: A Hmong Child, Her American Doctors, the Collision of Two Cultures* by Anne Fadiman
*The Poisonwood Bible* by Barbara Kingsolver
*Half the Sky: Turning Oppression into Opportunity for Women World Wide* by Nicholas D. Kristof and Sheryl WuDunn
*Warmth of Other Suns: The Epic Story of America’s Great Migration* by Isabel Wilkerson

During the course of the summer you will draw on these readings in your weekly blog postings.

Brief On-Going Reflections

Weekly reflection questions will be posted in the internship’s private blog. You will be asked to write short responses to several questions throughout the summer and share them with the other PHJC interns through the blog. This process should help you record your experiences while they are fresh, think through how you work, celebrate your successes, and get perspective from your peers on how to meet difficult challenges. The point is to reflect on and record your experiences, so you should think of the questions as prompts and not feel bound to answering them in a formulaic way.

We understand that some students, especially those traveling abroad, may not have regular Internet access. Please let the program administrator know if this is the case. We can provide the questions to you in advance. If you have difficulty accessing the blog, you can email your responses to pjhc@rice.edu, and the program administrator will post on your behalf.

Students whose internships are shorter than eight weeks can answer more than one question each week.

“The weekly reflections provided an immediate place to record our experiences, ease the transition from the social environment of college to a workplace, and continue communication between interns and our support network at Rice. This was an excellent method for all interns to share and learn from each other’s various experiences.”

- Bridgette Bennett, PJHC Summer Intern, 2009
**Digital Story**

The PJHC Internship program includes HUMA 300 PJHC Summer Service Internship Reflection, a one-credit course in first half of the fall semester. The course will give interns an opportunity to synthesize and reflect on their summer experiences by producing short digital stories. Digital stories are short films that can be made using still photographs and the filmmaking software available on almost every computer. These stories will replace the final reflection essays that interns have written in the past. They will be presented at the Internship's Closing Event, which will occur on a weekday evening in October.

Digital stories do not require previous filmmaking experience. The course will include at least two and possibly three workshops, scheduled during regular class time, led by staff from the Digital Media Commons who will explain the software and assist students with the technical aspects of their stories.

Interns can prepare for the course by taking lots of photographs, keeping a journal or blog, and participating regularly and thoughtfully in the internship blog.

Since the digital stories will be very short, it isn't necessary to film moving images. Videos are harder to work than still images when it comes to putting your story together, so you do not need to make a particular effort to film.

**Photos**

There are several ethical considerations to take into account when taking photos at the intern site.

- Most importantly, discuss your plans to take photos with your supervisor. Your agency may have an established policy on photography, which you should follow.
- Be sensitive to the fact that photography can be invasive and reinforce class differences. Clients may feel they cannot refuse your request to take a picture. Whenever possible ask permission before taking photos.
- Alternatively, you might serve at an agency that regularly uses photos in their own fundraising and publicity. Frequently, agencies with this policy focus on children and obtain parental consent when children are signed up. (Check with the agency since some parents will have refused permission).
- If you are not able to take picture of or with clients, find out if you can photograph agency staff or the setting in which you worked (with no people visible).
- Finally, if you do take photos of objects or rooms, make sure that client information is not visible in the photos you turn in. For example, if you take a photo of your desk, make sure no names can be seen on client files.
- If you are unable to take photos where you are serving you can use other photos from your travels or use images from Creative Commons for your digital story.
- Have community members and colleagues take pictures for your story.
• Take pictures of your surroundings such as everyday scenes in public places. Take snaps of interesting signs or other objects that strike you.

_The PJHC may use any and all photos provided by interns in future publicity and fundraising. If you would like to limit our use of your photos, please state your desires in writing when providing photographs._

**Poster**

Students enrolled in HUMA 300 will be required to make a poster for the Closing Event using a still image and quotation from their digital story.

Students who are unable to enroll in HUMA 300 will also need to create posters. The poster should be created in PowerPoint or InDesign and contain a short description of your internship and a photograph from your summer. Examples of previous years’ posters can be found on OWL-Space in the resources section.

