

CET Academic Programs in Prague
Student Handbook
CET Prague
BASIC CALENDAR

| | |
|-----------------|--|
| January 17 | Students arrive in Prague |
| January 18 - 26 | Orientation week |
| January 19 - 25 | Intensive Czech |
| January 24 | Internship info meeting* |
| January 26 | Core courses and Art begin |
| January 26 | First internship visits* |
| January 29 | CET classes begin |
| February 1 | First internship visits* |
| February 2 - 3 | Český Krumlov Trip |
| February 5 | BE** Organisation visit – Czech Invest |
| February 7 | BE, CES Trip Meeting I |
| February 8 | JS Trip Meeting I |
| February 12 | BE** Škoda Auto – introduction in CET |
| February 21 | CES*** Trip Meeting II |
| TBA | JS**** Trip Meeting II |
| February 23 | CES*** Lidice Trip |
| February 23 | BE** Mladá Boleslav Trip |
| February 25 | JS**** Terezín Trip |
| February 28 | BE** Trip Meeting II |
| March 7 | BE, CES, JS Trip Meeting III |
| March 15-23 | Traveling Seminar |
| April 2-6 | Spring Break |
| April 13 | Kutná Hora Optional Trip |
| April 19-22 | Budapest Trip |
| April 14 | Jáchymov Optional Trip |
| TBA | Community service 1, 2 |
| May 7 | Finals week starts |
| May 17 | End of CET Program |

* **Internship students only**

** BE – for Business and Economics Studies students;

*** CES – for Central European Studies students;

**** JS – for Jewish Studies students.

Yes, you can drink the tap water in all towns of Central Europe!

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IMPORTANT PHONE NUMBERS AND ADDRESSES

Apartments:

CET Slezská flat 9, 14, 17

Slezská 107
130 00 Praha 3
Czech Republic

CET Řeznická flat 4

Řeznická 10
110 00 Praha 1
Czech Republic

CET Ječná

Ječna 15
120 00 Praha 2
Czech Republic

CET Salmovská

Salmovská 9
120 00 Praha 2
Czech Republic

CET Karlovo Náměstí flat 7, 10, 31

Karlovo Náměstí 14
120 00 Praha 2
Czech Republic

CET Karlovo Náměstí flat 23, 28, 32, 33

Karlovo Náměstí 15
120 00 Praha 2
Czech Republic

CET Veletržní flat 6

Veletržní 1396/39
170 00 Praha 7
Czech Republic

CET Letenské náměstí

Letenské náměstí 748/6
170 00 Praha 7
Czech Republic

CET Veverkova flat 3, 5, 6, 8, 9, 10, 11, 12a, 14, 15, 17, 19, 20a, 20b

Veverkova 25
170 00 Praha 7
Czech Republic

CET office:

Politických vězňů 1597/19
110 00 Praha 1
tel./fax.: +420 224 240 823

CET office door code:

2846#

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RD FAMU

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Maggie Budinský

Student Life Coordinator

Mobile: 774 200 411

MBudinsky@cetacademicprograms.com

| | | |
|---|---------------|--|
| American Embassy | | Tržiště 15, 118 00 Praha 1, Tel: 257 530 663 |
| European Emergency Number | 112 | |
| Police | 158 | |
| Fire | 150 | |
| Ambulance | 155 | |
| AT&T USA Direct | 00 420 00 101 | |
| MCI Call USA | 00 420 00 112 | |
| Sprint | 00 420 87187 | |
| International operator | 133003 | |
| International Directory Information | 1181 | |
| Czech Directory Information <i>in English</i> | 1181 | |
| Taxi | 14014 | AAA (more expensive, faster arrival, not reliable time) |
| | 721 300 300 | Tick Tack (prices as AAA, new cars, longer waiting time) |
| | 257 257 257 | City Taxi (cheaper, longer waiting time) |

TELEPHONE AND POST OFFICE

Your apartment will not have a telephone.

Telephone Calls

When dialing from the U.S. to Prague, first dial (011), the international access number. Next, dial the country code for the Czech Republic (420). Then, dial the phone number.

To call another country from the Czech Republic, dial the international access number (00), then the country code (1 for the US), and lastly the phone number.

To make a local call within Prague, leave out the country code.

e.g.: Calling our office from USA you dial 011 420 224 152 069.

Calling from within the Czech Republic or from Praha, you need to dial only 224 152 069.

Czech Republic Phone Directory Numbers

Czech Directory Inquires

Dial ... 1180

Emergencies (European Emergency Number/police)

112 or 158

CELL PHONES

Students will be using the Vodafone calling plan. CET will be providing you with telephones and a Vodafone Sim card or just a SIM card. You will be responsible for purchasing your own credit to make calls. If you do not return the phone and its charger at the end of the program, you will be billed for the items.

The mobile phones are pre-paid, and all information how to purchase "credit" you can find on extra sheet in your Welcome pack including other important information about Vodafone provider.

You are required to return the device and all its appliances. If you do not return the phone and its charger at the end of the program, you will be billed for the items.

WIFI

You can conveniently use the internet at home, at the classrooms, or at the many internet cafes in Prague. Here is a list of the most current free WIFI access points:

<http://prague.tv/en/s72/Directory/c203-Dining/n1027-free-prague-wi-fi-hotspots>

<http://www.expats.cz/prague/article/prague-business/freelancer-friendly-cafes/>

You can also go to the National Library or the Jewish Museum Library.

Generally students find it convenient and economical to make and receive all of their calls on Czech mobile phones, which are easily purchased and managed.

When calling abroad, you must dial 00 and the code for the country you are calling. So to call the US, dial 00 1 and then the area code and number you want to reach.

It is highly recommended and significantly less expensive to use WIFI connection to make Whatsapp/Viber/Skype phonecalls from your phone to call home (if your family and friends also have Whatsapp/Viber/Skype installed in their phones), instead of calling directly using the data plan or international calls or texting.

POST OFFICE

Main post office: Jindřišská 14, Praha 1 (runs 24 hours)

You cannot send packages weighing more than 20 kg / 44 lbs. Its length plus twice its width may not exceed two meters.

Things are often *lost* in the mail. Insurance of your packages is highly recommended.

Due to limits on imports, if your family or friends send packages with a cost exceeding 20 USD, you will need to go to the customs office and pay tax on these items. For example, if you get a package with the value of 100 USD, you will need to pay 20 USD customs tax. You also may not receive medications through the mail. If you have any questions, please ask your RD.

Please have all personal mail or courier mail sent directly to your apartment (Don't forget to put your name on the mail box next to CET sign).

Emergency mail or courier mail (e.g. FedEx, DHL) can be sent to the office (Address it to your name c/o CET).

COMPUTERS

E-Mail and the Internet

The CET Center has a computer lab with several computers and a printer; the computer lab is also wireless. The computer lab's hours will be given to students during orientation. You will also have internet access at your apartments. Downloading movies and other items will slow your internet down, so you should plan to do this at internet cafes.

All students should be prepared for limited Internet access. Skype video calls do not often work and downloading movies/tv shows take a very long time and will slow your internet connection down. Remember, Czech students deal with this all of the time!

CET is not open on weekends!! If you need to print outside of business hours, please visit **Copy General www.copygeneral.cz It is open 6AM - 11PM Monday to Sunday. Senovážné náměstí 26, Praha 1.**

Internet Cafés in Prague

These are only a few of the many internet cafés in Prague. You can find more listed online or on your walks around town.

| | |
|----------------------|--|
| The Globe | Pštrossova 6, Praha 1 - 30 Laptop plug-ins available in the Cafe |
| Bohemia Bagel | Lázeňská 19, Praha 1 - in Malá Strana |
| Burger Bar | Dukelských hrdinů 48, Praha 7 - Holešovice |

CREDIT CARDS, MONEY & BANKING

The easiest way to get money in Prague is with your ATM card. There are bank machines everywhere and no commission is charged, although your home bank may charge you something extra to use a bank machine overseas.

