

## UPEACE Visiting Faculty Manual

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## I. Letter of welcome

September 2007

Dear Colleagues,

As you prepare to teach a course at the University for Peace, we would like to provide you with this visiting faculty manual as a resource to assist you with various aspects of your teaching activities.

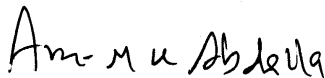
As you know, the teaching faculty of UPEACE is made of both resident and visiting faculty. While our veteran resident and visiting colleagues may be familiar with various policies, regulations and logistics that are pertinent to their teaching, other incoming resident and visiting faculty members will find this manual to include important and helpful information.

Included in this manual is information about UPEACE faculty, classroom teaching regulations, UPEACE students, and various logistical issues of particular importance to our visiting colleagues.

We must give credit to our colleagues in Eastern Mennonite University's Summer Peacebuilding Institute for inspiring the preparation of this manual, as it is similar in form to their Instructor's Manual. Several UPEACE colleagues participated in the preparation of this manual. I am grateful for their enthusiasm and bright ideas, as well as the time they sacrificed from their very busy schedules to contribute to this Manual.

We hope that you will find this Manual helpful and we would appreciate any and all feedback you may have to improve it. Please send me any suggestions to [aabdalla@upeace.org](mailto:aabdalla@upeace.org).

In peace,



Amr Abdalla, Ph.D.  
Vice Rector for Academic Affairs

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## II. Mission and Background

### *Mission*

Established as a treaty organization with its own charter in an international agreement adopted by the General Assembly of the United Nations in resolution 35/55 of 5 December 1980, the mission of the University for Peace is:

... to provide humanity with an international institution of higher education for peace and with the aim of promoting among all human beings the spirit of understanding, tolerance and peaceful coexistence, to stimulate cooperation among peoples and to help lessen obstacles and threats to world peace and progress, in keeping with the noble aspirations proclaimed in the Charter of the United Nations.

The Charter of the University sets out in its appendix the following general principles:

1. The persistence of war in the history of mankind and the growing threats against peace in recent decades jeopardize the very existence of the human race and make it imperative that peace should no longer be viewed as a negative concept, as the end of conflict or as a simple diplomatic compromise, but rather that it should be achieved and ensured through the most valuable and most effective resource that man possesses: education.
2. Peace is the primary and irrevocable obligation of a nation and the fundamental objective of the United Nations; it is the reason for its existence. However, the best tool for achieving this supreme good for humankind, namely education, has not been used.
3. Many nations and international organizations have attempted to attain peace through disarmament. This effort must be continued; yet facts show that man should not be too optimistic as long as the human mind has not been imbued with the notion of peace from an early age. It is necessary to break the vicious circle of struggling for peace without an educational foundation.
4. This is the challenge that now faces all nations and all people in the twenty-first century. The decision must be made to save the human race, which is threatened by war, through education for peace. If education has been the instrument of science and technology, there is all the more reason to use it to achieve this primary right of the human being.

### *Background*

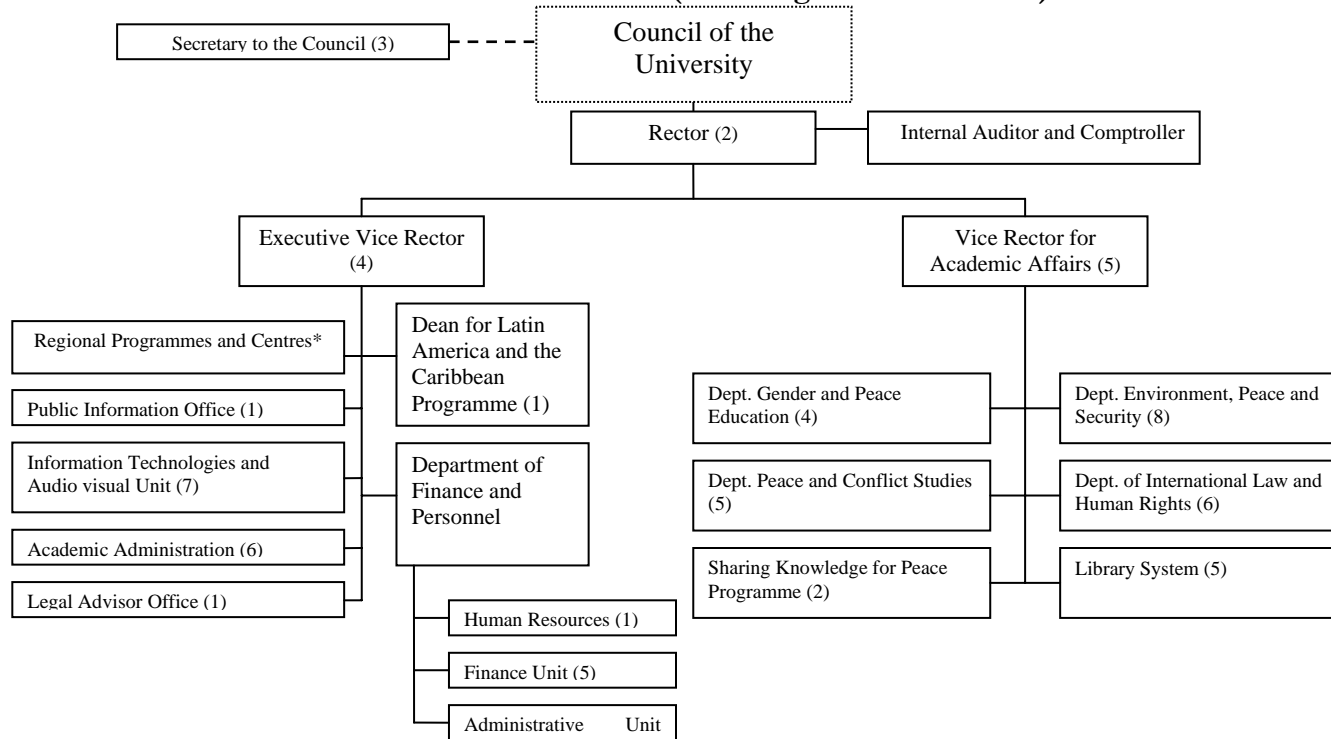
In 1948 Costa Rica was the first country in the modern world to abolish its army. In that tradition, efforts to establish the University for Peace began at the United Nations under the leadership of the President of Costa Rica, Rodrigo Carazo. On 5 December 1980, the General Assembly of the United Nations adopted resolution 35/55 which sets out in its

annex the International Agreement for the Establishment of the University for Peace. The Charter of the University forms part of that agreement.

As part of the continuing process of United Nations reform, Kofi Annan, Former Secretary-General of the United Nations, and former Honorary President of the University for Peace, have taken a number of measures since early 1999 to reorganize, strengthen and internationalize more fully the University for Peace so as to enable it to contribute more effectively to the peace and security objectives of the United Nations.

The Council has defined an innovative programme of education, training and research for peace, focused on key issues, including conflict-prevention, human security, human rights, environmental security and post-conflict rehabilitation.

### The Structure of UPEACE (including overseas centers)



\* Regional Programmes include UPEACE regional activities in Africa, Central Asia, Asia and the Pacific, and offices in Geneva, New York and Addis Ababa.

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### **III. Overview of Academic Programmes**

#### ***Description of programmes***

##### **MA in International Peace Studies**

The Master of Arts programme in International Peace Studies is designed to enable students from diverse cultures and backgrounds to attain a deep understanding of the central issues of peace and security, which will determine the future of humanity. Through their coursework, participants in the programme will broaden their base of knowledge and will engage with the major concepts, themes, and debates within international peace and conflict studies, preparing themselves for work with NGOs, governments, aid agencies, the UN and other organizations where a deep understanding of these issues is critical.

Drawing on the unique mandate of the University for Peace and its privileged access to information and expertise from the whole United Nations family, the MA in International Peace Studies represents a unique educational opportunity. With access to scholarship and research from a range of partner universities, research, and policy centers, students will be exposed to a variety of key perspectives on the most serious international and global challenges to peace. They will learn from leading professionals, academics, and experts from around the world to develop their insights into these major challenges to peace in the 21st century. Progressively, students will be challenged to design and undertake their own research projects and to develop their capacities for critical analysis of complex issues in this area through a process of specialization, and ultimately through the composition of a final thesis project. The programme encourages students to develop a global perspective and the ethical and intellectual foundations that will be needed to confront current and emerging challenges to peace.

