



Central College Study Abroad Vienna, Austria Student Survival Guide

<i>Introduction</i>	1
<i>Required Travel Documents</i>	2
<i>Flight Arrangements</i>	2
<i>Vienna Program Academic Information</i>	2
<i>Packing</i>	6
<i>Housing</i>	6
<i>Arrival</i>	7
<i>Local Transportation</i>	8
<i>Communication</i>	8
<i>Maps</i>	10
<i>Useful links</i>	11

Introduction

By studying in Vienna, students have the opportunity to experience one of the world's strongest cultural and historical destinations. Not only do students study in Austria, they will also have the option to visit Germany and its amazing historical sites. Students will be able to study at the Goethe Institute in Germany for language immersion classes as well as immerse themselves in the city of Vienna for the fine arts. For students feeling more adventurous, Prague (Czech Republic), Budapest (Hungary) and Graz (Southern Austria) are all nearby to take weekend excursions. Vienna is a city full of life, culture and opportunity that offers the potential for the experience of a lifetime.

This handbook describes as completely as possible the Vienna program and tries to anticipate the questions you have about studying abroad. Since you will want to make the most of this educational opportunity, it is important that you understand how the program is designed, what it has to offer and just how it can be integrated with your educational objectives.

The handbook's most important purpose is to help you understand the goals of the Central College Study Abroad programs: to acquire a broader perspective of the world and an understanding of another culture by living in another country; to learn how to cope with different sets of attitudes, values and beliefs; to study formally and informally the history and culture of another people; to come to terms with essential differences. You should know that the information here is the result of years of experience in Vienna and has been modified and adjusted each year by students, as well as the director and staff of Central College Study Abroad. We can offer you the opportunity to study in a major European capital, but it is up to you to take advantage of the opportunities. We also offer advice and help with your pre-departure plans. We wish you the best of luck! Please do not hesitate to call, e-mail or write to Central College Study Abroad if you have any questions.

MAIN OFFICE

Central College Study Abroad
Campus Box 0140
812 University
Pella, Iowa 50219
Tel: 800-831-3629 or 641-628-5284
Fax: 641-628-5375
E-mail: studyabroad@central.edu

VIENNA PROGRAM ADVISER

Brian Zylstra
zylstrab@central.edu
Toll-free: 800-831-3629
Direct line: 641-628-5641

PROGRAM ADDRESS IN GERMANY

Goethe Institut
Am Spitalbach 8
D-74523 Schwäbisch Hall
Germany Tel: 011-49-791-978870

PROGRAM ADDRESS IN VIENNA

Central College, Vienna Program
Alser Strasse 4/Hof 1/Stiege 16/ Top 3
A-1090 Vienna, Austria
Tel: 011-43-1-402-9736
Fax: 011-43-1-403-5307

PROGRAM DIRECTOR

Ruth Verweijen
Email: verweijenr@central.edu
Office Phone: 011-431-402-9736
Mobile Phone: 011-43-676-777-0280

PROGRAM ASSOCIATE DIRECTOR

Dr. Michaela Maschek
E-mail: maschekm@central.edu
Office Phone: 011-431-403-5307
Mobile Phone: 011-43-699-1952-8058

Required Travel Documents

Passports/Visas

A valid US passport is required for travel to your program and possibly a visa. Your passport should be valid for up to six months past you anticipated departure date. Application for a passport should be made at least **three months before departure**. If you don't already have a passport, you should apply for one **immediately**. To obtain a passport application and to review all of the requirements for obtaining a passport, please check online at www.travel.state.gov. If you require a visa, more information on obtaining one can be found in your online acceptance packet.

What if your passport is lost or stolen abroad?

Should your passport be lost or stolen abroad, report the loss immediately to the local police and to the nearest U.S. embassy or consulate. If you can provide the consular officer with the information contained in your passport, it will facilitate issuance of a new one. Therefore, keep a photocopy of the issue page of your passport in a safe place. Leave a second copy of the passport with a relative or friend at home.

For the most recent updates on the travel documents and visas please check the U.S. Department of State's travel website at www.travel.state.gov.

Flight Arrangements

One of the early considerations in planning your time abroad is to make travel arrangements. **Please consult the Program Calendar in your online account before scheduling flight arrangements.** Check with several airlines, travel agents and websites – it's a good idea to shop around for the best deal! Do not assume that the first price you hear is the best — fares may vary by several hundred dollars. For more information check out the 'What to Know Before You Go' section in your online acceptance packet.