Czech money

The Czech units of currency are the crown (koruna) and the heller (haléř). 1 Kč (crown) = 100 hellers.

The exchange rate fluctuates, although not radically. The rate is basically 22 Kč/1\$. You can find up-to-date exchange rates listed in newspapers, posted in banks and on the internet.

Exchanging money

Never change money on the street. There are many banks and exchange kiosks around Prague. Banks usually have a better rate but charge 1-3% commission.

Perhaps the best place to change money is in an exchange kiosk called "Exchange." It is located on the corner of Kaprova and Maiselova (right across from Kafka Square.)

There are also some near to the office which have usually fair exchange rates too.

Traveler's checks

It is best to go to **American Express** to cash traveler's checks issued by them. The American Express office is located at Na Příkopě 19 (inside the Myslbeek Shopping Mall).

Interchange will cash your traveler's checks from American Express, Thomas Cook, Master Card, and Visa in any of the Interchange stands. There are numerous Interchange stands all over Prague. In Prague 1 alone you can find Interchange on the following streets: Husova, Jungmanovo Square, Karlova, Křížovnické náměstí, Mostecká, Na Poříčí, Náměstí Republiky, Rytířská, Václavské náměstí, and Staroměstské náměstí.



Some banks will cash your traveler's checks, ČSOB for example. There is a certain percentage fee for the service, thus it may become expensive depending on the total amount cashed.

Credit cards

Visa and MasterCard are more commonly accepted than American Express, but credit cards are still not as widely used in the Czech Republic. **Many places do not take cards at all – especially out of the center / Prague. Also using your credit card to make small purchases, such as coffee, is not a normal practice.**

Make sure you have your credit card numbers written down somewhere as well as the customer service numbers. This will be essential if your cards are lost or stolen. *Many 800 numbers do not work from overseas but most credit card companies have a regular number you can use to call them collect while abroad.* This information will be very useful to you if you lose a credit card.

Do not have your credit card in your wallet together with all the other money. Wallet is an easy target for pickpocket and then you lose even the card along with your money.

Wiring money

Western Union has two locations in Prague 1.

- 28. října 765/10, 110 00 Praha 1-Můstek – you can wire money through <http://www.intercash.cz/>
- Panská 897/12, 111 21 Praha 1-Nové Město – you can wire money through <http://www.sportturistspecial.cz/cs/>



The wire takes a couple of minutes and you get Czech currency.

If you are receiving money through Moneygram, you can arrange to pick it up at:
Exchange – Praha, Panská 8, 110 00, tel. 777 550 050.

TRANSPORTATION

Prague has an excellent public transportation system. CET will be providing you with monthly passes which are good on the metro, trams and city buses. All three systems work on the same tickets/passes.

CAUTION!! Tram and bus routes are frequently changed temporarily for roadwork. A yellow tram schedule posted at the stop means that the route has been changed. Take notice!!!

Night transportation

The metro runs until midnight, and starts again at 5 a.m. Regular trams are on about the same schedule. From midnight until just before 5 a.m., night buses and trams run throughout the city. Night trams are number in the 90's in dark field. Every number runs in 20 min interval.

Travel passes

**CET will assist you in getting your travel passes. We also pay for them!
This is primarily information for your Prague guests.**

Tickets

Tickets, called *jízdenky*, can be purchased at newsstands (Trafika) and tobacco shops (Tabák), or at vending machines in the metro stations.

- 32-crown ticket – valid for 90 minutes at all times. You *can* change trams/metros/buses as many times as you want within your time limit.
- 24-crown ticket – valid for 30 minutes. You *cannot* transfer with this ticket.

To use the tickets

Tram/Bus – You must have a ticket before you get on a tram as you cannot buy one on most trams. On every tram or bus you will see bright yellow boxes attached to poles, usually at least one in the front, one in the middle and one in the back. Insert your ticket (face-up with the serial number towards you) into the slot on the box and hold it there until you hear a stamping sound. When you remove the ticket, you will see that the date and time have been stamped on it.

Metro – The same boxes are at the entrance to the metros.

Hold on to your tickets/passes!

While you may travel many times without an inspector asking you for a ticket, they are around and they do inspect. If you do not have a valid ticket or a travel pass, you will be made to pay a fine of 800 – 1500 Kč.

Taxis

Generally, the trams and metros are the fastest, cheapest way to travel around Prague. If you need a taxi, please keep the following in mind:

The best way to insure a safe and reasonably priced ride is to call a taxi company and order a car. **Reliable companies are AAA (tel. 14014), Tick Tack (tel. 721 300 300), City Taxi (tel. 257 257 257), Nejlevnější taxi (tel. 226 000 226).**

All of these companies have English-speaking dispatchers.

If you have a smart phone, it is highly recommended to **install a free taxi app** to your phone.

Free download on the App Store and Google Play

AAA

look for **AAATAXI**

Tick Tack / GREEN Prague

look for **Taxi v Praze**

Nejlevnější Taxi

NEJLEVNEJSI TAXI PRAHA



If you cannot phone, flag a taxi down. Before you get in, tell the driver where you are going and ask how much it will cost. Most of the time s/he will point to the meter and tell you that is what s/he goes by. Around Prague, the rate is about 25-30 Kč/km plus a 25-35 Kč initial fee. Each taxi's rate must be printed on the outside of the front passenger door.

Beware of evil cab drivers! Prague is known for its numerous unscrupulous taxi drivers.

You may find a driver who does not turn the meter on and then tries to charge you an exorbitant fee. Or you may come across a driver whose meter charges upwards of 100 Kč/km, so watch the meter to make sure the fare is not rising astronomically.

Avoid getting into parked taxis, especially around heavily-touristed areas, unless the parking place is with a yellow sign saying taxi. Drivers who park and wait are only waiting for unsuspecting tourists and are practically guaranteed to rip you off. Also avoid hotel taxis as these are usually much more expensive than your regular city taxis. If you do want to take parked taxis, look for the official taxis stands, with AAA or Profi taxis. You will get a fair rate.

HEALTH CARE

IN CASE OF A HEALTH EMERGENCY,
CALL THE EMERGENCY PHONE NUMBER* ASAP:
+420 774 657 159

***this is the number you should use for all emergency, after hours phone calls. The RD may not be available 24/7, so the emergency number will reach the on-call staff member.**

If this does not work, please try your RD directly:

Kim (777 207 586) or **Jiří** (608 833 744) or **Tereza** (776 717 063) or **Petra** (725 826 905) or **Kateřina** (775 521 740)

If you cannot get hold of one, call the others.

Hospitals and Clinics

In an emergency, **dial 112** (or 155 for medical emergency service) otherwise make an appointment in some hospital or clinic. Some of the best, ENGLISH speaking clinics are:

- **Unicare Medical Center**, Na dlouhém Lánu 11, Prague 6, phone 235 356 553, 608 10 30 60. For emergencies and 24 hour on call: 608 10 30 50, 602 20 10 40. They have a full range of medical, eye, and dental services. They are not centrally located, but reliable. Embassy clientele.
- **Na Homolce Hospital**, Roentgenova 2, Praha 5, dial 252 922 146, 252 922 191 (8:00 - 14:00) or 257 211 111. From metro station Anděl take bus No 167. It is a real hospital with high level state medical and dental services. It is the cheapest and you will not pay more than \$30 for an appointment.
- **First Medical Clinic**, Vyšehradská 35, Praha 2, phone 601 225 050. It is another small private medical clinic.
- **Motol Hospital** (it has a foreigner department). Take the 180 bus from the Hradčanská metro station to the stop for Motol. The hospital is on your left.
- **Poliklinic at Národní**, Narodni 9, Praha 1, 222 075 120 (8:30 - 17:00)
- **Canadian Medical Care**, Veleslavínská 1/30, Praha 6, 235 360 133
- **Prague Women's Health Center**, Kartouzská 6, Praha 5, 251 614 686, emergency call 603 810 076, www.pwhc.cz
- **American Dental**, V Celnici 4, Praha 1, 221 181 121, www.americandental.cz
- **The City Practice**, Týnská 21, Praha 1, 731 181 268, www.city-practice.com/en/ (Craig McNulty)
Independent and Confidential Diagnostic Psychology and Counseling Services

Please call Kateřina, Petra, Tereza, Jiří or Kim for any medical emergencies.

