

Contact OCC Instructor Scott Hays at [Shays123@aol.com](mailto:Shays123@aol.com) or 949.306-3290  
Or Visit [www.ScottHays.com](http://www.ScottHays.com)  
Click on "OCC Study Abroad"

ORANGE COAST COLLEGE

*2007 Study Abroad Program To Austria*

**Program Overview**

**The 3-Step Process for Acceptance into the Program**

**Step 1.** Complete the 5 Part Application Packet (pages 10-14) and return it to OCC Instructor Scott Hays. Be sure to read the entire Application Packet. This can be done by mail, or at one of the General Information Meetings.

**Step 2.** Complete an Interview (5-10 minutes) with OCC Instructor Scott Hays, who will review your 5 Part Application Packet and talk more in-depth about classes, meetings, course content, protocol, etc. This interview can be completed at one of the General Information meetings.

*Note: If you cannot make any of these meetings, you can arrange an appointment with OCC Instructor Scott Hays (see the "Contact Us" section). See the Brochure (online at [www.ScottHays.com](http://www.ScottHays.com)) for more details.*

**Step 3.** After successful completion of your Interview and Acceptance into the program, complete and mail the Reservation Form to our travel agent, LeonardoWorld LLC, in San Diego, Calif., with your \$300 non-refundable deposit.

- a. Indicate if you want to participate in the optional Extension Program (an additional deposit is required, click on the Extension link for more information).
- b. Indicate if you plan to "deviate" from the scheduled return date (if you plan to visit somewhere else, if you want to stay longer in Austria on your own, etc.)

*Note: Our travel agent is Eduard V. Schmiede, Director, LeonardoWorld LLC, at 858.715-8350 or by email at [Eduard.Schmiegel@LeonardoWorld.org](mailto:Eduard.Schmiegel@LeonardoWorld.org).*

## *INTERVIEW CHECKLIST – Austria 2007*

### √ **Meetings:**

A. General Information/Recruiting Meetings (**optional**): Meetings TBA

B. Orientation Session at OCC (**mandatory**): Meetings TBA

*Note: OCC will conduct a mandatory, pre-departure orientation/class from 6-8 p.m., Wednesday, June 17<sup>th</sup>, 2007, in the Student Service Center. You will receive specific information on classes, packing, traveling, money, and some important travel documents. Your Passport photocopies are also due at this meeting.*

C. Registration: You must remain enrolled in the English/Mass Communications 117AD class in order to participate in the program.

√ **Passport Deadline:** We will need 2 photocopies of your passport (picture/passport number) by **June 17<sup>th</sup>, 2007**. If you are not a US citizen, please check with the travel agent for visa(s) requirements.

√ **Airport Departure from LAX:** Our departure is from LAX, Bradley International Terminal, on **Monday, June 30, 2007**. Go inside and meet us at the Lufthansa counter. Wear comfortable clothing - your first day is a long one. We will provide you with the specific departure time and flight number when they become available.

√ **Luggage Size & Amount:** One 26-inch suitcase (put an empty duffel bag in your suitcase to take stuff home in). Maximum suitcase size is 26-inches tall—no larger! They won't fit on the buses. You may also carry one small backpack for everyday use. Nothing else.

√ **Packing List (attached):** Please read this later and feel free to email us with any questions!

### √ **Rules for Students:**

A. Be sure to read the daily postings in the hotel lobby. Your instructors will coordinate the daily schedule. Note: changes to the schedule are a distinct possibility.

B. A few key rules to make the trip easier for everyone:

- We strictly adhere to the “5 minute” rule when traveling.
- Allow the Staff and Faculty to sit in the first two rows of the bus.
- No drinking in the hotel rooms, on the bus, or on field trips.
- No drugs (of course).
- We are “suggesting” a curfew time of 1 a.m..
- Read all of the documents we give you carefully; you are responsible for the information contained in all of these documents (packing list, rules, meetings, classes, calendar, etc.)

C. Discipline/behavior problems will be handled in the following manner:

- A verbal warning.
- A meeting during which you will be given a formal written warning.
- If the problem continues, you will be sent back to the U.S. at your own expense.

*Note: Your attendance and participation in field trips, concerts, city tours, and classes all are critical in determining your final grade.*

**Please sign and date page ?**  
**Then, leave pages ?-?? with your interviewer**  
**Also, attach your transcripts after page ??**

## ***PACKING CHECKLIST***

Our departure is from LAX, Bradley International Terminal, on Monday, **June 30, 2007**. Go inside and meet us at the Lufthansa counter. Wear comfortable clothing - your first day is a long one. We will provide you with the exact flight time and flight number when they become available.

### **LUGGAGE**

One 26-inch suitcase (put an empty duffel bag in your suitcase to take stuff home in)  
Suitcase size: 26 inches tall...no larger. They won't fit on the buses. Also, one carry-on (a small back-pack for everyday use in Europe). Nothing else!

