

Sarah Lawrence College in Paris

Handbook Spring 2012

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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 the '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 definitely 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 me.

Bon Voyage!

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Program Calendar 2011 – 2012

Spring 2012 Semester

January 3	General Meeting begins at 10:30 am in Reid Hall. Attendance is mandatory
Jan 3 – 15	Second semester orientation
Jan 16 – May 12	Sarah Lawrence second semester
Feb 20 – March 4	Winter Break*
April 16 – 29	Spring Break*
May 12	End of classes at Sarah Lawrence *

*Classes in dance and studio arts follow the SLC calendar.

Students interested in classes at other outside institutions should be aware that their calendars may differ from the SLC calendar. Please see the institution calendar and the SLC Paris website for more specific dates.

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, please check with the Consulate in your jurisdiction to make sure that you have everything they require.

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 getting, 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. Bring enough money with you to pay your first month's rent and deposit (the equivalent of two month's rent). Ask our Housing Director exactly how much money you will need to pay upon arrival.

Shipping

Prior to Departure

Unfortunately, it is not possible to ship any of your things to our offices before you get to Paris. There is no space available in Reid Hall to store even small parcels.

Take your medication and electronic equipment with you in your carry-on, along with the prescription and bill of sale. These packages are automatically 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**, and think about how tired and frustrated you will be if you have to

lug heavy, unwieldy baggage around the airports. 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 things to Paris that will arrive after you (i.e. clothes, books, etc.), shipping by air is the most secure option. Media rate applies only to books, sheet music, dvds and cds and remains risky at best.

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.

The shipping services in New York you may want to contact are:

U.S. Postal Service
New York City
1-800-275-8777

Overseas Brokers Inc.
Great Neck, NY 11021
(516) 773-6100

DHL Worldwide Express
JFK Airport – Queens, NY
(718) 917-8000

Clothes

Winter in Paris may be cold and is generally wet. Clothes in Paris may 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 big 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 those students coming from the *Cité Universitaire* as it is on the same line.

Here is 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
28 - 42€

Port Royal Hôtel
8, bd de Port Royal
75005
Tel : 011-33-1-43-20-93-16
41 - 76€

All students are responsible for their own flight arrangements. STA Travel is a student travel service, which can often find affordable fares to which many travel agencies don't seem to have access. 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.

Students should plan to go directly to their apartments/homestays or Reid Hall upon arrival in Paris. Those living in housing arranged by Paris Academic Rentals should go over all the details with Chuck Dressner before their departure. Please be sure that you understand the procedure for checking into your particular housing assignment and that you respect it. If your host agrees to meet you at a certain time, it is possible that he/she has taken time off work to do so. Be on time!

Due to the holiday weekend, housing will be available as of Monday, January 2nd. Mr. Dressner will notify you if your housing is available earlier.

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 almost 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 10:30 pm, every 15 minutes. Ticket price is approximately 9,85€.

The Orly Bus will take you to *Denfert-Rochereau* every 15 minutes from 6:30 am until 11:30 pm. It runs and costs about 6,40€. The travel time is approximately 30 minutes. Air France buses run to *Montparnasse* (metro stop *Montparnasse-Bienvenue*) and *Invalides* (metro stop *Invalides*) every 12 minutes from 5:50 am until 11:00 pm and costs approximately 11,50€.

The easiest way to get home from the airport is by taxi, but it is also the most expensive: about 30-40€ 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€).

Orly Airport flight information: 011-33-1-49-75-15-15 (6am-12pm)

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), *Cité Universitaire* (student dormitories) and *Denfert-Rochereau*). The train runs every 15 minutes from 5 am until 12 midnight. Travel time is approximately 25-35 minutes depending on your destination. Cost is approximately 8,50€. 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, etc.*) and keep your ticket as you will need to use it to transfer!

Roissy Bus will take you from Charles de Gaulle to *Opéra*. This service runs every 15 minutes from 6 am until 11 pm. Travel time is approximately 45 minutes and costs approximately 9,10€.

Air France buses run from Charles de Gaulle Airport to:

- Etoile (metro stop *Charles de Gaulle-Etoile*) every 15 minutes from 5:40 am until 11 pm. Travel time is 40 minutes and costs about 15€.