Otherwise, you will be expected to take care of your own health care appointments. All of these clinics have been used by CET students in the past and all speak good English and are used to foreign patients.

It is part of the study abroad experience to try and navigate the Czech Republic on your own!

Medical Insurance

All CET Prague students automatically receive health insurance administered by GeoBlue, Worldwide Insurance Services, LLC

The insurance covers medical expenses while abroad. The insurance also covers emergency medical transportation out of the Czech Republic if necessary for a more serious illness or injury.

Students have health insurance under the GeoBlue Worldwide plan, which will cover visits to the doctor. You need to register on the GeoBlue.com website in order to activate your account:

Using the certificate number (you received your certificate number in your e-mails), sign in to the site for comprehensive information and services relating to this plan. Participants can track claims, search for a doctor, view plan information, download claim forms and read health and security information.

To locate a doctor overseas, book an appointment or for emergency assistance, members contact

GeoBlue Global Health and Safety

Tel.: +1 610 254 8771

Email: globalhealth@geo-blue.com

Claims Submission

GeoBlue Customer Service

Tel.: +1 610 263 2847

E-mail: customerservice@geo-blue.com

Pharmacies

“Lékárna” in Czech, pharmacies are marked with a green cross.

In the Czech Republic you cannot buy any medicine, even over-the-counter drugs, anywhere other than in a pharmacy. Below are some pharmacies in the center of the city.



Lékárna U Muzea

Václavské nám. 64, Praha 1

Lékárna

Washingtonova 9, Praha 1 – near the CET center

Lékárna Žatecká

Žatecká 4, Praha 1

24-hour Lékárna

Praha 1, Palackého 5; Praha 5, Štefánikova 6/250, Telefon: **257 32 09 18**;
Praha 7, Františka Křížka 22;

There is a 24 lékárna near Náměstí Míru (Belgická 37), Praha2.

Pharmacies links:

http://www.a-zprague.cz/prague_guide.php?lang=en&parent=zdravi&guide=lekarny

Acoholics Anonymous Meetings

| Day | Time | Type | Topic |
|--------|-------------------|------|--------------------|
| Monday | 12:00 (noon) | Open | Monday Nooners |
| | 19:30 (7:30 p.m.) | Open | Discussion Meeting |

| | | | |
|-----------|-------------------|------|----------------------------|
| Tuesday | 12:00 (noon) | Open | Discussion Meeting |
| | 19:00 (7:00 p.m.) | Open | Big Book Meeting |
| Wednesday | 12:00 (noon) | Open | Discussion Meeting |
| | 19:30 (7:30 p.m.) | Open | 12 + 12 Meeting |
| Thursday | 12:00 (noon) | Open | Discussion Meeting |
| | 19:00 (7:00 p.m.) | Open | Speaker/Discussion Meeting |
| Friday | 12:00 (noon) | Open | As Bill Sees It |
| | 19:30 (7:30 p.m.) | Open | Discussion Meeting |
| Saturday | 12:00 (noon) | Open | Language of the Heart |
| | 19:30 (7:30 p.m.) | Open | Discussion Meeting |
| Sunday | 17:30 (5:30 p.m.) | Open | Topic Meeting |

All meetings held in English at Na Pořící 16, basement (go through courtyard). Call 773 138 303, or 736 190 990, or e-mail kontakt@anonymnialkoholici.cz for more information.

PERSONAL SAFETY

Prague is a relatively safe city but, as anywhere, you should be careful. You can usually walk around the center at night, but please use your common sense. It is much safer to walk in groups at night, and be alert at all times.

Remember that it is safer to walk in well-lit areas where there are other people around; try to avoid deserted side streets. Violent crime is uncommon in Prague, but do not be lulled into a false sense of security.

Always keep in mind that petty crime is rampant in Prague. You may be targeted, especially if you are easily identified as a foreigner. Pickpockets are professional here. Stay alert, and be especially aware on the metro, on tram 22 between Národní and the castle, outdoors in touristy places, and in bars and clubs.

Some tricks of the trade:

- Pickpockets usually work in groups. Often two will start a “fight” on one part of the tram or metro, especially at the stops when the doors are open. Their partners stealthily grab wallets from the distracted commuters, and then they all jump off the tram or metro just as the doors are closing.
- If people are pressing against you in a metro station or at a tram stop, they are quite possibly trying to steal from you, especially if the other part of train/wagon is relatively free.
- Pickpockets often work when you have your wallet out. If you are waiting in line, the person behind you might rush you so that you will put your wallet in the top of your bag. Then the partner knows where the wallet is, bumps into you, and your wallet disappears.
- Discman, walkman and MP3 player should be guarded, especially if you’ve got your headphones on and the device in an outer backpack pocket. The wire leads the thief to the source of music and all of a sudden you may find yourself listening to nothing.

Some Important Security Tips

- Make photocopies of all important documents.
- Do not carry large amounts of cash.
- Copy down emergency numbers from the backs of your credit cards and keep them in a safe place (separate from the card itself).
- Keep your wallet in a zippered pocket of your purse or at the very bottom of your bag, never in the outside pocket of your backpack or in another easy-to-reach place.
- Keep your bags in front of you, not on your back, when in crowded areas or on public transport.
- Be alert in crowds or when you feel someone standing close to you.
- Always watch your bags in restaurants and pubs; do not leave wallets or other valuables in jacket pockets when you are hanging the jacket up.

You do not need to be paranoid, only careful.

RELIGIOUS SERVICES

Jewish

Prague Jewish Community – Modern Orthodox

Mostly Czech – Czech is spoken, but you can always manage in English

Old-New Synagogue – Maiselova 18

Daily Shacharit: 8:00 am / Kabbalat Shabbat: At the onset of Shabbat (sundown) / Shabbat Shacharit: 9:00am / Shabbat Mincha: 90 min. before the end of Shabbat

The Jerusalemska Synagogue – Jerusálémská st.

Kabbalat Shabbat: At the onset of Shabbat / Shabbat Shacharit: 8:45am

Chabad – U Milosrdných 6

Mostly American and Israeli, some Czechs – English and Hebrew spoken - www.chabadprague.cz

Shacharit Monday / Thursday: 8:00am / Daily mincha: See website for details / Kabbalat Shabbat: At onset of Shabbat / Shabbat Shacharit: 10:00am / End of Shabbat service: end of Shabbat

Masorti – Conservative – Jewish Community Building, Maiselova, Praha 1

Mostly Czech – English is spoken, <https://www.facebook.com/masortiprague?fref=ts>

Kabbalat Shabbat: 6:00pm (winter time) / 7:00pm

Bejt Simcha – Reconstructionist / Liberal – Mánesova 8, Praha 2

Mostly Czech – www.bejtsimcha.cz / Kabbalat Shabbat: 6:00pm

Bejt Praha – Conservative style – The Spanish Synagogue, Dušní 20, Praha 1

Mostly American – www.bejt-praha.cz / Kabbalat Shabbat: 6:00pm (winter time) / 7:00pm (summer time)

Kabbalat Shabbat service times change with the seasons. Shabbat times are listed at:

http://www.kehilaprag.cz/index.php?option=com_content&view=category&id=73&Itemid=248&lang=en

Regardless of religious affiliation or level of observance, students are encouraged to participate in events in the Jewish community to deepen their understanding of contemporary Jewish life in the Czech Republic.