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**Adara Robbins**  
**Laurel Civic Association (Laurel, FL)**  
**Teen Empowerment Program**

*Laurel Civic Association shapes foundations for successful lives by decreasing hunger, improving living conditions, providing access to health information, and empowering communities.*

“Summer enrichment is vital to helping students stay on-track academically as well as preparing them for a healthy, successful, and fulfilling life. I feel fortunate to have witnessed this firsthand as a PJHC intern with the Teen Empowerment Program, and though these eight weeks were certainly challenging, I strongly feel I’m a better person for having spent my summer with these students. Their tenacity and unwavering resilience constantly inspire me to give of myself as I discover my calling.”

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**Thank You Letters**

We would like each of you to write thank you letters or cards to our donors. Further instructions will be provided this August.
Interning Internationally

BEFORE YOU GO

Documents

Carefully consider what documents might be relevant to you as you travel. In addition to your passport and visa, you will find it beneficial to bring your driver’s license, International SOS card, student ID card, and health insurance ID card.

You can purchase an **International Student Identity Card** either directly from ISIC ([www.isiccard.com](http://www.isiccard.com)). This card is recognizable worldwide and will often make you eligible for discounts that a Rice ID will not. In addition, it comes with some basic travel insurance.

Having copies of important documents is very important and will make replacing a lost or stolen document infinitely easier. Make several copies of important documents before leaving home. When carrying documents on yourself, consider placing them in a pouch or belt worn under your clothes. In addition you should keep copies of these documents in a safe place other than on your person. While there is no one rule for storing documents, try to disperse them among your luggage, person, and lodging in such a way that not all copies could be lost or stolen at once. A copy of important documents should also be left at home with a trusted relative or friend.

Insurance

All Rice students are required to have proof of medical insurance, and this includes the summer months. You may be covered by your family's medical insurance plan, by the plan available through the university, or through some other insurance arrangement. Students and their health insurance companies are responsible for the costs of their medical care, including laboratory and hospital fees.

You are required to have sufficient health, accident, disability, trip interruption and cancellation, hospitalization, and personal property insurance to cover yourself during participation in a university-funded program. Consult carefully with your insurance provider to determine what insurance coverage will be extended to you over the course of your travels. Several providers, including STA Travel ([http://www.sta.com](http://www.sta.com)) and Travel Guard ([http://www.travelguard.com/](http://www.travelguard.com/)) offer a variety of packages that can help you to obtain complete insurance coverage.
International SOS

Rice's Global Assistance Program is managed by International SOS. Operating in over seventy countries, International SOS is the world's leading international healthcare, medical assistance, and security services organization. A global team of 6,000 employees led by 900 full-time physicians and 200 security specialists provides health and security support to enable its members to operate wherever they work or travel.

Anyone traveling on university business or for a university-related activity is eligible. University business and related activities or programs are broadly defined as part of professional or academic work including research, attendance or speaking at a conference, study abroad, summer jobs or internships. Personal travel, such as vacations or travel home to visit family, are not covered.

Services include:

• Helping you prepare before you travel with medical and security advisories
• Assisting on your trip with problems such as lost passports, medical emergencies, and theft
• Storing critical emergency information where International SOS can access information during a crisis including: health information (such as allergies, current prescriptions, and past medical history), your emergency contact information, and copies of your passport and visas
• Offering a personal travel locator service, which allows you to enter your travel itinerary via a protected website so International SOS or Rice's administrator can contact you in case of an urgent need
• Providing emergency translation and interpreter services
• Referring you to medical, dental or legal professionals abroad
• Arranging for your evacuation due to security problems

Steps to take to access and navigate the International SOS site

• Membership cards are available in Humanities 113.
• To access this site you must either login with your NetID at ISOS.rice.edu.
• Before you travel abroad, set up your personal travel locator information. We request that you keep your trips up-to-date, including weekend trips by air or rail, so International SOS and Rice University can locate you in the event of an emergency. International SOS will send you messages about medical and security concerns if needed.
• Take your International SOS member card with you when you travel abroad.
EMERGENCIES

If a medical or security situation arises, contact International SOS as soon as possible at number for the office closest to your current location for immediate advice or referral to an appropriate healthcare facility or safe haven. You may call collect.

