

EXPERIENCE LONDON

SEMESTER STUDY AND INTERNSHIP PROGRAM

CAPA
INTERNATIONAL
EDUCATION
1-800 793-0334
www.capa.org

Winter/Spring
Semester
2010



The British heritage forms an important thread in American daily life.

A period of study in Britain offers an American undergraduate the opportunity to deepen their appreciation of literature, drama, history, art and to develop a more thorough understanding of the two sister cultures. Thus, the Missouri London Consortium, in association with the Missouri London Program and CAPA International Education, have developed a program for the spring semester in London.

The Missouri London Consortium (MLC), was developed by the participating institutions for the benefit of their respective students. All MLC institutions are fully accredited. The participating institutions design their own academic program abroad using their own curriculum standards and style. All courses have been structured so that academic credits earned by students are part of the regular authorized course offerings. This allows students to make normal progress towards their undergraduate degrees while utilizing foreign resources and cross-cultural experiences. Courses are taught by a combination of British and American academics.

> CAPA International Education

CAPA, The Centers for Academic Programs Abroad, was founded in 1972. For over 35 years we have been partnering with US institutions of higher education to build quality, affordable customized/faculty led programs.

Our mission has remained unchanged since 1972: to provide learning abroad opportunities which genuinely educate students and visiting faculty about the people and culture in which they are learning in a holistic educational environment.

> Missouri London Program (MLP)

A consortium of Missouri universities have successfully operated the Missouri London program since 1982. MLC has joined with MLP to expand and enhance program possibilities and opportunities for students and faculty.

> Location London

A Roman town, a trade center, city of poets, of kings and queens, cathedrals and traditions, London is a capital city of 8 million people originating from all corners of the

Participating Universities

The institutions comprising the Missouri London Consortium in association with the Missouri London Program and CAPA International Education are:

CENTRAL METHODIST UNIVERSITY, Fayette, MO
COLUMBIA COLLEGE, Columbia, MO
CULVER-STOCKTON COLLEGE, Canton, MO
FONTBONNE UNIVERSITY, St. Louis, MO
HANNIBAL-LAGRANGE COLLEGE, Hannibal, MO
MARYVILLE UNIVERSITY, St. Louis, MO
MISSOURI VALLEY COLLEGE, Marshall, MO
WILLIAM WOODS UNIVERSITY, Fulton, MO

globe. Straddling the River Thames, it covers more square miles of elegant squares, green parks, museums, monuments, and elegant shopping streets than you could hope to explore in a lifetime. Over forty live theater companies, five major orchestras, plus several opera and ballet companies make London their home. The scores of performances, concerts and recitals all over the city make London the cultural city of Europe. The British Museum, the Queens Gallery, the Tate Gallery and the National Gallery provide opportunities to view many of the world's great art treasures. Over two hundred other museums and galleries covering a wide variety of subject areas await curious students in London.

> CAPA London Center

The CAPA London center is in the lively area of Kensington. Centrally located near the Gloucester Road and Earl's Court tube stops, the CAPA London Center is only steps away from pubs, shopping, a super-market, as well as Kensington Palace and Gardens.

The academic courses will be taught in the CAPA Center providing students with convenient access to the computer lab, the student lounge and the support services provided by the London team.

CAPA London Center
146 Cromwell Rd
London, UK SW7 4EF

> Accommodation

Students will live in central London apartments (referred to as flats in the UK) in multi-bedded rooms that include bedroom and study furniture. Linens are provided but students should bring their own towels with them from home. You will have a shared kitchen available within the building so you can cook your own meals. Basic cooking utensils are provided. All flats are easily accessible by Underground ("tube") service from nearby stations or by bus.

Students will be invoiced for a \$200 refundable security deposit in addition to the program fees. The balance of your security deposit (less any charges for damages, missing items or utility overages) will be refunded to you within 45 days of the last day of the program.

> Meals and Personal Expenses

All meals are the students' own responsibility. This arrangement keeps fees to a practical level and provides students with maximum flexibility for their own schedules and personal requirements. Self-catering privileges for meal preparations will be extended to students in their accommodation provided the established rules for cleanliness, safety and security are observed.

Program sponsored by the Missouri London Consortium in association with the Missouri Consortium for International Programs and Studies (MOCOS) in partnership with

CAPA
INTERNATIONAL
EDUCATION

210 Union Wharf
Boston, MA 02109
1-800-793-0334
www.capa.org

➤ International Program Services Staff Support

CAPA International Education provides full time staff in London whose responsibility is to maintain the continuity of the program by working with the students and faculty to ensure the academic and social success of the program. During office hours, a CAPA student advisor is on hand to provide guidance and support to each individual student's needs. CAPA's Chief Academic Officer is also available to assist students with any academic concerns they experience throughout their program. The CAPA London staff also are available in case of emergency 24 hours a day, 7 days a week on the CAPA Emergency Phone.