CET refrains from arranging cultural activities and trips on Saturdays and major holidays so that students can observe Shabbat if they choose. However, if any special events arise, CET may make exceptions.

Catholic

Church of St. Thomas - Josefská 8, near Malostranské Náměstí // Sunday 11 am

St. Barbara's Chapel - connected to Church of St. Thomas // Saturday 6 pm

Church of Our Lady Victorious - Karmelitská, near Malostranské Náměstí // Sunday 12 pm

Church of St. Nicholas - Malostranské Náměstí // Daily Prayer from 8:30-9 am

Protestant

Anglican Church - Our Church of Kliment (St. Clement's) - Klimentská 18, Praha 1, Very close to Staroměstské Náměstí // Sunday at 11 am

Baptist Church - Vinohradská 68, closest metro station is Jiřího z Poděbrad // Sunday at 11 am

American Lutherans - Church of St. Michael - V Jirchářích // Sunday at 10:30 am

Ecumenical Church - Peroutkova 57 // Sunday at 10:30 am

Muslim

Prague Mosque - Blatská 1491, closest metro is Černý most // Friday 1:30 pm

Please contact the R.D. if the above services are not suitable for you.

ENGLISH-LANGUAGE PRESS & BOOKSTORES

Reading Materials in English

You can find English-language periodicals at many newsstands in the center of Prague.

The Prague Monitor

a daily source of news in Prague.

www.praguemonitor.com

Prague.tv

Prague TV is an online city directory, entertainment guide and community resource. Started in 2001, Prague TV has grown into the web's most visited source for information related to Prague and the Czech Republic. The site contains an estimated 400,000 pages and is updated daily. It includes comprehensive features that covers all aspects of visiting or living in Prague.

www.prague.tv

The Prague Connect

Expatriate and Czech business professional network.

www.pragueconnect.cz

Think

an English-Czech periodical that comes out on an irregular basis. They list fun activities.

Following is a list of bookstores that specialize in literature in English. Many other bookstores in Prague have small sections of books in English, French, German and Russian.

- **Shakespeare a Synové** Krymská 12 – (2 stops past Náměstí Míru on 22-tram).
www.shakes.cz
- **The Globe, bookstore and café** Pštrossova 6, Praha 1, tel. 2491 7230
www.globebookstore.cz

Libraries

The CET library is in the CET office.

You will need to sign for any books you take out of the library. All books must be returned at the end of the term. **No transcripts will be released until all books, phones and other materials have been returned to CET.**

The Jewish Museum has agreed to let CET JS students use the library. You can use the books in the facility, but you cannot check them out.

You may also use the Prague Municipal Library: Mariánské nám. 1, Praha 1, the National Library, and the Terezin Initiative Library. At the National Library and Municipal Library, you will be unable to take out books, but you can read them there. You will also have access to the Humanities Faculty Library.

DINING OUT

There are many great restaurants around Prague. The average meal should cost around 150-200 crowns for the main course. Between 11am and 2pm, many restaurants serve lunch specials that include soup and dessert.

Kosher Eating

King Solomon (meat, very expensive)

Široká 8, *Shabbat dinner and lunches available for over 1000 CZK*

Dinitz

Bílková 12 (near Jewish Community). *Prices are higher than normal restaurants; they organize special evenings for students*

Shalom – The Jewish Community Cafeteria (meat, 110 CZK / meal)

Maiselova 18, Praha 1

They have daily lunches from 11:30 – 14:00 except for Sunday. There are dinners every Friday night and on the evenings of Jewish holidays. It is best to Reserve Shabbat and Holiday meals in advance.

Shelanu kosher Cafe/Deli

Břehová 8. *Near the Jewish Quarter, New York Style deli lunch selection, plus a full breakfast menu and dinner specials. It is under the Kashrut supervision of Rabbi Manis Barash of Chabad Prague.*

Vegetarian Restaurants (and Restaurants with extensive vegetarian menus)

Country Life Melantrichova 15, Praha 1. *Vegan cafeteria.*

Beas - Týnská 19 + Bělehradská 90, Prague *No meat, no eggs, no fish or any products that have traces of them. Cheap too!*

Radost FX - Bělohorská 120, Prague 2 - *Fantastic food. There is also a club downstairs!*

Malý Buddha - Úvoz 46, Praha 1 - *Always a student favorite... Tons of veggie options.*

Lehká Hlava - Boršov 2, Prague 1 www.lehkahlava.cz *Great vegetarian food. Don't miss the star room!*

Restaurace Maitrea - Týnská 6, Prague 1

Loving Hut - Londýnská 20, Prague 2 & Truhlářská 20, Prague 1 & Václavské náměstí 48, Prague 1 & Dukelských hrdinů 18, Prague 7

Plevel - Krymská 2, Prague 10 - *Vegan and raw restaurant, often has vegan versions of traditional Czech dishes*

Satsang - Krymská 24, Prague 10 - *Delicious food and a cool atmosphere*

Gluten free restaurants

Švejk Restaurant U Karla - Křemencova 7, Praha 1 - *offers an extensive gluten free menu, including traditional Czech dishes*

Alriso - Betlémské nám 259, Prague 1 - *completely gluten free Italian menu featuring a lot of risotto*

Arepas de Lina - Korunni 83, Prague 3 - *delicious Venezuelan food which happens to be gluten free*

Cafe Pavlač - Víta Nejedlého 23, Prague 3 - *good cafe with gluten free section of the menu*

Podolka - Šaldova 466/34 - *Has meat, veg, and gluten free options so it's good for mixed crowds!*

A Few Ideas for Lunch near the Center

Near the Old Town and Jewish Quarter

Modrá Zahrada - Pizzeria - Corner of Široká and Maiselova - *excellent spinach pizza*

Paneria Bakery – all around Prague – *cheap veggie sandwiches!*
Pizzeria Donna – Veleslavínova 10
Bakeshop Praha – Kozí 1 – *great sandwiches and baked goods*
Kolkovna – Across from the Spanish Synagogue -*good Czech and Italian, excellent salads*
U Sádľů – Klimenská 2 - *Great Czech, heavy game menu, interesting interior*
Lokal, Dlouhá 33 (and several other locations) – *excellent Czech food and a great atmosphere*
Atmosphere, Smetanovo nábř. 327/14 – *pub food near the Charles Bridge*
Pivnice U Zlatého Slona – Havelská 9 – *good Czech food*
Sisters – Dlouha 39 – *A modern take on the chlebičky, a beloved Czech open faced sandwich*

Near the Classrooms

Barakat – Opletalova 28 – *right around the corner of CET, oriental food, after presenting the CET emergency card you get 10% discount!*
Jáma – V jámě 7 – *Burgers, ribs, etc.*
Bageterie Boulevard – Vodičkova 21 – *Good sandwich shop*
Pizzeria Colosseum – Václavské nám. 1
Bahn-mi-ba – Panská 1308/9 – *Vietnamese sandwiches and noodle dishes*
Ugova Salaterie – Vodičkova 28 – *chopped salads*