Vienna Program Academic Information

Additional credits, 6 or 12, may be earned for completing either one month or two at the Goethe Institute prior to the start of the semester in Vienna. The Goethe credits are counted as summer or January term credits and are separate from the 12 credits needed in Vienna to be considered a full-time student.

Academic Program and Procedures — Goethe Institute

The Goethe Institute

The Goethe Institute, located in Schwäbisch Hall, Germany, is world-famous for effective, concentrated instruction in language skills. The students come from over 30 different countries, creating an international community with unique learning challenges. Classes are taught at various levels according to the Common European Framework of Reference for Languages (CEFR), with enrollment of up to 18 students in each class.

At the Goethe Institute, classes meet Monday through Friday for a total of 25 hours a week. During these hours the teacher varies subject matter and teaching techniques. The aim is to stimulate audio-oral comprehension and

You can't take your classes lightly; don't forget you are there to study, but you are also there to learn about the culture and have fun.

develop the students' abilities to express themselves at the respective levels. Only with faithful class attendance and systematic daily work will the desired results be reached.

Examinations

The grades are based on class participation, homework assignments and final exams.. The exams consist of: reading comprehension, listening comprehension, oral and written expression and grammar, at the appropriate level. The examinations are largely objective tests with point counts.

The grades are: sehr gut - A; gut - B; befriedigend - C; ausreichend - D; no certificate is given for F.

Enrollment and Class Attendance

Students take placement examinations and are assigned to the levels accordingly, regardless of previous academic record. In keeping with national standards, and for the sake of effective learning, class attendance is expected.

Grades and Records

All grades are assigned by the Goethe Institute teachers and given directly to students and the program director. Grades are A, B, C, D or F. Grades are sent by the program director to the Central College registrar. Grade reports will be sent to the students at their permanent addresses. The registrar will release a transcript at the end of the program to the home college. At some institutions all grades are ignored, and the student is simply given credit for courses with a grade of C or better. Sometimes the courses are recorded as pass/fail. Most often, credits and grades are accepted at face value. Make sure you know the policy at your institution.

Academic Program and Procedures — Vienna

Hard work during the Goethe Institute has its reward. From an international atmosphere, where all students focus on language, you move into one of the largest and oldest universities in Europe. During your time at the Goethe Institute, you will have group and individual planning sessions with the program director. Once in Vienna, you will have more orientation about your academic program.

There are **three separate tracks** once you are in Vienna: the German Intensive language program, the University program in German and the English-track program.

German Intensive Program

All courses are taught in German by Austrian professors. Students who wish to predominantly focus on their German skills can enroll at the Deutschkurse (German courses) at the language center of the University of Vienna in a 9-credit intensive language course. These courses meet daily for three hours. Students complete three course levels within a semester. There are twelve course levels according to the **Common European Framework of Reference for Languages (CEFR)** and students are placed in the correct level based on a placement exam. Additional courses are available.

In addition to their course work at Deutschkurse, students enroll in the Austria in Context course offered by Central College and may participate in certain internships and service-learning placements.

Full year students who begin in the intensive language program may change their enrollment to the University of Vienna in their second semester provided they have reached the appropriate proficiency level (B2) and pending approval of the director.

University Program

Students who have typically completed at least a fourth semester of college-level German prior to attending the Goethe Institut may enroll in the University of Vienna. In addition to courses offered at the

University of Vienna, students can also enroll in Central College courses or the Dolmetschinstitut, and have an internship or service learning placement. We recommend that University Program level students take a balance of courses from the offerings listed on the website. These might include:

1. One or two lecture(s) offered by Central College in addition to the mandatory course, Austria in Context
2. One or two regular University of Vienna lecture(s)
3. Internship

All students participate in the Austria in Context class. The course's goal is to offer students a better understanding of the role of Austria throughout history and today.

English Track Program

The Central College Study Abroad program in Vienna also offers an English language track for students with beginning to intermediate levels of German language.

According to their major/minor, students can attend classes held in English at the University of Vienna and will also learn German at the language center of the University of Vienna (Deutschkurs - German Trimester course, 3 credits, meets two days per week).

In addition to their course work at the University and the Deutschkurse, students enroll in the Austria in Context course offered by Central College and may participate in special internships and service-learning placements.