- Gare de Lyon (metro stop *Gare de Lyon*) and Montparnasse (metro stop *Montparnasse-Bienvenue*, near Reid Hall) every 30 minutes from 7:30 am until 7:00 pm. Travel time is 60 minutes and costs about 16,50€.

Taxis take at least 50 minutes to the center of Paris and cost from 50 to 60€ during the day, 70€ at night (plus a 10 percent tip).

Roissy-Charles de Gaulle flight information: 011-33-1-48-62-22-80 (24H)

Housing

Please make sure the Bronxville office is aware of your arrival dates in Paris and verify all housing details at least two weeks prior to leaving for Paris. If you are planning on travelling in Europe or France before your housing becomes available, please remember that you will have to keep all of your bags with you.

Housing at the Cité Universitaire is only available to annual students.

Notifying the Paris Office

Upon arrival, check in with the Sarah Lawrence office in Paris. The number is: 01-43-22-14-36. The office is open Monday through Friday from 10am to 5:30pm. If you are not living with a family or in a co-habitation, be prepared to use a public phone, as your own phone will most likely not be connected. Phone cards are necessary for using most public phones, and can be obtained from post offices and many *tabacs* (tobacco shops). We recommend purchasing a phone card at any “Relais” newsstands, located in the airport.

N.B. If you arrive in Paris on a weekend, many places will be closed, including the Sarah Lawrence offices at Reid Hall.

Paris can seem like a sleepy little town on Sundays. Many businesses are closed (restaurants, clothing stores, supermarkets) and the streets are a little empty. If you do 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 even 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 a *Pariscope* or an *Officiel des Spectacles* for just 40 cents at any newsstand.

N.B. Some pharmacies remain open on Sundays. The list of these establishments should be posted in the window of your neighborhood pharmacy.

Academics

Program Overview

That education should not be separate from life is one of Sarah Lawrence's foremost philosophies. Indeed, learning and living often become one for the 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 into themselves and, invariably, into their own country.

In Paris, students have great flexibility in their choice of subjects, provided that their programs meet strict academic requirements. There is, however, no predetermined plan of study. Each student will meet individually with the Director of the program to determine his or her course interests and abilities and then arranges a specific program with the student. For **intensive programs**, consult the website (<http://www.slc.edu/international-exchange/paris>) for the appropriate contact person.

All students in the program take three elective courses plus a required course in French – one elective for students in intensive programs. Their linguistic level is determined by an examination during orientation. All courses are taught in French. Professors work with very small groups of students and, in some instances, the student works one-on-one with the professor.

Outside the classroom, professors see the students individually in conference work (also referred to as "tutorials"). This system of conference work is familiar to all Sarah Lawrence students. It will probably be a new experience for those from other colleges. Sarah Lawrence students should anticipate conference work of a very different nature from what they may have had in Bronxville (please refer to "

What Is Conference Work?" page 12). The professor is very aware of the student's progress and work and, as in Bronxville, evaluates the student on the basis of his or her work and class participation.

If the student so desires, one or two of the Sarah Lawrence classes may be replaced by courses in a French university or specialized institutions. The classes offered in French institutions are often highly specialized (Institut d'Etudes Politiques, Ecole du Louvre, to mention just a couple). In all cases, the class is complemented by a weekly conference usually organized on an individual basis. The conference work ensures that the course material is well assimilated, and provides supplementary monitoring and close work supervision. **No other American program offers this essential individual component.**

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

availability of such courses will be discussed with the Director of the Program at the beginning of the academic semester. Before exploring this option, **students should remember that their French must be quite advanced if they wish to take these courses successfully for credit.**

Orientation

The orientation period is designed to help students get their French—and their confidence—into shape. Before courses begin, they will be given a basic test to determine their level of French. Students will then be divided into French classes that will meet daily during one week. The orientation period also includes a series of conferences offering students a general background in French society and art history, as well as a presentation of all the options available in the visual and performing arts. A number of guided visits to museums, monuments, and historical areas in and around Paris are also part of orientation. **These conferences and visits are mandatory.**

During orientation, students will meet individually with the Director to plan their academic program. This is the time to explore academic interests and determine what options are available in the Sarah Lawrence Academic Program as well as in the French academic system. 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.

