

Sarah Lawrence College in Paris

Handbook Spring 2019

Advanced Studies Program

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Introduction

By now you may be both excited and anxious about what to do – and when to do it – in order to end up in the right place at the right time. This handbook has been designed to help you with your preparations for Paris. You will find advice for settling in, academic policies and descriptions, and a lot of useful information that we've pulled together from a number of different sources. **Be sure to bring this handbook with you!**

Find time to read about France and French culture prior to your departure. The better prepared you are for 'culture shock,' the easier your adjustment will be. **Do not overlook this aspect of your trip.** You may currently be more concerned about the logistics of traveling than about reflecting on cultural differences. Being aware that these differences exist and giving them some thought will greatly facilitate your integration into French society. In this handbook, you will find a section entitled '*Publications about Paris, Parisians, the French and Americans.*' We have featured a selection of books that should be not only useful, but also entertaining.

We hope that this book will answer most of your questions between now and your arrival in Paris. However, if it does not, please feel free to contact Monique Middleton, the Director of Sarah Lawrence College in Paris or Prema Samuel, Associate Dean of International and Exchange Programs. Please note that the Paris office will be closed from December 15th 2018 to January 2nd 2019.

Bon Voyage!

Prema Samuel, Associate Dean
International & Exchange Programs
Sarah Lawrence College
1 Mead Way
Bronxville, NY 10708-5999
Tel: 914-395-2305
Email: psamuel@sarahlawrence.edu

Monique Middleton
Director
Sarah Lawrence College in Paris
Reid Hall, 4 rue de Chevreuse
75006 Paris, France
Tel: 011-33-1-43-22-14-36
Email: mmiddleton@sarahlawrence.edu

Program Calendar 2018 – 2019

Spring 2019 Semester

For second semester-only students:

Thursday January 3rd General Meeting begins at 10:30am at Reid Hall.
Attendance is mandatory

Thursday January 3rd – Sunday Second semester orientation
January 13th

For all students (year-long and second semester):

Monday January 14th First day of classes

Sunday February 24th – Sunday Reading Period*
March 10th

Sunday April 14th – Sunday April Spring Break*
28th

Saturday May 11th (evening) End of the second semester at Sarah Lawrence* **

* Students interested in classes at **French universities and other academic institutions** should be aware that their calendars may vary from the SLC Program calendar. Students should verify specific dates before purchasing vacation or return tickets. Classes in **dance** and **studio arts** follow the SLC calendar.

** Please note that classes at some theater and music schools may continue through January or the third week of June.

Prior to Arrival

You will need to bring the following with you in a purse or other carry-on luggage:

Passport

You must have a valid passport to enter France. You should make at least one photocopy in case you lose your original passport. Carry the photocopy separately from the passport itself.

Visa

- Before you can apply for your visa, you must first register with Campus France. Their website is <http://usa.campusfrance.org>. **Please do this as soon as possible as appointments at the consulate must be scheduled far in advance – do NOT underestimate the time required to complete this process.** You must register online but we will send you a sample copy of the application to guide you, as well as detailed instructions. Once your application has been approved, Campus France will send an email to let you know that the process is complete and that you can apply for your visa. You must have a valid student visa to study in France. This visa is obtained at a French consulate in the United States. We will provide you with all the documentation necessary to obtain this visa. However, you must check with the Consulate in your jurisdiction to make sure that you have everything they require. Concerning formalities to be completed *after* your arrival in France, see the section on the “Titre de séjour (French Residency Permit)”, p. 27.

Financial Aid

If students receive financial aid from their college, they should see the financial aid office prior to departure and to be sure of the amount of money they are receiving, from which source(s), in how many installments, and when these installments will arrive.

Money

Convert approximately \$150 to \$200 into Euros before you depart to have on hand for taxi, food, etc.

Shipping

Prior to Departure

Unfortunately, it is not possible to ship any of your belongings to our offices before you arrive in Paris. There is no storage space at Reid Hall.

Take your medication and electronic equipment with you in your carry-on bag, along with the prescription and bill of sale. These packages may be subject to high fees at customs when not properly documented.

When packing, remember that you will probably return with more things than you initially brought over. **Pack light.** Do not bring more than you can carry by yourself.

Carry with you the official letter stating that you will be a student in the Sarah Lawrence program for the year or semester (provided by our offices).

Once in Paris

If you need to send items to Paris after your arrival (i.e. clothes, books, etc.), shipping by air is the most secure option. Media rate remains risky at best and only applies to books, sheet music, dvds and cds.

If you must have valuables shipped later on (camera, laptop, medication), make sure to have the original bill of sale or medical prescription sent to you separately and to put a photocopy of the original in the package. You must fill out labels indicating the package's value. Be sure to have the sender indicate on the mailing label that the contents are personal property. Remember that, in the case of electronic equipment, you will probably have to pay a customs fee. Given the disappointment and difficulties past students have experienced, we strongly urge you to avoid shipping valuable items!

Generally, if you are having anything shipped, remember to ask the shipping company what taxes you will have to pay to retrieve your goods at your point of destination.

Any package with a stated value exceeding 45€ will be stopped at the port of entry and taxed. In order to obtain it, you will have to pay expensive charges. This process can take up to a month. Please make sure your family and friends know this.

Clothes

Winter in Paris may be cold and is generally wet. Clothes in Paris can be expensive. Pack layers to fight the winter dampness!! Bring the necessary items while remembering that you must bring them back, along with everything purchased in Paris. Student dress is not as casual as it is in the United States. **French students do not wear sweatpants, pajama pants or gym clothes to class. Remember that Paris is a city, not a college campus.**

Travel and Arrival

Reid Hall is located at 4, rue de Chevreuse, in the 6th *arrondissement*. The closest metro stops are *Vavin* (line 4), *Notre Dame des Champs* (line 12) and *Raspail* (line 4 and 6). RER stop *Port Royal* (line B) is also very close and will be convenient for students coming from the *Cité Universitaire* as it is on the same line.