The programme is intensive. It will be accomplished: from August to July. The programme includes a number of compulsory courses, and an elective, for a total of 42 credits.

#### **Sequence of course**

##### **Term I**

PCS 6000 Foundation in Peace and Conflict Studies

IPS 6011 Conflict Prevention

IPS 6052 Sustainable Development

IPS 6020 Research Methods

PCS 6005 Mediation Capacity and Techniques in International Organizations-

PCS 6002 United Nations and International Peace-1

PCS 6003 United Nations Governing Bodies and their Procedures-1

## **Term II**

**Elective Course:** During a three-week period, in January, students have the opportunity of choosing a 3-credit course as elective. This period coincides with the [UPEACE Institute](#) where non-UPEACE students are accepted for being enrolled in the regular UPEACE students.

IPS 7030 Conflict Management

IPS 6013 Urban Violence

IPS 6015 Gender and Peace Building

IPS 6014 The Political Economy of Development and Peace

MPS 6040 Media, Terrorism and Insurgency

PCS 6004 Contemporary Issues on International Peace

## **Term III**

IPS 7000 Thesis

**TOTAL Course Credits 42**

## **MA in Media, Conflict and Peace Studies**

This MA programme is designed to enable students coming from diverse cultures and academic backgrounds to develop skills to understand and manage the many complex ways in which media interact with conflict, peace and security. New thinking about media coverage of conflict on both the international and local level is also studied, allowing students to develop skills for critical thinking around issues such as objectivity and ethics in news reporting and news gathering. In this programme students can also discuss how free, responsible media can help prevent conflict and build peaceful societies – and in so doing provide the international community and employers with informed individuals.

Courses in this 42-credit MA programme are taught by UPEACE resident faculty and visiting professors who are prominent professionals and scholars in media affairs.

### **Sequence of Courses:**

#### **Term I**

PCS 6000 Foundation in Peace and Conflict Studies

MPS 6010 Media in Conflict –Prevention and Peacebuilding– Introduction-

MPS 6016 Research Methods

MPS 6020 Media Ethics in Times of Conflict

MPS 6030 Role of the Media in Rwandan Genocide  
PCS 6002 United Nations and International Peace

## **Term II**

**Elective Course:** During a three-week period, in January, students have the opportunity of choosing a 3-credit course as elective. This period coincides with the [UPEACE Institute](#) where non-UPEACE students are enrolled in classes with the regular UPEACE students.

MPS 6017 Conflict Management  
MPS 6011 Gender and Media  
MPS 6060 Media and Ethno-Cultural Conflict  
MPS 6014 Covering Asia  
MPS 6015 Communication Strategies  
MPS 6040 Media, Terrorism and Insurgency  
MPS 6013 Practicum

## **Term III**

IPS 7000 Thesis

**TOTAL Course Credits 42**

### **Dual Campus M.A. Programme in International Peace Studies (San José, Costa Rica and Manila, The Philippines)**

The Dual Campus Master Programme on International Peace Studies is designed to enable students from diverse cultures and backgrounds to attain a deep understanding of the central issues of peace and security which will determine the future of humanity. Through their coursework, participants in the programme broaden their base of knowledge and engage with the major concepts, themes, and debates within international peace and conflict studies, preparing themselves for work with NGOs, governments, aid agencies, the UN and other organizations where a deep understanding of these issues is critical.

The programme provides students with the required theoretical and practical post graduate education to contribute to the work of building international peace. Furthermore, it empowers students to conceptualize the key challenges faced by the international community, and the most promising potential areas and courses of action through an interdisciplinary and multicultural programme.

In this 19-month intensive academic programme, the students undertake courses at Ateneo de Manila University in the Philippines as well as at the San José UPEACE headquarters in

Costa Rica. It is accomplished in three terms which start at the end of the language-training module. The programme began in April 2007.

The Dual Campus M.A. programme has been planned primarily for receiving students from several Asian countries where English is not a widely used language, such as Cambodia, Indonesia, Japan, Laos, Myanmar, Thailand and Vietnam. Exceptionally, students from other Asian countries may be admitted.

### **Sequence of Courses:**

#### **Language Instruction Module: April-August 2007**

DIPS 00 English content sessions

#### **Regular International Peace Studies Component: September 2007-February 2008**

PCS 6000 Foundation in Peace and Conflict Studies

IPS 6011 Conflict Prevention

IPS 6052 Sustainable Development

IPS 6020 Research Methods

PCS 6005 Mediation Capacity and Techniques in International Organizations

PCS 6002 United Nations and International Peace

PCS 6003 United Nations Governing Bodies and their Procedures

**Elective Course:** During a three-week period, in January, students have the opportunity of choosing a 3-credit course as elective –This period coincides with the [UPEACE Institute](#) where non-UPEACE students are enrolled in classes with the regular UPEACE students

IPS 7030 Conflict Management

#### **Ateneo de Manila Component: March-June 2008**

DIPS 6003 Gender and Peacebuilding in Asia

DIPS 6001 Asian Peace Psychology

DIPS 6002 Small Arms, Arms Control and Human Security in Asia

DIPS 6004 Social Movements in Asia

DIPS-6005 Internship Preparation Seminars

#### **Internship: June-October 2008**

DIPS 7000 Internship

Total Course Credits 42

## MA in Peace Education

As a primary institution and essential process in the creation and transformation of culture and social order, education can play a significant and essential role in the advancement of [peace. Convinced that preparing individuals to teach for peace is a fundamentally important task of our time, the Master of Arts in Peace Education fulfills an essential role in training educators and educational reformers in the development of the substantive knowledge, values, concepts, capacities, skills, methodologies and practices necessary for achieving a sustainable, just and peaceful society.

### Sequence of Courses:

#### Term I

Code	Course Title
PCS 6000	Foundation in Peace and Conflict Studies
PEP 6010	Peace Education Theory and Practice
PEP 6020	Research Methods
GPB 6030	Cultures and Learning: from Violence towards Peace
PEP 6060	Educational Systems and Change
PEP 6021	Independent Study Work (1 and 2)

#### Term II

Code	Course Title
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**Elective Course:** During a three-week period, in January, students have the opportunity of choosing a 3-credit course as elective –This period coincides with the [UPEACE Institute](#) where non-UPEACE students are accepted for being enrolled in the regular UPEACE students

PEP 6070	Education for Conflict Transformation and Peacebuilding
PEP 6030	Peace Education Seminar
PEP 6080	Language, Media and Peace
PEP 6061	Peace Education: Strategies for Life and Action
PEP 6040	Sustainable Development Education
GPB 6050	Practices of Conflict Management and Peacebuilding

## MA in Gender and Peace Building

The Master of Arts in Gender and Peacebuilding is a multidisciplinary programme that responds to the needs and interests of students who seek to increase their knowledge and understanding of current events from the gender perspective and to participate in the prevention and resolution of conflicts.

### Sequence of Courses:

#### Term I

Code	Course Title
PCS 6000	Foundation in Peace and Conflict Studies
GPB 6031	Seminars (1 to 5)
GBP 6011	Gender Studies and Peacebuilding
GPB 6020	Qualitative and Quantitative Research Methods
GPB 6030	Cultures and Learning: from Violence towards Peace
GPB 6060	Gender and Human Rights
GPB 6021	Independent Study

#### Term II

Code	Course Title
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**Elective Course:** During a three-week period, in January, students have the opportunity of choosing a 3-credit course as elective –This period coincides with the [UPEACE Institute](#) where non-UPEACE students are enrolled in classes with the regular UPEACE students.