For the most part, students will be busy with classes or trips during orientation. All students should ask their landlord/landlady or host family what they will need to take care of upon arriving in Paris (utilities, telephone, etc.). They can then make the necessary appointments once in Paris, taking into account the orientation schedule.

La Carte de séjour (French Residency permit)

The *carte de séjour* is necessary for all students. 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, students must bring the form delivered with their visa, stamped by the consulate. All students are responsible for undergoing the mandatory medical exam without which the *carte de séjour* cannot be issued. There is a one-time fee of 55 euros for the *carte de séjour*.

Academic Calendar and Program

The academic year is composed of two semesters that correspond roughly to the American system. **All students participating in the spring semester are required to attend through May 12** (if their program is only composed of SLC seminars and studio arts courses), the end of May for French university courses, and the third or fourth week of June for l'Institut Catholique, the Ecole Normale de Musique, the Ecole Jacques Lecoq, and the other theater schools. The calendar of dates for all institutions during the 2011-2012 school year will be distributed with this handbook. **Bear this policy in mind when purchasing a return ticket.**

Any student who leaves before the end of either semester without notifying the Director will lose credit.

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

All students must be enrolled as full-time students. A full course load, as noted above, consists of four courses, and will include the following:

Mandatory: one Sarah Lawrence seminar
 one Sarah Lawrence French language course
Two electives: this can be any combination of Sarah Lawrence seminars,
 and/or courses in French institutions.

Overloading is not permitted.

Students whose course of study is not restricted to Reid Hall may take one course in the creative and performing arts (theater, dance, music, photography, pottery, printmaking, drawing and painting). **Those students must receive prior approval from their school dons or advisors as well as the approval of the Program Director in Paris.**

Students interested in the intensive programs will only have one elective. They should consult the website (<http://www.slc.edu/international-exchange/paris/>) for more information.

Sarah Lawrence Classes

All Sarah Lawrence language classes and seminars are held in Reid Hall. French language courses are offered at the advanced level. The language courses carry **three** credits per term.

Art history, literature, political science, history of cinema, theater, and sociology represent the basis of the Sarah Lawrence seminars. As the Sarah Lawrence 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 will vary from year to year. The seminars carry **four** credits per term.

The general structure of a Sarah Lawrence seminar consists of one two-hour class per week and conference work (one half-hour every other week). Most seminars, though not all, follow this pattern.

Auditing is permitted with the approval of the professor.

Attendance is mandatory. Students are expected to attend *all* classes. Two absences in seminars or tutorials, three in language courses, as well as repeated tardiness will result in a lower grade or a loss of credit.

What Is Conference Work?

The purpose of conference work is twofold.

First, 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 thought, 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 are used to at home.

Second, conference work may encourage 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.

Students who are already familiar with conference work at their home institutions should not underestimate the impact of the cultural and linguistic elements. They should expect the difference to be proportional to their level of French. **There is 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. The difficulty of organizing and expressing thoughts with precision and clarity in another language, both orally and **in writing**, should not be underestimated.

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

There are two types of conference work:

- The **Sarah Lawrence language course and seminar conferences** take place on a one-to-one basis every other week for half an hour.
- The **university conferences** (i.e. the tutorial connected with a university course) may be held with one or 2 students and are held weekly for one hour. Work done for the university courses will be done in these conferences (the student **generally** does not have work to do for the French university. If this is the case, the Program Director will inform the student when the tutorial is organized). The conference work professor, therefore, provides the grade and the evaluation at the end of the term.

If the student does have work to do for the French institution, the SLC conference can be used by the student to prepare this work. The workload for both parts of the course (the

French university course and the tutorial) will be weighed proportionally. When the student has to do work for the French institution (oral presentation, exam, paper, etc.), **it is the student's responsibility to make sure he or she knows what is expected 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.** The grade for the course is given at the end of the term and is divided proportionally between the professor at the French institution and the SLC tutor (provided they are not the same person).

N.B. One notable exception is the Institute of Political Science where **the evaluation and grade** are provided by both the Institute professor of the methodology conference and the SLC tutor. Each evaluation and grade then, count for half of the course grade. The student works very closely with the professor of the conference to prepare Science Po's various assignments as the school is very demanding and has a methodology of its own.