Here are a youth hostel and a hotel conveniently located near Reid Hall:

BVJ Quartier Latin
44, rue des Bernardins
75005
Tel : 011-33-1-43-29-34-80
19 - 49€

<https://www.bvjhostelparis.com/>

Port Royal Hôtel
8, bd de Port Royal
75005
Tel : 011-33-1-43-31-70-06
56 - 100€

<http://www.port-royal-hotel.fr/>

All students are responsible for their own flight arrangements. STA Travel is a student travel service, which can offer discounted fares. Information on flights, as well as the ISIC (International Student Identity Card), can be found at www.statravel.com. They can also be reached at 1-800-781-4040. Another student travel site is www.studentuniverse.com (1-800-272-9676). Using the student travel sites we have mentioned includes the added benefit of usually being able to change return dates with little or no penalty. However, one should always verify the possible penalties for changing a ticket prior to booking.

Getting Into Paris

A few tips

- By far the easiest and most convenient way for a tired traveler with baggage to get to the city center is by taxi. However, this is also the most expensive option. You will need to decide what your number one priority is: comfort or cost. Be advised that public transportation in Paris can be crowded and always has stairs!
- For an interactive map of all public transportation in Paris, go to www.ratp.fr
- A note on the RER: when transferring from the RER to the metro or vice versa, you will use the same ticket multiple times. Do not lose it! To enter and exit the RER system, you will have to insert your ticket into the automated doors and retrieve it so that the door will open.

From the airports:

Orly

Orly Airport, 17 km south of the city, is used by charters and many continental flights.

Orly Val will take you directly to Paris on the RER line B to *Cité Universitaire*, where the student dormitory is located. It will also take you to *Port Royal* which is close to Reid Hall. Trains run from 6 am until 11:30 pm, every 5-8 minutes. Ticket price is approximately 12€. See www.orlyval.com for more information.

The **Orly Bus** will take you to *Denfert-Rochereau* every 10-20 minutes from 6am until 12 midnight and costs about 10€. The travel time is approximately 30 minutes. See www.aeroporlorly.paris

Air France buses run to *Montparnasse* (metro stop *Montparnasse-Bienvenue*) and *Invalides* (metro stop *Invalides*) at least every 30 minutes from 6 am until 11:30 pm and cost approximately 13€. See www.lebusdirect.com for more information.

Taxi fare is approximately 35-40€, plus a 10 percent tip. You may feel it is well worth the expense, especially if you are unfamiliar with Paris and have a lot of luggage. Be aware that taxis charge extra for each bag (2€ or 2,50€).

Roissy-Charles de Gaulle

Most transatlantic flights land at Roissy-Charles de Gaulle Airport, 23 km northeast of Paris. The cheapest and easiest way to get into the city from Roissy-Charles de Gaulle is by rail.

Roissy Rail – The **RER line B** will take you to central Paris (*Gare du Nord, Châtelet, St-Michel, Port Royal* (Reid Hall), *Denfert-Rochereau* and *Cité Universitaire* (student dormitories)). The train runs every 10-20 minutes from 5 am until 12 midnight. Travel time is approximately 30 minutes, depending on your destination. Cost is approximately 10€. If you are going to transfer to the metro, be sure to get off the RER at a stop that serves both the RER and metro (*Gare du Nord, Châtelet, Denfert-Rochereau*, for instance.) and keep your ticket as you will need to use it to transfer!

The **Roissy Bus** will take you from Charles de Gaulle to *Opéra*. This service runs every 15 minutes from 6 am until midnight. Travel time is approximately 60-75 minutes and costs approximately 12€.

See http://www.ratp.fr/fr/ratp/v_161326/acces-aeroport-roissy-charles-de-gaulle/ for more information on the RER B or the Roissy Bus.

Air France buses run from Charles de Gaulle Airport to :

Etoile (metro stop *Charles de Gaulle-Etoile*), Gare de Lyon (metro stop *Gare de Lyon*) and Montparnasse (metro stop *Montparnasse-Bienvenue*, near Reid Hall) every 30 minutes from 5:45am until 11:00pm. Travel time is between 40-80 minutes, depending on your destination, and costs about 17€. See www.lebusdirect.com for more information.

Taxis take at least 50 minutes to the center of Paris and cost approximately 50-55€ (plus a 10 percent tip).

Arrival in Paris

Please inform the Paris office (and, if applicable, your host family) of your arrival date at least 2 weeks in advance. Please make sure to submit your flight information to the Bronxville and Paris offices prior to departure.

Upon arrival, check in with the Sarah Lawrence office in Paris by phone or by email:

Tel: 011-33-1-43-22-14-36 (or 01-43-22-14-36 when dialing from a French phone)

Email: nallen@sarahlawrence.edu (Natalie Allen, Assistant to the Director)

If you are planning on travelling in Europe or France prior to the Orientation period, please remember that you cannot leave your luggage at Reid Hall while travelling

Academics

That education should not be separate from life is one of Sarah Lawrence's foremost philosophies. Indeed, learning and living often become one for Sarah Lawrence students in Paris. They frequently discover that "education" means more than just academic encounters with professors. The students not only live and experience another culture and way of life, but also learn to cope with a day-to-day existence that is different from that which they have known most of their lives. In short, they often gain new insight and perspective on themselves and, invariably, on their own country.

Overview

The Advanced Studies Program is designed for students with advanced proficiency in the French language, providing a choice of seminars at Reid Hall and opportunities to study at French universities and institutions. In Paris, students have great flexibility in their choice of subjects, provided that their programs meet strict academic requirements. There is no predetermined plan of study. Each student will meet individually with the Director of the Program to determine the program that is best suited to his or her linguistic abilities and academic interests. Class size is small and students meet with their professors individually in conference work (referred to in French as "accompagnement pédagogique"). SLC Paris professors are very conscious of students' progress and work and, as in Bronxville, evaluate them on the basis of their level, their work and class participation.

Orientation

Upon arrival in Paris, students will participate in a ten-day orientation period designed to help them adjust to life in France and provide information on academic, cultural and practical matters.

Orientation may include a weeklong trip to Tours (Loire Valley), where students will take an intensive language course and participate in cultural activities and excursions in the region.

During orientation, students will meet individually with the Director to plan their academic program. This is the time for students to explore their academic interests and determine which options are available in the Sarah Lawrence Academic Program at Reid Hall and at French universities, institutions and art schools. Individual programs should be structured to satisfy the particular academic and cultural needs of the student, and any possible assistance will be provided to achieve these goals.

All meetings, courses, and activities during the orientation period are mandatory.