Philadelphia: +1-215-942-8478
London: +44-208-762-8008
Singapore: +65-6338-7800

It is important to note that International SOS is not health insurance. This assistance program is provided to you by Rice University to protect against a variety of difficulties that could arise while you are abroad and to supplement your international health insurance.

IMMUNIZATIONS AND MEDICATIONS

Before visiting your internship site, you may need to get the vaccinations and medications for diseases you may be at risk for at your destination. A doctor or healthcare provider will need to determine what you will need, depending on factors such as your health and immunization history, areas of the country you will be visiting, and planned activities.

To have the most benefit, see a healthcare provider at least four to six weeks before your trip to allow time for your vaccines to take effect and start taking medicine to prevent malaria, if you need it.

Even if you have less than four weeks before you leave, you should still see a healthcare provider for needed vaccines, anti-malaria drugs and other medications, and information about how to protect yourself from illness and injury while traveling.

*The Morton L. Rich Health and Wellness Center at Rice University provides travel consultations by appointment. Call 713-348-4966 to schedule. Travel medicine specialists are available at the Travel Medicine Clinic of Baylor Family Medicine (713-798-7700), Kelsey-Seybold (713-442-TRIP), and the University of Texas Health Services (713-500-3253).*

If you have a medical condition, you should also share your plans with any doctors you are currently seeing for other medical reasons. If your condition is not easily identifiable (such as diabetes, allergies to drugs, or epilepsy), we suggest you wear a medic alert bracelet, which can be obtained from the Medic Alert Foundation, 5226 Pirrone Court, Salida, CA 95368; phone (800) 432-5378; website www.medicalert.org. Notify the PJHC Program Administrator, Director, International SOS, your supervisor abroad, and your third-party service provider about your condition.

If your travel plans will take you to more than one country before, during, and after your internship, be sure to let your healthcare provider know so that you receive the appropriate vaccinations and information about your destinations.
Be sure your routine vaccinations are up to date; namely, influenza, chickenpox (varicella), polio, measles/mumps/rubella (MMR), and diptheria/pertussis/tetanus (DPT).

A special note about anti-malaria drugs

You should purchase your anti-malaria drugs before you travel. Drugs purchased overseas may not be manufactured according to US standards and may not be effective. They also may be dangerous, contain counterfeit medications or contaminants, or be combinations of drugs that are not safe to use.

Halofantrine (marketed as Halfan) is widely used overseas to treat malaria. The Center for Disease Control recommends that you do not use halofantrine because of serious heart-related side effects, including deaths. You should avoid using anti-malarial drugs that are not recommended unless you have been diagnosed with life-threatening malaria, and no other options are immediately available.

(Adapted from Beyond Traditional Borders Summer Internships Orientation Manual.)

Money

Money should be carried in widely accepted travelers checks, such as American Express, (be sure to buy a variety of denominations) and, if possible, credit/ATM cards. Most countries have ATM machines, and this is often the easiest way to get cash while abroad at a good exchange rate. However, in some countries or areas it may be difficult to obtain cash through an ATM, check on whether ATM service is reliable before you depart. Consider obtaining a modest amount of foreign currency prior to your departure in case your arrival time does not coincide with the business hours of the currency exchange office at your destination airport. For conversion information: http://www.oanda.com/convert/cheatsheet. It is also a good practice to carry US$50 -100 in small denominations in case of an emergency, as US dollars are generally accepted anywhere in the world.

SUGGESTED PACKING LIST

You are packing one suitcase, one carry-on, and one personal item to spend six to ten weeks in a developing country. Space is at a premium. Recognize that your bags may get lost on your way to your destination, so pack any essentials and a set of clothes in your carry-on. Next, be aware of the climate and that your housing may not have centralized heating or air conditioning.