GPB 6090	A Gender Analysis of the Environment and Sustainable Development
GPB 6010	Gender and Media
GPB 6022	Gender Mainstreaming in Peacekeeping Operations and in Humanitarian Assistance
GPB 6041	Health and Gender Studies: Issues of Peace and Conflict
GPB 6050	Practice of Conflict Management and Peacebuilding

## **MA in International Law and the Settlement of Disputes and MA in International Law and Human Rights**

These programmes are founded on a balance between three core dimensions. The first dimension is doctrine and practice. This element focuses on the foundations of international law and the vocabulary of norms and concepts (such as sources, sovereignty, and jurisdiction) employed by international lawyers and activists in the pursuit of their agendas, and of international organizations and tribunals in the performance of their functions. The second is theory and philosophy. International law and human rights are areas which enjoy worldwide intellectual attention and are the focus of ideological and scholarly debates and controversies. Authors and theorists from diverse fields will be studied as a means to connect the students to ongoing debates in the discipline. Finally, a focus on skills is meant to prepare the student for the practical application of international legal and human rights concepts and norms in concrete situations. This includes the ability to draft reports and legal briefs, participate in negotiations, and critically analyze legal documents including treaties, resolutions, and judgments.

### **International Law and Human Rights Programme**

#### **Term I**

##### **Common Courses (15 credits)**

IPS-6000 Foundation Course in Peace and Conflict Studies (3 credits)

DIL-6030 Foundation Course in Public International Law (3 credits)

DIL-6031 Foundation Course in the United Nations and Other International Organizations (3 credits)

DIL-6032 Foundation course in Human Rights Law (3 credits)

DIL-6020 Social Research Methods for Legal Studies Students (1 credit)

DIL-6035 Legal Research and Writing (2 credits)

#### **Term II**

##### **Common Courses (2 credits)**

DIL-6037 International Humanitarian Law (1 credit)

DIL-6038 International Refugee Law (1 credit)

##### **Specialized Courses Human Rights Programme (12 credits)**

DIL-6034 Human Rights and Development (2 credits)

DIL-6214 Human Rights Monitoring and Reporting (1 credit)

DIL-6215 Global and Regional Human Rights Systems (4 credits)

DIL-6250 Human Rights and the HIV/AIDS Crisis (2 credits)

DIL-6260 Human Rights, Gender and Religion (2 credits)

DIL-6270 International Protection of Economic, Social and Cultural Rights (1 credit)

**Electives (3 credits)**

Students can choose an elective course offered at this time by the [UPEACE Institute](#) or other UPEACE programmes.

**Independent Studies Thesis (8 credits)**

DIL-7100 Independent Studies Thesis

**Total Credits: 40**

**International Law and the Settlement of Disputes****Term I****Common Courses (15 credits)**

IPS-6000 Foundation Course in Peace and Conflict Studies (3 credits)

DIL-6030 Foundation Course in Public International Law (3 credits)

DIL-6031 Foundation Course in the United Nations and Other International Organizations (3 credits)

DIL-6032 Foundation course in Human Rights Law (3 credits)

DIL-6020 Social Research Methods for Legal Studies Students (1 credit)

DIL-6035 Legal Research and Writing (2 credits)

**Term II****Common Courses (2 credits)**

DIL-6037 International Humanitarian Law (1 credit)

DIL-6038 International Refugee Law (1 credit)

**Specialized Courses Settlement of Disputes Programme (12 credits)**

DIL-6110 The Use of Force and International Peacekeeping (3 credits)

DIL-6130 International Law of the Sea (1 credit)

DIL-6150 Alternative Dispute Resolution in International Relations (3 credits)

DIL-6160 International and Transnational Adjudication (2 credits)

DIL-6170 International Law, Trade and Development (3 credits)

**Electives (3 credits)**

Students can choose an elective course offered at this time by the [UPEACE Institute](#) or other UPEACE programmes.

**Independent Studies Thesis (8 credits)**

DIL-7100 Independent Studies Thesis

**Total Credits: 40**

## Dual MA in Natural Resources and Sustainable Development

This programme is a joint effort with American University. The programme exposes students to a comprehensive and integrative approach to the study of natural resources, sustainable development, peace and security and integrates the social, economic and environmental dimensions of the field.

### Natural Resources and Sustainable Development

#### *Spring Semester (UPEACE)*

NRD 6030 Analysis and Design of Natural Resources Policies

NRD 6040 Ecological Foundations of Land Use

Skills and Methods for Sustainable Development:

NRD 6020 System thinking

Problem solving

NRD 6021 Quantitative Data Analysis

NRD 6024 Strategic Planning and Project Life Cycle

Spanish Language

#### *Fall Semester (UPEACE)*

IPS 6010 International Peace and Conflict Studies

NRD 6050 Agriculture, Natural Resources and Sustainable Development (3 credits)

Internship

NRD 6070 Environmental Assessment

NRD 6060 Conflict Management and Natural Resources

### Sequence of Courses:

#### Term I

ESP 6090	Hunger, Famine and Food Security
ESP 6100	Environmental Security Assessment
NRD 6040	Ecological Foundations of Land Use
NRD 6020	Research Methods (1 <sup>st</sup> part)
ESP 6040	Demographic Change, Migration and Conflict
NRD 6040	Project planning and evaluation
ESP 6120	Human Vulnerability and Climate Change
ESP 6071	Urban Environmental Security
ESP 6151	Governance for Environmental Security
NRD 6081	Environmental Seminar
NRD6082	Practicum
NRD6020	Systems Thinking
NRD6083	CA Fieldtrip

#### Term II

PCS6000	Foundation course
NRD6021	Research Methods (2 <sup>nd</sup> part) Independent Study or Internship proposal

ESP6010	Introduction to Environmental Security
NRD6091	Conservation and Development
NRD6060	Environmental Conflict Management and Peace Building
NRD6085	Forestry, forests and poverty
NRD6045	Skills for non-profit leadership
ESP6050	Land, Forests, insecurity and Conflict
NRD6051	Measuring Sustainability
NRD6070	Environmental Assessment
NRD6050	Agriculture, Natural Resources and Sustainable Development
NRD6092	Marine and Coastal Areas
ESP6060	Water, Security and Peace

### **MA in Environmental Security and Peace**

Environmental factors have been increasingly implicated in analyses of development, peace and conflict situations. There is mounting concern over the extent to which environmental stress is threatening livelihoods, health and the fulfillment of basic needs, and harming the sustainability and resilience of fragile ecosystems. Environmental degradation is intensifying conflict and competition over natural resources, aggravating social tensions, and in certain volatile situations, provoking or escalating violence and conflict.

There is a major deficit of skilled and motivated people who fully understand the complex issues involved and their inter-linkages and can define and manage the necessary actions to reduce the threats to peace arising from environmental degradation and growing competition for resources. There are therefore many opportunities where motivated individuals will be able to follow productive and satisfying careers while making valuable contributions to improving the prospects for peace and environmental security across the world.

#### **Term I**

PCS6000	Foundation course
ESP6010	Introduction to Environmental Security
ESP6020	Research Methods (1 <sup>st</sup> part)
NRD6045	Skills for non-profit leadership
ESP6050	Land, Forests, insecurity and Conflict
NRD6051	Measuring Sustainability
NRD6050	Agriculture, Natural Resources and Sustainable Development
NRD6070	Environmental Assessment
ESP6060	Water, Security and Peace

#### **Term II**

ESP 6090	Hunger, Famine and Food Security
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ESP 6100	Environmental Security Assessment
ESP 6150	Disaster Management
GPB 6090	A Gender Analyses of the Environment and Sustainable Development
ESP 6020	Research Methods (2 <sup>nd</sup> part) Independent Study or Internship proposal
ESP 6040	Demographic Change, Migration and Conflict
NRD 6040	Project planning and evaluation
ESP 6120	Human Vulnerability and Climate Change
ESP 6071	Urban Environmental Security
ESP 6151	Governance for Environmental Security
NRD 6081	Environmental Seminar
NRD 6082	Practicum
NRD 6020	System Thinking
ESP 6140	Environmental Conflict Management and Peace Building
NRD 6083	CA Fieldtrip

## **MA in Natural Resources**

This programme directly addresses the key issues of environment, sustainable development and peace, which is one of the fundamental pillars of the UPEACE approach. It provides the “Nuts and bolts” of sustainable development with an emphasis on the local level and on Latin America examples.

The programme aspires to contribute to significant environmental and development issues, such as the prevention the global fresh water crisis, the recognition and empowerment of local and indigenous communities, the enhancement of biodiversity for global life supporting systems, and the identification and mitigation of conflicts that arise from development initiatives, natural resources management and environment issues.

