



# CASA HERRERA

THE UNIVERSITY OF TEXAS AT AUSTIN

Antigua, Guatemala



**Student Handbook  
2012**

## **Casa Herrera Staff and Emergency Contacts**

### **Milady Casco**

On-Site Coordinator, Casa Herrera

Cell: (502) 5704-1338

Office: (502) 7832-0760

### **Rene Ozaeta**

Operations Coordinator, Casa Herrera

Cell: (502) 4572-3232

Office: (502) 7832-0760

## **Disclaimer for Casa Herrera Program**

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As a condition of Participant's involvement with or participation in the program activities, the Participant will release, waive, discharge, and agree to hold harmless the University of Texas at Austin from all liability arising out of or in connection with Participant's involvement with and/or participation in the program activities at Casa Herrera.

Participants of all Casa Herrera programs must acknowledge that the country/countries in which the Casa Herrera program activities may take place in whole or in part, or any other country through which the Participant may travel when involved with and/or participating in the program activities, or while in route to or from the program activities, may have health and safety standards substantially below those enjoyed in the United States. Participant must further acknowledge the inherent hazardous and dangerous nature of the program activities as well as the above-referenced risks of participating in the program activities or in traveling to, through or from the country/countries in which the program activities will take place, and must agree to assume all risk of illness, injury, or death from Participant's travel to or from the program activities and participation therein.

No University of Texas at Austin student, faculty, or staff can be required to travel to a Restricted Region. Any participation in travel to a Restricted Region is strictly voluntary, and the participant assumes full responsibility for all risks associated with this travel.

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## About Casa Herrera

Housed in one of the great colonial mansions of Antigua, Guatemala, Casa Herrera is a research, conference and teaching facility operated by the Department of Art and Art History in the College of Fine Arts of The University of Texas at Austin. As an academic center, Casa Herrera focuses many of its activities on the varied disciplines that contribute to the study of Pre-Columbian art, archaeology and culture. In a wider sense, its mission is to facilitate education and advanced scholarly dialogue in many fields and among scholars and students from many institutions and nations.

Casa Herrera's setting in Antigua provides an ideal venue for scholars and students to explore and experience the rich heritage of Guatemala, as well as its broader setting in Mesoamerican history and culture. Casa Herrera serves as a flexible, interdisciplinary site for conferences, workshops, exhibitions, lectures, public programs, as well as a venue for selected residential scholars who can make use of its comfortable and quiet workspace for specific research projects.

## Purpose

Casa's mission is to create new opportunities for education, research, and service by facilitating learning and dialogue among scholars and students in various fields of study, from many institutions in Central America and beyond.

As a study abroad student, you will take part in this process by engaging and learning from UT faculty specialized in areas such as anthropology, archaeology, education, history, linguistics, literature, Pre-Columbian art, performance studies and much more. Several of these UT scholars have devoted many years cultivating academic relationships in Guatemala and collaborating with Guatemalan scholars on various investigative projects.

## Facilities Overview

Originally built around 1680, Casa Herrera was fully and beautifully restored in 2008 under the careful auspices of its owners, the Fundación Pantaleón, who have generously granted its use to The University of Texas at Austin. Fifteen rooms surround its central open courtyard, including a main lecture hall, seminar rooms, offices, a full kitchen, and four dormitories for residential scholars. Casa Herrera is centrally located just one block north of the Central Park of Antigua.

## Staff

- 1) **Milady Casco, On-Site Coordinator of Casa Herrera.** Milady assists the Senior Program Coordinator (based at UT Austin's Mesoamerica Center in Austin) with general management and program administration of all aspects of Casa. Milady works with University faculty and staff for on-site coordination of study abroad programs, including organizing accommodation with host families for students; accompanying faculty and students on excursions; and organizing orientation and cultural activities. Milady serves as the 24-hour emergency contact for study

abroad programs taking place at Casa. She also acts as a representative for outreach events and activities on behalf of UT Austin, and manages rentals of Casa facilities for special academic events.

- 2) **Rene Ozaeta, Coordinator of Operations of Casa Herrera.** Rene manages the building operations of Casa, including the supervision of building personnel and maintenance. He also provides on-site logistics support for activities held at Casa including transportation, in-country assistance to Casa guests, and production management for special events. In addition, Rene provides assistance for program activities, including the organization of cultural activities in Guatemala, and serves as a secondary 24-hour emergency contact and resource for Casa's students, faculty and guests.

## Lifestyle and Cultural Aspects

### Brief History of La Antigua

La Antigua, Guatemala (or Old Guatemala) was founded on March 10, 1543. It was the third capital created by the Spanish following the destruction of two earlier ones as a result of indigenous uprising and natural disaster. For more than 200 years, Antigua served as the capital of the Spanish colony of Guatemala, which included almost all of Central America and the Chiapas region of Mexico. In 1773, however, a series of devastating earthquakes left much of the city in ruins and forced government officials to relocate the capital to what is current day Guatemala City. Officials named the new capital Nueva Guatemala de la Asunción (New Guatemala of the Ascension) and the abandoned former capital was hence referred to as “La Antigua.”