Plan to dress conservatively; it shows that you take your job seriously and are respectful of those with whom you work. You may want to consider bringing “nicer” clothes than just T-shirts and jeans. This may help distinguish you from tourists. For women, skirts are useful, but not necessary.
Everyone says, “I took TOO MANY CLOTHES!” You are going to have to carry your bags BY YOURSELF, so pack light. The best advice is to pack for variety and flexibility rather than quantity. You can always layer or buy more. Take casual clothes that can be washed by hand but are sturdy enough to stand up to harsh detergents. Clothes should need minimal care and be appropriate for work and travel. Also be sure to find out the local customs for dress and pack accordingly. In some cultures, for instance, jeans or shorts and sleeveless shirts may be inappropriate. With these things in mind, here are some suggested packing items.

**Travel**
- Small daypack
- Emergency contact information
- E-tickets (bring all the information you have)
- Passport and immunization records
- Backpack
- Travel guides
- International Student Identity Card
- ATM/credit cards
- Photocopies of all identification documents

**Clothing**
- Comfortable clothes for relaxing
- Comfortable walking shoes
- One nice outfit for special occasions
- Pajamas
- Work clothing (khakis or slacks, polos, sweaters, etc)
- Rain jacket or umbrella
- Small clothesline with clips

**Cold areas**
- Sleeping bag
- Long underwear
- Scarf, hat, gloves
- Thick socks
- Winter coat

**Warm areas**
- Breathable shorts or pants
- Windbreaker
- Hat
- Insect repellent
Personal items
- Extra pair of glasses
- Contacts and solution
- Photocopy of contacts and/or glasses prescription
- Deodorant
- Insulated mug or thermos
- Toothbrush
- Water bottle
- Prescription medicine (in original container with proper documentation)

Electronics
*** (Please keep in mind electronics have a way of disappearing; you may wish to use an older camera or laptop. Additionally, be sure to back up your laptop before you go)***
- Camera
- Chargers
- DVDs
- Ipod/music player
- Laptop
- Power adaptor

First aid kit
- Antacid
- Pepto Bismol
- Imodium
- Antihistamine
- Bandaids
- Multivitamins
- Neosporin
- Sudafed or Mucinex
- Wound cleanser
- Over the counter pain medication (Tylenol, ibuprofen, and so on)

Generally useful stuff
- Flashlight
- Hand sanitizer
- Swiss-army type knife (in checked luggage)
- Plastic resealable bags (quart and gallon)
- Safety pins (large and small)
- Scissors
- Tweezers
- Books
- Card games
- Granola or protein bars
- Money belt for waist or ankle
**Things you can easily buy abroad**
- Toothpaste
- Shampoo/conditioner
- Shower gel
- Hairdryers
- Cell phone
- Notebooks or pens
- Sunscreen
- Laundry soap
- Sanitary napkins and/or tampons are available in most locations, but not all brands or styles.

**IN-COUNTRY GUIDELINES**

**Conduct**

Students are expected to conduct themselves in a responsible and mature manner at all times. This includes being aware and sensitive to cultural dress, norms, and behavior in the sites visited. Remember you are an ambassador for the PJHC and Rice. Behave in a way that is respectful of others’ rights and well-being and encourage others to do the same.

**Local laws**
While in a foreign country, visitors are subject to its laws and to the repercussions associated with breaking them. It is expected that interns will have read the US State Department’s information on the country to which they are traveling prior to departure and will be mindful of the basic local laws and customs. (See [http://www.state.gov/countries/](http://www.state.gov/countries/).)

**Non-verbal communication**
Non-verbal communication (like body language and hand gestures) considered harmless in the US may be offensive to people in other cultures. Make yourself aware of culturally appropriate body language.

**International sources of information**
Learn about your new environment, making use of as many different sources as possible - online, in the library, on television, in radio news programs, and in the paper. Do not limit yourself to US sources. Instead, contrast the US information with that provided by other countries.

**Understanding locals**
Make it a point to try to understand what locals are communicating to you, how they feel about you and about foreign citizens in general, what they feel are appropriate responses to values with which you may disagree, and how well you understand them. A stronger grasp of the native language will help you with these things, but even knowing a few essential phrases can be immensely beneficial.
Keeping Safe

While it is understood that there is always some level of risk involved in international travel, the majority of these risks can be minimized through careful preparation.