➤ My Education Cultural Events Calendar

CAPA's unique **My Education Program** was developed to offer you, the student, the unique opportunity to make decisions about how you will learn about culture according to how you enjoy learning. Compiled by local CAPA education abroad advisors, the calendar offers a menu of different activities, events, volunteer opportunities, lectures, visits and self-directed tours to help teach you the most about London.

All students and faculty will receive the My Education Calendar as part of their orientation pack. The events, activities and reflective sessions listed are designed around significant academic themes such as Community and People, Government and Power, Landscape and Time, and Arts and Culture. Participation in these activities will give you an intelligent, well-rounded, and in-depth view of London and the UK.

My Education activities are either staff-led or self-directed and examples include a visit to Brick Lane in Banglatown; a walking tour of the East End; discovering the history of the Prime Meridian and Greenwich Mean Time at the Royal Observatory and more. Every week, one item will be selected as the **My Education Event of the Week**, and further information will be given on this highlighted event in hand-outs and in our **Monday Memo** newsletter delivered via email to students and faculty.

➤ Optional Weekend Tours

Students are able to take advantage of several optional weekend tours and excursions over the course of the semester to introduce them to some of the famous sights of Europe. Students have also chosen to travel on their own throughout mainland Europe during the mid-term and Easter break. For students that would rather stay in London to explore the spectacular city during their break week, their accommodation will be accessible during this time. Further information regarding optional travel during the semester will be provided in London during the travel fair at the start of the program. Additionally, the CAPA London team is delighted to provide students with guidance and ideas for exploration.

➤ International Internships

Qualified junior and senior students with a minimum GPA of 3.0 are eligible to participate in an internship earning either 3 or 6 credit hours. A wide variety of internship possibilities are available to suit the field of study, background and interests of qualified students and are arranged on an individual basis. All internships are non-paying positions. Students will spend approximately 15 hours (3 credits) or 20 hours (6 credits) per week on a full or part-time work experience directed by host-organization supervisors in consultation with CAPA, the London faculty and possibly your home campus department. Assessment will be determined in consultation with all parties involved. Consult your campus director for full details on prerequisite courses, departmental requirements, CAPA requirements and application procedures. An additional \$500 will be added to the program fee for all interns.

➤ Academic Admission

Students in good standing with a minimum of 2.5 GPA at the participating MLC Universities are eligible for admission to the MLC London Program. Students from other colleges and universities may apply for the

MLC London Program through one of the participating MLC universities. Acceptance to the program is at the sole discretion of the participating MLC universities who supervise all academic matters, select faculty participants and inform CAPA of the spaces to be reserved in London. The number of students in each session is limited so early application is advised.

➤ Academic Program

A COMPLETE LIST AND DESCRIPTION OF LONDON COURSES AVAILABLE EACH SEMESTER CAN BE OBTAINED FROM THE DESIGNATED OFFICES OF THE PARTICIPATING UNIVERSITIES.

Courses Available for Spring Semester 2010

- Understanding Britain Today (Required of all students)
- Three Great Scientific Revolutions
- The Greening of Europe
- London's Fringe Theatre Scene
- Musical Theatre
- Wellington and Napoleon
- London and the World Wars
- Cultural Psychology
- The First British Empire, 1603 – 1783
- 18th Century England, 1688-1815
- Words and War in Shakespeare's Plays
- Literary Voyage of Discovery

Note: All courses are for three credit hours. Consult the London Program Office on your campus for course details, prerequisite requirements and approval of the courses you select. Since all courses seek to use London as part of the classroom, additional expenses may be involved for tickets, entrance fees or other course related activities.

➤ Academic Credit

The courses offered in the London Program can be used for credit towards graduation. Students enrolled in the program will continue normal progress towards their degree. Students will be able to enroll in institution-approved courses taught by the London faculty and receive credit and transcripts from the participating MLC university.