### **Sequence of Courses:**

#### **Term I**

PCS 6000	Foundation course
NRD 6091	Conservation and Development
ESP 6010	Introduction to Environmental Security
ESP 6020	Research Methods (1 <sup>st</sup> part)
NRD 6045	Skills for non-profit leadership
NRD 6050	Agriculture, Natural Resources and Sustainable Development
NRD 6051	Measuring Sustainability
NRD 6085	Forestry, forests and poverty
ESP 6050	Land, Forests, insecurity and Conflict
NRD 6070	Environmental Assessment
ESP 6060	Water, Security and Peace
NRD 6092	Marine and Coastal Areas

## Term II

ESP6100	Environmental Security Assessment
ESP6090	Hunger, Famine and Food Security
ESP6150	Disaster Management
GPB6090	A Gender Analysis of the Environment and Sustainable Development
NRD6040	Ecological Foundations of Land Use
ESP6020	Research Methods (2 <sup>nd</sup> part) Independent Study or Internship proposal
NRD6040	Project planning and evaluation
ESP6071	Urban Environmental Security
ESP6120	Human Vulnerability and Climate Change
ESP6040	Demographic Change, Migration and Conflict
ESP6151	Governance for Environmental Security
NRD6020	System Thinking
NRD6081	Environmental Seminar
NRD6082	Practicum
ESP6140	Environmental Conflict Management and Peace Building
NRD6083	CA Fieldtrip

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## IV. UPEACE Students and Learning Environment

The issues involved in peace and conflict education span a wide range disciplines and cultures. As a result, students engaged in this field of study often come from very diverse academic and cultural backgrounds. This diversity of perspectives is well reflected at our UPEACE campus outside San José, Costa Rica and is one of the unique elements that serves to enhance the learning and teaching experience at this post-graduate institution.

The UPEACE Costa Rica campus is host to the class of 2008, a remarkable and highly multicultural student group. This academic year, the Costa Rica Campus will be home to ~154 students from 51 different countries (four continents). This represents a ~ 25% population increase from the previous academic year.

**Table #1: Student Population per Academic Programme  
(2007 -2008 Academic Year)**

<b>Academic Programme</b>	<b>Number of Students</b>	<b>Gender Breakdown</b>
Peace Education	8	5 males / 3 females
International Peace Studies	17	9 males / 8 females
International Peace Studies (Dual Campus)	28	10 males / 18 females
International Law and Settlement of Disputes	15	3 males / 12 females
International Law and Human Rights	28	9 males / 19 females
Gender and Peace Building	11	11 females
Environmental Security and Peace	12	7 males / 5 females
Natural Resources and Sustainable Development	16	6 males / 10 females
Natural Resources and Peace	8	3 males / 5 females
Media, Conflict and Peace Studies	11	4 males / 7 females

Around 63 percent of the students are women, and the average age is 29. Some of the countries represented include: Tajikistan, Nigeria, Gabon, Hungary, Liberia, Mexico, Brazil, Canada, Romania, and New Zealand, Uganda, etc.

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## **V. UPEACE Faculty**

### ***A. Resident Faculty***

The resident faculty is the permanent on-campus group of scholars. The complete list of resident faculty can be found at <http://www.upeace.org/faculty/>

#### **Faculty positions include:**

- Professor
- Associate Professor
- Adjunct Professor
- Assistant Professor
- Instructor

#### **Faculty may also hold the following administrative positions:**

- Vice Rector for Academic Affairs
- Department Head

### ***B. Visiting Faculty***

In addition to its resident faculty, UPEACE relies on a selected group of academics and practitioners in fields related to the mission of education for peace to teach for short periods.

#### **Categories of visiting faculty:**

- Visiting Professor
- Senior Guest Lecturer
- Guest Instructor

### ***C. Responsibilities and Duties***

**In fulfilling their teaching duties, resident and visiting faculty members are expected to:**

- Adhere to the required seat time / class hours
- Provide students with a clear explanation of expectations
- Explain to students how their work will be assessed
- Establish regular office hours during which students may come for consultations
- Treat students equally and with respect
- Turn in grades on time

### ***D. Guiding Principles for Teaching at UPEACE***

*Gender Mainstreaming:* Courses at UPEACE need to mainstream gender, and faculty members are expected to include gender perspectives in their teaching. Guidelines are being established for faculty members on how to mainstream gender.

*Non-Discrimination:* UPEACE is committed to providing equality of opportunity and freedom from discrimination to all members of the University community. This includes staff members, students, faculty, and any other employees of UPEACE. The University shall not discriminate against any person because of race, color, creed, religion, national origin, sex, age, sexual orientation, sexual preference, gender identity, marital status, domestic partnership, status as parent or caregiver, physical or mental disability, physical features, medical condition, ancestry, citizenship, pregnancy, source of income, or status as a disabled, war veteran, detained or imprisoned person, or participant in a war.

*Multicultural Environment:* UPEACE faculty members need to keep the multicultural and multi-linguistic characteristic of the student population in mind as they prepare for and deliver their courses. Colloquial language should be avoided in order to ensure greater understanding, and faculty members are encouraged to speak slowly and articulately.

*Teaching Methodologies:* Faculty members should apply various teaching methods which are appropriate to the course session, as students come with a variety of different learning styles. Of course, there are different approaches for different situations; one needs to be strategic. These include lectures, discussions, debates, role play, simulations, student presentations, cooperative learning, etc. When facilitating discussions, one should remember to:

- Show enthusiasm and be affirming
- Encourage quiet participants to speak
- Speak slowly and clearly
- Encourage participants to do most of the talking
- Ask clarifying questions to responses, if necessary
- Rephrase responses if complicated or confusing
- Keep discussion focused and on-topic
- Give closure to the discussion

In course evaluations, we have learned that students like to be engaged with humor, real-life stories, and practical examples. They appreciate structure, organization, and good time management, as well as opportunities to interact with each other.

*Respect:* UPEACE expects its faculty and students to show mutual respect. A faculty member who feels that a student is disrespectful should call the student's attention to the matter and attempt to correct the behavior. If the problem persists, the faculty member should seek assistance from the director of the programme that the student belongs to.

*Dissemination Policy:* As part of its Sharing Knowledge for Peace (SKP) dissemination policy, the University for Peace requests authorization from the visiting faculty to duplicate and record their presentations, lectures, and any interviews that may be conducted. They may be used for academic purposes only, in any and all media productions, whether unknown or hereafter existing, controlled by the University for Peace, in perpetuity.

UPEACE will acquire all rights over these academic products, to be used for educational purposes only.

While at UPEACE, visiting faculty members may be invited to video record a series (3-5) of brief (40-60 minutes) presentations that summarize their in-classroom courses. Details of these sessions can be a matter of mutual arrangement between the visiting faculty member and the head of the pertinent academic department or programme.

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## VI. Materials and Academic Requirements

### A. *Course Syllabus and Reading*

#### 1. Syllabus

Serving as an important instrument for communication and as a contract between a faculty member and participants, a syllabus outlines the essential details and rationale for the course. It should be distributed to participants prior to or at the beginning of the course.

Based on the importance of this instrument for the optimal development of the courses, the aim of this section is to provide general guidelines for preparation of uniform and parallel syllabuses for all UPEACE courses. Although not all elements will be pertinent in every situation, instructors are encouraged to refer to these guidelines whenever they plan their courses.

#### Elements to Be Included in a Course Syllabus

- ✓ Specific course title
- ✓ Course number (if applicable)/number of credits
- ✓ Prerequisites or co-requisites
- ✓ Course description (This will normally vary in length from a paragraph to half a page.)
- ✓ Course length
- ✓ Indication of the duration of this course in terms of whether it follows an intensive semester or a standard semester timeframe.
- ✓ Instructor information

*Include here basic information about the instructor(s), including full name and title, office location and telephone number, office hours, home telephone number (optional), and email address. Include similar information, as applicable, for any teaching course coordinator(s) and/or visiting professors*

- ✓ Course meeting times and place
- ✓ Course overview
  - Who are the participants for whom this course is intended
  - Minimum and maximum number of students envisaged
  - Prerequisite knowledge, skills, or sensitivities
  - Type of issues addressed
  - Relationship to larger issues of peace and conflict
  - Where the course fits within the general programme of study
  - Degree to which this course is oriented toward academic vis-à-vis professional education.