In assessing the risks of international travel, it is important to maintain a realistically comparative perspective of the US and the world. The US is known around the world as a comparatively dangerous country. Our street crime statistics back up this view. No country has as many guns or gun-related injuries and deaths; US drug and alcohol abuse is among the highest in the world. Although international visitors come in great numbers to visit the US, many arrive concerned about what they think they will find. Still, most Americans maintain that life at home is safer than life “over there.” US media coverage of the rest of the world focuses on overseas political upheavals, violent strife and natural disasters, rather than on positive political and social developments or on the richness of life as it is actually lived. While travel abroad requires prudence, we do not intend to fuel fears or foster concerns. On the contrary, it is hoped that this information will encourage you to recognize your personal responsibility, further investigate your destinations, and respond to each situation you encounter with sound judgment.

Register with the US Embassy, Consulate, or Diplomatic Mission

Register with the US Embassy, Consulate, or Diplomatic Mission and provide them with your address and telephone number. In the event of an emergency, the Consulate can contact you and advise you of any appropriate action you should take. They will also serve as an advocate on your behalf.

To Register with the US Embassy, Consulate, or Diplomatic Mission in Your Host Country

2. Locate your country and region.
3. Click on the “English” button if you are not automatically directed to the English-language website.
4. Click on “US Citizens” or “US Citizen Services.”
5. Navigate through the menu on the left until you find the unit’s contact information, commonly listed under “Overview and Contact Information,” “Emergency Services,” or “FAQs.”

Obtain and carry a short list of any emergency phone numbers (police, fire, taxi, hospital, residence, in-country supervisor, in-country contact etc.) and a pre-paid public phone card (make sure you know how to use it!).

If you are an international student, please check with the Office of International Students and Scholars (OISS) for more information on how you should proceed in registering with the embassy or consulate of your home country.
Jewelry and other valuables

Leave your good jewelry at home, and keep money in a safe place like a money belt or hidden pouch under your clothes. We highly recommend insuring any valuables you will bring, such as cameras or laptops.

Lodging

If you are staying in a hotel, locate fire exits and familiarize yourself with hotel services and surroundings. Put your “Do Not Disturb” sign on your door and leave your television or radio on when you leave your room at night. Always keep your door locked, both when you are in your room and after you leave; lock windows after leaving. Do not open your door to people you don’t know. Be wary of who you give your hotel name and room number to. Check your belongings regularly and do not leave money or valuables in your room unless it has a reliable safe.

Political rallies and conversations

Avoid political rallies, which can increase tensions and emotions or breed angry mobs. Try not to engage in heated or unreasonable arguments about contentious political issues with locals and avoid retaliating against hostile or bigoted remarks about aspects of your identity, gender, race, religion, or nationality.

Socializing

Do not let a friendly nature and the use of alcohol overcome your good sense and capacity when it comes to socializing. Do not purchase drugs. Do not accept transportation from anyone you do not know well, including other Americans, and always carry enough money for a cab ride home if you are out late.

Sexually transmitted diseases

Inform yourself about the types of diseases prevalent in the area in which you are traveling. 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 cultures.

Women abroad

Attitudes toward women vary tremendously worldwide, and awareness of this is an important aspect in preparing to enter a new culture. Before departing for your trip, speak with others who have lived in the country you will visit to get an idea of how women are viewed, particularly in terms of safety or harassment issues. Some basic advice includes: dress conservatively, and never sit in empty areas. Be aware of yourself and your surroundings. Understand that what you perceive as a harmless chat can be interpreted as sexual or inviting.
In case of arrest

It is highly unlikely that someone exercising sound judgment and acting responsibly will have any problems with the law enforcement authorities of any country; however, isolated incidents do occur. Should you find yourself in such a situation, remember that, outside the borders of the US, you have no other civil or legal rights than anyone else living in the country you are visiting. Should you find yourself in police custody, stay calm, maintain your dignity, and do nothing to provoke the arresting officer. Admit nothing, do not volunteer any statements, and sign nothing. Ask to contact a trusted friend or relative, or the American Consulate. Do not make any decisions before consulting one of these parties or an attorney. Do not fall for the ruse of helping those detaining you in exchange for release.