Now an UNESCO World Heritage Site, current day Antigua maintains its colonial charm and indigenous presence while garnering much attention from foreign tourists interested in learning about the city’s history. Remnants of Antigua’s colonial past are visible through the preservation of its church ruins and colonial architecture. In addition, the modern day Maya remain an important part of life and culture in Antigua, many of whom continue to wear their traditional dress.

In addition, Antigua has gained fame for its elaborate religious processions during Lent, which begin in mid-March and lead up to the celebrations of Semana Santa (Holy Week) at the end of April. These processions are characterized by beautiful sand paintings called *alfombras* (carpets) and the public display of religious iconography on the streets of Antigua.

The original and complete name of Antigua is *Ciudad de Santiago de los Caballeros* (City of Saint James of the Knights) in honor of the first capital city that was founded on July 25, 1524 or St. James Day. Today, St. James continues to be the patron saint of Antigua and is honored every July 25<sup>th</sup> with much celebration.

### Land and Climate

Antigua is a fairly temperate area year-round with temperatures ranging from 65°F - 95°F with moderate humidity levels. From January through April, expect relatively sunny days with temperatures in the 70s and 80s and temperatures dropping into the 60s in the evenings. The rainy season is from May through October. During this time, days often start out sunny with rainfall in the afternoon and evenings. Rainfall can be light showers to heavy rains. In the months of November and December, days are sunny but the evenings can be significantly cooler compared to the rest of the year (dropping into the low 50s).



## Public Holidays

Casa Herrera acknowledges all public holidays of Guatemala. Many holidays in Antigua are a result of Roman Catholic tradition, such as Semana Santa (Holy Week). It is not uncommon to hear fireworks during the evenings because of the celebration of a particular Saint's day. At the beginning of the study abroad session, students will receive a calendar with Guatemalan holidays when classes will not convene.

## Cultural Differences

Always keep in mind that as a UT study abroad student, you are serving as an ambassador of the University. Your actions and behavior will influence how local residents in Antigua perceive you as an American. It is prudent to always use your best judgment and to be open-minded about the cultural differences you will encounter. This is a great opportunity to not only enrich your academic learning, but to also introduce you to an alternative cultural perspective than can lead to personal growth and greater social awareness.

During your time in Guatemala, you may notice several cultural differences. Here are a few guidelines to assist your transition into life in Antigua:

## Cultural Sensitivity to Diverse Populations

You will observe an array of people during your time in Antigua. First, there are the local residents of Antigua who come from both ladino (Guatemalans of European descent) and indigenous communities. In addition, Antigua has attracted many foreigners from North America and Europe who arrive to Antigua to experience its colonial charm as one of the early capital cities of Guatemala. Many of these foreigners are ex-patriots (approximately 1,000) living and working in Antigua, while others are tourists passing through town. On the weekends, it is not uncommon to see tourists arrive by the busloads.

You will notice a strong indigenous presence in Antigua. It is very common to see indigenous women in traditional attire, which consists of the *huipil* (blouse), *corte* (skirt), and *faja* (belt). It is important to remember to be culturally sensitive and respectful of personal space of these individuals. Tourists are often tempted to take pictures of indigenous people without asking permission. We encourage you to please NOT take pictures of any indigenous person unless he/she gives you permission (usually in exchange for a small fee). DO NOT, under any circumstances, take pictures of indigenous children. This is often considered highly offensive and suspicious.

## Daily Pace

You will quickly learn that the pace of daily activity in Antigua is much slower when compared to that of United States. As an American, you might be used to things being done efficiently, quickly, and at an instant. In Guatemala, business activity and daily routines are completed at a slower pace. There might be long lines at the supermarket or the bank. When eating at a restaurant, you might not be served right away. During

the weekdays, some businesses close earlier (around 6pm) than those in the States. People often arrive late to appointments or meetings. Technology is not always reliable as Internet networks fail and may be inactive for more than an hour.

As you learn the rhythm of life in Antigua, we encourage you to be patient and flexible! This is part of learning about a new culture where attitudes about time and lifestyle may differ from your own. In addition, plan ahead when completing coursework assignments – even more so than you do in the United States. Antigua does not have a 24-hour coffee shop or library where you can study or print your term paper the night before it's due!

### Etiquette

Latin American culture is guided by common courtesy and decorum. For example, a common courtesy is to greet and say good-bye when entering a store, meeting individuals on the street, and arriving or departing from your homestay. Common greetings are *buenos días* (in the morning), *buenas tardes* (in the afternoon), and *buenas noches* (in the evening). If you are woman and meeting a friend, this greeting is often accompanied by a hug and one side-cheek kiss. Failure to announce or acknowledge your arrival or departure is considered rude.