Program Dates

Winter/Spring 2010

Wednesday January 13th

Arrive in London, check into student accommodation, local walking tour of the neighborhood

Thursday January 14th

General Program and Safety Orientation, Welcome Lunch
Sightseeing tour of London

Friday January 15th

Internship Orientation for students participating in Internships

Friday March 5th to Sunday March 14th

Mid-Term break (if schedule allows for interns)

Friday April 2nd to Wednesday April 7th

Easter Break

Wednesday April 28th

Final Day of Classes/Internship

Thursday April 29th

Last Day in London

Friday April 30th

Return to the USA



In this contract, "CAPA" shall mean the CAPA International Education, LP, a Massachusetts corporation, and its past and present employees, directors, officers, stockholders, members, agents, representatives, subsidiaries, parents and affiliates. The "Institution" shall mean the sponsoring organization, college or university, and its past and current officers, employees, affiliates, agents or representatives. I understand and agree to the following:

REFUND INFORMATION. CAPA makes financial commitments on behalf of students well before the start of the program. Full refunds are not possible after the full payment due date. Partial refunds, less confirmation deposit, will be given according to the cancellation policy listed in the agreement. Please note that partial refunds may not be possible.

1. **PERMISSION TO SHARE INFORMATION.** I give the CAPA and my home institution permission to communicate with each other and my parents or other emergency contact person regarding all issues surrounding my education-abroad experience. This may include but is not limited to student account information, student conduct issues, health and safety, or academics; such contact may occur before, during or after the program.
2. If, in the sole discretion of the Institution or CAPA, at any time my behavior is deemed unacceptable, I may be expelled from the program and/or sent home at my own expense or that of my parent/guardian if I am a minor, and I shall not be entitled to receive a refund for any services not received. I hereby acknowledge and agree that if I break any law during my participation in the program, I may be subject to prosecution by local law enforcement authorities, and that CAPA has no obligation or duty to defend me in any proceedings or to otherwise provide me with any assistance in connection therewith.
3. I recognize that participation in the program entails certain risks to my property and person that in certain circumstances can be serious. I freely and knowingly assume those risks. In addition, I hereby fully forever, irrevocably and unconditionally release, remise and discharge CAPA International Education, LP, and all its past and present employees, directors, officers, stockholders, members, agents, representatives, subsidiaries, parents and affiliates (collectively "CAPA") from any and all claims, charges, complaints, demands, actions, causes of action, suits, rights, debts, costs, damages, executions, obligations, liabilities, and expenses (including attorneys' fees and costs) (collectively "claims"), of every kind and nature relating to or arising from any cause whatsoever, including without limitation from: (A) CAPA's negligence or other acts or omissions, (B) any sickness, injury, or accident that I may suffer (including those which result in my death) during my participation in the program, (C) any loss of or damage to any physical property, whether owned by me or a third party, (D) any errors or omissions contained in any brochure, application or any other literature I have received from CAPA or the institution, and (E) any delays in bookings or the making of travel arrangements or the non-confirmation or acceptance of any bookings, except for claims relating to my personal injury, death or other bodily harm directly caused by a deliberate wrongful act of CAPA or the Institution.
4. CAPA shall have the right, at any time and in its sole and absolute discretion, to cancel any program or make any changes or alterations in route, accommodations, price and/or details in the event of any program being rendered impossible or inadvisable in CAPA's sole discretion, by weather, strikes, war, civil unrest, terrorism, acts of God, government interference or any cause whatsoever that is beyond CAPA's control. Any and all expenses incurred as a result thereof shall be my responsibility.
5. I hereby agree and acknowledge that under no circumstance shall CAPA be obligated to pay any amounts hereunder to me or to any third party relating

to CAPA's liability hereunder or relating to the program in excess of the aggregate amount received by CAPA from me, or on my behalf, in connection with my participation in the program.