Transportation

Motor vehicle accidents are one of the leading causes of death in the developing world. Always consider the relative safety of your transport options, and when necessary, consider taking a taxi/cab instead of public transportation during late night hours. In many places travelers should order cabs from a hotel or other established business; cabs picked up on the street may be unlicensed and unsafe.

There are risks involved in operating any motor vehicle. It is strongly recommended that students do not operate a motor vehicle in another country. In some countries, an international driver’s license is required. If an accident occurs, you may find yourself responsible for all damages and costs. When riding in a vehicle, always wear a seatbelt.

Air travel

When you travel by air, drink a lot of nonalcoholic fluids, stay away from caffeine, eat light, and stretch often to avoid jetlag. A direct flight is usually easier for travelers, but flights broken up by stops can lessen jet lag.

Health

Food and water

Contaminated food and drink are the major sources of stomach or intestinal illness while traveling. Intestinal problems due to poor sanitation are found in far greater numbers outside the US and other industrialized nations.

In areas with poor sanitation, only the following beverages may be safe to drink: boiled water, hot beverages (such as tea or coffee) made with boiled water, canned or bottled carbonated beverages, beer, and wine. Ice may be from unsafe water and should be avoided. It is safer to drink from a can or bottle of beverage than to drink from a container that was
not known to be clean and dry. However water on the surface of a beverage can or bottle may also be contaminated. Therefore, the area of the can or bottle that will touch the mouth should be wiped clean and dry. In areas where water is contaminated, travelers should not brush their teeth with tap water. Water can be treated through boiling, chemical disinfection, and portable filters.

Food should be selected with care. Any raw food could be contaminated, particularly in areas of poor sanitation. Foods of particular concern include salads, uncooked vegetables and fruit, unpasteurized milk and milk products, raw meat, and shellfish. If you peel fruit yourself, it is generally safe. Food that has been cooked and is still hot is generally safe. Some fish are not guaranteed to be safe even when cooked because of the presence of toxins in their flesh.
PRE-DEPARTURE CHECKLIST

Eight weeks prior…
- Get or renew passport
- Determine whether or not you will need a visa and make necessary arrangements
- Make appointment at travel medical clinic
  - Get required/recommended immunizations
  - Get prophylaxis prescription (if applicable)
- Purchase plane ticket

Four weeks prior…
- Make extra travel copy for yourself and provide a copy to family and the PJHC of the following:
  - Passport (photo and visa pages)
  - Travel Itinerary
  - PJHC Internship site contact information
- Notify bank and credit card companies of travel locations and dates
- Go to Department of State website
  - Read and review host country and city information
  - Register (US Citizens)

One week prior…
- Notify postal service of travel dates (if no one is picking up mail for you)
- Pack your medications, extra contacts/glasses, money, and important paperwork in your carry-on luggage
- Tape your name, address, and passport number inside your suitcase
ARRIVAL CHECKLIST

- Notify PJHC of your arrival
- Purchase cell phone and prepaid minutes
  - Email PJHC and family your phone number
  - Enter the following numbers into your phone:
    - Internship host site
    - Safe and reliable taxi service
    - PJHC contacts (in case of emergency)
    - In-country embassy
- Find ATM or currency exchange to get local currency
- Locate embassy and register if possible
- Locate the following:
  - Grocery/marketplace
  - Internet café
  - Hospital/clinic
  - Pharmacy

Communication

While you are abroad, in addition to weekly postings on the internship blog, please be sure to check your Rice email for any updates from the program.

One good way to keep in touch with family and friends is to start a blog. This gives you a creative outlet to reflect on your trip while also communicating to friends and family what you are doing.

“Working alongside the doctors, nurses, and foundation leaders in Ecuador opened my eyes to the on-the-ground realities of poverty and its consequences as it relates to health and education.”
- Lila Kerr, Beyond Traditional Borders Intern, 2010