



Universidad San Francisco de Quito

USFQ Office of International Programs (OPI)

International Student Manual

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EMERGENCY CONTACT INFORMATION

Universidad San Francisco de Quito

Diego de Robles s/n y Pampite, Cumbayá

P.O. Box 17-12-841

Quito-Ecuador

Phone: (593-2) 297 1700

Fax (593-2) 289 0070

EMERGENCY NUMBER

For emergencies outside of regular office hours **ONLY: 0980834444**

Office of International Programs (OPI)

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kloor@usfq.edu.ec

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2971895 (office)

mgromo@usfq.edu.ec

Program Resident Coordinators

| | | |
|----------------------|----------------------|--------------------------------------------------------------------------------------------------------------------|
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| | Kelly Swing | Home: 2040340 Cell: 0998394137 E-mail: kelly@usfq.edu.ec |

4. IES Abroad Eduardo Ortiz Office: 2431082
Cell: 0992529392
E-mail: eortiz@iesabroad.org
- Gladys Argoti Office: 2437211
Cell: 0992529389
E-mail: gargoti@iesabroad.org
6. Michigan State University Maricarmen Paz y Miño: Office: 2971757
Cell: 098132349
E-mail: mpazymino@usfq.edu.ec
7. Oregon University System (IE3 Global) Franco Aguirre Cell: 0998033171
E-mail: franco.aguirre@ous.edu

Important Telephone Numbers

- 101** Police
- 102** Fire Department
- 131** Red Cross
- 911** Emergencies

Embassies

Ambassade de France en Equateur:
Téléphone: 2943800
Adresse: Calle General Leonidas Plaza 107 y Patria.
Siteweb: <http://www.ambafrance-ec.org/>
Adresse électronique: consulat@embafrancia.com.ec

Consulat Honoraire de Belgique en Equateur:
Téléphone: 2469017/ 0999730860
Adresse: Calle Los Cabildos N41-163, Quito Tennis Edificio Futura, Piso 4.
Contacter: William Stock
Adresse électronique: w.stock@uio.satnet.net

Deutsche Botschaft:
Telefon: 2970820
Mobiltelefon: 0999497967 (Unter dieser Nummer haben Sie ebenfalls die Möglichkeit, eine SMS zu senden).
Adresse: Av. Naciones Unidas y República de El Salvador. Edificio Citiplaza 12-14 pisos.
Webseite: <http://www.quito.diplo.de/Vertretung/quito/de/Startseite.html>
E-mail: info@quito.diplo.de

Embajada de España en Quito:
Teléfonos: 3226303/ 6896/ 6969
Dirección: Calle General Francisco Salazar E-1273 y Toledo Sector "La Floresta".

Página web:

http://www.maec.es/subwebs/Embajadas/Quito/es/home/Paginas/home_quito.aspx

E-mail: emb.quito@maec.es

Embajada del Japon en Ecuador

在エクアドル日本国大使館

Avenida Amazonas N39 - 123 y Calle Arizaga, Edf.Amazonas Plaza, Piso 11, Quito, Ecuador

TEL:593-2-2278-700

Página web: <http://www.ec.emb-japan.go.jp/>

E-mail: embapon@qi.mofa.go.jp

Embajada de México en Ecuador:

Teléfonos: 5103267/ 2923770/ 2923771

Dirección: Av. 6 de Diciembre N36-165 y Naciones Unidas.

Página web: <http://embamex.sre.gob.mx/ecuador/>

E-mail: embajadamexico@embamex.org.ec

Embassy of Canada / Ambassade du Canada:

Telephone: 2455499

Address: Av. Amazonas and Unión Nacional de Periodistas. Eurocenter Building, 3rd floor.

Website: <http://www.canadainternational.gc.ca/ecuador-equateur>

E-mail: quito@international.gc.ca

Nederlandse ambassade in Lima-Peru (Er is geen Nederlandse ambassade in Peru):

Telefoon: 005112139800

Adresgegevens: Torre Parque Mar, Av. José Larco 1301, piso 13, Miraflores - Lima

Web: <http://peru.nlabassade.org/>

E-mail: lim@minbuza.nl; lim-ca@minbuza.nl

Schweizer Botschaft:

Telefon: 2434948

Adresse: Juan Pablo Sanz y Amazonas 3617. Edificio Xerox, 2do piso.

Webseite: <http://www.eda.admin.ch/eda/de/home/reps/sameri/vecu/embqui.html>

E-mail: qui.vertretung@eda.admin.ch

United States Embassy:

Telephone: 3985000

Emergency Number 24 hours: 3985200

Address: Calle Avigiras N12-170 y Eloy Alfaro.

Website: <http://ecuador.usembassy.gov/service.html>

E-mail: ACSQuito@state.gov

The US Embassy recommends that you register online at:

<https://travelregistration.state.gov/ibrs/ui/>

More information for American Citizens in Ecuador:

http://travel.state.gov/travel/cis_pa_tw/cis/cis_1106.html

LAWS, UNIVERSITY REGULATIONS AND POLICIES

USFQ Honor Code

As an exchange student at USFQ, you are subject to all USFQ academic and disciplinary regulations, including the USFQ Honor Code:

I, as a member of USFQ, promise to:

1. - Conduct myself in a manner that won't affect the personal and/or professional execution of activities of other persons inside the university community. This means, among other actions, I will avoid: slander, lies, greed, envy; I will promote kindness, acknowledgement, happiness, friendship, solidarity and the truth.
2. - Be honest: I won't copy, plagiarize, lie or steal in any way. I will sign all exams in recognition of the Code of Honor, stating that I haven't received help, nor have I copied from sources that are not allowed. I will keep all tests, exams and other information to myself, without disclosure.
3. - Respect and take care of the campus. This means all the physical things that make it up, and all its equipment.
4. - Not to defame or accuse.
5. - Report all actions of any member who does not respect the Code of Honor to the Dean of Students and cooperate with the Court of Honor to clear up any investigation or trial that is in violation of the Code.

Any infringement to this Code will be penalized by the corresponding authority. The student has the right to analyze and defend his/her case before the Court of Honor.

For more information about USFQ's Honor Code, please see the Dean of Students.

USFQ Student Agreement

This agreement applies to all international students in Ecuador participating in a program through Universidad San Francisco de Quito and all affiliated institutions.

As a student of USFQ, I agree to and am aware of the following conditions:

- I agree that during my travel in Ecuador, I am subject to the laws and regulations of the country.
- I understand that according to Ecuadorian law there is no bail for drug-related crimes, and that U.S. or other foreign embassies can do very little to help me if I break Ecuadorian law.
- I agree not to use illegal drugs while in Ecuador. I understand that my student status will be canceled and I will be asked to leave USFQ and the country if I am found to be using illegal drugs, with no possibility of a refund from USFQ.
- I understand that drinking in excess or using drugs puts me at a greater risk for assault, robbery, and accidents.
- I realize that I should never leave my food or drink unattended.
- I understand that traveling alone or at night can be dangerous.
- I know that I should always carry identification documents, especially a copy of my passport.
- I agree to tell my host family or Program Director my travel plans if I plan to be away overnight, and to leave an itinerary and contact information. If I prefer, this information may be left in a sealed envelope for emergency only.

- I agree to treat all members of my group and the inhabitants of the community where I reside with respect at all times.
- I agree to be a positive member of the group. During organized travel, I agree to pay attention and to follow the instructions of the group leaders and guides.
- I acknowledge that I am ultimately responsible for myself and my own actions while studying or traveling in Ecuador or traveling to other countries until the date my program ends and I return home.
- I agree to use common sense and not take any unnecessary risks with my personal possessions, health or well-being or to act in ways that put others at risk.
- I understand that I must possess an international health insurance policy during my stay in Ecuador and that I am not covered by an institutional policy at USFQ. I will supply a copy of my insurance policy to the Office of International Programs to use in case of an emergency.
- I agree to follow USFQ's Honor Code.
- I agree to follow all policies, rules, codes and laws set forth by all USFQ institutions and Ecuador, and I have read and understand the rules for each individual institution that I will visit.
- I understand that USFQ cannot accept responsibility for personal possessions left on the property.
- I release Universidad San Francisco de Quito and all affiliated branches from all responsibility and liability for my failure to respect Ecuadorian law, for any injury and/or illness resulting from accidents, or any other causes.

Ecuadorian Drug Laws

It is important to understand Ecuador's position in the international fight against drugs and know the laws related to possession and use of drugs here. Ecuador is sandwiched between Peru and Colombia, the world's two largest cocaine exporters, making it a key transit point for drugs shipped to Europe and the U.S. In addition, the U.S. dollar is Ecuador's national currency, making illicit transactions and money-laundering easier. Narcotics trafficking, the growing presence of international drug mafias, and violent crimes related to drug trafficking have been on the rise in Ecuador over the past decade. In an effort to avoid becoming a drug haven, the Ecuadorian government takes drug possession and use very seriously and punishes any drug related incident very severely.