Courses in French Institutions

Enrollment in French institutions is dependent on the recommendation of the language teacher and the Program Director. Students who are required to take their academic courses at Reid Hall will not be able to enroll in coursework at French universities. In some cases, they may be allowed to take one course in visual or performing arts.

Students planning to enroll in French institutions for one or two courses should discuss this with the Program Director before the beginning of the semester. Many issues should be considered prior to deciding on this option, including the types of courses, 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, which is different from that in the U.S.

French Universities and "Academic" Institutions

All students will be matriculated at one of the universities of "l'Académie de Paris": (Paris IV (Sorbonne) or VII (Diderot)) and, depending on their French level, have the option of taking courses there. Matriculation will provide students with a university student card. This will allow students to benefit from most privileges accorded to regular French students, such as access to library facilities, cultural activities, student restaurants, transportation benefits with the Carte Imagine "R", cinema and theater discounts, etc.

French university courses are generally structured as followed:

Traditionally, a French university course actually consists of two separate classes:

Cours magistral: Lecture course

Travaux dirigés: Complementary 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. The distinction between *cours magistral* and *travaux dirigés* is not made at Paris VII, where both elements are incorporated into a single class.

Paris IV: *Cours magistral* (one hour weekly)
 Travaux dirigés (one hour weekly)
 Conference organized by Sarah Lawrence (one hour weekly)

Paris VII: *Cours* (two to three hours weekly)
 Conference organized by Sarah Lawrence (one hour weekly)

In most cases, students will do their written work for and receive grades from the “tutor” for all university courses. The “tutor” may be the professor of the course, a colleague from the department or another scholar in the field. **It is the responsibility of the student to make sure that he/she is absolutely clear about the expectations of the conference professor and of the work to be done in the course and to inform the Program Director of this as soon as conferences are underway.**

Students who are required to take their courses at Reid Hall will not be able to take classes at French universities. In some cases, they may be permitted to take a studio course in the creative and performing arts.

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, a student’s presence as an auditor cannot be verified. Audits, therefore, cannot appear on official transcripts.**

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 (Institut Catholique), literature (Paris IV & VII), philosophy (Paris IV & Institut Catholique), political science (Institut d’Etudes Politiques & Institut Catholique), sociology (Paris VII) and visual and performing arts (see p. 15).

The choice of courses available to students will be posted on the SLC academic information bulletin board. Students should consult the list of courses and the brochures prior to their academic meeting with the Program Director.

Institut d'Etudes Politiques (Sciences Po)

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

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 tutorial organized by Sarah Lawrence (one hour per week)

Students may be required to take the French language class given at Sciences Po (one-and-a-half hours per week).

Spring Semester Administrative Registration at Sciences Po should be completed by October 14th. Class registration will take place on Tuesday, January 3rd. See the Paris staff for details.

Students enrolling at Sciences Po should respect the institution's calendar (**the academic year ends May 16th**) as well as the calendar for the Sarah Lawrence program. **Conference attendance at Sciences Po is mandatory.** Three absences in a semester-long conference, five 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 professor of IEP and the tutor (see p. 13). The professor of the conference works closely with the student to prepare Science Po's various assignments as the school has a methodology of its own and is a very demanding institution.

Information about courses at other French schools will be available in the Paris office.

Visual and Performing Arts Courses: the Component Courses

Study is available in the following areas: dance, drawing, printmaking, music, painting, photography, pottery, sculpture, and theater.

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 alone and receive credit for them.**

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 who have already**

taken visual arts classes and wish to continue doing so in Paris should bring a portfolio of their work.

All students wishing to take and/or continue music studies in Paris should contact Chet Biscardi, Head of Music at Sarah Lawrence in Bronxville.

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. The art and dance studios and music conservatories are spread out all over Paris and it can be tiring running from one to another. Students should keep this in mind when planning their course of studies.

Visual arts courses are taken at various studios and ateliers located throughout Paris. The student is responsible for the cost of materials. He or she is encouraged to purchase art supplies in the United States, as supplies can be quite expensive in France.

When students have selected their specific 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.