### Gender Issues and Sexual Values

Students should be mindful that gender roles and sexual values in any country will be different from those of their home country. Although contemporary thought in Central America regarding issues such as homosexuality have become more open (especially with younger generations), older generations still continue to be conservative and guided by religious standards of socially acceptable behaviour. Remember that you will need to be culturally sensitive to these differences (e.g., machismo, perceptions regarding homosexuality, attitudes towards sex outside of marriage, etc.) and make the proper adjustments (or precautions) to your actions, words and public behaviour without comprising your personal identity.

Americans in Guatemala are sometimes perceived as frivolous or careless and, as a result, may be the targets of unwanted sexual advances (especially women). Students should be careful with any conversation that they engage with strangers of the opposite sex. What you may think is just a friendly conversation could be misinterpreted as a sexual advance by the other.

*A special note for female students* - In Guatemala, as with other Latin American countries, it is common for men to give “cat calls” on the street to women they find attractive. Local women respond by simply ignoring these comments. If you find yourself in a similar position, it is important NOT to react to any remarks. By acknowledging or talking back to the man, this can sometimes cause greater conflict. Use your best judgment: Ignore the comments and walk away. Or, if you feel that the man's behaviour cannot be ignored or he is being a threat to your person, please ask

one of the tourist police officers (they wear navy blue uniforms with yellow fluorescent stripes and baseball caps) to help you.

## Budget and Spending

### Guatemalan Currency

The Guatemalan currency is the **Quetzal (Q)**.

You can order Guatemalan currency in advance directly at your bank for a small fee. For information about exchange rates, please visit these currency converter websites:

XE – Universal Currency Converter: <http://www.xe.com/ucc/>

OANDA: <http://www.oanda.com/currency/converter/>

### Planning and Personal Budget

The cost of living in Guatemala is relatively inexpensive; however, it is advisable to make a personal budget so that you can organize your daily expenses and other extraneous travel expenses. We recommend budgeting about \$200 - \$300 a month. Here are some expenses to consider:

Lunch: Q15-Q35 (\$2-5)

Dinner: Q35-Q65 (\$5-9)

Cell phone minutes: Q50 (for one month; \$7)

Gym membership: Q230 (for one month; \$30)

Extension of stay fee (immigration): Q120 (one- time fee; \$15)

### Culture of Bargaining

Know that if you make purchases at the Market (or at the various artisan markets in town), it is a common practice to bargain or “haggle.” For example, if you wish to buy apples at the Market, you will need to ask the vendor what her price is. She might tell you, “15 quetzales para una mano.” This means, she will charge you Q15 for a handful of apples. It is expected that you will provide a counter offer. Depending on what you are buying you can negotiate a price from Q5-Q15 lower than the original asking price.

Note: Not all places will require you to bargain for prices. If you are at a store (e.g., La Bodegona Supermarket) and there are price tags/signs on or near the items, then that is the price you pay. Bargaining is usually done in the open-air markets.

### Cash

If you are not already bringing Guatemala currency with you, we recommend bringing at least \$150 in cash. You can change these dollars for quetzales at the airport, or you can wait to change them until you arrive to Antigua. We recommend exchanging your dollars for quetzales at the G&T Continental Bank across from the Plaza Central.

### **Traveler's Checks**

You may bring Traveler's checks to Guatemala, which can be exchanged at a local bank. Many businesses do not accept traveler's checks in lieu of cash, so you will need to exchange them at a bank once you arrive to Antigua.

### **ATMs**

There are a number of ATMs available for use in Antigua. We recommend using only those ATMs that are inside a bank and have a guard (Citibank, BAC, Banco Industrial and G&T Continental). There have been several reports of ATM fraud in Antigua. ATM fraud involves the unauthorized copying of your ATM card number and pin number and, subsequently, having large sums of money withdrawn from your account. Use the ATMs sparingly, refrain from making frequent consecutive withdrawals, and avoid consistently using the same ATM for your transactions.

### **Credit Cards**

Visa is the most widely accepted credit card in Antigua, although Mastercard is accepted but sometimes not in all places. There is usually some international transaction fee that is also charged to your credit card when making a purchase in Guatemala. We recommend bringing at least one credit card with you, so that you have a back-up in case of an emergency.

Other accepted credit cards include Citibank Diner's Club International and Discover (in very limited locations).

### **Bank Wires**

You can have money wired to you through Western Union. There are two Western Union offices located in Antigua, the main one being within the G&T Continental Bank on the west side of the Central Plaza (on 5a. Avenida)

### **Security and Insurance**

Before leaving your home country, be sure to call your bank (for your ATM card) and credit card company to inform them that you will be leaving the country for an extended period of time and will be making transactions abroad. This will prevent your cards from being blocked when you make purchases in Antigua and, more importantly, this will help your bank monitor your accounts for fraudulent activity. Talk to your bank and credit card company about any international security programs that can protect you and your accounts. You should also ask your bank and credit card company about international transaction and withdrawal fees while abroad.

Also, we recommend making photocopies of your ATM card, credit card(s) and other important travel documents (e.g., your passport) that you will be taking on your trip and leave them with a family member at home. Be sure to have the 1-800 numbers for your cards written down so you can easily call to report a stolen card if needed.