Miscellaneous around town

The Farm, Korunovační 17, Prague 7 – *Great for brunch or dinner*
The Globe, Pštrossova 6, Prague 2 – *English book store and restaurant*
The Tavern, Chopinova 26, Prague 2 – *American owned burger joint with hard to find foods like ranch dressing, great American brunch on weekends*
Vinohradsky Pivovar, Korunní 2506/106, Prague 10 – *Great brewery with modern Czech food*
Nejen Bistro, Křižíkova 263/24, Prague 4 – *Good for a night out or a visit from your parents*
San Carlo, Dittrichova 1942/20, Prague 2 – *The best Neopolitan style pizza in Prague*
Pho Vietnam Tuan & Lan, Anglická 15 (sit down) or Slavíkova 1 (take away), Prague 3 – *The best Vietnamese food in town!*
Las Adelitas, Lucemburská 6 (and two other locations), Prague 3 – *good Mexican food*
Cafe Sladkovsky, Sevastopolská 17, Prague 10 – *a nice mix of burgers, sandwiches, and mediterranean/middle eastern food. Good for vegeterians and meat lovers alike!*
Bad Jeffs Barbecue, Americká 32, Prague 2 – *If you're homesick for Southern food, this is the place for you. Awesome and somewhat upscale ribs, mac and cheese, fried chicken, etc.*

For other recommendations, visit www.squaremeal.cz or www.tasteofprague.com

Tipping

The local custom is to round up the bill by only a few crowns. For example, if the bill is 85 Kč, you can leave 100 Kč. However, this only goes for real Czech places. In nicer restaurants and places that cater to foreigners and ex-patriots, it is more appropriate to tip 10%, and up to 15% if the service is outstanding.

Do not get ripped off!!

Make sure your bill is correct before you pay it. Most restaurants now give you itemized bills, but there are still some that do the math by hand and just tell you the total. You can always ask to see a menu again to double-check the prices.

Cover charges

Some restaurants charge a “couvert” or cover charge. This should be written somewhere on the menu. If you are charged couvert and you did not see it on the menu, ask the waiter to show you where it is written.

Nothing is free

If there is a bag of nuts on the table and you open it, you will be charged for it. At traditional Czech pubs and restaurants, you are charged for each piece of bread or roll that you eat out of the basket. You even have to pay for ketchup at many places, including McDonald's.

BUYING FOOD

Grocery Stores

There are tons of “Potraviny” (small food markets) around Prague. There are many of them near your apartments, so keep your eyes open!

Grocery store etiquette:

- You are expected to take a basket or a cart before you enter the shopping area. Yes, even if you are only buying one thing. For a cart, you must have a coin, usually 10 Kč, sometimes 5 Kč (Tesco is 10 Kč). You get your money back when you return the cart. You are usually expected to weigh your own vegetables.
- Usually bags are not free. Either bring your own bags or buy them at the cash register.

Kosher Groceries

Many kosher items may be bought from the Tesco supermarket on Národní Třída (on the 22-tram).

Your RD has a list of kosher items from the Jewish Community in Prague, so please ask!

The list of kosher foods can be seen at the following website (when reading the webpage, please note that “E” refers to preservatives): <http://www.kehilaprag.cz/en>

Chabad – there is a small supply of kosher food, even frozen meat. You need to ask. They can also give you guidance as to what kosher products are available at Tesco and other supermarkets.

Shalom Restaurant in the Jewish Town Hall has a few products – kosher cheese, kosher wine. Talk to Katerina if you are interested in purchasing food and we will show you how to do it.

If you are strict kosher, please make an appointment with Katerina to discuss your options prior to any of the trips.... it is extremely difficult to find kosher food in Poland, so we need to plan ahead!

Dietary Restrictions

If you have any other dietary restrictions, please ask your RD for advice.

CULTURE/FUN

Theatres

Národní divadlo (National Theatre) – beautiful interior; has opera, ballet and theatre. www.narodni-divadlo.cz

Stavovské divadlo (Theatre of the Estates) – Where Mozart's *Don Giovanni* premiered. Part of the National Theatre; same website.

Státní Opera (State Opera) – another fabulous interior and some very good productions. The State Opera is currently under reconstruction, check the website for an update: www.opera.cz

Czechs love theatre and there are dozens of smaller theatres around Prague. Sometimes English-language productions appear; watch the cultural listings.

Cinema

Prague has dozens of cinemas, including many modern multiplexes. Most imported films are shown in their original language with Czech subtitles. And there are also occasional screenings of Czech films with English subtitles. **Slovanský Dům** is off of the 8-tram, by Náměstí Republiky, and there are 2 multiplexes at **Anděl**, one at **Flora**. **The Světozor** on Vodičkova also has many art films with subtitles as well as **OKO**, just a block up the hill from Veverkova (street Františka Křížka). For program look at <http://www.expats.cz/cinema-and-dvd/> or <https://prague.tv/en/s32/c8-Cinema>

Concerts:

Prague has many concerts and small music venues. See the *Prague.tv* for details and booking. <https://prague.tv/en/s31/c7-Events>

Galleries

There are many galleries and art museums around Prague. The *Prague.tv* (again!) usually has fairly complete listings and even some reviews.

Ticket – Pro, located by the Stavovské divadlo and Můstek, is where you buy tickets for popular music, theater, and sporting events.

Refer to cultural listings in the *Prague.tv* for schedules. Also look on www.expats.cz. At CET center there is weekly updated info panel.

GETTING AWAY

Train stations

You can check bus/train listing online: www.idos.cz / www.dpp.cz (Prague)

- **Hlavní nádraží** (Main Station; metro: Hlavní nádraží). Domestic and international trains. There is an international office where people speak English. This is also a place to be extra careful of your wallets and belongings.
- **Nádraží Holešovice** (metro: Nádraží Holešovice). Also domestic and international trains.
- **Masarykovo nádraží** (metro: Náměstí Republiky). Oldest train station in Prague. Domestic trains only.
- **Smíchovské nádraží** (metro: Smíchovské nádraží). Domestic trains, especially for destinations west of Prague.

Bus stations

- **Florenc** (metro: Florenc). This is Prague's main bus station; most buses leave from here.
- **Želivského** and **Roztyly** (metro: Želivského and Roztyly, respectively). Prague's other bus stations; it is doubtful you will ever see them, but always check your ticket to be sure of the station of departure.

Airport

Flights: departure and arrival information 220 113 314 / www.csl.cz / www.prg.aero

How to get to the airport: Take the 119 bus from the **Nádraží Veleslavín** metro stop (last on the green line). The ride is 15 min. and the busses go about 8/hour. Other options: **Bus 100** from Metro **Zličín** (go 2-4/hour, ride 16min) and Bus **AE** (you need pay on this one) from **Hlavní Nádraží** or **Dejvická** (both Metro stations) that runs 2/hour and ride takes 30min / 15min.

For very cheap flights, bus tickets, and also some train tickets, use the services of Student Agency www.studentagency.cz (Revoluční 25, 110 00 PRAHA 1; tel. +420 224 999 666)

If you are leaving town:

Please write it to a shared document posted online and let your RD know via e-mail where you are going, when you will be back, and how we can reach you in case of emergency. It is necessary that we can contact you while you are away in case of emergency.

ADAPTORS/CONVERTERS

Not all adaptors are converters.

Some only make the plug fit into the right socket.

Please check your appliance to see if you need a converter. There are two types of converter 50 watt and 1600 watt. Make sure that you have the right one.

Converters overheat. Don't use them for too long at once.

A surge protector is recommended for your laptop. If your laptop's adaptor says that it works with either 110 or 240 volts, then you only need an adaptor. It will say **INPUT 110-240 V**.



LAUNDRY

You have laundry facilities at your apartment. Some students prefer to have their laundry done for them at a Laundromat.