### **PRE-DEPARTURE**

- √ Airline ticket(s) -- you will get this at LAX on the day of departure
- √ Passport
- √ Frequent Flyer card for United or Lufthansa (get one prior to the flight)
- √ 2 Passport photocopies to OCC Instructor Scott Hays
- √ Visa(s)—if you do not have a US Passport (check with travel agent)
- √ Credit cards & your student ID (this may get you some discounts!)
- √ ATM card, 4-digit PIN number, International Access
- √ Calling card (get the latest MCI, Sprint, or ATT access numbers)
- √ Medical insurance (available from the travel agent, if needed)
- √ Student ID (this may get you some discounts!)

### **BASICS**

- √ Travel clothing (quick-drying, layers)
- √ Rain jacket/windbreaker **and** umbrella
- √ Travel footwear
- √ Hat or visor
- √ Camera (lots of film, extra battery for your camera)
- √ Laptop computer
- √ Phrase book(s); German and Italian (if you choose)
- √ Reading materials
- √ Address book (for sending back postcards)
- √ Travel journal, pen & pencil, playing cards
- √ Luggage ID Tags

### **MAINTENANCE ITEMS**

- √ Travel-size laundry detergent and close clips
- √ Large garbage bag (for dirty laundry)
- √ Zip-lock plastic bags (for toiletries)

### **MEDICATION**

- √ Personal prescriptions

- √ Aspirin/pain reliever
- √ Cold medicine
- √ Contact lens preparation
- √ Sunscreen/lip balm
- √ Personal hygiene items (coordinate these with your roommate)
- √ Vitamins

**TOILETRIES** (consider sharing some of these with your roommate)

- √ Deodorant
- √ Anti-bacterial hand soap
- √ Comb/brush
- √ Toothpaste/toothbrush
- √ Dental floss
- √ Soap (small back-up bar)
- √ Skin care products
- √ Make-up, etc.
- √ Small mirror
- √ Shampoo
- √ Hair dryer (small!)
- √ Small water bottle (for day use, or just keep and use an empty soda bottle)

**10 ESSENTIALS**

- √ Small backpack (for everyday use)
- √ Travel organizer (ideal for ID's, tickets, receipts, etc.)
- √ Passport/money carrier
- √ Keep a photocopy of your passport on you at all times (for ID purposes)
- √ Alarm clock
- √ Sunglasses
- √ Converter/adapter/extender
- √ Camera (lots of film and batteries)

**CLOTHING**

- √ Swimsuit, sandals (especially for Italy)
- √ Lightweight rain jacket/windbreaker
- √ Shorts and light tops
- √ Sweater or sweatshirt (cool evenings in Salzburg)
- √ Comfortable walking shoes
- √ Sleepwear
- √ Nice clothes for the opera/concerts/dinners (coat and tie for the men)

**OTHER ITEMS**

- √ Empty duffel bag (put it in your suitcase; for use on the way back to the US)
- √ iPod, CD player, batteries... keep it small!!

*Note: Travel as light as possible. And stay up on your payments to avoid late fees.*

## CLOTHING CHECKLIST

Five things to keep in mind when choosing your wardrobe:

1. Complimentary colors so you can mix and match
2. Comfort
3. Materials that wash well, dry quickly, and need little or no ironing
4. Choose clothes that you like a lot
5. Travel light

### SUGGESTIONS

- √ 1 light rain jacket/windbreaker
- √ 1 jacket (slightly heavier)
- √ 1 sweater
- √ 1 umbrella
- √ 5 t-shirts
- √ 5-10 pairs of socks
- √ 5-10 pairs of underwear
- √ 2 pairs of pants (only one pair of jeans)
- √ 2 dresses (1 fancy one for the opera, 1 for concerts/special dinners)
- √ 1 sport coat and tie(s)
- √ 3 pairs of shoes (tennis shoes, dress shoes, sandals you can walk in)
- √ 3 pairs of shorts
- √ 1 bathing suit
- √ 1 hat
- √ Sleepwear (sweats, etc.)
- √ Jewelry (nothing you can't afford to lose)

### IMPORTANT TRIP NOTES

- √ Be Responsible. You are responsible for the departure times, class times, meetings, etc.
- √ Be sure to read the daily postings in the hotel lobby. OCC Instructor Scott Hays and staff will coordinate the daily schedule. The itinerary is required.

1. I understand the rules and requirements of the 2007 OCC Study Abroad to Austria and agree to abide by them, including the course enrollment requirements.
2. I also agree to read carefully all of the documents pertaining to the program.
3. I understand that the Itinerary is required, and is a significant part of my grade.

**Print your name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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Office use only!