**Students cannot audit creative and performing arts classes.
No tutorials are organized for these classes.**

Students whose studies are not restricted to Reid Hall may take one course in the visual or performing arts per semester.

Course Selection

Students will have one or two weeks from the beginning of classes to make their final choices. They should then inform the Director of their choices so that their tutorial(s) can be organized by the Director as quickly as possible. If students are, for some unusual reason, unable to make their final choice in the second week, they should talk to the Program Director immediately **without waiting to be contacted first.**

Academic Work

Students will generally have to write two to three papers per term for each class, for a total of approximately 20 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 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 load**, are awarded for the successful completion of all four courses. All students receive written evaluation sheets that include a letter grade from their conference work professor (and/or from their studio class professors) at the end of the semester. All students will also be required to write course evaluations at the end of the 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 adviser to verify what requirements they may have to fulfill and in what areas their home institution may not grant credit. They are then responsible for planning their academic work in Paris based on these requirements and/or restrictions.

No incomplete grades are granted in the Paris program. In exceptional cases, if final papers cannot be submitted on time (i.e. at the end of reading week, at the time indicated by the professor and noted in the syllabus), 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 each term without prior permission from the Director may result in a permanent loss of credit. No other warning will be issued on this question.

Attendance is mandatory. Students are expected to attend all classes. Two unexcused absences (absences other than those due to illness or family emergencies) in seminars or tutorials, three in language courses, repeated tardiness, and/or failure to complete coursework will result in a lower grade or a loss of credit.

All student evaluations and grades are reviewed by the Committee on Student Work at Sarah Lawrence College. If any 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 don 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.

Computers

While university coursework in Paris does not usually require students to have access to computers, students seem to prefer submitting typed instead of handwritten papers. **If you have a laptop, you are encouraged to bring it with you.**

All of the computers at Sarah Lawrence have internet access. There are additional internet hook-ups for laptops as well. Reid Hall is wifi-equipped. The Paris office also recommends that students bring a flash drive.

Students will have access to a printer at Reid Hall.

When going through customs, students may be required to demonstrate that the computer is for their 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

There are **two libraries in Reid Hall:**

- The **Sarah Lawrence Program library**, a select collection organized around readings to be done in our seminars, is located in the program offices and classroom.
- The **Reid Hall Library** is located in Reid Hall, with hours posted on the door at the beginning of each semester.

When students arrive in Paris, they will receive more detailed information about the libraries to which they may have access. Generally speaking, the use of libraries in France requires more self-discipline than in the United States due to opening hours and user guidelines. Be prepared to be patient, and be sure to have your cup of coffee and sandwich prior to penetrating these temples of learning, as no food nor drink are permitted inside!

- University libraries: students will have access to the library of the institution or university in which they are registered upon presentation of their student cards.
- Georges Pompidou Center library (BPI): hours of operation are Monday – Friday 12 noon to 10 pm (closed on Tuesdays) and Saturdays and Sundays from 11 am to 10 pm.
- **Sainte-Geneviève library: both a public and a university library. Students will tour the library during orientation.**
- Institute of Political Science library: for students taking courses at the Institut d’Etudes Politiques (Sciences Po).
- Public libraries: there are public libraries in each Paris district. Membership at these libraries is simple and free of cost with identification (passport) and proof of address (rent receipt or electricity bill). Registration allows access to all of the municipal libraries (list available in “*A Nous Paris*,” distributed during orientation). They contain not only a good selection of books and a large choice of magazines and newspapers, but also CDs and DVDs. If you choose to purchase an annual subscription, you may also borrow an unlimited number of CDs and DVDs.

Purchasing books is tempting, but can be expensive in Paris. The F.N.A.C. is a popular chain of large multimedia stores which also sell books. There is one located at the *Forum des Halles* and another near Reid Hall, at 135, rue de Rennes, 75006. To order a specific book for class, we recommend Tschann, located at 125, bd Montparnasse, at the corner of the rue de Chevreuse. The Program office has a list of other discount bookstores.