If you are put in jail for the use, possession, cultivation, processing, selling, or exporting of narcotics (including hashish, marijuana, opium, heroin, and cocaine), the minimum penalty is 5 years in jail with a maximum penalty of 12 years in jail plus heavy fines.

Foreign citizens convicted of drug related charges in Ecuador serve their sentences in Ecuador, where conditions of confinement are harsh and far below U.S. and European standards. There is no bail for drug related crimes and there is little your home embassy can do to help in the case of arrest on drug related charges.

SPECIAL CAMPUS RULES :

USFQ International Programs Office has a ZERO Tolerance Policy for any students caught using or possessing drugs. Any student caught using or possessing drugs, will be removed from the program without an option for any refund.

No alcoholic beverages are allowed on the USFQ campus in Cumbayá, Research Stations (Tiputini, Paluguillo, etc.), the Galápagos campus, or in student lodging during academic or sponsored activities.

COURSE INFORMATION

USFQ Academic Policies and Procedures

The Ecuadorian Government's standardized credit system is based on 4 credit courses (for 45 contact hours). However, for all international students, official transcripts will be issued using the previous system where 3 credits are earned for 45 contact hours. Please be aware that even though you will register for a 4 credit class in the Ecuadorian system, on your transcript the same class will be worth 3 credits (same as the U.S. credit system).

Course Registration

If you want to take a class that is full, please contact the professor and check the website constantly to see if someone drops the class. The link to check classes is: <https://evaluaciones.usfq.edu.ec/banner/ssb/cursos.htm>. On that website, you can find the professor's e-mail address, a description of the class, and any prerequisites the class might have. If the class has prerequisites in order to enroll, please contact Veronica Castelo (vcastelo@usfq.edu.ec) for assistance. It is always a good idea to have back-up course options just in case you decide to drop one or more classes after the semester begins. For the first week of class you should make a list of your course NRC numbers and classroom locations so you can visit all the classes you are interested in and decide which ones you wish to stay in and which ones you want to drop.

The maximum number of credits an international student can enroll in during the semester is 24 credits (six classes for a total of 18 U.S. credits), or 12 credit hours during the summer session (three classes for a total of 9 U.S. credits).

Remember you need to remain enrolled in at least four classes (16 USFQ / 12 U.S. credits) to maintain full-time status during the semester and two classes (8 USFQ / 6 U.S. credits) during the summer term. Not maintaining full-time enrollment status is grounds for dismissal from the program.

Drop/Add or Withdraw from a Course

There are no fines for late registration and late withdrawal after the add and drop dates but after a certain period of time you won't be able to do anything to your schedule. Therefore, **it is important that you confirm that you are actually registered for the courses you think you are.** Please verify your registration prior to the end of the add/drop period.

If you decide not to take a course but fail to withdraw, you will receive an "N" for that class, which will count as an "F" in calculating your GPA. Keep in mind that USFQ will issue transcripts whether or not they contain "N" or "I" (Incomplete) and you will need to request a corrected transcript once you resolve these issues. However, transcripts will be held if you have outstanding debts, unreturned library books or unpaid fines. It is YOUR responsibility to resolve any such problems before you leave Ecuador. Transcripts will be sent to the home university for

students coming through exchange agreements. "Independent" students must provide the Office of International Programs with the address to which they wish to have their transcript sent.

Please reference the academic calendar and important dates found on the OPI website at http://www.usfq.edu.ec/programas_internacionales/exchange_students under FORMS. **You are responsible for knowing and following this information.** Final exams cannot be taken early except in cases of illness or extreme extenuating circumstances, so plan accordingly.

Course-related Excursions/Trips

Some courses may include academic excursions or field trips as part of the course requirements. These may be for a day or overnight, and may carry an additional fee. **Please be aware such trips can be a mandatory part of a course if stated as such in the course syllabus, including date(s) and cost.** These can occur on the weekends, evenings, or even during semester breaks when the university is closed and classes on campus are not occurring. **If you are not able to participate in an academic trip that is mandatory for a specific course, it is best not to take that course** as non-attendance in required course activities could negatively impact your grade.

Course Textbooks

The professors will let you know what to get and where. Usually you can buy all that is needed for the class at the Xerox place.

VISA REGISTRATION AND RELATED INFORMATION

IMPORTANT: With the 12-VIII Cultural Exchange Visa, YOU CANNOT WORK during your stay in Ecuador!!!

How to Register Your Visa

You must complete the entire process below, which includes going to the DIRECCION GENERAL DE EXTRANJERIA, **within 25 days of entering Ecuador.**

- Before going to the Dirección General de Extranjería, check your passport to make sure you have a "SELLO DE ENTRADA" (ENTRANCE STAMP). Additionally, upon arrival at the airport, your passport should have been stamped with a seal stating your type of student visa: 12-VIII.
- If you have a T3 stamp instead, which is a tourist visa, advise the Office of International Programs immediately.

DIRECCION DE EXTRANJERIA

E-mail: extranjeria@ministeriodelinterior.gob.ec

Go to the Dirección General de Extranjería at Av. 6 de Diciembre y Av. Colón (between La Niña y Colón), Horario de Lunes a Viernes, Monday-Friday: 8:00am- 4:30 pm. Telephone: 2540-784. You should bring:

- a. Original passport

b. Original "CERTIFICADO DE VISACION" (*In the packet of papers you received from the Ecuadorian consulate, you received a paper with your picture on it. This is the Certificado de Visación.*) If you forgot to bring this with you, you will have to pay for a new one at the Cancillería, which is located at 10 de Agosto and Carrion. Their hours are from 9:00am - 12:30pm. You can reach them by telephone at: 2227-025. This costs US \$10.00 (ten dollars) and takes approximately 1 week to process. Check with the OPI about the documents that you need. **This is a process you must do individually.**

c. Color copies of:

- the photo page of your passport
- the page with the "Entrance Stamp" into Ecuador
- the page with your Ecuadorian visa

d. \$4.00 in cash to cover the fee for your Empadronamiento

Since you must carry your original passport with you, please be extra careful with your personal items during this process!!!!

When you enter the Extranjería, you will need to get in line to get a **turno** (a ticket with your numbered slot in the queue).

Once your number is called, you will turn in all of the above documents to the attendant (they may or may not ask you to leave your original passport with them). You will be given a blue paper receipt with a code on it that you will need to pick up your documents. **PLEASE BE CAREFUL WITH THIS PAPER and PUT IT IN A SAFE PLACE!!! IF YOU LOSE IT, IT CAN BE VERY COMPLICATED TO GET YOUR PASSPORT BACK or COMPLETE THE REGISTRATION PROCESS!**

After turning in your documents, they will ask you to go to the "Caja" (the far left window) to pay \$4.00. After, you will need to have your photo taken, and then return to the window where they took your documents to complete the process for that day.

You will likely be asked to return (often they do not complete the process on the same day) 3-5 days later to receive the registration stamp in your passport. If they do not keep your original passport, you will need to bring it with you on the day the attendant indicates.

Again, please put the small paper in a safe place in order to avoid complications in completing your visa registration process.

It is **VERY IMPORTANT** that you keep a **PERSONAL COPY** of all of the above documents for your records in the case that your documents are misplaced or you need them while the Extranjería is processing your paperwork.

What to Do If You Lose Your Passport

If you have lost your passport or it has been stolen, please contact your home country's nearest embassy or consulate (see reference chart in this manual).

REMINDER: Please keep personal copies of your passport and visa in a safe place (home/scanned to the computer/etc.) in case you need them. Having copies will facilitate replacing any important documents.

REMINDER: You should not carry your original passport with you unless the situation specifically requires it. Instead, carry a copy of your passport. It's a good idea to keep another copy of your passport and visa in a safe place. This will minimize the hassle of replacing these items! It's expensive to replace a lost passport overseas. If you have visitors, they should also carry photocopies of their passports.

Leaving Ecuador

For international departures, please note that you must:

1. Reconfirm your flight at least 48 hours in advance
2. Be at the airport 3 hours before the scheduled departure time

SAFETY ISSUES

Tips to Avoid Theft

The following are some tips on how to avoid theft during your stay in Ecuador. (This information is especially helpful while you're traveling in large cities, such as Quito).