## Electrical Information/Energy Conservation

Electrical outlets are the same in Guatemala as they are in the US. You will not need to buy an electrical converter of any kind, although a two-prong to three-prong adapter might be useful to bring (if you wish to work on your computer at home) as most household plugs in Guatemala are only two-prong.

Please be conservative with water consumption and energy usage. Keep your showers brief, turn-off bedroom lights when you are not in your room, and unplug unused electrical devices/appliances (laptops, hairdryers, etc.). Water and energy are costly (and may be in short supply) and it is helpful to be considerate of your homestay's conditions and needs.

Note about showers and toilets: Some household showers in Guatemala use electrical wire adapters directly above the showerheads to heat water. Be careful not to touch the showerhead or any of the electrical cables because of the electric current – you could get shocked! Should your homestay family have this type of shower, be sure to ask how to use it appropriately.

Also, it is common practice in Guatemala NOT to flush used toilet paper or used female sanitary products down the toilet. Flushing these items can clog and damage drainage pipes. Your homestay family (and bathrooms in other homes and businesses in Guatemala) keep trash cans in the bathroom where you can throw away your used toilet paper and any other sanitary products.

## Communication

### Mail

The main post office (or *Oficina de Correos*) in Antigua is located on Calle de Santa Lucía on the corner of 4a. Calle Poniente near La Bodegona Supermarket. You can purchase stamps or *sellos postales* at the post office.

If someone in the US wishes to send you something that is larger than a letter, we recommend using a reliable carrier service such as DHL. Letters and packages addressed to you can be sent to Casa at the following address:

Casa Herrera  
4a. Avenida Norte, No. 9  
Antigua, Sacatepéquez  
Guatemala

## Internet

Free Wi-Fi Internet is available at Casa Herrera. Should you need to use the Internet outside of Casa, there are several Internet cafés that you can visit in Antigua. Internet usage at one of these cafes usually costs Q6-Q8 (\$0.75 to \$1.00) an hour.

## Telephones and Electronic Devices

Upon arriving to Antigua, each student will receive a pre-purchased cell phone. A list of all student cell phone numbers will be kept by the On-Site Coordinator and Operations Coordinator for emergency purposes.

It is important that you have minutes on your phone at all times in case of an emergency. You can buy minutes in person at any cell phone store or you can buy prepaid-refill cards (*tarjetas de recarga*) at most convenient/vending stores or pharmacies.

If you have a laptop or iPhone, you can use Skype to make international calls from Casa Herrera. You can also make international calls using your Guatemalan cell phone, although this can be expensive. Some Internet cafés, such as the one operated by the *Monoloco Bar & Restaurant* (5a. Avenida Sur, #6), offer international public phone service. Making calls from an Internet café can cost between Q1-Q2 (\$0.13 - \$0.25) a minute.

*Special note about electronic devices:* If you choose to bring any special electronics such as an iPhone, iPod or laptop computer to Guatemala, please be careful when carrying these items. Please keep all electronics out of sight so you do not make yourself a target for petty theft. You may also want to insure these items with your personal insurance carrier.

## Health and Safety

### Insurance

All students participating in a UT Faculty-Led Program are covered by a comprehensive international health insurance plan from **CISI (Cultural Insurance Services International)**. This insurance plan works through reimbursement, which means you will pay for services out-of-pocket first and then need to file for reimbursement upon your return home. You can download reimbursement forms online at <http://www.culturalinsurance.com/downloadclaimform.htm>.

In addition, all students enrolled in a Faculty-Led Study Abroad Program are registered for **International SOS**, an international emergency assistance program that provides students with a global 24 hour help line, 7 days a week. The International SOS Philadelphia office can be reached by dialing **(001) (215) 942-8226** and providing **UT's ID number (11BSGC000037)**. Calling this service can help you identify hospitals or pharmacies, identify English-speaking health professionals, request emergency medical assistance including evacuation, and request assistance securing treatment when prepayment of medical services is required. This is NOT insurance, but an additional service made available to all students and faculty in UT study abroad programs.

Although not required, we encourage students to also purchase the **ISIC (International Student Identity Card)**, which provides two major benefits: 1) an alternative form of identification aside from your passport, and 2) travel insurance and service for lost luggage, travel delay or a lost passport. In addition, card members may have access to discounts with participating businesses in Guatemala. For more details, please visit the International Office at UT or the ISIC website at [www.myisic.com](http://www.myisic.com).

### Special Medical Needs

Should you have any special medical needs, please notify Casa's On-Site Coordinator as so that we may accommodate your stay in Antigua accordingly. An example of a special medical need that requires attention may be a particular physical disability or food allergy.

### Other Special Needs

Upon your arrival to Antigua, please be sure to communicate any special needs you may have to Casa's On-Site Coordinator.

### Staying Healthy

#### General Tips

Before doing any travel, please visit and consult with your doctor about your plans. If you take any prescription drugs for allergies or any other medical condition, be sure to acquire enough to last you throughout the duration of your time abroad. If you have any concerns regarding refilling prescriptions or the availability of a medication in Guatemala, contact International SOS.