Quickwash Laundromat
Vladislavova 1389/8, Prague 1
601 506 575

Astera
Jindřišská 5, Prague 1
224 94 8 812

LaundryLand
Černá Růže shopping complex,
Na Příkopě 12, Prague 1

Prague Laundromat
Korunní 14, Prague 2
222 510 180

MVM express
Krakovská 25, Prague 1
296 230 215

Famos
Karolíny Světlé 10, Prague 1
224 222 957

Drycleaners and Laundry Services, also check www.expats.cz for more choices.

More info about laundry here: http://www.marys.cz/travel_tips/laundry/

SALONS

- **James**, Malá Štupartská 9, Praha 1, tel. 2482 7373.
- **Tony's and Guy's**, Opletalova ul. This is a British chain.
- **Millenium**, V Celnici 8, Praha 1, tel. 2103 3091.

Note: Please check the prices before you commit to anything. These are some of the more exclusive salons in Prague and prices at these salons are close to US prices.

FITNESS

- **AXA Fitness Center**, Na Poříčí 40, Praha 1, www.axagym.cz
- **AXA Pool**, Na Poříčí 40, Praha 1, www.bazenaxa.cz
- **YMCA**, Na Poříčí 12, Praha 1, www.new.scymca.cz
- **World Class Gym**, Wenceslaus square 22, Praha 1 (near CET). Several CET students negotiated student discount if many of you join, www.worldclass.cz/en
- **Kotva Fitness Center**, Nám. Republiky 8, 110 00 Praha 1 (top floor), www.fitnesskotva.cz
- **HIT Fitnes Flóra**, Chrudimská 2b, 130 00 Praha 3, www.hitfit.cz

WEB SITES / LINKS

www.prague.tv has an excellent link page. It is really all you need.
www.pis.cz/a is the official Prague City Tourism service page
www.timeout.com/prague includes good information. Serves as a guide.

CULTURE SHOCK, HOMESICKNESS AND DEPRESSION

Experiencing a cycle of 'culture shock' is a normal part of living abroad. If you are feeling down or miss home, please take a look at the following information for some helpful suggestions. Please also stop by the CET office to talk with Kim about it.

Homesickness

"Yearning for the Familiar, From Far Away"

New York Times, 7th November 1993

Homesickness is not just for kids

By W. D. WETHERELL

As anyone who has suffered from it knows, there are two strains of homesickness: the first half comic and easily cured, the second much more virulent and harder to shake. I speak with some authority, since at various times in my traveling career I have suffered from both versions, to the point where, at worst, I've cut trips short and hightailed it home, and where, at best, this oddly nostalgic, bittersweet longing for things familiar has furrowed even the happiest of my travels with some deep sloughs of despond.

"Homesickness?" people are apt to say incredulously when the subject comes up. "Sick of home is more like it for me." And indeed, for many, longing for home is the very *last* thing on their minds when they are off traveling. But there are others for whom homesickness is a crippling problem, the equal of seasickness, fear of flying, culture shock or any of those other maladies of the traveling life. I suspect if you were to examine the hesitations of that larger-than-you-might-think population who, having the time, money and health to travel, never venture more than a few miles from home, homesickness would be at the root of their timidity. A stint in the army where all you wanted was to get home once again, a spell working in a strange city where no one knew you and no friends were made – these are the experiences people flee from, so terrifying that the condition of *awayness* is never risked again.

Almost everyone suffers from homesickness at one stage of his or her life, particularly the first, largely risible strain alluded to above – the homesickness associated with summer camp and college dorms and first trips away from home. I went through this myself at age 11 at Boy Scout camp, where a strange infectious version of homesickness ran through our troop in epidemic fashion. Rather than woodworking or hiking or collecting merit badges, we of the Beaver Patrol would sit around a tent wondering aloud what our brothers and sisters were doing, what excursions we were missing, counting down the number of days until we could go home. My parents still have a postcard from that period, and the bathos all but drips off the page. "Dear Mommy and Daddy. I hate camp. It's terrible. How is Taffy? Can you please remember to feed her? I bet she misses me. Can I come home yet? I cut my knee yesterday. All it does here is rain."

There is nothing about this childish homesickness that a good dose of maturity shouldn't be able to cure, and yet in some people the strain goes underground, lying dormant for years, only to flare up again the moment those childhood conditions are repeated – that is, when you're far from home.

The exact nature of that feeling? Homesickness is partly a positive emotion, one that at least implies a home exists, that there is a place in this rootless society where you belong, that you have friends and family who are worth longing for. Around this core – exacerbating it, tilting the praiseworthy longing into something darker – is a host of unhappier emotions. Fear of new places, the vulnerability that comes with being exposed outside your normal routine. Xenophobia can be part of it, too, even in the most sophisticated. Take the anxiety that comes with entering a room full of strangers, expand that room into, say, Buenos Aires, fill it with several million people who obviously care nothing for your virtues or your wants, and the angst can be considerable. Even fear of death

enters in. Departures, leave-takings. No matter how temporary, these can foreshadow that final exit, and sometimes that shadow can be depressingly hard to shake.

Put all these emotions together, add the strange kind of nostalgia and sentimentality that can come over people when away from home, the way mere distance alone can render insignificant all the petty irritations and minor catastrophes we are trying to get away from, and strain number two can be a very serious affliction indeed — far worse in its consequences than the original summer camp type of infection.

One of the worst cases I've ever witnessed was also the most ironic. After graduating from college, I worked for a travel magazine in New York. The editor was bright, hardworking and savvy, but he had an Achilles heel for one in his position: whenever he traveled he became unbearably homesick. He'd fly off on a weeklong trip to France, and, after three days, be back in the office, having so intensely missed his wife and kids, his modest bungalow in the suburbs, that he paid for his return ticket himself. Another friend, a novelist of distinction, mopes around the writer's conferences he attends with a hangdog expression, wondering aloud what his family is doing back home, counting the days until he can be with them again.

I can relate. My last serious bout of homesickness came two years ago when I was working on a book in Bellagio on Lake Como in Italy. The setting was idyllic, and most of the time, in my secluded studio overlooking the Alps, home was the very last thing on my mind. But a trip down the steep path to town, a glimpse of boys and girls the same age as my own happily laughing, or, even worse, crying from some small, easily remedied sadness, and I was reduced to a state not much different from what I suffered back at Boy Scout camp. It was only with a firm effort of will that I resisted the urge to buy a plane ticket and immediately fly home.

The cure for all this? Not traveling at all is one, but in the same way committing suicide is a cure for the common cold. The more traditional remedies — frequent phone calls home, packing along a comforting array of snapshots — seem to help many people cope. T.H. White, the British author, believed the best cure for sadness is to learn something new, and since travel if nothing else is a great learning experience, one of the surest remedies for homesickness is not to cut and run, but to plunge into the experience with all your strength, immersing yourself in so many new places, sights and peoples that there is simply no room left for the homesickness microbe to thrive. And a certain perspective helps, too. Yes, two weeks away from home is a long time, 3,000 miles a lengthy distance, and yet in the march of mankind many have journeyed farther and been gone longer, so it is best not to mope, but see things through with a stiff upper lip.

Travelers who put their homesickness behind them, who explore a place thoroughly, may find upon returning home that they experience a new kind of homesickness, a benign kind, that which comes only to those who travel well: homesickness for a place once visited, even if only briefly — the sense that only in the western Highlands of Scotland, the beaches of the Lesser Antilles, the markets of Marrakesh, did some deep and very real part of their soul feel completely and exhilaratingly at home.

Like a religion, a political ideology, or a scientific theory, a culture is a sort of paradigm. Living in another culture for an extended period of time forces a critical examination of one's own assumptions about the world. Just as a crisis of religious faith or political beliefs often reopens the door to an extremely creative period in the life of an adolescent or young adult – regardless of whether the final outcome is rejection or reaffirmation of the original paradigm – so, too, with culture. In this sense, study abroad is often liberal education at its best."