- Dress down. Don't go out wearing expensive jewelry or watches—they make you a target.
- Leave as much money as possible in your hotel/home (preferably in a safe-deposit box) and conceal what you take with you by using a money belt or a leg pouch. Keep a small amount of change in your pocket, so you don't have to dig in your money belt for small purchases.
- Make copies of your important documents, card numbers, etc., and give them to a trusted companion. It's also a good idea to leave copies of important documents and numbers with a relative at home, or store them on password protected email account so that you can access them from anywhere.
- When you feel unsafe it's not always paranoia— it's better to trust your instincts. If you get that feeling, grab a taxi or go into a place with lots of people.
- Walk confidently with your head up and be aware of what is happening around you.
- Like anywhere, find out where the unsafe parts of town are and avoid them.
- Foreigners are required to carry identification, which you can do by carrying a photocopy of your passport. Don't carry your real passport around with you unless absolutely necessary.
- Keep all important documents in a secure place, such as an inner pocket or a pouch that is hidden under a layer of clothing.
- Do not carry shoulder bags that can be easily swiped. If you have a backpack, wear it in front of you—where you can see it—rather than on your back (especially when on the street or using public transportation). Keep a firm grip on your valuables.
- When in a big city like Quito, get to know it a little by studying a map before you set out: standing on street corners consulting a map makes you more vulnerable. If necessary, step into a store before you take out your map. Remember, having an air of confidence (no matter how false!) is good protection.
- Be especially vigilant whenever out after dark. Whenever possible, travel in groups.
- Be careful when visiting banks, *casas de cambio*, and ATM machines: criminals are on the lookout for foreigners going to and from these places with large amounts of cash.

- Whenever possible, carry credit cards instead of large sums of cash. You can always cancel your cards but you can't get hard currency back.
- Be wary of people who are too friendly too quickly, or that offer to show you around. Use your judgment and don't worry about appearing rude.

Street Smarts

Like other big cities, there are areas of Quito that you should never visit, and you should always be aware of your surroundings. You need to use common sense and be street smart. Don't take unnecessary risks. **Do not walk or take buses alone at night – especially women.** Please take heed of the warnings from USFQ staff, your host family, or other locals even if they seem overly cautious. It's best to take their advice since you are unfamiliar with the city, the language and the customs.

Do not go into La Carolina Park after dark. **Be very careful in La Mariscal, “la zona,” which is the main nightlife area in Quito. Crime has increased in this area recently, and tourists are a common target.** The bus station in Quito is not a good place to hang out at night, or during the day. Limit the length of time you spend there. Do not climb Pichincha, the mountain on the west side of the city, alone or in groups. It's a good idea to move around the city in groups and avoid all parks at and after sunset.

Don't pull your wallet out and start counting your money in public. Wear your money around your neck or your waist, and avoid keeping it in your back pocket. Be careful with your camera. When in the bus, trole, or ecovía, hold your backpack in front of you, not on your back.

Unless traveling with a large group, women should always sit in the backseat of a taxi.

If you decide to drink alcohol, please do so moderately. Your chances of being robbed increase proportionately to your level of intoxication.

Areas to **AVOID** in Quito:

- El Panecillo
- Mount Pichincha
- Parque La Carolina, Parque El Ejido, Parque La Alameda: dangerous after dusk
- Ipiales and Centro Histórico (Old Town): robbery common
- La Mariscal (Amazonas- “La zona”): bar area with muggings and theft probable
- Bus terminals: watch your belongings
- Low-income neighborhoods in the extreme south and north ends of Quito
- Street parties where there are a lot of people and alcohol
- Crowded marketplaces/crowded streets
- Look-out spots (miradores): Guápulo, Itchimbia

Areas to AVOID in Ecuador in general:

- Beaches: Robbery can occur in crowded areas. Sexual assault can occur in deserted areas. Strong currents and undertow are common and not posted. Normally there is no lifeguard on duty. **Epecially avoid going to Atacames and Guayaquil.**
- Bus terminals
- Markets
- Deserted parks
- Areas close to the Colombian border (risk of kidnapping)

Physical or Sexual Assault

If you are assaulted or abused, contact your resident director (if you are through a program that has one) or the USFQ International Programs Office. The purpose of this section is not to scare you or make you feel paranoid, but it is imperative that you remain aware of your surroundings and use your common sense. **Most crime in Ecuador is non-violent with robbery as the motive.** Of course, these types of crimes can become violent unexpectedly, especially if the criminals don't get what they want or meet with unexpected resistance. Because you're from a different country, you will attract attention, some positive, some negative, and you will stand out. At home, it is easier to judge situations, but if the culture is unfamiliar, it can be more difficult to recognize a threat.

You will greatly improve your chances of safety by not drinking in excess, or using drugs. Alcohol and drugs will affect your judgment, and make you an easy target for thieves. There have been recent cases in Ecuador where people have accepted a drink, cigarette or food from unknown people or new acquaintances only to later realize that the item was drugged. They wake up to find belongings missing, or evidence of personal/physical assault. Please do not accept things from strangers or recent acquaintances, and **make sure to watch your drink in the bars.** Never leave it unattended!

In the U.S. and Europe, women have considerably more freedom and independence than in many developing countries. At home, you can do things alone, without attracting any special attention, but please do not assume that you can behave that same way in other parts of the world. What is normal behavior at home could be risky or foolhardy in another country.

When travelling in Ecuador, please exercise extreme caution. Do not trust strangers and try to always be part of a group of people you know. Do not favor situations in which you might find yourself alone, without your fellow travelers, even if you are with your "recently met friends."

If you are assaulted, please:

Get to a safe place as soon as possible. If you don't have any money, take a taxi and ask the driver to wait outside until you can go inside and get money. Call a friend, host family member, your resident director, or USFQ OPI staff member if you need transportation, help dealing with the police, medical exams, or someone just to listen and talk to.

If you have suffered a general physical assault, go to a hospital. In case of sexual assault, it is best to get a medical exam right away, without taking a shower or changing clothes. Both men and women should be sure to request tests for STDs and women should be tested for pregnancy. Morning-after pills are available in Ecuador, but only if prescribed by a doctor. They must be taken within 72 hours after unprotected intercourse.

Go to the police to report the incident. It's a good idea to call your resident director or the USFQ Office of International Programs for help with this process.

Your country's embassy citizen services office can provide assistance as well.

Resources and Organizations

USFQ – María Gabriela Romo
International Student Counselor
2971895 (office)
mgromo@usfq.edu.ec

CEPAM - Centro Ecuatoriano para la Promoción y Acción de la Mujer
Address: Luis Cordero E6-11 y Reina Victoria, Edificio Gabriela Mistral, piso 1 oficina 102
Telephone: 222 4994

Fundación Fabián Ponce- Psychological counseling and legal support
Address: Av. 10 de Agosto 1564 y Jorge Washington, Edif. Botar 2 piso
Telephone: 23216912 -3217033 – 2522758 – 3214691 - 3215940
Website: <http://www.fundacionfabianponceo.blogspot.com/>

Patricia Almeida Brown
Address: Av. República 700, Edificio María Victoria
Telephone: 2550404 / 2255061

Earthquakes

If an earthquake occurs, you should do the following:

When outdoors:

1. Move quickly away from buildings, utility poles, and structures. The safest place to be is in the open.
2. CAUTION: Always avoid power or utility lines as they may be live.
3. If in a moving vehicle, stop in the nearest safe place available - preferably an open area away from structures, power lines, and trees. Stop as quickly as safety permits, and stay in the vehicle.

When indoors:

1. Duck, Cover and Hold. Take cover next the nearest sturdy object such as a desk, or a table. Make sure to hold onto the object since it will probably move during a large earthquake.
2. Keep away from and avoid bookshelves, file cabinets, and overhead fixtures.
3. Shut off gas and electricity to any equipment being used - i.e. hotplate, Bunsen Burner, etc.

Evacuate to: Parking lots and open areas. Watch for downed power lines, and fallen debris. The Office of International Programs and program coordinators will provide additional information about evacuation areas. **Once you are in a safe area communicate your whereabouts and well-being to your program coordinator or the Office of International Programs.**

Plan ahead: Do not store heavy items on high shelves. When possible, locate bookcases and file cabinets away from areas where people normally sit for long periods of time (i.e. desk). Know your evacuation route and evacuation area.

Following an earthquake USFQ authorities will check the exterior of campus facilities for damage and stability. Use due caution and follow procedures.

1. Do not go inside if it appears unsafe.
2. Beware of loose or dangling electrical wires. Do not touch.
3. Check gas appliance connections for signs of gas leaks. Do not light a match.

Volcanic Eruptions

Volcanic hazards include gases, lava, landslides, earthquakes and explosive eruptions. In the case of this type of impact, you should do the following:

Before

- Find out if the USFQ campus is in a danger area
- Prepare to evacuate
- Classes will be dismissed
- Store emergency supplies, food, and water
- Planning of escape routes

During

- Put on heavy shoes and protective clothing
- Listen to the news for updates on the volcano
- Do not return home until the eruption is declared over and lava flow and fires have stopped
- Prepare to travel on a confirmed route
- **Once you are in a safe area communicate your whereabouts and well-being to your program coordinator or the Office of International Programs**

After:

- Listen to the news reports for confirmed information and instructions, including location of Red Cross Disaster Stations and shelters
- Use caution when going home. Do not return unless advised by authorities that conditions are safe and roads are clear.
- Avoid volcano damaged areas and lava flow areas

HEALTH

Health Insurance

All international students are required to have insurance in order to be accepted in the program. USFQ does not provide health insurance but students can utilize the clinic services and pay in full at the time of service. Additionally students will need to **keep ALL of their receipts** and present them to their international insurance company for reimbursement. Students are responsible for verifying with the international insurance company if there are specific forms to be signed by the doctor at the time of the visit.