University of Vienna

The University of Vienna is an upper-division school; therefore, we make careful selections of the course offerings. Usually, these are courses for first-year university students. The system is geared toward independent students who can discipline themselves to do consistent work, without the teachers having to prescribe the portions to be done for a certain day. Keeping up on a daily basis is the secret. Most lectures carry two semester hours of credit. Grades transfer at face value. There is usually only one final exam per semester upon which the final grade is based. The library of the university, the National Library, the Rathausbibliothek, the Städtische Bücherei and the Library of the Amerikahaus (American Consulate) are open to students.

The university offers an extraordinarily rich variety of programs and courses. The course catalog is not available until August or January / February, shortly before registration, therefore, there is no assurance a course will be offered each year. For help in selecting courses and to find course descriptions, consult Central College Study Abroad on the Web at: www.central.edu/abroad/vienna/academicprograms.html.

Students may access the current catalog of course offerings at the University of Vienna via the Internet about 6-8 weeks before the beginning of each semester. To access the course catalog (Vorlesungsverzeichnis), use this link: <https://ufind.univie.ac.at/en/index.html>

Dolmetschinstitut

The translation institute of the University of Vienna has courses that allow international students with C1 proficiency to continue their study of practical language, ranging from grammar and composition to phonetics, and offered at several levels of German. It also offers courses on European and international organizations, the Austrian press, and the cultural histories of German speaking countries.

University Teaching Styles

The typical class meets once a week for two hours, but there are some that meet as often as three times a week for two hours. The teacher lectures, pouring out information and referring occasionally to relevant books, articles, and other resources. There are no quizzes, papers, reports or unit exams – just a final. The professors expect you to be an independent, active learner and to think of them as sources of information.

In class, take careful notes and try to grasp the teacher's outline. Share notes with classmates to make sure you understand. When out of class, search for relevant books to read. Regular study is essential. You cannot fall behind or cram for final exams.

Central College Lectures

Central College has designed courses taught in German by Austrian professors in a lecture/discussion format with ongoing evaluation. The classes meet in a seminar environment at Central's facility and are open for all Central College Study Abroad program participants with intermediate-advanced language skills.

Internships

~~Internships are available to qualified~~ students during each semester. Internships require 8 – 20 hours of work per week (8-11 hours = 4 credits, 12-16 = 5 and 17-20 = 6). Students are placed according to academic performance, German language skills, previous work experience and the organization's assessment of the student's qualification for the position. Interns will receive up to four semester hours of credit for the internship that will appear on the Central College

Internships are an excellent way to gain work experience while also learning about a new culture. Take advantage of the opportunity to boost your résumé!

transcript as pass/no credit. Central students may take no more than 20 semester hours of pass/no record or experiential credits out of the 120 semester hours required for graduation. Non-Central students should check with their home institutions for their requirements. Interns are not exempt from the requirement to enroll as full-time students. Interns must enroll for a minimum of 10 semester hours of credit. Students will apply for the internship in Vienna after acceptance to the program. Check your online acceptance packet for details.

Include in the internship application: a résumé, two letters of reference, a general cover letter, the internship application form and the internship details form. Final internship placements are determined on-site; this may involve an interview with the providing organization. A listing of past internships is available online. Please note that internships are for credit only and are unpaid.

Packing

Clothing

There is limited storage space for clothing, and many students find that they have brought far more than necessary. Pack clothing that is easy to care for and can easily be mix and matched or layered. A few basic items include:

- A good pair of walking shoes.
- One or two dressier outfits for internships, special occasions or a night out. Nice trousers, button down shirts, ties and a jacket for men. Nice trousers, button down shirts, dresses or skirts for women.
- Flip flops or shower shoes are a great thing to have when traveling.
- Swimming suit. Even if you're not studying in a warm destination, you never know where you may travel!
- A few well-selected pieces of costume jewelry will suffice for the year. Precious jewelry might get lost or damaged, so leave it at home.
- Keep in mind that you might consider traveling during the winter or spring breaks to countries where the climate will be either colder or warmer, and pack accordingly.



For more information on packing, check out the 'What to Know Before You Go' sheet in your online acceptance packet.

Housing

Housing and Meals in Germany

The Goethe Institute swarms with students from many lands, a stimulating crowd of new acquaintances. This will give you a chance to practice German as well as the opportunity to learn more about other cultures. The institute offers dormitory-like accommodation. Most rooms are doubles. Rooming with students of other nations is possible. The breakfasts are continental, lunch is included. No evening meals are included during the week, and no meals are included during the weekends.

Housing and Meals in Vienna

In Vienna, Central College has reserved space in dormitories. Dormitories in Vienna are built and maintained by private foundations, usually serving particular clients. Central College asks for spaces which are granted as a special concession on a limited basis. Each dormitory has its own rules and procedures, administered by independent directors. Dormitory spaces are desirable in Vienna because they are secure and well administered.