A Few Points to Keep in Mind

- Be sure that you are aware of the calendars for the Program, French universities and other institutions, as well as any other important dates— and that you apprise your parents and friends as well. The calendar of dates for all institutions during the 2011-2012 school year will be distributed with this handbook. **Your presence is expected at the date and time specified for the first meeting of orientation**, as is attendance in all classes and academic appointments regardless of their proximity to an impending vacation.
- Guest students should consult with their own faculty/administrative advisers to make sure that their planned course of study in Paris will meet with the academic requirements of their own institutions. Students who have to fulfill specific requirements during their semester/year in Paris should clearly indicate them when they fill out the application. Failure to do so may result in the impossibility of fulfilling the requirements.
- All students should keep in touch during the term with their adviser, counselor, 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 at the end of the 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 Basics

The following pages contain a range of information to prepare you 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 given more detail and attention upon arrival in Paris, but this should get you started.

Life in Paris

It is important to emphasize the initial difficulty you will have confronting life in Paris, a city that may seem overwhelming. Some students find that their idyllic pre-arrival image of “life in Paris” crumbles when beset by the frustration they may experience in their first real encounters with the French. These frustrations are, however, perfectly normal and are the first step toward an objective and ultimately more tolerant and better informed viewpoint come the end of the semester.

Former students of this program emphasize that the first weeks may be difficult. A number of problems may occur, such as the difficulty of adapting to a foreign country and foreign methods of education, and living independently. These are all issues that must be coped with, and one of the roles of the Director and the staff is to help the students in doing so.

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.

Housing in Paris

Students in the Paris Program may choose from homestays or apartment rentals furnished by Paris Academic Rentals, the organization selected by Sarah Lawrence College in Paris. Students may also choose to find their own housing.

All students must turn in the housing questionnaire sent out by our offices on time (by November 14th) if they wish to receive housing from Paris Academic Rentals. No exceptions can be granted.

Students should keep in mind that, in general, **Parisian apartments are much smaller** than the standard, American apartment. Also, they should **remember to bring the equivalent of 2 or 3 months of rent with them** as they will need to give it to their landlord right away (1 month rent and deposit – the equivalent of one or two months rent - if they have not already sent it by mail prior to their arrival).

Students housed through Paris Academic Rentals should speak with Mr. Dressner regarding internet availability in their apartments.

A general guideline and a set of rules and regulations on housing will be provided upon arrival in Paris.

Cultural Activities

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 French events that are relevant to the understanding of France and the French.

In order to facilitate student integration into French society, the Program also offers other diverse opportunities:

- Gatherings throughout the year with French university students
- Cinema evenings in diverse, often historic Parisian theaters
- A wide variety of visits in and around 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.

Student discounts for concerts and musical events are also possible through membership with the *Jeunesses Musicales de France*, 20 rue Geoffroy l'Asnier, 75004 (01.44.61.86.86).

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 *Pariscope* or *l'Officiel des Spectacles*. *Pariscope* can be consulted in the SLC office.

Excursions and Visits

A number of excursions are organized each year 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. Some of the places visited include the Versailles Palace and its gardens, Chartres and its cathedral, the Saint-Denis Basilica, and Giverny.

Regular visits to museums are guided each year by the SLC faculty, including the Louvre, Pompidou, Orsay, Cluny, Rodin and the Picasso museums.

Museums run by the city of Paris are always free. Others such as the Louvre or the Orsay are free the first Sunday of the month. Talk to the Paris staff for details!

Daily Life

Food

There is no cafeteria at Reid Hall. Once issued a university student card, you may go to university restaurants located in Paris if you are interested in dining cheaply (approximately 3€). Before receiving their cards, students can still eat there for a slightly higher price. Even so, it may still be the cheapest way 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 HTH Worldwide. Pamphlets regarding this coverage have been distributed to all students and their families. **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, including a waiver form if you have your own insurance. This information can also be accessed at www.slc.edu/studentaccounts.

Illness: All pharmacists in France have medical training and can be consulted for advice on simple illnesses. You might want to pack a thermometer, as French thermometers are in Celsius.

For serious and urgent matters:

- The American Hospital (63, bd Victor Hugo, Neuilly-sur-Seine, tel. 01.46.41.25.25 or 01.47.47.70.15). Doctors speak English. If you have a Blue Cross card or any other medical insurance, do not forget to bring it in order to be eligible for reimbursement.
- Institut Arthur Vernes (36, rue d'Assas, 75006, tél 01.44.39.53.00)
(very close to Reid Hall and takes walk-ins)
- S.O.S. Médecins (tel. 01.47.07.77.77). 24-hour house calls.
- Anti-Poison Center: (tel. 01.40.05.48.48)

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

Mental health: Should you want to discuss any problems with a professional, the Paris office can provide a list of appropriate mental health professionals.