For any medical issue you can always seek the assistance of your program coordinator or the Office of International Programs.

Finding a Doctor

If you get sick while in Ecuador, please let your resident director or USFQ OPI staff member and your host family (if applicable) know. The Office of International Programs, your program resident director and your host family are all sources of information and can refer you to a doctor. Included in this booklet is a list of recommended physicians and health facilities in Quito.

Altitude

You will arrive in Ecuador's capital city, Quito, which has an altitude of 2,850m (9,350 feet) above sea level. At this altitude even healthy, athletic people may become ill. Once you have adjusted to the altitude, you should feel the same as you do at lower elevations. However, upon arrival, some individuals experience an increased rate of breathing, a faster, pounding heart rate, headache, lightheadedness, nausea, vomiting, loss of appetite, and/or temporary sleep disorder. These sensations are normal and will disappear as you acclimatize.

When traveling to high altitudes, you should rest the first 12-24 hours in order to adjust to the lowered oxygen content in the air. If you are prone to acute mountain sickness, you may also want to consult your physician about obtaining some acetazolamide (such as Diamox). **NOTE:** This medicine is contra-indicated for those allergic to sulfa drugs and that you should discuss taking such medicines with your physician.

Important Notes

Drink lots of water: Dehydration naturally occurs at high altitudes because the air is thinner and dryer. For this reason, the human body loses water in larger amounts. To prevent headaches and lightheadedness, increase your fluid intake by at least two glasses of liquid per day. The liquids can be juices, soft drinks, broth or water. If you're physically very active, it's recommended you drink 12-13 cups of fluids per day to compensate!

Be careful with alcohol and sedatives: Alcohol and sedatives may have a greater effect at high altitudes.

Eat light at first: The first few days in the altitude you should eat less in order to allow the stomach to adjust to the reduction in oxygen. Avoid alcoholic beverages and caffeine.

Carbs are good: Carbohydrates can help to relieve altitude symptoms. Foods high in starch (pastas, potatoes) and non-chocolate candies are good sources of carbohydrates.

Build up gradually to regular physical activity: Exercise and activities should be limited the first week or so in the altitude. When acclimatization has occurred, the individual should begin exercise slowly, not at the same rate as at lower elevations.

Wear sunscreen (minimum SPF15)! Because of the altitude, you are at greater risk of sun and ultraviolet exposure, which will increase the possibility of sunburn and skin damage.

Water Safety

Never swim, snorkel or dive alone. Always go with at least one other person, and always advise a staff member of where you will be. Strong currents and undertow are common and are not posted. Normally there is no lifeguard on duty. BE SAFE!

Dog Bites

You will notice many street dogs in Ecuador. If at any time during your stay you are bitten by a dog, contact a USFQ staff member immediately. If you are bitten, you must get a rabies vaccination right away, unless you can prove that the dog has been vaccinated.

Sexual Health

As you know, the HIV virus and all other sexually-transmitted diseases are prevalent around the world. Students are strongly encouraged to take the proper precautions regarding sexual activity during their study abroad program. If you have sex, PLEASE DO SO SAFELY!

Diarrhea

Because of the changes in food and water, it is not uncommon for students to experience diarrhea and other stomach ailments while in Ecuador. You will need to watch what you eat and drink during your stay. Do not just eat what your Ecuadorian friends are eating. Their systems have adapted to bacteria here that will be new to your system. You can expect a certain amount of stomach discomfort and may experience cramps, nausea, vomiting and diarrhea. Don't be too alarmed or embarrassed by this; it is normal and you will eventually adjust.

If the diarrhea is severe and lasts for a few days, you could become dehydrated. This is only exacerbated by the altitude in Quito, so be sure to drink at least 3 liters of clear liquid a day. Gatorade, Tesalia Sport, Pedialyte or water with a little sugar and salt are good ideas. Avoid caffeine and milk-based products. A common suggestion to help deal with traveler's diarrhea is the B.R.A.T diet: (B: bananas, R: rice, A: apple sauce, T: toast).

If the conditions last for more than 3 days, or if you have blood in your stool, severe abdominal pain and/or a high fever, advise your resident director, USFQ OPI staff member and your host family (if applicable) immediately for medical assistance.

Prescriptions

If you take daily prescriptions, please bring enough to cover your time in Ecuador. Mailing prescriptions is costly and not very reliable. Many prescriptions sold in the U.S. are not sold in Ecuador, so please don't count on finding the medicine you need here.

In addition, if you become ill in Ecuador and need medicine, you do not need a prescription for most medicines here. However, please note that when you go to a pharmacy, you are likely not talking to a trained pharmacist. If you are given a medicine for a cold or other ailment, please google it before you take it to make sure it is 1) appropriate for your illness, i.e. not an antibiotic for a virus, and 2) that you are not allergic to any of its components. In general, just be careful when taking new medicines and know your health is ultimately your responsibility.

Malaria, Zika, Chikungunya

Malaria is found in Ecuador at altitudes below 1,500 meters and Zika and Chikungunya below 2200 meters. While it is not a problem in Quito you should take precautions if you plan on traveling outside of Quito to areas below this altitude, especially to the coast or rain forest. Lariam is the drug that the Center for Disease Control and Prevention recommends.

- You greatly increase your chances of safety by taking these steps when in high-risk areas:
- Wear long sleeves and long pants.
- Avoid sheer fabrics, sandals, shiny jewelry and perfume.
- Use an insect repellent with at least 30% DEET on your skin.
- Stay inside at dawn, dusk and after dark.
- Visit rural and low-lying areas during the day.

- If you will be visiting an area where there is risk for malaria, take your malaria prevention medication before, during, and after travel, as directed.
- If you experience flu-like symptoms while in a malarial area, contact a physician immediately.

For more information check this link: <http://www.cdc.gov>

Food and Water

To stay healthy and avoid getting sick:

- Wash hands frequently with soap and water.
- Drink only bottled or boiled water, or carbonated (bubbly) drinks in cans or bottles.
- Avoid tap water, fountain drinks, and ice cubes.
- Avoid juice in restaurants that might not be made with purified water
- To purify tap water, boil it for AT LEAST 2 minutes at a constant, rolling boil.
- Use safe water for brushing your teeth and taking medications.
- Eat only thoroughly cooked food or fruits and vegetables you have peeled yourself.
- Avoid all raw or undercooked fish, shellfish and meat.
- Remember: boil it, cook it, peel it, OR FORGET IT.
- Don't eat food purchased from street vendors.
- Don't eat dairy products unless you know they have been pasteurized.

Heat and Sun Exposure

It usually takes several weeks to adjust to the heat and humidity. (Note: In Quito you will experience dry heat because of the high altitude. For students traveling to the Amazon and the Galápagos, you will experience high levels of heat and humidity.) During this time, one should reduce the amount of strenuous exercise performed and gradually build back up to one's former level of exercise. If possible, try to schedule exercise during cooler parts of the day and drink plenty of water before, during and after exercising.

Sun exposure causes not only a tan, but ultimately may result in sun-damaged skin or even skin cancer. The period of time between 10 AM and 3 PM is when tanning (and skin cancer causing) ultraviolet light is strongest. If you can, cover your skin and wear a hat with a brim. In addition, applying sunscreen with a minimum SPF factor of 15 will provide additional benefit. Sunscreens may need to be applied repeatedly when swimming or exercising. If you tan easily at home, please still take extreme precaution when sunbathing in Ecuador. Because we are on the equator, the sun is much more direct and can quickly and easily burn your skin.

Eye Irritation

The dryness combined with altitude sometimes makes contact lenses uncomfortable or difficult to wear in Quito. If you wear contact lenses, we recommend that you use rewetting drops to sooth dry/irritated eyes.

The intensity of ultra-violet rays on the eyes can also cause discomfort. It is wise to wear quality sunglasses anytime you are in the sunlight for long periods of time.

Do not take unnecessary risks with your health!!!

Many foreign embassies have a list of excellent multilingual doctors. If you visit an embassy recommended doctor, expect primary care equal to what you would receive at home. However,

if you are unable to see an embassy recommended doctor or medical professional, be aware that the care you receive can vary from excellent to incompetent, especially in small towns.