At the dormitories, there are no meal plans. Meals can be prepared in dormitory kitchenettes, and inexpensive meals can be eaten at the government-subsidized student restaurants located in the inner city. The current dormitories used by Central College are listed in your online acceptance packet form entitled "Vienna Description of Housing." Students stay in double rooms. Housing lists are given out at arrival at Schwäbisch Hall.

General Information about the Dormitories

There are kitchenettes and washing machines in every dorm. A pot, pan, plate and silverware will be needed to cook your meals. A comforter and pillow are furnished. You will need to bring single-sized sheets. You may also buy an additional comforter once you are on site. Students from previous semesters tend to leave these sorts of things behind for future students to use. These things are stored in the program office between semesters.

One of the basic rules in each dorm is that no outsider can spend the night in your room. You may talk to the Heimleiter (director of the residence hall) if, in certain circumstances, it may be acceptable. Since there will be other students sharing the dorm and its facilities, there will be many opportunities for contacts with your peers.

Dormitories are contracted for the school year. Any change, for very serious reasons only, has to be approved by the director. There are no refunds for housing. Should a student be expelled from a dormitory, there will be no right to a refund. The student will then have to find housing which must be approved by the director. In every dormitory, decent behavior and tidiness in the rooms are expected, although cleaning staff comes regularly.

Independent Housing

In certain instances, students may request and be granted permission to make independent arrangements for housing. Examples include students with family friends, former contacts or relatives in the city; college graduates or older students (25 or older) who feel out of place in a dormitory; or married students. All arrangements must be made with Central College Study Abroad prior to departure from the United States. Students must take responsibility for their own accommodations. Independent housing must be approved by the program director and the student's family.

Compliance with Residence Rules and Procedures

All residents are subject to the rules and procedures of the residence and agree to accept the consequences of failure to observe and follow them. The residence director has the right to dismiss students from the residence. No refund is given.

If the expulsion comes as the result of willful and repeated violation of dormitory rules, the program director may require these students to find their own housing at their own cost and subject to the director's approval, the students may be dismissed from the program. Fortunately, expulsions are rare and need never occur.

Arrival in Germany

Directions to the Goethe Institut:

Please check for the best connections within Germany at www.bahn.com!

From Stuttgart's Airport

Take the S-Bahn (S2 or S3) to Bad Cannstatt, then change to the train (Regional Express) to Schwäbisch Hall-Hessenthal or Schwäbisch Hall directly. Upon arrival in Schwäbisch Hall, you can either take bus No. 1 (€2.20) to the Goethe Institut (get off at the stop Spitalbach Ost) or taxi (appr. € 15).

A list of students studying on your program will be provided.

You may want to contact another student to coordinate travel together. It is helpful to have another person to help navigate the new country upon arrival.

From Frankfurt's Airport

Take the ICE train from "Frankfurt-Flughafen Fernbahnhof" to Stuttgart and from there take the Regional Express to Schwäbisch Hall-Hessenthal or Schwäbisch Hall directly. It takes about 3 hours. Upon arrival in Schwäbisch Hall, you can either take bus No. 1 (€ 2.20) to the Goethe Institut (get off at the stop Spitalbach Ost) or a taxi (appr. € 15).

Transfer between Schwäbisch Hall and Vienna will be organized and paid for by the program.

Arrival in Austria without Goethe option

You have 3 options to get to downtown Vienna once you have arrived at the airport in Vienna, Schwechat:

- 1) Take the bus ***Vienna Airport Lines***. This will bring you to the Westbahnhof which is close to the dorms Haus Burgenland and Haus Salzburg.
http://www.postbus.at/de/Flughafenbus/Vienna_AirportLines/Westbahnhof/index.jsp
- 2) You can book a taxi at <http://www.red-cab.at/> (about 33 Euros and needs to be booked at least 24 hours in advance)
- 3) You can also take the CAT, the city airport train which is signposted everywhere (11 Euro one way, 17 return). Once you arrive at Landstraße, you can either take a taxi or change to the subway or tram system (Wiener Linien) to get to your dorm. <http://www.cityairporttrain.com/>

Local Transportation

In Schwäbisch Hall, you will be able to walk most everywhere. There is also a bus to the train station, and you can take the train wherever you would like to go.