Foreign Study Roundtable: "Culture Shock as a Learning Experience"

Chip Peterson and Frank Miller

Transitions Abroad

Fall 1985

How to Cope with Homesickness

1. Give yourself time to adjust: you don't have to get everything right straight away. Nor do you have to rush into making major decisions about staying or leaving.
2. Remember that many other people will be sharing similar feelings, although you may assume that they are doing fine (you can't read their minds – just as they can't read yours!).
3. Acknowledge to yourself that the sad, uneasy feeling you are having may be related to being homesick.
4. Find someone to talk to about it – a roommate, a friend from home, a resident director, a family member, or if necessary a counselor.
5. Call home more often for a while and share the fact that you miss your family, your room, your old friends, your neighborhood, and, yes, maybe even your problematic younger siblings.
6. Don't try to bury the feeling. Don't drink more, party more or have sex just to try to make the feelings go away.
7. Do get together with new people in your surroundings and do get comfortable and enjoy comforting, fun activities (e.g., lunch, walks, bike rides, talks, etc.).
8. Put a picture of your parents, house, siblings, or old friends up in your room to give you a more comfortable and safe feeling.
9. Realize that new situations take time to get used to and that one longs (for a while) for what is familiar.
10. Carry pictures of family and friends.
11. Keep a journal, either to yourself or to a particular person you miss from home.
12. Immerse yourself in your new environment as much as possible, taking advantage of the opportunity to do and see things unavailable to you at home. Physical exercise such as walking or riding a bicycle can combat feelings of depression.

Depression

This quick, simple self-test can help distinguish between clinical depression and normal feelings of being “down in the dumps.”

It's common to get the blues from time to time. Many people experience difficulties over job lay-offs, divorce, the death of a loved one, or other major losses. Sadness is a normal part of life. But when sadness never returns to gladness, it becomes what mental health authorities call the nation's leading psychological problem: clinical depression, also known as major depression.

If you answer yes to more than two of the following questions, you may well be depressed. Consult your physician or a mental health professional.

1) Much of the time, do you feel:

- Sad?
- Lethargic?
- Pessimistic?
- Hopeless?
- Worthless?
- Helpless?

CET students should first approach their Resident Director, who can then assist them in finding a counselor.

2) Much of the time, do you:

- Have difficulty making decisions?
- Have trouble concentrating?
- Have memory problems?

3) Lately, have you:

- Lost interest in things that used to give you pleasure?
- Had problems at work or in school?
- Had problems with your family or friends?
- Isolated yourself from others, or wanted to?

4) Lately, have you:

- Felt low energy?
- Felt restless and irritable?
- Had trouble falling asleep, staying asleep, or getting up in the morning?
- Lost your appetite, or gained weight?
- Been bothered by persistent headaches, stomach aches, or back aches? Muscle or joint pains?

5) Lately, have you:

- Been drinking more alcohol than you used to?
- Been taking more mood-altering drugs than you used to?
- Engaged in risky behavior – not wearing a seat belt? Crossing streets without looking?

6) Lately, have you been thinking about:

- Death?
- Hurting yourself?
- Your funeral?
- Killing yourself?

Treatment

Non-Drug Therapies

The research shows that for mild depression, non-drug therapies are as effective as antidepressant medications. For mild-to-moderate depression, non-drug therapies may be sufficient, but many people also need anti-depressant medications. The two often work best together.

For moderate-to-severe or severe depression, medications are necessary. But the non-drug therapies can still play a valuable supportive role in treatment.

- **Have more fun.** In mild depression, this often helps. “Happiness requires action,” says psychologist Jennifer James, PhD, author of *Women and the Blues*. Try not to mope. Visit a friend. Have a massage. Get a pet. Redecorate. Take a class. Take a vacation. If nothing feels fun, do things you used to enjoy.
- **Exercise.** A tremendous amount of research shows that exercise — particularly strenuous aerobic exercise — elevates mood, relieves anxiety, improves appetite, sleep, sexual interest and functioning, and self-esteem. Studies show that it also helps normalize the chemical imbalances in the brain linked to depression, Dr. Stuart Yudofsky says.
- **Support groups.** Depression feels terribly isolating. Support groups show you that you're not alone. They are particularly helpful for depressions associated with drug or alcohol abuse, which is why Alcoholics Anonymous and the other Anonymous organizations are so popular.
- **Dietary supplements.** Certain vitamin deficiencies — notably B-6, B-12, C, folic acid, thiamine, niacin, riboflavin, biotin, and pantothenic acid — can cause depression.
- **Acupuncture, aromatherapy, and other alternative treatments.** The United Nations World Health Organization recognizes acupuncture as effective for mild-to-moderate depression. Other helpful treatments include aromatherapy, massage therapy, music therapy, and meditation.

Source: Adapted from materials created by the National Institute of Mental Health’s Depression Awareness, Recognition, and Treatment (D/ART) Program, Rockville, Md. [depression.com]

Resolving Problems

Note: This policy addresses problems related to your academic program, Czech roommate (if applicable), apartments, etc. It does not address emergencies such as accidents, serious illness, security problems, or crimes that require the assistance of the police.

In emergencies, you should call Kim, Katka, Petra, Tereza or Jiří for assistance immediately, regardless of what time it is.

The following guidelines have been created to help you identify and solve problems you may encounter in your classes, housing, meals, or adjustment to your new environment. Even if you have lived abroad before, you will quite possibly encounter problems in one or more of these areas during your stay.

Students should actively take responsibility to resolve problems. CET believes that problem resolution is a valuable skill that can be acquired with practice and will provide great opportunities for students to learn about Czech culture and society as well as develop cross-cultural skills. However, if you find that you cannot solve your problem yourself, please see Kim before it gets out of hand.

How to Proceed

1. First, try to solve the problem yourself: If you feel the pace in your language class is too fast, speak to your teacher directly about your concern. If your plumbing is not working well, talk to CET staff and attempt to explain the problem to them directly. If you have a conflict with your Czech roommate, first try to talk to him or her about it. This approach may quickly solve the problem; it also helps you learn cultural skills that you might not otherwise learn.

2. If you cannot solve the problem yourself: talk to your RD

3. We cannot guarantee that all problems will be resolved. Please bear in mind that, due to the environment in which CET works, some problems take longer to resolve than you might expect; few can be solved overnight. Unfortunately, some problems simply cannot be resolved, despite our best efforts.

4. If you have a problem with your RD, which you are not able to solve by speaking with him/her directly, please contact Kim. Another option is Emily or Kate in the CET Washington office.

We encourage you to bring your problems to CET. Please do not let them go unattended. We can only help you if you take responsibility and initiate the problem resolution process.

IN CASE OF EMERGENCY...

These are phone numbers that you should have with you at all times:

| |
|--|
| CET EMERGENCY NUMBER: +420 774 657 159* |
|--|

***this is the number you should use for all emergency, after hours phone calls. The RD may not be available 24/7, so the emergency number will reach the on-call staff member.**

| | |
|-------------------|------------------|
| Kim's mobile | +420 777 207 586 |
| Jiří's mobile | +420 608 833 744 |
| Petra's mobile | +420 725 826 905 |
| Kateřina's mobile | +420 775 521 740 |
| Tereza's mobile | +420 776 717 063 |
| Maggie's mobile | +420 774 200 411 |
| CET DC | +1 202 530 0800 |

If you write them in this way, then you can phone to them from any place in the world.

If there is any kind of serious emergency, you should call Kim, Kateřina, Petra, Tereza, or Jiří immediately.