## Digestive Problems

Many travelers may experience digestive problems or “Traveler’s Diarrhea” (<http://wwwnc.cdc.gov/travel/yellowbook/2010/chapter-2/travelers-diarrhea.aspx>) while abroad because of dietary conditions that differ from their home country and greater exposure to bacteria. Before departing for your program, we recommend obtaining a course of antibiotics from UT Health Services or visiting your independent health services provider for medication advice. It is also a good idea to bring Imodium and Pepto-Bismol with you.

Here are some tips to help prevent a stomach infection:

- **Do not drink water from the tap**  
ALWAYS drink bottled, filtered or boiled water. Even when brushing your teeth, you should use filtered water.
- **Remember to wash your hands thoroughly before eating**
- **Do not eat food from vendors on the street or in the market**  
Although it might be tempting to purchase food from street vendors, sanitary conditions under which the food was prepared are often questionable. In addition, you will not know how long the food had been sitting out before you arrived. This puts you at greater risk for contracting a bacterial infection.
- **When purchasing produce from the market, be sure to thoroughly clean it before eating**  
You can clean fruits and vegetables with a special liquid sold at La Bodegona Supermarket called “Salvavidas,” which is a chlorine-based solution that is dissolved in water and used to disinfect produce.
- **When eating out, avoid eating uncooked meats or raw foods such as salads**  
Be cautious about your meal choices when eating at a restaurant. Because many businesses and restaurants in Antigua cater to tourists, there is often little problem with sanitary conditions. Nevertheless, it is prudent to be cautious of what you consume.

Because your homestay family has hosted several students before, you should not worry about undercooked or spoiled foods. Your family does their best to take care of you and your health. If you do have a concern, please feel free to politely ask your family about it or consult with Casa staff.

Should you have any severe illness, digestive or otherwise, and would like to see a doctor, please contact the On-Site Coordinator at Casa Herrera.

## Immunizations

When visiting with your doctor prior to your trip to Guatemala, you may consult with he/she about any recommended immunizations, which may include those for malaria



and dengue fever (<http://www.cdc.gov/dengue/>). Malaria and dengue fever are NOT common in Antigua; only in remote parts of Guatemala. Currently, there are no required immunizations for US travelers to enter into Guatemala.

### Mosquitoes

During the rainy season (May – October), mosquitoes are prevalent throughout the region. As part of your first-aid travel kit, you may want to include mosquito repellent and cortisone cream for mosquito bites. Although malaria and dengue fever are not common in Antigua, the mosquitos can be pesky!

### Personal Safety

Because of the high volume of tourism in Antigua, a special unit of tourism police is visible throughout the city. They usually are seen on street corners dressed in navy blue uniforms with yellow fluorescent stripes and wearing navy blue baseball caps. Nevertheless, petty crime such as ATM fraud and theft occurs daily. Here are some tips to help make your stay safe in Antigua:

- Remember to keep any expensive electronics such as iPods, iPhones, laptops, and digital cameras out of sight when walking in Antigua. If you don't need to carry these items, please leave them at your homestay.
- Dress conservatively and avoid wearing any flashy or expensive clothing and jewelry that might attract unwanted attention.
- Never carry large amounts of cash or your passport. Carry only what you need and your ISIC card or a photocopy of your passport as a form of identification. Always carry your cell phone in the event that you should need to reach Casa Herrera staff at any time.
- Be careful carrying large backpacks or purses – these can often be tempting invitations for thieves. Keep these items close to you and in front of your body. Never leave your backpack or purse unattended.
- Place your money and other small valuable items in your front pockets.
- Remember that your person is more valuable than your possessions. If you should find yourself in the position of being a victim of robbery, cooperate and immediately report the incident to Casa's On-Site Coordinator.
- When out late at night, avoid walking alone. Travel in small groups. Avoid walking lonely streets (during the day or night) where there is little traffic or people. Always stay alert and use good judgment.
- If you go out at night and choose to drink, please remember to drink responsibly and determine a plan with your peers about how you will be traveling home during the late hours. Bars typically close by 11pm and restaurants at 10pm. It is

extremely important for your personal safety to be conscious of your person, behavior and your surroundings so that you do not make yourself a target for crime.

- If you need to use an ATM, have a friend accompany you and go during the day. Use ATMs sparingly and only those that are inside a bank and with a guard (such as Citibank and Banco Industrial). Also, avoid consistently using the same ATM.

NOTE: Because of the many tourists who arrive to Antigua, ATM fraud is a common crime. ATM fraud involves the unauthorized copying of your ATM card number and pin number and, subsequently, having large sums of money withdrawn from your account. This can be avoided by being cautious and following our guidelines. Before leaving the US, please be sure to talk to your bank about how to protect your accounts while you are abroad.