Be prepared to pay cash for medical services. Doctors and hospitals will not allow patients to pay through their insurance plan, and this includes the American Hospital. It will be up to you to seek reimbursement through your insurance company following your visit.

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 quite complicated.

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

Financial Matters

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 and not dollars 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: It is advisable to arrive in Paris with euros or to change 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: You will receive information on setting up a bank account when you arrive in Paris. The Paris office provides students with a letter of introduction for the bank of their choice. They are able to write checks and/or receive an ATM card.

Telephone: Telephone bills in France can be itemized. Therefore, phone is generally restricted or not allowed in a homestay setting. It may also be restricted in apartments, studios, and *chambres de bonne*. Clarify your access to the telephone with your host or landowner.

French telephone service is considerably more expensive than American service, so be prepared to spend more than you would in the US. Most students choose to purchase a cell phone in Paris. While domestic and international calls can be received on them at no cost to the recipient, it is rather expensive to make outgoing calls from them. Pre-paid minutes can be purchased to make local calls, but are a costly option for overseas calls.

International calls may be placed from a public phone booth as well as from a private phone. Public phones operate on phone cards that can be purchased in post offices and tobacco shops. We also recommend buying a specific card for international calls. The rates on these cards are better than cards designed for domestic calls.

Students who wish to purchase a French cell phone before leaving the States may consider ordering through PicCell Wireless. Here is what PicCell says about its services:

This package includes a free cell phone option, a discounted processing fee and a local number with local service. There are no monthly or daily service or rental fees. Incoming calls and text messages are free for you while you are in your home service country (from anywhere in the world). Please order your phone online as soon as possible. Your phone and number will be sent to you before you leave. Shipping is discounted if you order at least 2 weeks in advance. Pre-ordering allows you to give family your phone number before you leave home and have a phone while traveling in case of emergency and upon arrival in Europe. Please be sure to review information regarding: rates, Roaming, Lost/Stolen phones, and returning the equipment etc. You are responsible for all traffic and costs incurred.

Details include:

- *Free phone included – keep the phone for future travels*
- *SIM card rental included*
- *\$25 discounted activation fee*
- *Free incoming calls & texts (including from the U.S.) while you are in your home service country*
- *Only pay for the calls you make. No daily or monthly line fees. No minimum usage required.*
- *Your phone can be shipped to you before you leave the US*
- *SIM card rental offered for any length of time - you choose rental period.*
- *Monthly billing to credit card.*

The service does not include Blackberry or iPhone service. Please do not use our SIM cards in your own phone to access Internet or Email.

For more information or to order:

www.piccellwireless.com/sarahlawrence

If you have any questions, please email PicCell Wireless at info@piccellwireless.com or call from the U.S. at 1-877-235-5742

A representative from PicCell will meet with students on the first day of orientation to answer any questions and assist interested students who have not yet purchased a phone in doing so.

Students who plan to use their American cell phone in France should only do so if they arrange to replace the American SIM card with a French one. Some American plans offer

overseas calling. **This is not advised!!! The use of an American phone number is very inconvenient as it makes it difficult to be contacted by professors, classmates, and others in France, all wary of making calls to an international number. DO NOT plan to keep your American number while in Paris.**

Working in France: While students are permitted by the French government to work part time, the situation is highly regulated. Please see our offices before accepting any sort of work including babysitting and tutoring.

Transportation

In and Around Paris

Public transportation is well organized and easy to use in Paris.

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 2 am on Fridays, Saturdays and evenings preceding 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 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 (1,70€). 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. It is cheaper to buy a book of 10 tickets (a “*carnet*”) for 12€ 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. **The Program will provide you with a Pass Navigo that is ready to be charged.** It is your responsibility to charge it. Stop by the office when you arrive to pick up yours! A weekly refill costs about 18,35€, monthly, about 60,40€.