✓ Course purpose, goals, and objectives

*Besides general goals for the entire course, state the specific learning objectives, the means to the goals, and the desired outcomes. They should specify what students are to learn and to understand and to be able to do at the end of the course. They should be stated in learner-centred, measurable terms and should include higher cognitive elements of analysis, synthesis, and assessment, in addition to the lower level cognitive elements of knowledge, comprehension, and application.*

✓ Teaching method/Class format

*Explain how the course will be taught (lecture, discussion, research, case studies, online discussions, simulations, etc.) to achieve the desired learning outcomes. What is the rationale for the method and format chosen? How does the teaching method/learning technology relate to the learning objectives? Include details of presentation, procedure, and especially any elements that may be unique or non-traditional. If there are plans to refer participants to other resources on campus or on the Web that may assist participants at various points in the course and/or with specific assignments, you may wish to indicate this here. If you have specific guidelines for taking notes, writing papers, etc., they should be attached to the syllabus and also be distributed at the beginning of the course.*

✓ Learning resources

*All required and recommended reading and other learning resources should be listed here to provide participants with references for the future and to facilitate accreditation of the course. Include source information as well as full bibliographical citations for all reading materials. Include location of documents (e.g., Library Reserve Section, Library Main Section, etc.) Information on required and recommended readings needs to be provided to the library to assure compliance with the copyright rules. Information should cover required texts, supplemental or recommended readings, audio-visual resources, and Web-based resources.*

✓ Detailed outline of instructional sessions

*Provide a list of major themes and topics of individual units to be covered with a tentative schedule, together with unit topics and reading assignments (with approximate page numbers), due dates, and special events (e.g., quizzes, examinations, sessions led by visiting instructors, field experiences, etc.), day-by-day or week-by-week. (Explain the relationship of assignments and the course objectives listed.) For an example of the format for this outline, see Table 2, below.*

✓ Special requirements

*List here any requirements for examinations, course hardware and software requirements, etc. Provide links to any necessary plug-ins. Include estimated cost to participants for required materials.*

✓ Assignments, exercises, projects

*Provide information on research papers, essays, case studies, and/or individual or group projects to alert students about the intensity of course work required.*

✓ Assessment

*Explain how participants' performance will be graded and describe the standards by which participants' work will be judged. Be specific about grading policies and how grades will be determined. Specify the grading criteria and note the percentage or point system used to weigh them in determining the final grade. This information should provide sufficient information to enable participants to determine their own grades without the assistance of the instructor. Therefore, all activities of assessment that are related to the course final grade must be clearly stated with allotted points. Include the dates for mid-term and final examinations.*

✓ Instructor's biographical data

*Just as the information about the course is important, it is also important that course participants be aware of the background and qualifications of the course instructors. For each instructor, this information should include current professional position, past experience, teaching and speaking experience, educational background, relevant publications, memberships, awards and any other information pertinent to the proposed course. The length of these biographical data should not exceed 200 words.*

**Table 2. An Example Segment of a Course Outline and Schedule**

Session	Date	Topic	Assigned Readings	Assignments
1	9 Sep	Contemporary Challenges to the International Human Rights and Humanitarian Law Regimes	Lauterpacht, 1946; Bull, 1966; Hongju Koh, 1997; Slaughter Burley, 1993.	Personal Position Paper
2	16 Sep	American Exceptionalism and Human Rights	Moravcsik, 2002; Patrick, 2002; Bolton, 2000; Vagts, 2001; Tyler, 2002; U.S. Unilateralism, 2002	
3	23 Sep	Institutionalized Structures of Power in the NGO Community	Cox, 2000; Bahey, 2000; Mutua, 1996; Mutua, 2000; Narayan, 1997; Rosenblum, 2002.	Essay #1
4	30 Sep	The Activist Dilemma	Alvarez, 2000; Kennedy, 2002; Charlesworth, 2002; de Waal, 2002; Miller, n. d.; Odalinku, 2000; Rieff; 1999.	Seminar paper outline due
5	7 Oct			Examination #1

## **2. Course Reader**

Each department will decide how to develop the readers for their own courses. However, an institutional appeal has been made to all departments and programmes mainstreaming the importance of looking for ways to avoid the printing of large numbers of lengthy readers, not only due to the negative effects on the environment but also due to copyright constraints. The CD-ROM and digital options are highly recommended.

Independent of the option of reader selected (hard-copy, CD-ROM, on-line), the syllabus, along with the suggested readings for the course, should be submitted to the programme director or instructor one month in advance, as its preparation is time-consuming, and a minimum of one month lead time is requested for the system to work.

### ***B. Academic Requirements***

#### **General requirements for course work**

At UPEACE, one credit is equivalent to 15 classroom hours. Each classroom hour is 50 minutes of actual teaching time. A three-credit course, for example, is therefore 45 classroom hours. This equates to three hours per day, with a half hour break, Monday through Friday for three weeks. All courses at UPEACE are taught in blocks. This means that one-credit courses are one week in duration; two-credit courses are two weeks in duration; etc.

Normal class hours are 09:00-12:00 Monday through Friday. There are no courses offered on Saturday or Sunday, although, when necessary, special events or field trips can be scheduled for Saturday.

Due to the intensive nature of the programme, the amount of reading and written work should be considered against this time frame. There is no standard for the amount of assigned reading or written work per course. As a guideline, students have roughly three hours of class per day, and can be therefore expected to have five hours or less of assigned work each day, with more on weekends. The amount of work assigned should vary based on the level of detail with which you want the students to familiarize themselves with the material. For a three-credit course, the guideline for written work is a project of 5,000 words, or smaller projects that equal this amount. Students should be required to submit their final papers within three days of the end of the course.

Please note that it is difficult for students to prepare assignments for due dates that fall after the course is completed. For this reason, it is recommended that, as much as possible, assignments be due on or before the last day of the course.

## Grading

UPEACE grades are based on a 10-point scale, sometimes expressed in terms of a percentage. The minimum passing grade is 7.0. Students must keep a minimum average of 8.0 in each semester to maintain enrolment at UPEACE, and an overall average of 8.0 to graduate.

Although UPEACE applies a numerical scale for grading, for the purposes of comparison and interpretation by other higher education institutions, the following conversion is suggested:

UPEACE grade	Letter Grade
9.5-10.0	A+
9.0-9.4	A
8.5-8.9	B+
8.0-8.4	B
7.5-7.9	C+
7.0-7.4	C
Below 7.0	F

In rare circumstances, students can opt to take courses on a pass-fail basis. However, no more than 20 percent of a student's courses can be graded on a pass-fail basis.

Within four weeks of the end of classes, the Head of Department will report to the Head of the Department for Academic Administration with the final grades assigned to each student, explaining who has dropped/failed the course or has pending assignments for the final grade.

Each Head of Department will determine the possibility of re-sitting for an examination and should report any change in grades to the Vice Rector for Academic Affairs no later than three weeks after the beginning of the next semester. The maximum grade to be granted for any repeated exam will be 7.0. If students fail a course after the approved re-sitting they will not be allowed to enrol in the following semester.

## Code of Conduct and Academic Dishonesty

Students are expected to conduct themselves in an orderly fashion at all times and to adhere to a common-sense code of behaviour. Students may be sanctioned if found engaging in any of the following activities:

- Unauthorized copying or giving of examination answers to another student.
- Stealing answers prior to an examination
- Plagiarizing in material submitted for assessment
- Intentionally damaging UPEACE property, equipment or installations
- Misapplying University funds or fellowships
- Falsifying documents (administrative, academic or financial)
- Harassing – sexually or otherwise – other students, faculty or non-academic staff
- Using or distributing illicit drugs on the University premises or in the course of related University activities
- Prejudice or discrimination

Sanctions may consist of a variety of remedies determined in accordance with the procedures established in this manual and in the academic regulations of the University. Sanctions up to and including expulsion from academic programmes and the UPEACE campus are possible.

### *Plagiarism*

Plagiarism is among the most serious breaches of academic honesty. Plagiarism, in any form, is not to be tolerated under any circumstances at the University and can result in expulsion.

Students must complete all projects, papers, and exams on their own. While peer editing and tutoring of papers and theses is permissible and encouraged, the work submitted by students must be theirs alone. In the case of group projects, all parties involved in the composition of written work must be acknowledged.