Academic Program

A full course load in the Advanced Studies Program consists of four courses, and will include the following:

French Language Course	Mandatory – 3 credits Students take a placement exam during orientation to determine their level.
SLC Seminar	Mandatory – 4 credits Students must choose at least one SLC seminar in the humanities or social sciences
Two electives:	any combination of Sarah Lawrence seminars, and/or courses in French institutions: students may choose two 4-credit courses or, (pending prior approval), an 8 credit intensive program.

SLC Seminars and Language Courses

All Sarah Lawrence language classes and seminars are held at Reid Hall.

French language courses are offered at the advanced level. French classes meet twice a week for two hours and carry **three** credits per term.

Art history, literature, political science, history of cinema or theater, and sociology represent the basis of the Sarah Lawrence seminars. As the Advanced Studies Program is designed to create a personalized curriculum that suits each student's interests, the list of seminars given out at the general meeting should not be considered the final list; other courses may be added if there is sufficient student interest, and the offerings may vary from year to year. The **general structure of a Sarah Lawrence seminar** consists of one two-hour class per week and conference work (one half-hour session every other week). Most seminars, though not all, follow this pattern. The seminars carry **four** credits per term.

French Universities and Institutions

Sarah Lawrence encourages participation in the French academic system, as it offers students an excellent opportunity to experience a radically different philosophy of education.

Students who wish to enroll in French institutions for one or two courses should discuss this with the Program Director during their first academic meeting. Many questions should be considered prior to deciding on this option, including the types of courses, their dates, approaches to the discipline, and adaptation to new expectations. These expectations may include the type and amount of research to be done, the required level of French, the amount of writing to be done, and the grading scale and procedures, which are different from those in the U.S.

Before exploring this option, students should remember that their French must be quite advanced if they wish to take these courses successfully for credit.

Students who are required to take their academic courses at Reid Hall will not be able to enroll in coursework at French universities.

Course Selection at French Universities and Institutions

The classes offered in French institutions are often highly specialized. Each class is complemented by a weekly conference, usually organized on an individual basis. Conference work ensures that the student understands the course material, and provides supplementary monitoring, close work supervision, and a framework for independent study.

Depending on the discipline of interest to them, students may select courses from various institutions in the following areas:

anthropology (Paris IV), art history (Paris IV), cinema (Paris VII), economics (Paris VII & Institut Catholique), literature (Paris IV & VII), philosophy (Paris IV & Institut Catholique), political science (Institut d'Etudes Politiques & Institut Catholique), sociology (Paris IV & Paris VII), visual and performing arts (see p. 12).

The choice of courses available to students will be posted on the SLC academic information bulletin board at Reid Hall and online, in the student Dropbox. A more complete list of courses and course descriptions are also available on university websites (see the information sheet entitled "Naviguer les sites internet des universités françaises"). Students should consult the list of courses and brochures prior to the orientation period, so that they can discuss their choices with the Program Director during their academic meeting.

Registration at French Universities and Institutions

The Institute of Political Science (IEP or *Sciences Po*) and the University of Paris 7 Denis Diderot require early registration. Students who plan to study at Paris 7 must be pre-registered by the Paris office by mid-May. For information on Sciences Po, see p. 11. Registration at the University of Paris 4 Sorbonne and at the Institut Catholique takes place in Paris in September.

Students attending classes at French universities and institutions will be registered and provided with a university student card. This card will allow them to benefit from most privileges accorded to regular French students, such as access to library facilities, cultural activities, student restaurants, cinema and theater discounts, etc.

Some students may find that **auditing a course at a French university offers a viable alternative** to full enrollment. It allows students to experience the French university system without the academic pressure. **As attendance is not taken at the university lectures, audits cannot appear on official transcripts.**

Class Structure at French Universities and Institutions

French university courses are generally structured as follows:

A course usually consists of two separate classes:

Cours magistral: lecture course

Travaux dirigés: a second course during which students break off into smaller groups and work on the material discussed during the lecture (through textual analysis, oral presentations, etc.). This should not be confused with the American "discussion section."

The two classes may be taught by the same professor or by two different professors.

Students enrolled in **French university courses** will also have a **one hour SLC conference each week** with a "tutor." The "tutor" may be the professor of the course, a colleague from the department or another scholar in the field. Students will do their written work for and receive grades from the university professor, the "tutor" or both.

Institut d'Etudes Politiques (Sciences Po)

Students may enroll in one or two courses per semester. Courses at Sciences Po include classes in economics, history, international relations, law, and political science.

The Sciences Po course structure generally includes the following:

- a two to three-hour weekly lecture
- a methodology conference organized by the Institute (one-and-a-half hour to two hour class)
- weekly conference work organized by Sarah Lawrence (one hour per week, see p.16)

Registration at Sciences Po is a five-part process:

- 1) Students are nominated to Sciences Po by Sarah Lawrence. Any student interested in attending Sciences Po must contact Prema Samuel by October 5th at the latest to receive information on the enrollment procedure.**
- 2) After nomination, students must complete an online application** by October 11nd for the spring 2019 semester. Students who wish to take classes at Sciences Po during the spring semester should inform the Paris Program Director during their first pedagogical meeting in September.
- 3) Sciences Po informs the students of its decision. Students must confirm their acceptance online in order to be able to register for classes later on.** Students should access their online Sciences Po account (ENTG) and activate their email addresses by visiting the following website: <https://scolarite.sciences-po.fr/>
- 4) Online Administrative Registration** should be completed by the student following Sciences Po's guidelines: <http://formation.sciences-po.fr/en/contenu/registering-at-sciences-po>

IMPORTANT: In "Step 2" of the online administrative registration process, students must select "**I am an exchange student**". **Students are exempted from tuition fees.** Students should inform Natalie Allen in the Paris office (nallen@sarahlawrence.edu) when they have completed their administrative registration.

- 5) Online course registration** is completed by the student. Students will receive information directly from Sciences Po concerning the procedure to follow (date and time of registration, etc.). **It is imperative that students respect the date and exact time of course registration** in order to have a chance at obtaining their selected courses. The Paris Program office will send students an informational letter to help them through this process.

Please feel free to contact the Paris office if you have any questions concerning registration. Please note that the Paris Program office is closed between December 15th 2018 and January 2nd 2019.

Students enrolling at Sciences Po should respect the institution's calendar (**second semester exams end on May 17th**) as well as the calendar for the Sarah Lawrence program. **Conference attendance at Sciences Po is mandatory.** Two absences in a semester-long conference, four absences in a year-long conference, **will automatically result in a total loss of credit** for the course. **Auditing is not permitted.**

Grading at Sciences Po: the grades and evaluations are provided by both the Sciences Po professor and the tutor. The conference professor works closely with the student to prepare Science Po's various assignments as the school has its own methodology and is a very demanding institution.