List of Doctors (Quito)

The following doctors have worked with USFQ international students in the past:

Family Doctor / Internal Medicine

Dr. John Rosemberg / Dr. Edmundo Torres 096007057 (Both Speak English)

Address: Foch 476 y Almagro - Medcenter

Telephone: 2521104 / 0999408358 / 0999739734

E-mail: jrd@pi.pro.ec

Dr. Alvaro Dávalos. (Tropical Medicine)

Address: Av. Mariana de Jesús y Occidental. Edificio Meditropoli, across from Hospital Metropolitano / Of. 2021

Telephone: 2922185

E-mail: adavalos@pi.pro.ec

Allergist

Dr. Gualberto Arias

Address: Av. Mariana de Jesús y Occidental. Centro Médico Meditrópoli, 4to. Piso, Of. 415

Telephone: 2260555

Email: gariass@hmetro.med.ec

Dentists

USFQ's Dental Clinic / Telephone: 2971945

Dr. Gerzon Cabezas (Orthodontist)

Address: Moreno Bellido 217 y Amazonas

Telephone: 2525518 / 2501500

Dermatologists

Dr. Oswaldo Viteri

Address: Av. Mariana de Jesús y Occidental. Centro Médico Meditrópoli, Of. 410

Telephone: 2271911 / 2437307

Dr. Víctor Hugo Moncayo

Address: Av. Mariana de Jesús y Occidental. Centro Médico Metropolitano, Of. 310

Telephone: 2468672 / 2463361 / 0999724083

Dr. César Augusto Sandoval

Address: Av. Mariana de Jesús y Occidental. Centro Médico Metropolitano

Edificio Meditrópoli: Of. 617

Telephone: 2260563 / 2269092 / 0992081264

Ear, Nose and Throat

Dr. Rodrigo Albán

Address: Calle A No.19 y Mariana de Jesús. Centro de Diagnóstico ORL

Telephone: 2250500 / 2462753

Dr. Ramiro Yépez H.
Address: Av. Mariana de Jesús y Occidental .Hospital Metropolitano, C1, Consultorio 24
Telephone: 2251950 / 2459547

Gynecologists and Obstetricians

Dr. César Argüello
Address: Vicente Cárdenas 286 y Amazonas
Telephone: 2253718 / 2267573

Urologist

Dr. Oscar Gilbert
Address: Suiza 209 y Eloy Alfaro. Clínica de Urología
Telephone: 2456456

Dr. Milton Paz y Miño
Address: Av.6 de Diciembre y Colón, Edif. Antares 8vo. Piso, Oficina 805
Telephone: 2238815 / 0999492564

Surgery

Dr. Gastón Guerra Plaza (Speaks English)
Cirugía General / Cirugía Oncológica / Laparoscópica
Address: Hospital de los Valles, Consultorio #314
Telephone: 2378890 / 0999444661
Website: gastongg1@yahoo.com

Laboratories

Clínica USFQ – Telephone: 2971912/13

Hospitals

Hospital de los Valles (Cumbayá)
Address: Av. Interoceánica Km 12 ½-Cumbaya
Telephone: 2977900
EMERGENCY: 2977911
Website: <http://www.hospitaldelosvalles.com/>

Hospital Metropolitano
Address: Av. Mariana de Jesús y Occidental
Telephone: 3998000
Talk Free Numbers: 1800 hmetro (463876)
Website: www.hospitalmetropolitano.org/

Hospital Vozandes
Address: Villalengua Oe2-37 y 10 de Agosto
Telephone: 2262142
EMERGENCY: EXT: 3051
Website: <http://www.hospitalvozandes.org/>

Clínica Pasteur
Address: Av. Eloy Alfaro N29-248 e Italia.
Telephone: 2992400
EMERGENCY EXT: 220

Hospital de Clinicas Pichincha
Address: Páez No. 22 - 160 (entre Ramirez Dávalos y Veintemilla)
Telephone: 2998 / 2562 - 296 / 2562 - 410
Website: <http://www.hcp.com.ec/>

COMMUNICATIONS

USFQ Cell Phone Plan

All international students at USFQ have the option to receive an Ecuadorian cell phone SIM card with a monthly plan at no additional cost. The plan is through the provider Claro, and provides up to \$10 worth of voice calls, 400 text messages per month for the duration of the semester and unlimited whatsapp, twitter and facebook. Students can additionally opt to purchase a basic model cell phone through Claro for a fee (approximately \$60). **Students wishing to participate in this plan must complete the electronic form with the Office of International Programs by the specified deadline.** The SIM cards (and phones) will be distributed on campus during the first few days of your arrival to Ecuador. Participation is voluntary, however students who do not opt to participate in the plan will not receive a fee reduction.

Phone Calls

Telephone service is very expensive in Ecuador. Placing an international call through a local operator costs up to three times the amount it would cost with a calling card. If you don't have access to a calling card, you can use an Andinatel office (cabina telefonica) or an internet cafe to place your call (available throughout Quito).

When using a land line, there is a charge for each local call, which is especially high when calling cellular phones. Talk with your host family about the use of the telephone. Some families may have blocked calls to cellular phones.

NOTE: The most economical way to make an international call from Quito is in an internet café, where the average cost is \$0.10 cents/minute to call the U.S. or Canada.

AT&T operator: 999-119
MCI operator: 999-170
SPRINT operator: 999-171
National operator: 116

International Calls to Ecuador

To call Quito, Ecuador:

593 (country code) + 2 (regional code) +7-digit phone number

To call a cell phone in Ecuador:

593 (country code) + 9 + 8-digit phone number

To make calls from public phones, you will need a phone card. Movistar and Claro are the most widespread. Phone cards may be purchased in Movistar or Claro agencies, as well as in many pharmacies or other small stores in denominations as low as \$3. To make a call from a public phone, you must first dial the city code (02 for Quito, 05 for Galapagos) and then the number. To dial a cell phone, you must first dial 09 and then the 8-digit number.

Email

The reliability of communication by email is good, but not at the same level of convenience you may be accustomed to. Please be patient! There are many internet cafes in Quito.

USFQ's computer labs are located in DaVinci, Einstein, Eugenio Espejo, Newton, and Maxwell. D301(PC),E200(PC),E202(MAC),E203(PC),E400(PC),E401(PC),EE300,N14(PC),N218(PC),M3 12(PC). The computers are connected to the Internet, except for E200 (PC). There are no printers in our computer labs, but you can take your work on an USB flash memory to the Xerox Center to get it printed, or use the printers at internet cafés. You may make photocopies on campus at the Xerox Center or the second floor of the library. There are some other copy centers outside of campus.

If you brought your laptop, the USFQ campus has wireless service almost everywhere. You need to have your computer activated at one of the IT offices in the Einstein building (2nd or 3d floor next to the computer labs, or 3rd floor at the IT main offices) during the scheduled hours. International students can also connect to USFQ WiFi on their smartphones. This option is ONLY available to international students, not to the national Ecuadorian students. You will need to have this service enabled on your phone at the Office of International Programs.

Stop by the OPI if you have problems finding the USFQ IT offices.

Postal Mail

Post Offices in Quito

- Reina Victoria and Colón (Edificio Torres de Almagro): Mon - Fri 8:00–18: Sat 8:00–12:00
- Airport Mariscal Sucre (National Departures): Mon - Fri 8:00-13:00//14:00-17:00 Sat 8:00 – 12:00
- Japón N36-153 and Naciones Unidas: Mon-Fri 8:00-18:00 Sat: 8:00-12:00
- La Esquina, Cumbayá, around the corner and down the hill from USFQ
- Eloy Alfaro 354 and 9 de Octubre: Mon-Fri 8:00-18:00 Sat 8:00-12:00
- Centro Comercial Naciones Unidas, local 58

Your host family can advise you of the post office closest to your home

For more information visit: <http://www.correosdelecuador.com.ec/>

Air Courier Services

DHL Av. República and Diego de Almagro (2485100),
Av. Eloy Alfaro and de Los Juncos (2485100)
In CCI (Naciones Unidas y Amazonas) and in Villa Cumbayá (right in front of the campus: Telephone: 2893777)

FEDEX Quicentro Shopping, (3er floor)
Tomás de Berlanga 339 (between Shyris and 6 de diciembre) (Telephone: 6017800)

UPS Tomás de Berlanga 473 and Av. de los Shyris (Telephone: 2445717)

Be patient with the Ecuadorian postal system. It may not be as fast as the one you are used to. If you have packages sent to you from home, please advise your family to put no commercial value on the customs form, or at least the lowest possible value, as doing so will require you to pay an additional fee upon receipt, which is rather expensive. Customs procedures are also much easier if the package is sent by air and not by sea.