It is the students' responsibility to ensure their understanding of the nature of plagiarism, the rules for use and citation of sources, and any other issues relating to academic honesty.

### *Cheating*

It is an academic offence for a student to engage in unfair academic practices on any submitted work, whether or not such work is formally assessed. It is also an academic offence for a student to knowingly help another student engage in unfair academic practices.

Allegations of academic offences shall be dealt with in accordance with procedures set out in the academic regulations. Previous offences shall be taken into account. Students are responsible for knowing the rules.

## **Classroom Expectations**

### *Dictionaries and Textbooks*

Students may take a dictionary or textbook into a University examination only when the director of the department responsible for the exam has given prior written permission.

### *Attendance and Absences*

Regular attendance is expected of each student. Absences from lectures and other classes should be accounted for as a matter of courtesy: Students should indicate that they will be absent (if they know in advance), or that they have been absent, and why. If they are absent for more than one week (but less than two weeks), they must inform the Head of Department in writing about the reason for their absence. If absent due to illness for more than two weeks, students are required to provide medical documentation. When there are other reasons for absence, students will normally be required to provide appropriate corroboration. The evidence should be copied to the Head of the Department for Academic Administration, the Head of Department, and the academic advisor. If students are absent intermittently, and the frequency of the absence gives cause for concern, they may be required to provide appropriate corroboration at the discretion of the programme director who will communicate the decision to the Head of the Department for Academic Administration. Whatever the reason for absences, students are always responsible for the material covered in the lectures they have missed.

### *Classroom Etiquette*

Students are expected to attend class regularly, to be prepared, and to have done the required readings and assignments prior to arriving in class. Classroom participation is also expected. Students should be encouraged to arrive promptly for class. Students should be discouraged from using telephones or computers during class (unless using a laptop for the purpose of taking notes or if there is some emergency reason for using the telephone). Students should be discouraged from reading either course or non-course-related materials during class time. Students should be encouraged to participate in the course, but discouraged from entertaining unrelated personal conversations. Students should be treated as adults and with respect, but this respect should also be returned by students and evident in their behavior during the class. Students should also be encouraged to treat their fellow students with respect, even when disagreeing with different points of view.

### *Grievances*

Should any disputes arise between a faculty member and a student, the first point of contact is the Head of Department, who will be responsible for resolving the matter. If the matter relates to a violation of academic ethical standards (e.g., cheating or plagiarism), the programme director will submit the matter to the Programme Academic Committee (PAC) according to UPEACE academic regulations.

If the matter is not related to academic issues, the programme director will try to solve it at her or his level. If this is not possible, the Head of Department will submit the matter to the head of the department who will address the matter or raise it to the Vice Rector for Academic Programmes.

## Academic Advice

Students may receive academic advice from the following persons:

- Resident Faculty
- Visiting Faculty
- Heads of Department
- Vice Rector for Academic Affairs

## Graduation

Students must complete the required credits in approved courses for their programmes in order to be eligible for graduation. Before graduation, students must be in good standing with UPEACE with respect to tuition payments, library fees and other student life issues. To obtain a Master's degree, not more than two years may elapse between first enrollment and graduation. If more than two years have passed, the student must once again follow the admission process. Students must submit the graduation form to the Office for Academic Administration on or prior to the established date.

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## VII. Due Dates and Logistics

### *A. Instructor checklist for due dates*

#### *Visa:*

Please refer to the Costa Rican Immigration website (<http://200.9.37.82/visas/directrices.doc>) to see if you will need a visa. If so, you will need to submit your paperwork and signed contract to Rocio Rodriguez ([rrodriguez@upeace.org](mailto:rrodriguez@upeace.org)) at least six weeks before your departure date.

#### *Passport*

Make sure that your passport will be valid for at least six months from your date of departure, otherwise the airline will not let you board the plane. This is an international regulation, not a Costa Rican one.

#### *Draft Syllabus:*

A draft of your course syllabus is due to the Head of Department 10 weeks before the first day of your course.

#### *Final Syllabus:*

The final syllabus needs to be submitted to the Head of Department six weeks before the first day of the course.

*Introductory Readings:*

These need to be submitted to the programme instructor or administrative assistant four weeks before the beginning of the course.

*Library Book Order:*

These need to be submitted to the programme instructor or administrative assistant three months before the first day of your course.

*Textbook Order:*

These need to be submitted to the programme instructor or administrative assistant three months before the first day of your course.

*Course Reader:*

These need to be compiled and prepared three weeks before the first day of the course.

*Submission of Final Course Grades:*

Professors must submit their course grades to the programme director or instructor within 15 working days of the due date of the final assignment. Payments for visiting professors will be processed upon grade submission.

## ***B. Instructor Logistics***

### ***Transportation and parking***

All courses will take place at the University for Peace San José campus. The campus information is as follows:

P.O. Box 138-6100  
San José, Costa Rica  
Tel: (506) 205-9000  
Fax: (506) 249-1929  
E-mail: [info@upeace.org](mailto:info@upeace.org)  
Web site: [www.upeace.org](http://www.upeace.org)

The physical address of UPEACE is: **7 ½ kilómetros al Oeste de la Pulpería Estrella del Sur en El Rodeo, Ciudad Colón, Mora.**

UPEACE offers bus services from the entrance to the Hotel Corteza Amarilla, and the bus stop down the hill from Hotel Canal Grande, to UPEACE every morning. Visiting faculty must wait outside the main entrance to the hotel Corteza Amarilla complex or the bus stop at 7:40 AM or 8:05 AM. Visiting faculty should look for a large bus at that time. The bus will not wait past this schedule.

UPEACE provides a free shuttle service (the student and staff buses) from UPEACE to downtown Ciudad Colón, and to San Jose, and back at different times during the day. See schedule below.

Routes	Departure times											
	6:45 AM	7:25 AM	8:15 AM	8:25 AM	8:30 AM	8:35 AM	1:00 PM	1:30 PM	3:00 PM	3:30 PM	4:30 PM	7:00 PM
Monday to Friday												
Pops Curridabat - UPEACE	▲											
La Sabana - UPEACE		▲										
Forum - UPEACE			▲									
Higuerón - UPEACE				▲								
C.C. Soccer F. - UPEACE					▲							
Estrella del Sur - UPEACE						▲						
UPEACE - "Asilo de ancianos"							▲		▲			
National Bank - UPEACE								▲		▲		
UPEACE - Forum											▲	
UPEACE - La Sabana											▲	▲
UPEACE - Pops Curridabat											▲	

Routes	Departure times				
	8:00 AM	8:30 AM	1:00 PM	1:30 PM	5:00 PM
Saturdays					
La Sabana - UPEACE	▲				
C.C. Soccer Field - UPEACE		▲			
UPEACE - National Bank			▲		
National Bank - UPEACE				▲	
UPEACE - La Sabana					▲

**Notes**

1. Please be always 5 minutes earlier from Departure Times at Departure Places

2. Please contact the Logistical Coordinator in case you have any questions or suggestions  
prichard@upeace.org cell 834 73 19

3. All buses are properly identified with UPEACE logos

Local taxis, which are both reliable and less expensive than taxis stationed at the Hotel Real, are available at the following number:

Ciudad Colón Taxi: 249-2078

The University also has parking space for the visiting faculty members. At the main entrance they will be guided to the appropriate parking lot.

## *Lodging*

Usually, UPEACE uses the following hotels for the visiting faculty:

### **HOTEL CORTEZA AMARILLA**

**Address:** From FORUM (Santa Ana)  
5 kilometers west toward Ciudad Colon.  
On the right hand side

**Tel.** (506) 203-7503 / 203-7490  
**Fax:** (506) 282-6641  
**E-mail:** [reservations@cortezaamarillalodge.com](mailto:reservations@cortezaamarillalodge.com)  
**Website:** [www.cortezaamarillalodge.com](http://www.cortezaamarillalodge.com)

Hotel Corteza Amarilla is located just 15 minutes from Juan Santamaria International Airport and 12 minutes from San Jose Downtown.