Visual and Performing Arts Courses

Study is available in the following areas:

Audiovisual studies and graphic design: filmmaking, 3D animation, video editing, web design
(intensive programs only)

Performing arts: dance, music, theater

Visual arts: drawing, painting, photography, sculpture

Audiovisual Studies and Graphic Design

Students who intend to take these subjects at an advanced level should indicate this to the Bronxville office at least one month prior to arrival in Paris. Students interested in filmmaking, 3D animation, video editing and web design intensive programs should contact the Paris office at least two months prior to arrival.

Performing Arts

A **single course** in the **performing arts** is composed of **3 or 4 smaller elements**, called **components**. A typical **dance** program would include components in classical dance, modern dance, and choreography. A typical **music** program would include courses in theory or music history and individual instruction in an instrument or in voice and choir. A **theater** program would be comprised of an acting class, movement, and vocal classes. When combined, the components constitute one of a student's four courses. **It is not possible to take just one or two components and receive credit for them.**

All students wishing to take and/or continue music studies in Paris should contact Chet Biscardi, Professor of Music at Sarah Lawrence in Bronxville, at biscardi@sarahlawrence.edu. Please keep in mind that the selection of classes in music schools can only be finalized after auditioning. Students will receive more information about the audition process during orientation.

Visual arts

Courses are composed of two three-hour sessions and take place at various studios and ateliers located throughout Paris. The student is generally responsible for the cost of materials. If the student already has basic art supplies, he/she should bring them, as they can be expensive in France. **Students who have already taken visual arts classes and wish to continue doing so in Paris should bring a portfolio of their work.**

Course Selection in the Arts

When students have selected their specific visual or performing arts courses in Paris, they must inform the Program Director so that those courses can receive final approval. This approval process concerns all students in the Program. Without approval, they will not be able to enroll in classes.

Visual and performing arts courses are held in various studios and conservatories all over Paris. When planning their course of studies, students should bear in mind the time and energy necessary to take courses at multiple institutions.

Students cannot audit visual and performing arts classes.

No conference work is organized for these classes.

Intensive Programs in the Arts

All intensive programs should be discussed and receive approval from the Director in Paris, unless they have already been approved by a SLC faculty member (applicable to music programs). Please note that students interested in **intensive music programs** (CIM, Ecole Normale de musique) **MUST** contact the chair of the Sarah Lawrence Music Department prior to departure.

Students wishing to study in other disciplines must receive prior approval from their school dons or advisors as well as the approval of the Program Director in Paris.

Conference Work

The purpose of conference work is twofold.

Firstly, it enhances the student's understanding of the course. The professor can be sure that the material is understood, and that it is situated in a general context that is both rich and accurate. The professor can guide the students in research necessary for classwork and provide them with information on constructing arguments, organizing thoughts, and presenting knowledge in both written and spoken form. While these last elements are also essential in the U.S., the professor can give true insight into the ways in which French requirements may differ from what students have learned at home.

Secondly, conference work encourages independent research similar to a conference at Sarah Lawrence College. However, most professors are particularly concerned with the points outlined above, and they may feel there is less time to base the conference work solely on research. This will be especially true for the university courses.

Sarah Lawrence students should anticipate conference work of a very different nature from what they may have had in Bronxville. Students should not underestimate the impact of the cultural and linguistic elements. They should expect the difference to be proportional to their level of French. The difficulty of organizing and expressing thoughts with precision and clarity in another language, both orally and **in writing**, should not be underestimated. **There is also a significant difference in the approach to education** – what students are expected to learn and be responsible for knowing within the context of a particular course.

Students and professors decide together on the scheduling of the **conference work** as soon as the course selection is made. This schedule should be respected for the duration of the semester. **Attendance is mandatory.** If a student cannot attend his/her session, he/she must inform the professor at least 24-hours prior to the meeting time.

There are two types of conference work:

- The **Sarah Lawrence language courses and seminar conferences** take place on a one-to-one basis every other week for half an hour.
- The **university conferences** (i.e. the conference connected with a “university” course) may be held with one or 2 students and are held weekly for one hour.

It is the student's responsibility to make sure he or she knows what is expected of him or her at the French institution and to communicate it to both the SLC tutor (when he or she is not the professor of the class) and to the Program Director when the SLC conference work is organized.

Academic Calendar, Rules and Regulations

Academic Calendar

The academic year is composed of two semesters that correspond roughly to the American calendar. **All students participating in the spring semester must attend through May 11th** (if their program is only composed of SLC seminars). Classes in dance and studio arts follow the SLC calendar. **Students interested in classes at French universities or at theater and music schools should be aware that their calendars may vary from the SLC Program calendar (see p. 2).** Students will receive detailed calendars for French universities. Please note that classes at some theater and music schools may continue through the third week of June. **Bear this in mind when purchasing your return ticket.**

Course Selection

Students will have one week after classes begin to make their final choices. Students enrolled in French universities and institutions should inform the Program Director of their choices as soon as they are made so that their conference work can be organized as quickly as possible. If students are, for some unusual reason, unable to make their final choice by the end of the first week, they should talk to the Program Director immediately **without waiting to be contacted first.**

Dropping a class after the initial add/drop period is not permitted.

Sciences Po does not have an add-drop policy: adding or dropping a course after the beginning of classes is not permitted.

Academic Work

Students will generally have to write two to three papers per semester for each class, for a total of approximately 20-25 pages. Although papers are spread out as evenly as possible throughout the semester, the workload may seem light at the beginning of the semester, which allows students to acquire the skills necessary to write a research paper in French. More work therefore should be expected toward the end of term. This also applies to most of the classes taken at French institutions.

Papers should be submitted on time. French professors may be extremely strict on this question and will not accept last-minute excuses. Failure to comply may result in a loss of credit.

Academic Credit

Fifteen Sarah Lawrence credits, the equivalent of a **full Sarah Lawrence College semester course load**, are awarded for the successful completion of all four courses. Students receive written evaluations and letter grades for each course at the end of each semester. They will also be required to write course evaluations at the end of each semester.