- If you are sitting in the Central Plaza, it is common for female and child vendors to approach tourists and ask them to buy something (e.g., young men looking to shine shoes for money). Even if you politely tell them that you are not interested in buying anything, they may be very insistent. Know that this is normal and continue to politely tell them “no” and go about your business.
- If you are sitting at the Central Plaza in the late evening, young men interested in selling drugs sometimes approach tourists. As always, stay away from drugs and decline the person’s offer. Remember - Any individual caught with illegal drugs in a foreign country is subject to the drug laws of that country, not those of the U.S.; as always, ignorance of the law is no excuse. Because of recent drug trafficking problems in Mexico and gang-related activity in Guatemala City, Guatemalan officials and police have a no-tolerance policy for anyone caught with illegal substances. If you are caught, you go to jail and are treated as a gang affiliate.

### Special Considerations for Women

Women should avoid wearing any revealing clothing while out in Antigua, as this may be interpreted as an invitation for unwanted attention from Guatemalan men. Also, women should be advised to be careful when meeting and conversing with strange men. What might seem as a friendly conversation could be misinterpreted as a sexual advance.

## Travel Documents

### Passport

All students should have a passport that is valid for at least 6 months past the end date of their study abroad program (e.g., If the program ends on December 10, your passport should be valid to at least June 10).

It is recommended that you make a photocopy of your passport and keep it with you at all times as a form of identification. NEVER carry your actual passport. Your passport should remain stored in a secure place at your homestay residence throughout the duration of the study abroad program.

### Visas

Students do not need to apply for a student visa. If you are an American citizen, you are allowed to stay in Guatemala for up to three months (a total of 90 days). Students from countries outside the United States will need to check if their country is exempt from visas. Please visit the *Ministerio de Relaciones Exteriores de Guatemala* webpage for a complete listing of visa-exempt countries: ([http://www.minex.gob.gt/Visor\\_Pagina.aspx?PaginaID=22](http://www.minex.gob.gt/Visor_Pagina.aspx?PaginaID=22)).

Should your study abroad program be longer than 90 days, you will need to apply for an “extension of stay” at the *Dirección General de Migración* (Immigration Office) in Guatemala City.

You will need to present the following documentation to the Immigration Office:

- A completed “Extension of Stay of the Tourist or Visitor’s Visa” application
- Your original passport
- 2 photocopies of the identification page of your passport
- 1 photocopy of the stamped page of your passport with the Guatemala Immigration Entrance Seal
- 1 passport-sized photo, black and white on matte paper, ears and forehead uncovered (no instant or digital photos)
- 1 copy of your airplane reservation
- 1 photocopy of a credit card in your name (front and back) or 1 photocopy of 4 traveler’s checks in the amount of \$100 each in your name

You will also need to pay a processing fee of Q120 (\$15) at *Dirección General de Migración*. Payment is made in quetzales

**NOTE:** Requirements for the “Extension of Stay” can change and we recommend checking the *Dirección General de Migración* website for updated information: [http://www.migracion.gob.gt/es/index.php?option=com\\_content&task=view&id=148&Itemid=202](http://www.migracion.gob.gt/es/index.php?option=com_content&task=view&id=148&Itemid=202)

## Packing

It is a good idea to pack light. You will be responsible for carrying your own luggage. Here is a recommended packing list to assist you.

### Clothing

- Rubber flip flops (to use in the shower)
- Comfortable and sturdy walking shoes (Antigua has cobblestone streets and you will be walking – a lot. Shoes such as flip flops, high heels, platforms, and expensive designer shoes are not recommended. If you wear these types of shoes, you might get blisters or trip!)
- Shoes for rainy weather (like boots)
- 2 comfortable t-shirts and 2 pairs of pants for field trips to archaeological sites
- 2 sweaters (light sweater and heavy sweater)
- Light rain jacket (for rainy season)
- Heavy jacket/fleece (For students participating in fall program, evenings in November and December months tend to be colder).
- Fitness clothes and shoes (if you plan to go to the local gym)
- 1 semi-dressy outfit
- 1 bathing suit

### Health

- Prescription medications in original bottle/antibiotics
- Mosquito repellent
- Anti-itch or cortisone cream
- Sunscreen
- Hand sanitizer
- Imodium/Pepto-Bismol, Tylenol, and cold medicine
- Traveler's kit of shampoo, conditioner, soap, toothpaste and toothbrush
- Bath and toiletries (contacts/contact solution, cosmetics, particular brand names you use, mini-first aid kit, feminine hygiene products)

### Electronics

- Laptop computer and powercord
- 2-prong to 3-prong adapter
- Hair dryer, curling iron, flat iron

### Travel Documents

- Passport and 1 photocopy of your passport
- ISIC card (if applicable)
- Copy of your airline tickets
- Copy of your debit and credit cards

**Other Stuff**

- Debit card/Credit card
- Towel (not provided by homestay)
- Umbrella
- Small flashlight
- Battery-powered traveler's alarm clock
- Camera
- Language dictionary (pocket-size)
- Sunglasses
- Journal
- Small, mesh laundry bag
- Books if required for your class
- Small gift for your host family (optional)

## Casa Herrera Policies and Procedures

### 1. Sign In/Sign Out

Students must carry and show their UT ID to the security guard upon entrance into the facility. Sign-out sheets are located at the security guard office at the entrance of the building. Students are not allowed to bring outside guests into Casa without first consulting with Casa administration.