CET ACADEMIC PROGRAMS

POLICY ON STUDENT CONDUCT

In the spirit of cultural sensitivity and mutual respect, we ask that all CET students recognize that their actions while in the Czech Republic not only impact themselves, but also those associated with them, including Czech people, Americans and other foreigners, and both current and future CET students. As a CET student, you are expected to respect the following rules and abide by the principles.

Classroom Conduct

All students are expected to show respect for their teachers and classmates by being prompt. Students must refrain from eating food or chewing gum in class. Students will not be allowed to use computers in class.

Drugs

Use of recreational drugs while attending a CET Academic Program is strictly prohibited.

Should your Resident Director discover you are breaking this rule, you will be expelled from the program and asked to vacate your room on campus within 24 hours, with no refund for any unused portion of the program.

Vandalism

Students are expected to respect the property of the host institution. All assessments for damages to property are the student's individual responsibility. Transcripts will not be issued before fines are paid.

Impropriety

Any behavior on the part of the student deemed improper by the Resident Director or the host institution, including but not limited to violent acts, improper language, theft, excessive drinking, and plagiarism will be subject to formal reprimand and may result in expulsion from the program.

In addition, CET will not tolerate any form of harassment, sexual or otherwise. This includes but is not limited to unwanted conduct of a sexual nature, or any intimidating or hostile acts directed toward any individual, regardless of his/her association with CET. This applies but is not limited to classmates, roommates, teachers, and other staff members.

SIGNATURE

DATE

PRINTED NAME

CET ACADEMIC PROGRAMS

HOUSING POLICY

- All damages in your apartment (including those made by guests, friends, strangers, etc) are your and your roommates' responsibility. For this reason, **do not let any strangers into your apartment**. If ignored, you will be held responsible for any issue or damage caused by anyone in your apartment.
- For safety and legal purposes, **it is forbidden to have anyone stay in your apartments (including friend or family)**. Only those students registered in the apartment may sleep there. You are not allowed to have a guest overnight in your apartment. In case you break this rule, you will be asked to sign a formal warning letter. If a second warning has to be issued, you will be expelled from the apartment.
- CET students are required to leave the apartments on the last day of the term. For liability reasons, it is strictly forbidden to stay longer. Students are also not allowed to move in earlier than the first day of the program.
- Lock your doors at all times – this means locking the front door with your key from the outside before you leave, and from the inside when you are in the apartment. **CET staff is not responsible for any items that are lost or stolen from the apartment**. Each apartment has a safety deposit box with a code that we recommend you use for your valuables. Please also buy a luggage lock and laptop lock to lock your valuables in your suitcase and secure your laptop. It is your responsibility to secure your valuables within your apartment.
- Make sure the outside door of the building is properly closed and locked at all times.
- Cleaning: As soon as you move into the apartment put together a weekly schedule with your roommates to clean the apartment. Keep your apartments as tidy as possible, as the cleaning staff will not clean your room if it is too messy and they are unable to do their job correctly. Note that dirty dishes and picking up your personal belongings are your responsibility. Cleaning guidelines for common spaces:
 - Bathroom: the bathroom must be cleaned on a daily base in order to guarantee hygiene. **Please do not flush anything but toilet paper down the toilet**. This includes all feminine products, condoms, and other items, which should be thrown away in the garbage.
 - Kitchen: clean the kitchen every time after you have used it. Wash the dishes regularly, do not leave them in the sink. Make sure the table where you ate is clean for the next person's use. Check the refrigerator on a regular basis and throw away anything that is not fresh or is too old to eat.
- You are responsible for the cost of replacing lost house keys. Replacements will only be made during normal business hours. If you lose your key during the evening or during a weekend, you will need to wait until the next business day to request a replacement key from the Resident Director. Note that it may take a couple of days for you to receive your replacement key and you will be responsible for paying for it.
- Failure to turn in your key at the end of the term will result in an approximate charge of CZK 600.
- Please show the utmost consideration for your neighbors and keep noise levels down, **especially after 10pm**. If you would like to arrange a party or louder dinner, make sure the party ends **before 10 pm**. If there are excessive noise complaints from your landlords, it is within their right to call the police and evict you from this flat as you are living in a residential building and not a dorm. If this should happen, CET is not responsible for finding new accommodation for you.
- Please show utmost consideration for your Czech roommates. You are required to keep the common areas clean: kitchen, living areas, bathrooms.
- Please do not wear noisy, high-heeled shoes in the apartment to assure your neighbors living below are not disturbed.
- Please never use the washing machines before 9am or after 9pm.

- Please throw your garbage out regularly. You will find containers to dispose of trash down in the street or in the back courtyards. On the street there are containers for recycling paper, glass and plastic. Please use them! Remember CET encourages you to be environmentally friendly abroad!
- Communicate any damages to the apartment to your Resident Director as soon as you become aware of them, so repairs can be completed as soon as possible. If the damage is the sole responsibility of one person, the amount needed to repair the damage will be billed to the responsible student. In the case that more than one student is responsible for damage, the amount of money necessary for the repair will be billed to all those students involved.
- Please communicate any damage or problem occurred in the apartment to your Resident Director, reporting it to by email as soon as it occurs. CET will try its best to have damages and problems fixed within 48 hours but will notify the students and keep them constantly updated if it may take longer.
- Utilities in Prague are extremely expensive. Please be sure to switch off all lights every time you leave your room and apartment. Wiring and circuits are delicate, so please do not leave lights or laptops on for extended amounts of time as this could damage the wiring in your apartment. Surge protectors can also damage the wiring, so please DO NOT use them in the apartment, as they are also unnecessary.
- As mentioned above, utilities are extremely expensive in Prague and this also includes heating. The heating systems are different in the US and Czech Republic so take special care not to waste energy. While the temperature within your apartment will be at the highest setting possible for Czech heating systems, it will still be colder than what you are used to. You will need to dress in warm clothing in your apartments during the winter. If you need an extra blanket for your bed, please do not hesitate to ask.
- DO NOT hang/attach posters, paintings, stickers, or pictures on walls or furniture. If you hang anything on walls or furniture, all damages caused by this will your responsibility and you will be charged for all damages including tape, tacks and putty, as well as repainting charges.
- There is a NO SMOKING policy in all apartments and balconies.
- CET reserves the right to enter your apartment at anytime during the semester

There will be two housing inspections during the term: at the start and at the end. Damages will be documented by digital camera. Before the end of the term, a few days before you leave the apartment, your Resident Director will inspect the apartments to make sure there is no damage caused by you. Exact day and time will be announced in advance by the RD.

The day before you leave your apartment, we require that:

1. you clean your rooms and your bathrooms
2. you talk to your Czech roommates and help them clean the common spaces if needed
3. one week before the end of the program, you start removing garbage and recycling from the apartment to the garbage cans. Do not wait until the last day to remove all garbage as the garbage cans might be full and any garbage left outside the cans will not be removed.
4. you throw away all of your food in the refrigerator/kitchen unless you want to give it to your roommates (in this case, tell them)
5. you put the bed linens - sheets (two pairs of sheets, two pillow cases, per student provided at the beginning of the term) and blankets - in a plastic bag, write your name on it and leave it in your room.
6. leave your keys, phone and charger (if you borrowed a phone or sim card from CET) in an envelope or bag with your name on it on your bed.

If the apartments are not left in the same condition you found them, you will be charged for the damages. This includes damages to furniture, walls, windows, doors, floor, equipment and any missing, broken, or damaged items that belong in the apartment. A bill will be sent to the student or students responsible for the damages.

Transcripts will not be issued before repairs and cleaning expenses are paid in full.

Please list below any pre-existing damages found in the apartment (if you do not list pre-existing damages, you may be charged for them):

I declare that I read the housing policy, that I have a clear understanding of it and accept it in full.

Date: _____

Apartment address: _____

Student's name: _____

Student's signature: _____