Guest students: Students will normally receive full credit from their home institution based on a full Sarah Lawrence load of 15 credits per semester. Prior to departure, however, they should see their advisor to verify what requirements they may have to fulfill, and in what

disciplines their home institution will grant credit. They are then responsible for planning their academic work in Paris based on these requirements and/or restrictions.

Attendance to all classes, seminars and conference work is mandatory. All absences must have a valid excuse (medical prescription, documented family emergency, etc.). Tardiness is not tolerated. Repeated tardiness and any unexcused absence may result in an immediate and irreversible lower grade or loss of credit.

All students must be enrolled as full-time students. Overloading is not permitted.

No incomplete grades are granted in the Paris program. In exceptional cases, if final papers cannot be submitted on time, the matter must be discussed in advance, first with the Program Director and later with the professor. The Director must be consulted first, as the Bronxville office must grant permission for any extension. Failure to submit all your papers at the end of the term without prior permission from the Director may result in a permanent loss of credit. No other warning will be issued on this question.

Any student who leaves before the end of either semester without having previously received permission from the Director will lose credit.

All student evaluations and grades are reviewed by the Committee on Student Work at Sarah Lawrence College. If concerns are raised in these evaluations, or if the grade falls below a (C), the student will receive a letter from the Dean of Studies at Sarah Lawrence College. This letter will also be shared with the student's advisor, and his or her parents. In the case of a guest student, the letter will be shared with his or her parents and the study abroad advisor at the home institution.

Facilities

Computers

Students should bring their laptop computers with them to Paris. Reid Hall is Wi-Fi-equipped. Students will have access to a printer. The Paris office also recommends that students bring a flash drive.

When going through customs, students may be required to demonstrate that the computer is for personal use. **They should carry a bill of sale and proof that they will be studying in Paris for the semester (letter of admission to SLC in Paris).**

Libraries and Books

The **Sarah Lawrence Program offices** offer a small collection of books directly related to students' coursework. **Reid Hall** also houses a small library that students may find useful and convenient. Students should also plan to take advantage of the numerous libraries available to them in Paris, for example:

- **University libraries:** students will have access to the library of the institution or university where they are registered upon presentation of their student cards.
- **Bibliothèque publique d'information (BPI) at the Georges Pompidou Art Museum**
<http://www.bpi.fr/home.html>
- **Sainte-Geneviève library: both a public and a university library with extensive collections**
<http://www-bsg.univ-paris1.fr/>
- **Municipal libraries:** <http://www.paris.fr/bibliotheques>
there are municipal libraries in each Parisian district. Membership to these libraries is simple and free of cost with identification (passport). Unlike other libraries, you may borrow books from all of the municipal libraries for renewable periods of three weeks. Students will receive a complete list of municipal libraries during orientation. These libraries contain a good selection of books, a large choice of magazines and newspapers, CDs and DVDs. If you choose to purchase an annual subscription, you may borrow an unlimited number of CDs and DVDs.

Students will receive more detailed information about libraries as well as online academic resources in Paris.

Purchasing books: Paris has numerous bookstores. Here are several addresses you may find useful:

- | | |
|--------------|---|
| Tschann | 125, boulevard du Montparnasse (around the corner from Reid Hall):
http://www.tschann.fr/
Recommended for students who need to order specific books for their classes |
| Gibert Jeune | The eight <i>Gibert Jeune</i> bookstores, located on the boulevard Saint-Michel, (Latin Quarter) are widely used by Parisian students and professors: http://www.gibertjeune.fr/page/public/index.php |
| FNAC | Large chain store that sells books and electronics. The FNAC closest to Reid Hall is located at 136, rue de Rennes.
http://www.fnac.com |

A Few Points to Keep in Mind

- Be sure that you are aware of the calendars for the SLC Programs, French universities and other institutions, as well as any other important dates— and that you apprise your parents and friends. **Your presence is expected at the date and time specified for the first meeting of orientation**, as is attendance to all classes and academic appointments regardless of their proximity to an impending vacation.
- Guest students should consult with their own faculty/administrative advisors to make sure that their planned course of study in Paris will meet the academic requirements of their own institutions. Students who have to fulfill specific requirements during their semester/year in Paris should clearly indicate them on their course selection form, if they have not already done so in their applications. Course selection forms should be submitted online by November 30th. Failure to do so may result in the impossibility of fulfilling the requirements.
- All students should keep in touch during the semester with their advisor or don. It is the responsibility of the student to make sure that any change in a pre-approved course of study is approved by the home institution.
- Students should keep their home institution's Study Abroad Office informed of their activities, interests, and concerns.
- Course evaluations must be handed in for each course each semester. All students must submit this material.
- Failure to submit all your papers at the end of each term without prior permission from the Director **and** the professor may result in a permanent loss of credit. No other warning will be issued on this question.

Living in Paris

The following pages contain a range of information to prepare students for life in Paris. You will find financial information; advice on housing and meals; information on where to go for fun; cultural information; medical information; and various information on French sizes, weather, and more. Some sections will be discussed in greater detail upon arrival in Paris, but this should get you started.

“Culture Shock”

It is important to mention the initial difficulty you may have in adapting to life in Paris, a city that may seem overwhelming. Some students find that their idyllic pre-departure image of “life in Paris” crumbles when beset by the challenges they experience after arrival. Students may feel some frustration while adjusting to daily life in a new country, foreign education methods, language barriers, and living independently. These frustrations are perfectly normal. They are the first step toward a more nuanced, tolerant and richer perspective. One of the roles of the Director and the staff is to accompany students through this adjustment period.

Housing

Students in the Advanced Studies Program may choose to live in homestays or at the Cité Universitaire, a student dormitory. In addition, students may choose to find their own housing.

Cité Universitaire – Fondation des Etats-Unis

For students seeking housing at the *Cité Universitaire*, the student dormitories, the request must be sent directly to the Bronxville office before November 5th. Students making late requests cannot be guaranteed a room. All subsequent arrangements should be dealt with directly through the Paris Office: acolpitts@sarahlawrence.edu. Please keep in mind that our office is closed from December 15th 2018 and January 2nd 2019. **Students interested in living at the Cité Universitaire for the Spring 2019 semester should be aware that part of the building will be undergoing major remodeling, which will generate noise between approximately 8am and 6pm, Monday through Saturday. Students should take this into account when choosing their housing.** Please be aware that rooms must be vacated on May 31st. Special arrangements will be made for students taking classes through June.