Mailing Address: USFQ OPI

This is the address that should be used to receive mail:

YOUR NAME / YOUR PROGRAM
c/o Programas Internacionales
Universidad San Francisco de Quito
Diego de Robles S/N y Pampite-Cumbayá
P.O. Box 17-12-841
Quito-Ecuador
Teléfonos: PBX (593) 2 2971700

CULTURAL NOTES AND INFORMATION

Introduction to Ecuador

With its relatively small territory (283,561 sq. km/ 98,985 sq. miles), Ecuador has the greatest biodiversity per area in the world. According to a study carried out by Conservation International, Ecuador is ranked among the 17 “mega diverse” countries, which also include the United States, China, Australia, Brazil and México. With 9.2 species per km², it ranks first place in the world in terms of diversity of species per area.

The richness of this country lies in its diversity, both natural and cultural. Ecuador has four diverse and rich regions: the Amazon rainforest, the Coast Region, the Andean highlands and the Galápagos-archipelago. These four regions are subdivided into 24 provinces. Besides its exuberant biodiversity, Ecuador embraces an impressive variety of ethnic groups, including some “untouched” communities, which still preserve traditional values and cultural expressions from ancient times.

Basic Facts

Official Name: Republic of Ecuador
Independence Day: August 10, 1809
Type of government: Democratic Republic
President: Rafael Correa
Area: 283,561sq. Kilometers
Population: 15,223,680 (July 2011 est.)
Capital City: Quito (population 2.2 million)
Main cities: Guayaquil, Quito and Cuenca
Official languages: Spanish (official), indigenous (Quechua, Shuar)
Religions: Roman Catholic 95%, other 5%

Culture shock is a real part of traveling abroad, and you can expect to experience it to a certain degree while you are in Ecuador. While culture shock affects everyone, it affects different people in different ways. You may have a mild case of it, while your friends experience more extreme symptoms, or vice versa. Culture shock can last for a while, or only a brief period of time.

According to Kalvero Oberg, one of culture shock's earliest researchers, "when an individual enters a strange culture, all or most familiar cues are removed. He or she is like a fish out of water. No matter how broad-minded or full of goodwill s/he may be, a series of props have been knocked out from under him/her."

Since you'll have to re-learn many basic things like how to greet people, what to say to them, how to purchase things, when and how much to tip and how to ride the bus, for example, be aware that this relearning will affect you. You may experience discomfort, irritability, bitterness, resentment, homesickness and/or depression (Robert Kohls).

So, even though you know you're in a different culture, you may have subconscious expectations that things will be like they are at home. When you realize that things and people here are different, you may experience some of the symptoms listed above. Some suggestions are:

- Expect change and difference. Remind yourself to keep an open mind. Avoid overreacting to things just because they are different by telling yourself you can learn from these experiences. Keep your sense of humor. Understand that tasks that are simple at home will make you feel like a 4 year old in other countries.
- Take care of your health! Eat; drink plenty of water and sleep! Speaking in another language can be very tiring.
- Understand that some of your feelings are symptoms of culture shock, and do something constructive to better cope with them.
- Keep your expectations reasonable and be realistic about yourself and your abilities. Relax and enjoy your stay here. Remember that you will not learn Spanish in one, two or three weeks. Realize that you will have good days and bad days, just like you do at home.
- Remind yourself of the reasons you came to Ecuador.
- Be patient with yourself and others. You will not understand how things work all the time, so accept that and go with the flow.
- Try not to compare Ecuador with your home country. That can lead to negative comparisons when in reality, it's just different, not better or worse.
- Talk to your resident director, a USFQ OPI staff member, your host family, or among your circle of friends. Remember that we are all here to help you!

GUIDELINES FOR LIFE IN ECUADOR

Language

Use the "usted" form with older people, "tú" with people your own age or younger. Follow the lead of the person with whom you are speaking.

Don't be surprised if women give each other "pecks on the cheek" even if they are meeting for the first time.

If you are male, shake hands with new acquaintances. If you have become friends, embraces and pounding on the back are common. The best advice is to follow the example of the person you are greeting.

Go through the greeting ritual when family and friends come to visit even if you are up in your room—make a point of coming down to greet them.

It is often customary to stand up then kiss or shake hands to greet someone who walks into the room.

Show respect/deference to older people (who will usually do most of the talking). If you are not drawn into the conversation you may excuse yourself after 5-10 minutes of being present.

“Buenos dias”, “buenas tardes”, “buenas noches”: these terms of courtesy are used frequently in Ecuador when entering a room, taxi, office, or retiring to bed. Greetings upon entering a room are very important. “Hasta luego” is used when leaving a room, taxi, office, etc...

Appearance

Expect to dress up for invitations to baptisms, weddings, graduation parties and other special events (men in a nice suit and tie, women in a nice dress or suit).

Change clothes regularly and keep a neat, clean appearance. Tattered jeans, a sloppy look, torn tee shirts, shoes without laces, shirts with missing buttons, etc. translates as a lack of respect for oneself and those around you. Women especially have to be careful, as the sloppy look is also a “loose” look, which will attract unwanted and often gross attention by males.

Privacy/Sociability

Expect Ecuadorians to respect your privacy, but not always value or appreciate it.

Avoid spending great lengths of time in your room when the family is together.

If you are alone at home and one of the family members returns home, make a point of greeting them and spending a few minutes chatting with them.

If you bring home sweets or pastries you will be considered very impolite if you keep them to yourself. Always expect to share these with whatever family members are present.

Always avoid leaving your diary, personal letters or journal open—even in your room and even if they are in your native language.

Expect family members to walk in unannounced into your room. It’s natural in Ecuadorian culture.

Personal independence is also less of a necessity in Ecuador than in some places. Don’t be surprised, especially women, if families ask you where you are going, with whom and when you will return. Try to be considerate. Introduce your friends and “dates” to your family. Inform them of your schedule especially as it pertains to weekend trips and returning late at night. Family concern for you may sometimes feel overwhelming, but it is usually a sign of respect and honor.

Concept of Time

Expect punctuality for classes, business, doctor's appointments, and meal times at the host family.

Expect unpunctuality for informal parties, get-togethers and that Ecuadorians are much more relaxed about time.

Expect plans for outings/excursions to be made and then broken at the last minute. Ecuadorians usually feel that there's always another day.

Expect impromptu outings that you are informed about at the last minute and go with the flow.

Social Classes

Expect to encounter a pronounced sense of class due to economic, social and racial factors. Analyze rather than criticize. Expect parents to want to know about the social background of friends their children choose and friends you may want to associate with.

Domestic Help

If you live with a host family, it is very likely that your family employs a maid, a gardener and/or driver. You may not be used to having this type of domestic help, and you may be uncomfortable or unsure of how to act at certain times.

If you feel that your host family is not treating the domestic help as you would like them to, please do not intervene. This would be culturally inappropriate and could cause problems between you and your family, or for the employee. Some things may happen that you simply don't understand or agree with, but remember that this may be the rule in Ecuador. If you have a question about something that happens at your home, please feel free to talk to your resident director, an OPI staff member, professor, or friends.

The maid is usually responsible for cooking, cleaning the house and doing the laundry. If you have a favorite piece of clothing, you may want to wash it yourself to avoid accidents. Some families do not have a dryer, so it may take a bit longer than you're used to to get your clothes back.

Family Life

Use the "usted" form with maids to show utmost respect. Avoid spending more time with the maid than the rest of the family. Avoid discussing problems you may be having with the host family with the maid. Keep your room tidy, ventilate your room and make the bed. Expect to watch TV—it is often a family togetherness time. Whether you like what is on or not, think of it as an opportunity to improve your language skills.

Electricity

Electricity is 110 volts and is expensive for some families. Be considerate about lights and hot water use. Sometimes hot water tanks will only be connected during certain hours of the day or night, which may limit the availability of hot water.

Sexuality

You may find that people are much more close-minded or old fashioned, compared to what you are used to, when it comes to the topic of sexuality. Ecuadorian society, especially in Quito, tends to be quite conservative. It is acceptable in some regions for men to have several partners, while women are often expected to be much less open about their sexuality. Homosexuality can still be found to be a taboo topic, and was illegal up until 1998. However, things are changing slowly and younger generations are generally much more liberal than their parents.

Please keep in mind the conservative (you may even think, close-minded) mindset here. If you need someone to talk to about sexuality-related issues, you may always talk to your resident director or to the staff in the International Programs Office.

GLBT Information

Fundación Ecuatoriana EQUIDAD
Address: Baquerizo Moreno E7-86 y Diego de Almagro
Telephone: 2544337
Website: www.equidadecuador.org

Organización Ecuatoriana de Mujeres Lesbianas y Marianas de Jesús
Address: Jorge Juan N31-172 y Mariana de Jesús
Telephone: 2239744 / 0985877724
http://ilga.org/directory/es/detail?o_id=4555

Fundación Causana
Website: <http://www.desafiandomitos.blogspot.com/>
Email: fcausana@yahoo.com
Dirección: Leonidas Plaza 1035 y Lizardo García (Quito- Ecuador)
Teléfono: (593) 255 8321

Proyecto Transgénero - Cuerpos Distintos, Derechos Iguales
Address: Jeronimo Leiton 11 80 y Av. La Gasca,
Telephone: 0995036035 / 0999383861
Website: www.proyecto-transgenero.org // www.casatrans.blogspot.com
Email: info@proyecto-transgenero.org

LIFE WITH HOST FAMILIES

The following is a list of topics we suggest you discuss with your host family at the start of your home stay. The notes are in Spanish to get you started...!