In Vienna, you will use the public transportation system, including trams, buses and the underground. Students will be eligible to purchase a student semester pass for all Vienna public transportation for € 150,-

Communication

Mail

Regular airmail generally takes five to 10 days to travel between its destinations in Europe and the United States. When you address letters to the United States, remember to write "U.S.A." on the envelope or postcard as well as to write "airmail" or to use an airmail sticker. Using lightweight, airmail writing paper and envelopes available at stationary stores will help keep your postage costs lower. Depending on your housing placement, it would be better to have your mail sent to your program address in Vienna. Please ask the program director for the best mailing address given your housing placement.

Telephoning

When you arrive, you will probably want to call home to inform your family. You may call direct from telephone booths with the access code 001 for the United States plus the area code and number. Should the telephone in a telephone booth have a number, and many students call briefly, give the number and have their party call back. From the United States, call **011 43**

Remember, you will be seven hours ahead of Central Standard Time. You may want to set up specific times to call your family and friends. Your schedule will be busy as theirs will be, but making time for communication back home is important.

for access to numbers in Austria or **011 49** for access to numbers in Germany. To call Vienna from the U.S., use the city code of 1 (e.g. 011-43-1 plus the telephone number). To call the Goethe Institute in Schwäbisch Hall, for example, dial the following numbers from the States: 011 49 7919 78870. At the Goethe Institute, students can only receive calls during the breaks. Students should inform friends and family when to call them.

Email/WLAN/wifi

Students will have e-mail access (wlan) at the Goethe Institute and at Central's facility in Vienna. There is also internet available in the dormitories in Vienna. Students may bring laptops if they wish.

Skype

The best way students have found to communicate is via *Skype*. It is a very affordable way to speak to friends and family via the internet. Visit www.skype.com to set up a free account and to learn about using the program.

Good Communication Management

Communication with your friends and family at home is easy and accessible through the internet and cell phones, but this can be both a blessing and a curse. While these lines of communication allow you to stay in touch, they can also interfere with your adaptation to the local culture and give you an easy out when you're feeling homesick. Below is a basic list of Dos and Don'ts for managing your communication home:

- Do call your family to assure them you have arrived safely at the program site.
- Do remember to factor in the time difference so you're not calling Mom at 3 a.m.
- Do remember to call or answer for all pre-arranged phone calls.
- Do use the internet to stay in touch by email or start blogs to share with those at home.
- Don't use the phone as your first line of defense for problem solving. First think, make a plan and solve your own problem. It is better to call home and report how you solved the problem. This a great step toward independence!
- Don't make calls from hotel phones. There is usually an expensive surcharge.
- If you do call a friend or family member when you are feeling down or during a problem, be sure to call them back to let them know you are feeling better or the problem is solved.
- Limit your time on the internet. Don't use the internet as a way to avoid your new surroundings. Spend your time developing friendships with those around you!

For more information about communication, check out the 'What to Know Before You Go' sheet in your online acceptance packet.

In case of an emergency, call the program director first!
Do not call someone in the U.S. first in case of emergency.

Maps

It's good to know as much about your host country as possible before you go abroad. Here are a few maps to familiarize you with the area.



Useful links

Here are some useful links of websites you might like to check out:

<https://www.facebook.com/CentralCollegeAbroadVienna>

our own facebook website where you can see what our students were able to visit and do during this semester

http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp

The Common European Framework of Reference for Languages

The CEFR describes foreign language proficiency at six levels: A1 and A2, B1 and B2, C1 and C2. Based on empirical research and widespread consultation, this scheme makes it possible to compare tests and examinations across languages and national boundaries.

www.wienerlinien.at

Public transport schedule information – if you click on “Fahrplanauskunft” you can put in the address or stop you want to leave from and the address or stop you want to go to and you will get details on how to get there and how long it takes (has an English version)

<http://www.wien.gv.at/stadtplan/>

for a map of Vienna

www.univie.ac.at/universitaetscampus/

for a detailed map of the Campus in Vienna

www.wien.gv.at

Information on Vienna, authorities, public baths, open pharmacies, ...

- if you click on Stadtplan and put in any address in Vienna it will show you where it is located on the map

www.oebb.at

Austrian train schedules and online tickets – international trains schedules, too

www.falter.at

A list of cultural events, concerts, exhibitions for every day of the week at “Programm” and movies at “Kino”. If you are looking for a restaurant, bar or Heurigen click on “Wien, wie es isst”.

www.wetter.at

Weather forecast

www.dict.leo.org

Recommendable online dictionary

<http://www.x-rates.com/calculator.html>

Currency converter