Homestays

Students should return the housing questionnaire to *Host Families in Paris* by November 15th.

Living with a host family overseas is a special opportunity and can be an intensely rewarding experience. However, students need to be prepared for a period of challenging intercultural adjustment. The family has a different way of life (and a different set of rules) from what you are accustomed to at home or on campus. It will likely take you some time to feel “at home” in this new environment. The housing coordinator attempts to match students and hosts who will be compatible and makes sure that particular privileges and/or conditions of stay (shared meals, laundry, etc.) are agreed upon in advance. The extent and quality of the relationship between the host and the student will vary depending on personalities and lifestyles as well as personal investment.

A typical French homestay may include living with a single person, a couple who may or may not have children, a widow/widower, a retired couple, or a single parent with children. All

students receive a European breakfast each morning. Students select the number of dinners they wish to share with their host according to their preferences. Students will have a single room and access to the host's bathroom, which they will generally share with other host family members. Students will also have access to a television, a washing machine, kitchen privileges, internet and sometimes a phone, but may not have unlimited access to them at all times. Students should be aware that utilities costs are higher in France than in the US; hosts will most likely be energy conscious and appreciate students who are mindful in their use of electricity, heat and water. **Overnight guests are not permitted in homestays.** Students should never invite daytime guests without their host's permission, including when the host is absent. In general, mutual trust and open communication are essential for a successful relationship.

Upon your arrival in Paris, you will sign a written agreement with your host family to ensure that all parties clearly understand the conditions of the homestay.

Independent Living

Students who choose to make their own independent living arrangements should verify with their landlord or landlady what they will need to take care of upon arriving in Paris (utilities, telephone, insurance, etc.). **Missing classes and visits for these purposes will not be excused.**

Cultural Activities and Excursions

SLC considers theater, film, and art exhibits to be an essential part of the university experience in France. These activities allow students to participate in a number of events that are relevant to the understanding of France and the diversity of its population.

In order to facilitate student integration into French society, the Program offers many opportunities, including:

- Gatherings throughout the year with French university students
- A wide variety of visits in and outside of Paris
- Information on volunteer work in the student's area of interest

Students may also benefit from the discounts granted to all students in theaters, cinemas, concert halls, and exhibits upon presentation of their French student I.D. card. Discount tickets for plays and concerts may also be purchased at the *Centre Régional des Oeuvres Universitaires et Scolaires (CROUS)*, 39, avenue Georges Bernanos, 75005.

Excursions in and outside of Paris

A number of excursions are organized outside of Paris. Recent destinations have included Provence, Normandy, and Burgundy. Some of these excursions are led by the Program faculty and are closely tied to coursework.

A number of visits in Paris and its surrounding suburbs complement the visits organized in the French provinces. Recent visits include the Versailles Palace and its gardens, Chartres and its cathedral, the Saint-Denis Basilica, and Giverny.

Museums

Each year, the SLC faculty takes students on guided tours of museums, including the Louvre, Pompidou, Orsay, Cluny, Rodin, and the Picasso museums.

Most museums and exhibits are open every day except Tuesday, but students should check one of the weekly entertainment guides which appear in Paris such as *L'Officiel des Spectacles*. *L'Officiel des Spectacles* can be consulted in the SLC office.

The permanent collections of museums run by the city of Paris are always free (see: <http://parismusees.paris.fr/fr>). Others such as the Louvre or the Orsay are free the first Sunday of the month. Talk to the Paris staff for details.

Sundays in Paris

Paris can seem like a quiet town on Sundays. Many businesses are closed (restaurants, clothing stores, supermarkets) and the streets may be empty. If you arrive on a weekend, here are some suggestions for making the most of a Parisian Sunday:

- Some grocery stores are open till 1pm (consult the opening hours posted on stores in your neighborhood), as are a few outdoor markets (ex: boulevard Richard Lenoir, Place Monge)
- Enjoy one of the city's many lovely parks and gardens – open daily

- Visit a museum, monument or church. Some museums (the Louvre, the Musée d'Orsay, etc.) are free on the first Sunday of the month.
- Go to the movies. They are always open.
- For those who feel the need to shop, some neighborhoods thrive on Sundays:
the Jewish neighborhood in the Marais, metro *St-Paul*
the outdoor shops of Bercy Village, metro *Cour St-Emilion*
the shopping center underneath the Louvre, metro *Palais Royal*

For a schedule of all available activities, movies, museums, etc., buy *L'Officiel des Spectacles* for 50 cents at any newsstand.

Note: Some pharmacies are open on Sundays. The list of these establishments should be posted in the window of your neighborhood pharmacy.

Daily Life

Food

There is no cafeteria at Reid Hall. Students attending classes at French universities and academic institutions will be issued a university student card, which will allow them to eat at university restaurants for a reduced price (approximately 3,25€). Even without this discount, eating at university restaurants is one of the cheapest ways to eat in Paris. You may also sit at the numerous *cafés* to enjoy a light meal while watching people go by, but this is considerably more expensive. A list of **university restaurants (Resto-U)**, open-air markets, and reasonable restaurants will be distributed during orientation.

Health

Medical Insurance: All students will be covered while abroad by a medical insurance policy administered by GeoBlue. **Please note, however, that students still need to have their own medical insurance through the Sarah Lawrence plan or through their parents. This is to ensure they have adequate health insurance before they leave the US and upon their return.** You will receive information on the Sarah Lawrence plan from our Business Office. This information can also be accessed at www.slc.edu/studentaccounts.

Be prepared to pay cash for medical services, as most French doctors and hospitals will not allow patients to pay directly through their American insurance plans. It will be up to you to seek reimbursement through your insurance company following your visit. Students who wish to avoid advancing medical fees should consult the list of GeoBlue network providers online and schedule their appointments directly through GeoBlue so they may benefit from direct payment. Students will receive more information on medical care during orientation.

Illness: All pharmacists in France have medical training and can be consulted for advice on simple illnesses. Pack a thermometer: French thermometers are in Celsius.

For serious and urgent matters:

- **Emergency phone numbers in France:**
 - 15: Emergency Medical Services
 - 17: Police
 - 18: Firefighters
 - 112: European Emergency Number
- S.O.S. Médecins (tel. 01.47.07.77.77). 24-hour house calls.