- Uso del teléfono. Recuerda: podrás hacer llamadas locales pero en ECUADOR no existen planes ilimitados, así que tus llamadas deben ser rápidas. Es mejor hacer llamadas a celulares con una tarjeta o en Andinatel. No debes hacer llamadas internacionales desde la casa a menos que uses una tarjeta de llamada internacional. La familia te cobrará el costo de la(s) llamada(s) si suben el monto en la cuenta telefónica. Esto se aplica también para el uso del internet.

- Si la casa tiene alarma, pregunta cómo funciona, si puedes usar la clave y aprende el proceso para quitar / ponerla.
- Consulta si se puede ingerir bebidas alcohólicas y/o fumar dentro de casa y también dentro de tu dormitorio.
- Lavado y planchado de ropa: pregunta por la rutina (días - dónde dejarla/recogerla), avisa si quieres que la guarden o no en tu closet/cajones. Si prefieres lavar tu propia ropa, pregunta cómo usar la lavadora y dónde están los implementos de limpieza.
- Luces de la casa (si hay luces que debes dejar prendidas, cuándo prenderlas y apagarlas).
- Puertas que debes dejar cerradas, ej. Baños.
- Basura (baños, dormitorio) dónde dejar
- Llave del dormitorio (si la hay, si la necesitas)
- Cambio de sábanas (cuándo)
- Cajón con seguridad para que guardes pasaporte, dinero, etc., si no hay, pide a la familia que te guarde los documentos importantes.
- Horas para tomar la ducha: Preguntar a qué hora es más conveniente que la tomes para no cruzarte con los horarios de los otros miembros de la familia, la familia te explicará la norma de higiene que cada familia tiene y que tú debes respetar.
- Si la familia tienen calentador de agua eléctrico, preguntar cuánto tiempo antes debes conectarlo. Aprende a conectar y luego desconectarlo.
- Si la familia tiene calefón para calentar el agua, pregunta su funcionamiento, si tienes que prenderlo hazlo con mucho cuidado porque funciona con gas.
- Toallas a ocupar: (de dónde tomarlas)
- Uso del papel higiénico: pregunta a la familia si debes ponerlo en la basura o en el inodoro.
- Dónde poner los artículos personales en el baño: si quieres que nadie más los use, guárdalos en tu habitación.
- Disposición de la cocina para usarla: si tienes interés en cocinar pregunta cuándo puedes usarla y cuál es la rutina.
- Horario de comidas: averiguar con la familia a qué hora comen.
- Restricciones o preferencia de comidas (especialmente vegetarianos)
- Informa a las familias si tienes alergia a alguna comida, medicamento, animales, etc., esto es muy importante que la familia conozca.
- Indícales que tipo de comidas no te gustan, es mejor no esperar a que te la sirvan para decir que no deseas comerla.
- NO PUEDES BOTAR la comida que no quieres comer. Pregunta a tu familia donde puedes poner lo que no quieres comer. En Ecuador, se trata de ayudar a que toda persona pobre tenga un plato que comer. NO SE BOTA la comida.
- Conversa con la familia si quieres estar más tiempo solo/sola, en vez de encerrarte en tu cuarto (se pueden preocupar o tomarlo como algo ofensivo)
- Conversa con la familia sobre los temas que prefieres no tratar (religión, política, et...) – hay estudiantes que no hablan de estos temas con las familias.

And a few reminders:

- Always lock the door when you leave the house.
- Remember to greet your family when you arrive home, and to greet people in general when you first see them.
- Don't go out without saying goodbye to the family and telling them where you're going.
- Always let your family know if you are planning on traveling or staying overnight somewhere else.
- It is polite to ask your family what time is reasonable for you to return at night.

- Tell your family if you're thinking of inviting friends over.
- Ask to be served less food rather than having it go to waste.
- Ask what kind of dress is appropriate for certain occasions.
- Be friendly with the maid or other domestic help (it is a great way to practice your Spanish) but don't interfere with the rules of the house concerning domestic staff.
- Don't lend money to the family or domestic staff.
- Talk to your family about situations that come up, concerns you have, or things you don't understand.

Let us know if there are problems!

ECUADORIAN EXPRESSIONS

Quiteño Slang

| <u>Expression</u> | <u>Meaning/Context</u> |
|------------------------------|-------------------------------------------------------------------------------------------|
| - De ley: | Used as an affirmation; of course. |
| - Bacán, | Chévere: Cool. |
| - Fresco: | 1. Take it easy. 2: Sure. |
| - Full: | A lot, a bunch. |
| - Tímbrame: | Give me a call, ring me. |
| - Chela / BIELA: | Beer. |
| - Fondo: | Bottoms up. |
| - Chupar: | To drink liquor. |
| - Muchar: | To kiss someone or make out. |
| - Hacer vaca: | To gather money. |
| - Perro: | A player. |
| - Tostado/a: | A person who is high. |
| - Aniñado: | A person who is plastic, rich or even stuck up. |
| - Rico/a: | Someone who is considered hot or sexy. |
| - De una: | Right away, let's do it immediately. |
| - Patán: | Pervert |
| - Caída: | Last minutes get together at a house, usually for someone's birthday or going away party. |
| - Poner los cachos: | To cheat on your partner. |
| - Chuta: | Damn. |
| - Cargoso/a: | A person who is heavy handed, bothersome, and passes the limits. |
| - Acolitar: | 1. to accompany someone. 2. To help someone out. |
| - Vacilar: | To make out with someone. |
| - Pana: | Buddy, dude. |
| - Aguanta: | Hold on, wait. |
| - Dame chance: | 1. let me do something. 2. Give me space so I can move. |
| - No hay chance: | No way. |
| - Una bestia: | Really cool. |
| - Ni fregando: | No way in hell. |
| - Estoy happy: | I'm tipsy, I'm buzzed. |
| - Chillón/ona-lloron/a: | Cry baby. |
| - ¡Mmm...Qué rico! | When eating something you like (say it often—they'll appreciate it!) |
| - Ahí no más, muchas gracias | When you are being offered more food (but when you |

| | |
|-------------------------------------------|-------------------------------------------------------------------------------------|
| | already have enough on your plate) |
| - Sigue no más | Go right ahead, continue |
| - ¿Cómo amaneciste? | How are you feeling? (Literally, “How did you wake up?”) |
| - ¿Estás enseñado/a? | Are you used to.....? |
| - ¿Estás con pena? | Are you sad, homesick? |
| - Naño / naña | Brother / sister (from Quichua, but very common) |
| - Mija / mijita, contraction of “mi hija” | Not always used literally—often a term of affection. |
| - Guagua | Baby, small child (Quichua) |
| - ¡Achachai! | Qué frío! (Quichua) |
| - ¡Atatai! | Said when something disgusts you (Quichua) |
| - ¡Arrarrai! | Said when you burn yourself (Quichua) |
| - Pelado / Pelada | A term that refers to someone you are dating casually (not a serious relationship). |
| - Chancho | Pig / pork |
| - ¡Qué asco! | Yuck! Disgusting! |
| - “Simón” | Yes, affirmative! |
| - “La bola” | A lot |
| - Estar “chuchaqui” | To be hung over (Quichua) |
| - Chao | Bye |
| - ¿Qué fue? | What’s up? |

And what NOT to say...Be careful! - Here are some common mistakes made by English speakers:

- If you want to say “I’m embarrassed”, do NOT say “Estoy embarazada” (meaning “I’m pregnant!”).
- If you want to say “I’m excited”, do NOT say “Estoy exitado/a”, you have to say “Estoy emocionado/a.”

ECUADORIAN FOOD

In Ecuador the three main meals consist of *desayuno* (breakfast), *almuerzo* (lunch) and *merienda* (dinner).

Desayuno: Often consists of *panes* (bread), *huevos* (eggs), *café* (coffee) and *chocolate caliente* (hot chocolate). Below are some useful terms to learn:

Huevos fritos: Fried eggs

Huevos revueltos: Scrambled eggs

Tortilla: Spanish Omelette (usually contains veggies and/or meat)

Tostadas: Toast

Mantequilla: Butter

Mermelada: Jam

Almuerzo: The Ecuadorian *almuerzo*, or lunch, is often the most important meal of the day. It is served later than the typical American lunch, usually around 1 or 2PM in the afternoon. An Ecuadorian lunch typically consists of *sopa* (soup), the *plato fuerte* or *segundo* (main dish—this always includes lots of *arroz*), *ensalada* (salad), *jugo* (juice), and sometimes a *postre* (dessert).