### **HOTEL POSADA CANAL GRANDE**

**Address:** Del Cruce de Piedades de Santa Ana, 500 mts. al sur, contiguo al Restaurante D'Marco  
Piedades de Santa Ana  
San José, Costa Rica

**Tel.** (506) 282-4089/4101 / Fax: (506) 282-5733  
**E-mail:** [info@hotelcanalgrande.com](mailto:info@hotelcanalgrande.com)  
**Website:** [www.hotelcanalgrande.com](http://www.hotelcanalgrande.com)

Continental Breakfast is included in your accommodation. UPEACE will not cover expenses related to telephone calls including long distances calls, room service, mini-bar, additional nights, business centre expenses, laundry service or any other cost other than the cost of the room.

UPEACE does not cover the cost of any family member or companion that the visiting faculty member brings.

If the visiting faculty would like alternative lodging arrangements, the following policy will apply:

1. UPEACE will provide visiting professors reasonable accommodation in one of its approved hotels according to already established guidelines.
2. If a visiting professor prefers to arrange her/his own accommodation in another hotel, s/he will be reimbursed upon submission of receipts the actual cost of such accommodation not to exceed the amount that UPEACE pays for its most regularly used hotel (currently Corteza Amarilla).
3. If a visiting professor prefers to arrange her/his own accommodation but has not receipts to submit, s/he will be reimbursed a flat rate of \$30 daily.

## ***Health***

Costa Rica's historical commitment to the human development of its inhabitants has provided the foundation for a modern and renowned health system, under the administration of the Caja Costarricense del Seguro Social (CCSS), the social security provider. The health system has a record of significant achievements: Costa Ricans enjoy one of the best standards of health in the world. The country has one of the highest life expectancy rates in the world and lowest infant mortality rates in Latin America.

You are unlikely to encounter any serious diseases in Costa Rica. Sanitary standards are high and the health system is excellent. The country presents a very low risk of malaria or any other type of disease. Hence, vaccination is unnecessary. Public (social security or CCSS) and private clinics and hospitals are found all over the territory.

At the moment we have had a dengue fever outbreak in areas near the University for Peace. The Ministry of Health has been working towards better mosquito control. The risk for travellers of being bitten by mosquitoes indoors is reduced by the use of air conditioning or windows and doors that are screened. Proper application of mosquito repellents on exposed skin and clothing also decreases the risk of being bitten by mosquitoes.

The University for Peace, along with the United Nations System in Costa Rica, has developed a list of reputable doctors in every medical specialization. They have also been evaluated by the World Health Organization.

The water is usually safe in San José and in the major towns, but bottled water is recommended when off the beaten path.

## ***Food***

During working days the University has a cafeteria that provides breakfast, lunch and snacks. Lunch costs 1,750 colones (around \$3.40).

## ***Travel***

UPEACE provides an economy class ticket to the visiting faculty member in the form of an electronic ticket (e-ticket). The confirmation number will be provided to the visiting faculty member. With this code, you only need to go to the counter of the airline at the airport and claim the ticket.

If problems arise with the ticket and the visiting faculty member is requested to buy his or her ticket, the University will reimburse it. This situation only occurs exceptionally and in cases in which the ticket has a lower cost if the professor buys it.

UPEACE does not cover the ticket costs for any family member or companion.

## ***Travel insurance***

The University for Peace provides basic travel insurance. The policy covers accidental death, permanent incapacity, body repatriation and medical expenses due to accident or major illness while in Costa Rica.

### ***Payment***

Final payment will be made following the completion of services certified by the supervisor, either through cash or bank transfer. For bank transfer please provide the following information in advance: name of the bank, account number, account holder, address, telephone, number FAX number, and SWIFT code of the bank.

### ***Contracts***

Visiting faculty will be required to sign a contract stating their terms of reference.

### ***Per diem***

The form requesting payment of the DSA (Daily Subsistence Allowance) is sent in advance to the finance department. Once the visiting faculty member arrives at the UPEACE campus, the administrative assistant of the corresponding Master's programme must pick up the check in the finance department, request the check endorsement from the Professor as well as copy of your passport and deliver it to the treasurer at Finance Department in order to cash it. *Per diem* payment will be delivered on the second or third day of arrival. The standard *per diem* rate is \$55. This allowance is aimed at offsetting costs related to transportation and board expenses, as well as other incidental costs incurred while in Costa Rica.

### ***Reimbursements***

Visiting faculty members who have expenditures that need to be reimbursed should contact the administrative assistant of the respective programme to make the necessary arrangements.

### ***Office space***

Visiting faculty members will be provided with an office space. Upon their arrival they will be directed to this space.

### ***Computers / Internet***

A computer lab is available for the visiting faculty. In addition, if visiting faculty have their own computers, they may plug them in to one of the mounted data jacks in library carrels and tables to gain access to every network, database and other electronic resources that UPEACE offers. A wireless connection is also available throughout campus.

### ***Photocopying***

If visiting faculty need to make photocopies for the class, they must contact the administrative assistant of the department.

In the case of personal copies, there is a photocopy service at the University that charges 10 colones per page.

### ***Class assistants***

No class assistants are provided for faculty.

### ***Class resources and supplies***

If you will require special equipment, you must inform the MA Programme staff prior to your arrival so that they can arrange for the equipment to be in the room and ready before the start of classes. As a standard, UPEACE has general presentation equipment available in all classrooms.

### ***Security***

#### On campus

- Visitors to UPEACE will be provided with a visitor ID which must be worn at all times.
- Do not leave personal belongings unattended, particularly in public places such as the cafeteria, classrooms, meeting rooms, library, student lounge or corridors. Please remember to close the door(s) to your office when you are the last to leave.
- Security services are provided by a private company which offers 24-hour protection. Any communication with this security company shall be made through our focal point for security matters at UPEACE, Pablo Richard, Logistical Coordinator and Acquisitions Officer, ext. #9024, mobile 389-3756. The back-up contact person is Adriana Monge, Chief of General Services, office ext. # 9025, mobile 831-9050.

#### Off campus

- You are encouraged to exercise the same level of caution here that you would exercise in major cities or tourist areas throughout the world.
- In general, avoid deserted properties, undeveloped land, and unlighted areas at night. Walk or exercise with a companion. Avoid responding in kind to verbal harassment. Bear in mind that popular areas where there are foreign tourists are also common venues for certain types of criminal activities.
- Always walk in groups at night or take official taxis. This practice should be adhered to in towns as well as in the city. Be careful to use licensed taxis, which are red and have yellow triangles painted on the side. Licensed taxis at the airport are painted orange (they are slightly more expensive) rather than red. All taxis should have working door handles, locks, and meters (called "marías"), and passengers should not ride in the front seat with the driver. In metropolitan areas, make sure before you start the trip that the taxi meter is working. For longer distances, a price should be agreed upon before the trip begins.

- If your possessions are lost or stolen, report the loss immediately to the local police. Keep a copy of the police report for insurance claims and in order to provide official support for any required explanation of the situation.
- The first priority in a medical emergency is to activate the emergency response system. In Costa Rica, this can be done by dialing 911. Be sure that you are familiar with at least the few key phrases in Spanish necessary to indicate that there is an emergency and be able to provide your location. If the situation is serious, but not critical, the Cruz Roja (Red Cross) operates the ambulance service. CIMA is one of the best hospitals in the area.
- Avoid carrying and withdrawing large amounts of cash where you may be observed.

### ***Emergency contacts***

Emergencies	911	(Fire, police or ambulance)
Red Cross - Ciudad Colón	249-1126	(First aid and ambulance service)
CIMA Hospital	208-1000	(Good private hospital in nearby Escazu)
Clinica Biblica	522-1000	(Good private hospital in San José)

### ***Tourism***

Costa Rica has a vast offering of tourism services. Please visit the website of the Tourism Authority of Costa Rica: [www.tourism-costarica.com](http://www.tourism-costarica.com) for more information. At the University we can guide the visiting professor to the tourism providers.

### ***Other important information***

#### ***Receiving Mail and Faxes***

Personal mail can be received at the academic administration's address. Please make sure the mail is addressed according to the following format:

**Name**  
**Academic Programmes Office**  
**UPEACE University**  
**P.O. Box 138-6100 San José**  
**Costa Rica**

Faxes can be received at the central telephone exchange at fax (506) 249-1929. Please make sure the sender clearly marks the fax with your name to ensure that you receive it.