### 2. Commons Areas

Students are not allowed to consume food/drink other than water in sealed containers in the common areas. The *common areas* are the walkways surrounding the courtyard area, the main courtyard, classrooms, and the back garden. Should you wish to consume any food, please do so in the designated dining area adjacent to the kitchen.

### 3. Resident Scholars Spaces

As Casa Herrera is both a learning and research facility, residential scholars will be periodically living and working at Casa. Students may not enter any resident bedrooms (vacant or occupied) at any time. Students may enter resident offices *with the resident's permission*. In addition, students need to respect common areas (especially the kitchen) and keep them clean, as these areas are shared with resident scholars.

### 4. Personal Property Protection

The University of Texas at Austin is not responsible for the personal property of students. This includes items such as personal laptops and cell phones. It is each student's responsibility to secure personal property appropriately in his/her backpack or at his/her assigned homestay.

### 5. Telephone

A main telephone is located in the administrative office. With the permission of administrative staff, local phone calls are allowed only if a student needs to reach his/her homestay family or has an immediate emergency. If a student wishes to make an international call, these calls can be made via Skype or with a personal cell phone. There are also Internet cafés in town that provide international calling services.

### 6. Casa Herrera Furniture and Facilities

Students are to respect all furnishing (e.g., rocking chairs, sofas, tables) and building architecture of Casa Herrera. Students are liable for any damages, accidental or malicious in nature, found on furniture and architecture proven to be caused by student misuse or carelessness.

Also, the fireplace available in the lounge area near the kitchen is not available for student use.

### 7. Kitchens Space

Casa Herrera is suited with one kitchen adjacent to the common dining space. The kitchen area includes a sink, refrigerator/freezer, microwave, some kitchen appliances, a dishwasher, and an electric stovetop and oven. Please remember that the kitchen area is for the use of all Casa Herrera residents, students, faculty and staff. Common courtesy requires that each of us clean up after ourselves in the kitchen.

Leaving dirty dishes or opened food may attract unwanted visitors (that means bugs and mice).

**Students may ONLY use the refrigerator to place food items (clearly labeled with name), the microwave to heat food, and the sink.** All other items in the kitchen (including dishes, cooking utensils, silverware, dishwasher, washer, dryer, etc.) is for Casa Herrera Resident Scholar use ONLY.

Refrigerator and freezer controls are set by the University and are not to be adjusted by students, faculty or residents. If using the microwave, please do not leave food unattended or place foil or metal in the microwave.

### **10. Noise and Quiet**

Because Casa Herrera also provides housing and office space for resident scholars, it is important to keep noise levels to a minimum. Students are asked to be mindful of undue noises or disturbances during Casa Herrera work hours (8 AM – 5 PM). This includes the use of audio and music equipment, laptops and video equipment, and other devices in a manner to disturb any member of Casa's programs. This also includes other noise-making such as singing, dancing, shouting, running, moving furniture, etc. at a disturbing level.

### **11. Prohibited Items**

The following items are prohibited in Casa Herrera:

- Animals, including cats, dogs (with the exception of service dogs), birds, insects, and/or reptiles
- Bicycles, skateboards and roller skates
- Candles, incense, open flames or any fire hazardous materials
- Confetti, glitter, sand, hay, rock, salt, silly string, shaving cream or dance powder of any kind
- Firearms
- Motor Vehicles
- Weapons of any kind (real or facsimile) including canes and sticks

### **12. Alcohol and Drug Policy**

Casa Herrera, as a unit of The University of Texas at Austin, prohibits the possession or consumption of alcoholic beverages and/or illegal drugs on Casa Herrera grounds or as a part of any University activity.

There is absolutely no smoking allowed inside Casa Herrera, which includes both interior spaces (i.e., classrooms, offices, lounge, kitchen, public bathrooms, bedrooms) and

exterior spaces (i.e., courtyard, back garden, open corridors) of the house.

### **13. Earthquake Safety**

Earthquake drills are conducted throughout the year. All students are required to follow prescribed procedures during the drills as instructed by Casa Herrera staff.

### **14. Fire Hazards**

The following items are prohibited because they are serious potential fire hazards:

- Open flames, such as candles, or incense
- Appliances with exposed heating elements
- Appliances which overload the electrical system
- Fireworks
- Use of paints
- Halogen lamps
- Smoking



## Student Disciplinary Issues

### Code of Conduct

All students at The University of Texas at Austin are bound by the *Institutional Rules on Student Services and Activities* given in *The General Information Catalog*. Regulations and procedures regarding student discipline and conduct are set forth in Chapter 11 of the Institutional Rules. These institutional rules are intended to facilitate the educational process and to promote a safe, fair, and successful experience for students.