Merienda: The *merienda* (dinner) is often similar to lunch, and is also served later in the day (sometimes as late as 8PM). The *merienda* may consist of leftovers from lunch, or it may be a lighter meal, such as *panes* served with *café* and *chocolate caliente*.

Typical Ecuadorian Dishes (Platos Típicos)

Churrasco: A hearty meal that consists of grilled meat, rice, two fried eggs, french fries, fried plantains, and salad.

Llapingachos: A delicious plate typical to Ambato (but enjoyed all over Ecuador), it consists of fried, mashed potato-and-cheese pancakes (yellow in color due the seasoning *annato* which is used). The llapingachos are often accompanied by rice, salad, avocado, lettuce and tomato. They are definitely worth a try!

Seco de Pollo: Fried chicken served with rice and often garnished with avocado.

Lomo salteado: a thin beefsteak that is covered with tomato sauce and onions, served with rice.

Ceviche: Seafood marinated in lemon juice and served with popcorn. It can be made from *pescado* (fish), *camarones* (shrimp) , or *concha* (shellfish). For those who prefer an alternative to seafood, *ceviche de pollo* (Chicken ceviche) is occasionally found in restaurants.

Carne Apanada: Breaded meat, often served with rice, salad and french fries.

Cuy: Whole roasted guinea pig. This is a traditional food in Ecuador which dates back to Incan times. Considered a delicacy and served on special occasions, it is said to taste like a cross between chicken and duck.

Menestras: A hearty serving of beans or lentils served with your choice of chicken, fish or meat, accompanied by rice, plantain, and often a salad or potato.

Vegetarian dishes are not very common in Ecuador. However, a number of restaurants specializing in vegetarian meals have begun to appear in tourist areas such as La Mariscal in Quito. In addition, *Chifas* (Chinese restaurants) offer a decent selection of meatless dishes.

Tasty Snacks to Try (Bocaditos)

Patacones: fried, mashed, salted plantains.

Chifles: Similar to the *patacones* in that they are also made from fried plantains, chifles are thinner and crispier, and often a little sweeter.

Maiz tostado: A tasty snack found in Ecuador, made from large kernels of corn cooked in oil and lightly salted.

Canguil: Popcorn (known in other countries as *palomitas*). In Ecuador this is often served as a snack, or sprinkled on top of soup.

Empanadas: There are two types of *empanadas*—*empanadas de sal*, or *empanadas de dulce*. *Empanadas de dulce* mainly have cheese on the inside and sugar on top. *Empanadas de sal* are more filling, and often have meat or chicken and veggies inside.

Bolón de verde: Made from plantains and round like a ball, this tasty snack often contains an array of ingredients on the inside: cheese, meat, carrot, *chicharron*, etc. It may be eaten as a snack or served in soup.

Chicharrón: An ancient food dating back to Incan times. It is fried pork skin which is crispy and contains a lot of fat—not recommended for the health conscious.

MONEY

Currency

Since September 2000, the US\$ Dollar is the official currency of Ecuador. You will find some products in Ecuador with lower prices than those of the U.S. or Europe. Please remember that haggling over prices at the markets is expected.

Changing Money and Checks

We recommend that you carry both cash and a debit card while in Ecuador. Other foreign currencies are difficult to exchange outside of Quito and other major cities.

Throughout Quito you will find a wide variety of banks, ATMs, and money transfer facilities that will cover most of your financial needs.

Most banks are open Monday through Friday from 9 AM to 6 PM, and in Quito and Guayaquil a few stay open until 8pm. A few banks are also open on Saturday mornings (especially those located within shopping malls, such as El Jardin, Megamaxi and Quicentro).

Cash

While we recommend that you manage most of your money in the form of ATM cards, you should also carry some cash, especially in out-of-the-way places such as the Amazon or remote Andean or coastal villages. Carry mostly small denominations (USD 1, USD 5, and USD 10 bills), as some stores and vendors will not accept bills greater than USD 20. Also, make sure they are in good condition or you might have trouble using them -- damaged, torn, or ripped bills may not be accepted by banks or businesses.

ATM Machines

ATM machines can be found at most major banks and, in larger cities, malls, airports, and along busy avenues and streets. The system might not be as hassle-free as that to which you are accustomed: machines tend to be offline more frequently than those in other parts of the world. Charges on withdrawals from foreign banks can be rather expensive, many machines won't accept PIN numbers with more than four digits, and most rural areas and smaller towns still lack ATM services altogether. However, slight inconveniences aside, most travelers using an ATM card with a major logo on it (i.e. Plus, Mastercard, Visa, Cirrus, etc) should be able to withdrawal money from bank accounts in their home countries from ATM machines in Ecuador with relative ease provided that they plan ahead.

There is one ATM machine, as well as a branch of Banco Bolivariano, on campus next to the Treasury teller window.

Credit Cards

VISA, Mastercard, American Express, and Diner's Club are the most widely recognized cards in Ecuador (Diner's Club is the most widely accepted card). Plastic is useful for purchases in hotels, shops, restaurants, and for cash advances from ATMs or banks, provided you have a four digit pin number. While credit cards are useful in some of the larger cities, don't expect to use them in small towns or out-of-the-way places such as the Amazon or remote Andean or coastal villages.

Money Transfers

Most of Ecuador's urban areas have international money transfer offices where you can pick up money sent from abroad. Your credit card company may also be able to make an emergency advance against your account to one of these money transfer offices.

USFQ LIBRARY INFORMATION

The library is open from Monday to Friday, 7:00am until 9:00pm, and Saturdays 9:00am until 4:00pm. Summer hours are from Monday to Friday, 8:00am until 8:00pm.

Silence is required.

Eating and drinking are not allowed.

Take care of library materials.

In order to check out a book:

- Your student number is required
- You may take out three books at a time for one week.
- In order to renew a loan, you must take it to the circulation desk.
- Returns during library hours must be made at the circulation desk.
- Late returns will be charged US\$0.20 per day, per book, including Sundays and vacation days.
- You will find an overnight book drop at the left side of the library's entrance.
- If you lose a book, inform the librarian.

Library computers are for research only, not for personal email or other purposes.

All of library materials have a security device. If you are leaving the library without checking out them properly, you will be subject to the consequences as stated by the Honor Code of USFQ.

In addition to the print and audiovisual resources available at the library, you may access online databases with the password assigned to USFQ students. Visit our website (<https://www.usfq.edu.ec/biblioteca/Paginas/default.aspx>) to access the databases mentioned above, find more information about our library and other tools like our online catalog, virtual library, and details about our different collections. Ask a reference librarian if you need assistance accessing these electronic resources.

Other Libraries in Quito:

- La Biblioteca de la Universidad Católica, 12 de Octubre and Veintimilla
- Lincoln Center Biblioteca, Fulbright Commission, Almagro 961 and Colón
- Biblioteca del Banco Central, Reina Victoria and Jorge Washington
- Centro Cultural de Benjamín Carrión, Carrión and Jorge Washington
- Biblioteca FLACSO, La Pradera E7-174 y Av. Diego de Almagro
- Biblioteca de la Universidad Andina Simon Bolivar, Toledo N22-80 (Plaza Brasilia)

USFQ CAMPUS MAP



TRANSPORTATION AND TRAVEL

Public transportation in Quito is the cheapest and most often used form of local transport. The bus schedules are not regular, so it will take some time for you to figure this out. Please talk with your host family (if applicable) about the best way to get around town. Certain bus stops are marked by a sign, but you can usually get a bus to stop anywhere on its route simply by flagging it down (although the police have recently tried to enforce buses stopping at the actual bus stop and not just anywhere. Enforcement varies). Do not get on a bus until it comes to a complete stop. On some buses, you pay when you board, and on others you pay when you get off. To get off the bus, push the stop request button (in Quito) or stand up and say, “Gracias!” (more prevalent in the provinces). Repeat this until the bus comes to a complete stop. Watch your belongings on the bus. It’s a favorite haunt for pickpockets, so keep your eyes open.

If you’re traveling around Quito at night, always take a taxi. You can call one of the following numbers and a taxi will pick you up day or night:

J&J: 2639639 Coop.Occidental: 2492222/3 Urgent Call: 2222111
 Urgent Taxi: 2236236 Fast Line: 2222220/2
 Taxi Phone 2222999 Excellent Taxi: 2222666

These services offer a little added security, and while they cost a bit more, it’s a good idea and well worth the extra cost. If you need to take a taxi from USFQ, the best number to call is 2896554.

Many taxis have and use a meter in their cars, but it is common to decide on the fare before getting into the taxi. Make sure to do this, as prices tend to rise for “gringos,” at night or on