**Tracking of Completed Student Documents:**

- √ Application completed – (Application, Letter, Interview, Packing List)
- √ Two Passport photocopies (Visa, if needed)
- √ Digital photo (at Orientation Meeting)
- √ Waiver (at Registration in June)

*2007 Study Abroad Program To Austria*

Student/Applicant Information (Please type or print)

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ E-mail \_\_\_\_\_
3. Phone: home \_\_\_\_\_ work \_\_\_\_\_
4. Social Security Number: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_
6. College (school) you are presently attending: \_\_\_\_\_
7. Are you a legal resident of the state of California? Yes or No
8. Do you currently hold or qualify for a passport? Yes or No  
If yes, which country? \_\_\_\_\_
9. Academic status: College Fresh \_\_\_ Soph \_\_\_ Jr \_\_\_ Sr \_\_\_ College Grad \_\_\_  
Currently in High School \_\_\_ Other \_\_\_\_\_
10. Marital Status (opt.): Single \_\_\_ Married \_\_\_ Spouse's name \_\_\_\_\_
11. Your Health: Generally good \_\_\_ Other \_\_\_  
If other, please explain: \_\_\_\_\_  
Any special dietary needs: \_\_\_\_\_  
Any treatments/medications required for allergies:  
\_\_\_\_\_  
Any disability requiring special accommodations:  
\_\_\_\_\_  
\_\_\_\_\_



**Mandatory 2 Contact Persons (emergency). If under 18, list also parent/guardian.**

12. Name: \_\_\_\_\_

13. Address: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

14. Phone: home \_\_\_\_\_ work \_\_\_\_\_

15. Name: \_\_\_\_\_

16. Address: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

17. Phone: home \_\_\_\_\_ work \_\_\_\_\_

18. Your academic major: \_\_\_\_\_

19. Approximate number of college units completed by departure: \_\_\_\_\_

20. Cumulative GPA: \_\_\_\_\_ (be sure to attach a copy of your transcripts)

*Note: All efforts will be made to accommodate special needs. However, Copper Mountain College cannot guarantee availability of these special accommodations off of their campus.*

**DON'T FORGET:**

*In order to complete your Application Packet you must:*

1. Complete the “Statement of Purpose.”
2. Have a teacher complete the Academic Reference.
3. Have a business/work associate complete the Character Reference.
4. Attach a copy of your transcripts (official *or* unofficial) to this 5 Part Application Packet, staple the documents, and bring it with you to an information meeting/Interview. Or mail your completed packet to: Scott Hays, c/o Orange Coast College, Lit&Lang Division.
5. Schedule a brief Interview with OCC Instructor Scott Hays to discuss your application, “statement of purpose,” and review the academic program, etc.

*Note: Only upon acceptance into the Study Abroad Program can you send your deposit with the Reservation Form to our travel agent: Leonardo World LLC, 9370 Sky Park Court, Ste. 230, San Diego, CA 92123; 858.715-8352.*

**TO CONTACT US:**

If you have any questions, please call OCC Instructor Scott Hays at 949.306-3290 or email him at [Shays123@aol.com](mailto:Shays123@aol.com). Just leave a message and he'll call you back.



**ACADEMIC REFERENCE**

**Applicant's Name:** \_\_\_\_\_

The OCC Study Abroad Program to Austria would appreciate the following information concerning the student whose name appears above and who has applied to this program. On a scale of 1 (poor) to 5 (excellent), indicate your personal rating of the applicant.

- \_\_\_\_\_ Able to keep pace with the class
- \_\_\_\_\_ Consistent attendance in class
- \_\_\_\_\_ Able to think critically
- \_\_\_\_\_ Organized
- \_\_\_\_\_ Work completed on time
- \_\_\_\_\_ Able to do research
- \_\_\_\_\_ Able to write coherently and clearly
- \_\_\_\_\_ Academically sound
- \_\_\_\_\_ Self-motivated
- \_\_\_\_\_ Self-disciplined (not a behavior problem)

*Please add comments that might assist the committee in selecting applicants.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Co. or Employer \_\_\_\_\_

If mailed, please mail to:  
OCC Instructor Scott Hays  
Lit&Lang Division, Orange Coast College  
2701 Fairview, Costa Mesa, CA 92626

### CHARACTER REFERENCE

**Applicant's Name:** \_\_\_\_\_

The OCC Study Abroad Program to Austria would appreciate the following information concerning the student whose name appears above and who has applied to this program. On a scale of 1 (poor) to 5 (excellent), indicate your personal rating of the applicant.

- \_\_\_\_\_ Able to get along in a new environment
- \_\_\_\_\_ Resilient
- \_\_\_\_\_ Student can function independently
- \_\_\_\_\_ Self-disciplined
- \_\_\_\_\_ Mature
- \_\_\_\_\_ Open to new experiences
- \_\_\_\_\_ Cooperative
- \_\_\_\_\_ Enthusiastic
- \_\_\_\_\_ Able to get along with others
- \_\_\_\_\_ Self-disciplined (not a behavior problem)

*Please add comments that might assist the committee in selecting applicants.*

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Signature \_\_\_\_\_

Title \_\_\_\_\_

Co. or Employer \_\_\_\_\_

If mailed, please mail to:  
OCC Instructor Scott Hays  
Lit&Lang Division, Orange Coast College  
2701 Fairview, Costa Mesa, CA 92626

## **TRANSCRIPTS & INTERVIEWS**

- √ Along with your completed 5 Part Application Packet, please include an “unofficial” copy of your transcripts.
  
- √ When you have obtained your transcripts and completed the 5 Part Application Packet, please make an appointment with OCC Instructor Scott Hays for a required Interview (approx. 10 minutes).
  
- √ After successful completion of the interview and a review of your Application Packet, you will be able to complete the Reservation Form and send your deposit to the travel agent in San Diego.