Students who participate in University of Texas at Austin study abroad programs are representatives of the University and their country for the duration of their time in the program. The student will conduct him/herself appropriately and respectfully, and understands that misconduct abroad can lead to withdrawal from the program and a return home to the US at the student's own expense, with no refund. Upon the student's return to the University, the Office of the Dean of Students may also initiate disciplinary action.

Misconduct abroad refers to student's actions that violate the standards set forth in this document, as well as conduct that jeopardizes the student's own welfare or that of fellow students and/or the program itself. Such actions include, but are not limited to, the following activities and behavior, from which the student agrees to refrain.

I, as a participant in University of Texas at Austin study abroad programs, agree to refrain from the following activities and behavior:

- Violence against others. This is defined as striking or doing any other physical harm to another.
- Verbal abuse of faculty, staff, individuals employed by or facilitating any aspect of the program, or students.
- Obstruction of UT or host university classes or obstruction of other UT or host university activities.
- Theft of or vandalism to property.
- Unauthorized entry to or use of UT or host university facilities or technology.
- Disorderly, disruptive, threatening or intimidating conduct, gestures or actions.
- Violations of residential guidelines and/or rules established by hosts, including, but not limited to, unauthorized overnight guests, excessive noise, rowdy conduct, and drunkenness.
- Criminal behavior or violation of local laws.
- Violation of any policies contained in this document, the Responsibilities of Participation document, and/or orientation materials or sessions.
- Failure to follow the guidelines, directives, timetables, and instructions of program staff or faculty members, including staff of the UT Study Abroad Office, UT faculty and staff abroad, and host institution faculty and staff.

- Falsification or alteration of academic or personal records, including, but not limited to, any unauthorized alteration of transcripts or grade reports, any verbal or written misrepresentation of student records.
- Academic dishonesty, which may include cheating or plagiarism. Academic dishonesty may be defined differently at different institutions and in different countries; it is your responsibility to learn and abide by the rules of the host institution or program in which you are enrolled.
- Self-endangerment, including involvement in activities or behavior that could result in personal harm, including, but not limited to, frequenting of dangerous places, association with criminals, repeated intoxication, etc.
- Violation of the alcohol and drug policies as set forth by the Rules and Regulations of the Board of Regents of The University of Texas System.

### Responsibilities of Participation

Each student is expected to complete all assignments for their courses, both those imparted by UT faculty and PLFM. These classes should be treated as any other University course at The University of Texas at Austin campus or the student's home institution.

### Dismissal Policy

If there is an allegation against a study abroad student regarding misconduct, the On-Site Coordinator will conduct an investigation and the student will be asked to participate in a disciplinary conference. During the conference, the On-Site Coordinator will speak with the student regarding the misconduct allegation, the regulations and policy allegedly violated, the disciplinary resolution process, and the student's response to the allegations. The On-Site Coordinator also has the right to interview any witnesses she or he identifies as valuable to the investigation.

After the disciplinary conference and based on the conclusions of the On-Site Coordinator, the following actions may take place:

- **Verbal warning**  
A student will receive a verbal warning from the On-Site Coordinator if it is determined that the student's behavior was not in accordance with the University's Code of Conduct. In addition to detailing the consequences and expectations for future behavior, the student will be warned that failure to follow the rules and guidelines of the Code of Conduct will merit further and more severe disciplinary action.
- **Written warning**  
A student will receive a written warning from the On-Site Coordinator if 1) the student committed a second misconduct offense that violated the rules and guidelines of the Code of Conduct following his/her verbal warning, or 2) the student committed a misconduct offense so severe that it prompted an immediate written warning. Written warnings constitute notice that a student's behavior is unacceptable and that further violations will result in the student's

dismissal from the program. If necessary, the On-Site Coordinator has the right to restrict activities should he/she feel that those activities are directly related to the misconduct offense.

- **Dismissal from study abroad program**

A student may be dismissed from the program if he/she violates the conditions of a previous written warning or if the student has committed an offense that warranted an immediate dismissal. Such activities may include, but are not limited to: academic misconduct, eviction from housing on grounds of inappropriate conduct, exceeding the number of unexcused absences from class allowed for the program, destruction of property, posing a safety hazard to oneself or others, and/or criminal conduct including the possession of illegal substances (e.g., marijuana).

If after the disciplinary conference the On-Site Coordinator determines that the student's behavior requires immediate dismissal, he/she will contact UT's Study Abroad Office (SAO) to discuss the situation and for permission to proceed with disciplinary action. If the dismissal is authorized by the SAO, the On-Site Coordinator will issue a Dismissal Notice to the student.

- **Consequences of dismissal**

Following the issuance of the Dismissal Notice, the student's participation in the program will end immediately. The student will be expected to leave the premises of all study abroad activities. The student will also receive "F" grades for all his/her courses and a possible deletion of the official registration record or withdrawal from the applicable term for an exchange or affiliated program participant.

The student will not be entitled to a refund of fees. If the student was living with a homestay family, he/she will be responsible for finding and financing his/her own housing and his/her return trip back to the US. In addition, if the student received any UT financial assistance, he/she may be responsible for reimbursing those funds.