- Anti-Poison Center: (tel. 01.40.05.48.48)
- The American Hospital (63, bd Victor Hugo, Neuilly-sur-Seine, tel. 01.46.41.25.25). Doctors generally speak English. Students should bring their GeoBlue insurance cards with them in order to be eligible for reimbursement.
- Institut Arthur Vernes (36, rue d'Assas, 75006, tel. 01.44.39.53.00). Very close to Reid Hall and takes walk-ins.

A complete list of information will be given to you during orientation in Paris.

Mental health: A free counseling service is available for students at Reid Hall. The Paris office also provides a list of English speaking mental health professionals in Paris.

If you are on medication, make sure to bring your prescription with you. Bring a full supply of medication with you if possible, as shipping prescription drugs can be complicated.

French law does not tolerate the possession or use of any controlled substances. The law is strictly enforced.

Financial Matters

Let your bank and credit card companies know that you will be abroad.

ATMs: There are ATMs all over Paris. Check with your bank regarding card use abroad and “hidden” charges for overseas withdrawals. It is a good idea to keep approximately \$200 in travelers’ checks for “emergencies”. **Please note that ATMs dispense euros in France!**

Credit cards: Clarify what services each of your cards can provide and where you can access such services: purchasing goods in a store, cash advances from ATM machines, etc. Find out if there are any additional fees or charges attached to using the card overseas.

There is generally a limit to how much one can withdraw from an ATM per day and per week.

Tuition coverage: Tuition covers all academic expenses except materials for the studio arts, rental of musical instruments and rental of rehearsal space and practice rooms. Refer to your Sarah Lawrence bill for policies on payment and refunds in the event you need to withdraw from the Program.

Expenses: Refer to the cost sheet for an estimation of monthly expenses. Be prepared for fluctuations in the exchange rate.

Changing money: You should arrive in Paris with euros or exchange some money at the airport. Most French banks do not change money or travelers checks. This has to be done in change offices. It is much easier not to have to look for them immediately upon arrival.

Banking: Semester-only students will not be able to open a bank account in Paris.

Identity Papers

Important: Students should remember that their passport is their only international identification, and that they are required by French law to carry it with them at all times. It should be presented to authorities upon request. This can happen at any time in France and is strictly routine. Please note that a photocopy has no legal validity.

If your passport is stolen, report the theft to the police and to the American Embassy immediately and notify the Program Director or staff.

American Embassy in Paris

2, avenue Gabriel

75382 Paris Cedex 08

Telephone: +33 (0)1 43 12 22 22

<http://france.usembassy.gov/pass-lost.html>

The titre de séjour (French Residency permit)

is mandatory for all students who have been issued a French student visa. The Sarah Lawrence office in Paris will meet with students to do the necessary paperwork during orientation. In order for this paperwork to be completed in a timely fashion, **all students must bring the “formulaire” or “attestation” OFII (“Visa de long séjour – Demande d’attestation OFII”) stamped by the consulate.** There is a one-time fee of 60 euros for the *titre de séjour* (2018 rate). **IMPORTANT:** Students who do not complete these formalities and fail to obtain their *titre de séjour* within 3 months after their arrival in France may be denied re-entry into the Schengen Area.

Note: Students who have been issued a temporary long stay visa by a French Consulate do not need to apply for a residency permit and are exempted from all additional administrative formalities after their arrival in France. However, the temporary long stay visa does not allow students to work or renew their visa in France.

Security

In light of the current international context, the Program advises students to remain vigilant and follow certain recommendations:

- Registering with the US Department of State’s “Smart Traveler Program”: <https://step.state.gov/step/> before departure.
- **Keeping a charged cellphone with them at all the times** and informing the staff immediately of changes to their contact information.
- Making sure they are aware of **French emergency phone numbers** (see p. 25)
- Notifying Program staff if they leave Paris, even for a weekend. Students will receive information about how to fill out and submit the travel sheet during orientation.
- Reading local media (for example *Le Monde* newspaper, available in the SLC Program offices) and staying informed about current events.
- Being highly attentive to their surroundings while circulating in and outside of Paris, generally using discretion and good judgement.

The Reid Hall building is secured with an entry code. Students will receive the code prior to orientation.

Telephone

All students are required to obtain a personal cell phone with a French number upon arrival and communicate the number to the Paris Program office so they can be reached in case of emergency.

There are two options:

1. “Unlock” your American phone before departure and bring it to Paris so that you can replace your American SIM card with a French one
2. Purchase a French phone and SIM card.

The easiest and least expensive way to obtain a French SIM card and/or phone is to purchase a monthly plan online with the French telephone company Free : <http://mobile.free.fr>.

You may purchase a French phone and/or SIM card from Free prior to departure using your American credit/debit card and have it shipped to the SLC Program offices at Reid Hall before the first day of orientation. You should use the Sarah Lawrence Program’s address when purchasing your phone and/or SIM card:

Sarah Lawrence College
Reid Hall
4, rue de Chevreuse
75006 Paris FRANCE

If you have questions about cellphones, please contact Andrew Colpitts in the Paris office (acolpitts@sarahlawrence.edu).

Transportation

Public transportation is well organized and easy to use in Paris. Students can calculate their itineraries in advance by using the following website: <http://ratp.fr/>.

Subway: The “*métro*” and R.E.R. (suburban trains) are the most convenient and simplest means of transportation in Paris. The subway runs from 5:30 am to 12:30 am daily and until 1:30 am on Fridays, Saturdays and evenings proceeding bank holidays.

Buses: Many buses run until midnight, although some run only until 8:30 pm. Some do not run on Sundays or holidays. Night buses run at one-hour intervals between midnight and 5:00 am.

Tickets: The same tickets are used for the bus and the metro. You can go anywhere in Paris on the subway with one ticket (1,90€). You may also use the same ticket to transfer from one bus line to another, but it must be within the hour. Books of tickets can be bought in the subway and at most tobacco shops, and individual tickets can be bought on the bus (2€). It is cheaper to buy a book of 10 tickets (a “*carnet*”) for 14,90€ than to buy individual tickets.

Pass Navigo: You can charge this travel card on a weekly or monthly basis, an excellent deal if you ride buses or metros more than twice a day. It allows unlimited travel by bus and subway in Paris and in the Ile de France region. **The Program will provide you with a Pass Navigo that is ready to be charged.** It is your responsibility to charge it. A refill costs about 22,80€ for a week, about 75,20€ for a month. Students staying the full year will receive

information about applying for a student discount pass (*Imagine R*) during orientation.