Taxis: Parisians do not hail taxis. Customers must wait at a taxi stand until a taxi appears. 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 pm to 6 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: 08.36.35.35.35
(www.sncf.com).

Discount Travel

As a student, you have many options for less expensive travel throughout France and Europe. The “Eurail Pass,” an open ticket for second-class train travel, comes in several varieties. Information on these passes is also available through any U.S. travel agent, or from the Office of French Railroads at Rockefeller Center in New York City. Eurail Passes must be purchased in the U.S. before you leave the country.

The “Inter-rail” pass is good for students up to 26 years of age and allows one month of unlimited travel in most Western European countries. The only catch is that you must pay 50 percent of the normal train fare if using the pass in the country where it was purchased. Most students choose, therefore, to purchase their passes in a small country like Belgium or Luxembourg.

There are many different types of student discounts for rail service in France and Europe, including the Cartes 12-25 (up to 50% discount during certain periods). Information will be supplied at the beginning of the year in the “Informations Utiles” booklet.

If you are planning to do a lot of traveling, you might want to obtain a Youth Hostel membership card. Short of staying overnight at a friend’s home, youth hostels are the cheapest place to sleep; costs range from \$10 to \$20 per night. The membership card costs about \$30 and will be a good investment if you want to travel in Europe (www.hiusa.org).

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

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 up-to-date conversion rate between dollars and euros, visit the Universal Currency Converter at <http://www.xe.com/ucc/>.

Tiping: Tips are included in the bill at all cafes and restaurants. It is considered good manners to leave a few euros on the table as you leave (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 theaters: 50 cents in cinemas, a euro at theaters and at the opera.

Post Office: Students can make photocopies for their classes in the Program offices Reid Hall. They can also make copies and send faxes at the post office across the street. A fax to the U.S. costs about \$14 per page.

Lost and Found: The center for articles lost in public places in Paris is located at 36, rue des Morillons, 75015 (métro *Convention*). It is open from 8:30 am to 5:00 pm, tel. 01.55.76.20.00. Ask for “*Service des Objets Trouvés*”.

Stolen Goods: If your purse, passport, etc. are stolen, report the theft to the police station and to the American Embassy immediately. Please try to contact the Director or staff first for further information.

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 temperature ranges 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 past 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! Don't get sucked into eating out all of the time. Shop for produce at outdoor markets where it is cheaper, and go to stores like Ed and Leader Price, which are less expensive than Monoprix (and don't forget to make a shopping list to avoid impulse buys!).
- 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 sick of cooking and must eat out, do what the French students do and try the "Resto U". At around 3 euros, it is the cheapest well-balanced meal to be had in Paris!
- 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!)

national museums (usually free with your French student ID!)

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, antique markets,

traditional food markets, etc.

Past students report having spent anywhere from 50 euros to 300 euros a month on just their food budget! If you are informed and make smart choices, we are sure you will come in on the lower end of that scale!

Reid Hall: A Brief History

Dating from the 18th century, Reid Hall was originally a porcelain factory which functioned until the French Revolution and the first Empire. From 1836 to 1893, the Keller Institute (a famous Protestant school for young French and foreign students) occupied the building. In 1893, the property was rented (and finally acquired in 1922) by Madame Whitelaw Reid, wife of the 1898-1900 American plenipotentiary minister in Paris.

In 1893, Mme Reid established a club for young American women who came to study music and the arts in Paris. During the First World War, Reid Hall was converted into a hospital and after the war Mme Reid invited the group, American University Women, to organize Reid Hall into an academic center. Thus, for almost 50 years (interrupted by World War II, during which time Reid Hall housed the Ecole Normale Supérieure de Sèvres), Reid Hall was a Franco-American center devoted to cultural exchange and university studies.

Since July 1964, Reid Hall has been administered by Columbia University, and continues to serve as a university center of cultural information for American students and French and American scholars.

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 visa. You will not be able to apply for your residency permit without it.
- Financial guarantee form completed by your parent or guardian
- Letter from Sarah Lawrence certifying your participation in our program
- Proof of health insurance (use the form we have sent you or a letter from your own company)
- To notify the Bronxville office of your departure and date of your arrival and/or any subsequent changes.
- Laptop with wireless internet capabilities
- International student I.D. card (available through www.statravel.com).

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