### ***GENERAL TRAVEL INFORMATION***

#### **Costa Rica**

**Area:** 51,100 square kilometers

**Capital:** San José (pop. about 2,000,000 in the Great Metropolitan Area)

**Population:** Four million (2000 Census results)

**Language:** Spanish

**Religion:** More than 90 percent of Costa Ricans are Roman Catholic.

**Weather:** The average temperature in the UPEACE area will range from 18° to 25° Celsius (64.4 to 77 Fahrenheit). The weather in Costa Rica is relatively warm, usually from November to April it is fairly to mostly dry, and although the rest of the year is the rainy season, that does not mean that it rains all day. Mornings tend to be full of sun (short sleeves and light clothes recommended) and early afternoons sometimes have rainstorms, which tend to clear up in the evening (light jacket/umbrella may be necessary). However, weather is, of course, not always predictable.

**Recommended clothing:** Consider including swimwear, casual clothing, a light jacket, and comfortable, semi-formal clothes for teaching and going out to dinner. Hiking shoes or tennis shoes are also recommended, as the campus has many trails to explore. On Fridays, the faculty dresses down, wearing jeans etc.

**Electricity:** 110V

**Currency:** Colon. As of September 2007 the exchange rate was approximately 520 colones for every 1 US Dollar.

**Exchanging money:** A few banks in San José will change a handful of non-US currencies. It is highly recommended that you buy US dollars before arriving in Costa Rica. You may change US dollars at most banks. Banking hours are commonly 09:00 to 15:00, weekdays. However, Banco Nacional in Ciudad Colón opens at 08:30 and remains open until 15:45. Bring your passport when changing money. Also, the Quality Hotel front desk offers a reasonable exchange rate.

**ATMs:** Banco Popular, ATH (A Toda Hora), and Credomatic have the biggest ATM networks. Visa cards are the most useful, though MasterCard works in some machines as well. You will find many ATMs in Ciudad Colón. Banco Nacional has one on the main road in front of the church. The one at Banco de Costa Rica provides US currency. It is not advisable to change money at the airport.



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## HOTEL OPTIONS FOR VISITING PROFESSORS

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It is important to us that visiting professors and other guests of the UPEACE community are comfortable and secure during their stay. Drawing on our experiences with local hotels over the last five years, we have compiled this pamphlet featuring the addresses and descriptions of four nearby accommodation options, all of which satisfy our criteria for comfort, cleanliness, service, value, and convenience.

Feel free to contact any of these hotels, according to your preferences, and contact us as soon as possible so that we can check availability and make a reservation for you. Please let us know if you need any more assistance or if there is any additional information about the hotels featured here which should be included for future reference.

### Including fees negotiation

Hotel reservations made through the University correspond to your contract. Any additional arrangements have to be made directly with the hotel.

In all cases, UPEACE will pay the basic rate, but charges for additional services are the sole responsibility of the hotel guest.

**To UPEACE**



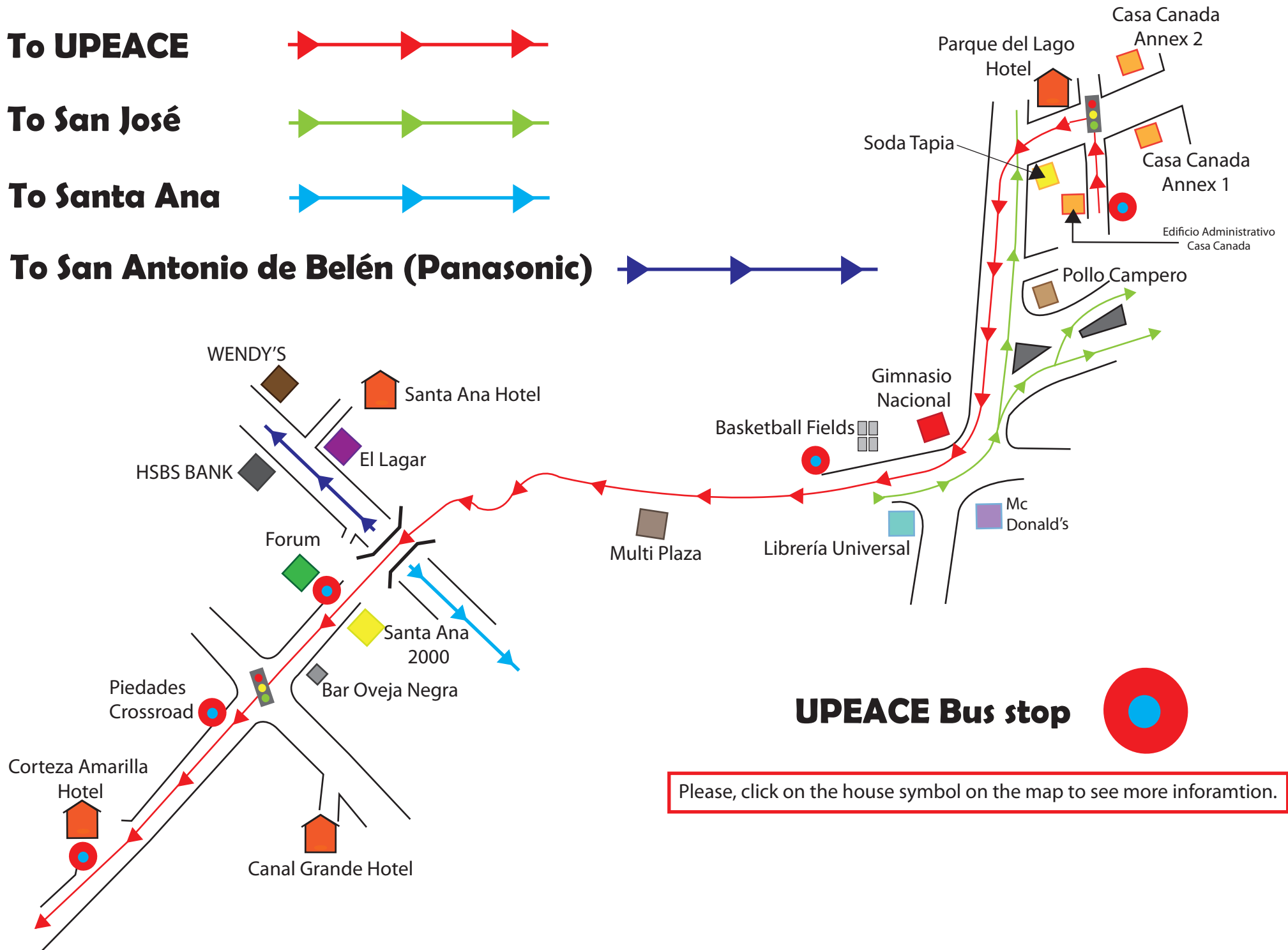
**To San José**



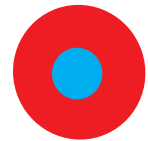
**To Santa Ana**



**To San Antonio de Belén (Panasonic)**



**UPEACE Bus stop**



Please, click on the house symbol on the map to see more information.

# HOTELS SERVICES AVAILABILITY

Evaluated Aspects	Corteza Amarilla	Canal Grande	Santa Ana	Parque del LAGO
24/7 Reception bilingual service	✓		✓	✓
Air Condition in the rooms	✓		✓	✓
Free airport shuttle				✓
Number of rooms	✓	✓	✓	✓
Cable TV	✓		✓	✓
Closeness to Ciudad Colon, were most of the students and staff live	✓	✓	✓	
Closeness to public bus stop	✓	✓	✓	✓
Closeness to the airport			✓	✓
Closeness to the UPEACE bus stop	✓	✓	✓	✓
Closeness to the UPEACE campus	✓	✓	✓	
Exercises facilities		✓	✓	✓
Accessibility for disable persons	✓		✓	✓
Good wireless signal	✓	✓	✓	✓
Hotel peacefulness	✓	✓	✓	✓
Laundry services	✓	✓	✓	✓
Free local calls				✓
Mini bar				✓
Near commercial facilities (such as banks, restaurants, etc.)		✓	✓	✓
Pool		✓	✓	
Rate	✓	✓	✓	
Hotel restaurant rates		✓		✓
Room service				✓
Security box	✓	✓	✓	✓
Space to work other than room		✓	✓	✓
Nice buffet breakfast	✓	✓	✓	✓

✓ = Available