Taxis: Parisians do not hail taxis. Customers must wait at a taxi stand until a taxi comes. In certain areas, there is always a line of cabs waiting for customers. However, if it is raining or rush hour, it is wiser and much less expensive to take the metro. One can call a taxi at 01.47.39.47.39, for example, or any of the numerous taxi companies in Paris, but the rate is more expensive. The night rate (from 11:00 pm to 6:00 am) is twice the daytime rate. The tip is 10 percent.

Trains: There are seven major train stations in Paris, each covering different parts of France and Europe.

Gare d'Austerlitz: Southwest France
Gare de l'Est: Eastern France and Germany
Gare de Lyon: South and Southwest France, Italy, Switzerland
Gare Montparnasse: Western France
Gare du Nord: Northern France, Belgium, and Great Britain
Gare St-Lazare: Western France, parts of Normandy and the Northern coast for Channel crossings
Gare de Bercy: Southeastern France and Italy

For reservations from all seven stations and other train information: call 3635 (7am to 10pm) or consult the SNCF website (<https://www.oui.sncf/>).

Travel: Student Discounts

As a student, you have many options for discounted travel throughout France and Europe.

Students planning on traveling extensively in Europe, for example before or after the semester, may be interested in the following rail passes:

The "Eurail Pass" (for non-European citizens or residents): www.eurail.com

The Interrail pass (for European citizens and residents): www.interrail.eu

The Carte "Jeune" for young people aged 12-27 guarantees discounted fares on train tickets within France and between France and a number of European countries:

<https://www.oui.sncf/services-train/carte-abonnement-train/jeune>

If you are planning to do a lot of traveling, you might want to obtain a Youth Hostel membership card : www.hiusa.org

For information about the many student flight options organized in Europe, contact: STA Travel – 1-800-781-4040 (www.statravel.com).

Working in France

Students who have been issued a regular student visa are permitted by the French government to work part time. Students with a "temporary long stay visa" are not permitted to work in France. Employers must declare the hiring of non-European students to the French government at least 2 business days before the student starts working.

Some Tips for Survival

Leave all your small appliances at home. They will not work in France, even with an adapter. The exceptions are appliances like hairdryers and razors that are specifically suited to international voltage; in this case, you will need only a plug adapter.

To find the most current conversion rate between dollars and euros, visit the Universal Currency Converter at <http://www.xe.com/ucc/>.

Tipping: A service charge is included in the bill at all cafes and restaurants. It is considered good manners to leave a 5 to 10 percent tip on the table (more at expensive restaurants). Tipping on various occasions - taxis, for instance - is 10 percent. In France, you may tip the usher who seats you in movie houses and private theaters: 50 cents in cinemas, a euro at private theaters.

Lost and Found: The center for articles lost in public places in Paris ("Service des Objets Trouvés") is located at 36, rue des Morillons, 75015 (métro Convention). For information on how to use this service, consult their website:

<http://www.prefecturedepolice.interieur.gouv.fr/Demarches/Particulier/Autres-demarches/Le-service-des-objets-trouves>

Voltage in France: 240 V

Temperatures: To convert Celsius degrees into Fahrenheit degrees, multiply the Celsius figure by 1.8 and then add 32. For example, when it is 20 degrees Celsius outside, this corresponds to 68 Fahrenheit. The Fahrenheit body temperature of 98.6 is equal to 37 degrees Celsius.

Climate: Average monthly temperatures (in Fahrenheit) for Paris are:

January 42/33	February 45/33	March 52/36	April 60/40
May 67/47	June 73/52	July 76/55	August 75/55
September 80/58	October 69/44	November 50/30	December 37/19

A word about your budget

It is no secret that Paris can be an expensive city. Here are some tips from former students to help you avoid overspending:

- Make a budget and stick to it.
- Take out a specific amount of money each week and no more.
- Grocery shop! Shop for produce at outdoor markets where it is cheaper, and use local supermarkets (Carrefour, Franprix, Intermarché...). Don't forget to make a shopping list to avoid impulse buys!
- Eat local. Avoid American products as they are expensive in France.
- Only take with you the cash you are willing to spend in one evening – when it's done, you're done!
- Take advantage of the Program activities. They are free!
- If you get tired of cooking, do what the French students do and try a student restaurant ("Resto U").
- Resist the urge to overspend when you first arrive. It's rewarding to travel outside of Paris with your saved-up money!
- Scout out the many cheap and/or free activities available in Paris – the Program staff can give you many ideas! Here are just a few to get you started:

museums operated by the city of Paris (always free)

parks, gardens, cemeteries and churches (always free)

special movie festivals (3 euros per ticket)

street festivals and free exhibits: La Nuit Blanche, La Techno Parade,
free photo exhibits in the Luxembourg Gardens, flea markets,
traditional food markets, etc.

Reid Hall

The Paris Program's headquarters are located at Reid Hall, a university center shared with other American, French and British university programs and home to the Columbia University European Global Studies Center. The Center houses conferences for international scholars throughout the year. Programs share classroom space, a library, and common rooms. The Sarah Lawrence Program offices include an additional library and a computer room specifically reserved for SLC students. Reid Hall's grounds include a large inner courtyard and garden.

Built in the 18th century, Reid Hall was originally a private residence. The building was later transformed into a porcelain factory, and subsequently a famous Protestant school for young French and foreign students. In 1893, Mrs. Whitelaw Reid, the wife of an American plenipotentiary minister, established a residence for American women who came to study music and the arts in Paris. After World War I, Mrs. Reid invited a group of American university women to organize Reid Hall into an academic center. Since July 1964, Reid Hall has been administered by Columbia University and continues to serve as a Franco-American center devoted to intellectual and cultural exchange.

Don't Forget

- Passport
- Student visa. Do not leave the United States without it unless you are a citizen of a country in the European Economic Union. You will not be able to obtain a visa outside the U.S.
- The “*Visa de long séjour - demande d’attestation OFII form,*” stamped by the consulate and returned to you with your student visa. You will not be able to apply for your residency permit without it (this rule does not apply to students who have been issued the “Temporary Long Stay Visa”).
- Letter from Sarah Lawrence certifying your participation in our program.
- Proof of health insurance
- To notify the Bronxville office of your departure and date of your arrival and/or any subsequent changes.
- Laptop with wireless internet capabilities.

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All these books and DVDs are available in the SLC Program Offices