6. I hereby agree to indemnify, defend and hold CAPA harmless from any Claims brought against or incurred by CAPA arising from or relating to any of my acts or omissions while participating in a CAPA program.
7. I hereby agree and acknowledge that it is my personal responsibility to obtain all passports, visas and required travel documents in order to enter each of the countries on my itinerary. I understand that if I am unable to obtain the necessary travel documents, or do not have them with me at the time of travel, I will not be entitled to a refund except as described in the agreement.
8. I hereby agree and acknowledge that CAPA shall not be responsible or liable for my well-being at any time that I am in my accommodations, during periods of independent travel or any other time period that is considered free time away from activities or events that are specifically authorized by CAPA. I understand that CAPA and the institution are not responsible for the acts or omissions of persons or entities outside their control, including without limitation, the acts or omissions of any airlines, surface transportation companies, including, without limitation, any car service companies, rental car companies, taxicabs, train service companies, any member of my or any other participant's homestay family, hotels, hostels, apartments, accommodation providers and other suppliers of trip services, and all of their respective employees, personnel or other agents. I hereby unconditionally release CAPA and the institution from all claims arising out of or relating to the acts or omissions of third parties not within CAPA or the institution's control.
9. Once the CAPA Program has started, no refunds will be made for sightseeing, excursions, accommodations or other services in which I have declined to participate.
10. CAPA may use statements made by me, photographs and video footage of me for publicity and advertising purposes.
11. CAPA is not responsible for any costs arising from the loss or theft of any of my personal property at any time, including my airline ticket.
12. This agreement shall be governed by the laws of the Commonwealth of Massachusetts. Any controversy or claim arising out of or relating to this agreement, or the interpretation hereof, shall be determined by arbitration to be conducted before the American Arbitration Association in Boston, Massachusetts in accordance with the Commercial Arbitration Rules of the American Arbitration Association and the laws of the Commonwealth of Massachusetts. I hereby irrevocably submit and consent to and acknowledge and recognize the jurisdiction of any federal or state court located within the Commonwealth of Massachusetts for the purpose of enforcing any arbitration award.
13. In the event any provision herein shall be held void, invalid, or inoperative, such decision shall not invalidate or otherwise affect, in any respect, any other term or terms of this agreement. If any provision of this agreement shall be determined, under applicable law, to be overly broad in duration, geographical coverage or substantive scope, then such provision shall be deemed narrowed to the broadest term permitted by applicable law.
14. I hereby agree and acknowledge that I have carefully read this agreement, understand the contents herein, freely and voluntarily assent to all of the terms and conditions hereof, and sign my name of my own free act, and that I have had an opportunity to fully discuss and review the terms of this agreement with an attorney.

Signatures

I have read and understand this Release of liability and agree to be bound thereby. Any controversy or claim arising out of, relating to, or interpreting this Release shall be determined by arbitration to be conducted before the American Arbitration Association in Boston, Massachusetts, in accordance with the Commercial Arbitration Rules of the American Arbitration Association and the laws of the Commonwealth of Massachusetts.

Applicant's signature: _____ Date: _____

Campus Coordinator's signature (if required by the Institution): _____ Date: _____

> Payment Schedule

	FEE	DUE DATE
Registration Fee	\$95	with application
Program Deposit	\$300	with application
Balance of Program fees — Program — Academic	\$7600 \$2000	November 3rd
Internship Fee	\$500	November 3rd
Damage Deposit	\$200	November 3rd
Activity Deposit	\$300	November 3rd

The policies and procedures of your MLC institution will be followed regarding payment of program fees by the due dates. Please note that anyone not paid in full 6 weeks prior to the start of the program will be subject to a \$75.00 late payment fee.

Fees Include: Tuition, accommodation in London for the program period, classrooms, subsidized course related excursions, services of the faculty, CAPA support staff and CAPA Program Coordinator, and CAPA registration fee.

Fees Do Not Include: Round-trip airfare from the US to London, optional tours and activities, local or independent travel, meals, text books, personal expenses, passport or visa fees, refundable damage deposit, internship fee of \$500 (if applicable), activity deposit, and anything else not listed as included.

Financial Aid may be available for this program. Please contact the financial aid office at on your home campus for more information.

> Application Procedure

1. Complete the CAPA Application Form and attach a check for \$395 payable to CAPA International Education.
2. Take or mail the completed application form to one of the participating MLC institutions who must approve all applications
3. Attach a letter of recommendation from a professor, pastor, employer, or other adult who can comment upon your qualities of responsibility, achievement, cooperation and adaptability to a new environment.
4. Attach a one-page essay explaining: Why you want to study in London; what benefits you hope to derive from the experience and how your past achievements qualify you for the program.
5. Upon acceptance, the completed and approved application will be forwarded to CAPA International Education by the accepting MLC institution for further processing.
6. You will be billed directly or through your MLC institution for the balance of the London Program fees due to CAPA, which should be paid in accordance with the payment schedule.
7. Academic fees due will be billed directly by the MLC institution and paid in accordance with regular institutional policies.

> CAPA Cancellation Policy

Withdrawal Date

More than 60 days prior to departure
46 to 60 days prior to departure
22 to 45 days prior to departure
21 days or fewer prior to departure

Cancellation Fees

\$250
25% of the program fee plus \$250
50% of the program fee plus \$250
100% of the program fee

This cancellation penalty policy is necessary because the booking of London facilities requires substantial non-refundable payments and commitments from CAPA in advance of the program start date. All notification of withdrawal must be made in writing and sent to CAPA International Education.

Further information on the London program will be provided in orientation sessions on campus, in newsletters after acceptance on the program, and from CAPA or:

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