



## **Faculty Handbook**

**Pontifical Catholic University of Paraná  
Curitiba, Brazil**

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## I. IMPORTANT CONTACT INFORMATION

### KSU OFFICE OF GLOBAL EDUCATION CONTACT INFORMATION

**OGE Office Address:**

**Address:** 625 Loop Road  
106 Van Campen Hall  
Kent, Ohio 44242

**OGE Staff Contact:**

**Leslie Bowser, Sr.** Global Programs Advisor  
**Office Phone:** +1 (330) 672-7980  
**Email:** [LBowser5@kent.edu](mailto:LBowser5@kent.edu)

### PUCPR CONTACT INFORMATION

**PUCPR Office Address & Contact:**

**Address:** Rua Imaculada Conceicao, 1155  
Predio Administrativo – Terreo  
80215-901 – Curitiba, PR – Brasil

**Phone:** +41 3271 2492

**Email:** [AmericanAcademy@pucpr.br](mailto:AmericanAcademy@pucpr.br)

### EMBASSY AND CONSULATE CONTACT INFORMATION

**U.S. Embassy Brasilia:**

**Address:** SES – Av. das Nações  
Quadra 801, Lote 03  
70403-900 – Brasília, DF

**Phone:** (55-61) 3312-7000

**Fax:** (55-61) 3225-9136

**U.S. Consulate in Sao Paulo:**

**(this Consulate has jurisdiction over Curitiba)**

**Address:** Rua Henri Dunant, 500,  
Chácara Santa Antonio,  
Sao Paulo – SP, 04709-110

**Phone:** (55-11) 3250-8730

### EMERGENCY PHONE NUMBERS IN BRAZIL

**Medical Emergency:** 192

**Fire:** 193

**Federal Police:** 194 – 41-3251-7500

## II. PONTIFICAL CATHOLIC UNIVERSITY OF PARANÁ (PUCPR)



Educational excellence, innovative entrepreneurship, and intercultural learning form PUCPR's primary educational goals. As a result, the Pontifícia Universidade Católica do Paraná (PUCPR) has earned national and international recognition through the Times Higher Education, placing PUCPR among the top universities in Brazil. Founded in 1959, PUCPR is a private, non-profit university guided by ethical, Christian, and Marist principles that acts as a promoter of regional development and social inclusion.

PUCPR's campus headquarters is located in Curitiba, capital of the state of Parana. In addition to Curitiba, the university has campuses in three other cities of Parana: Londrina, Toledo, and Maringa.

The Curitiba campus was the first to be established and includes the Center for Biological and Health Services, the Center for Exact Sciences and Technology, the Center for Juridical and Social Sciences, the Center for Humanities and Theology, and the Business School.

PUPCR also provides several academic and non-academic facilities and services to students including a library, sport facilities, study abroad and exchange programs, as well as administrative offices.

**Official PUCPR Website:** <https://www.pucpr.br/>

## III. CITY OF CURITIBA

Curitiba is the capital of Paraná, one of the three states that make up the Southern Region of Brazil. Curitiba is also one of the most important cultural, political, and economic centers in the country. It is often referred to as the ecological capital of Brazil and serves as an international model for sustainable development. The city of Curitiba is known for its innovative public transportation system, cultural heritage, green space, and environmental programs.

The surroundings of Curitiba offer beautiful mountain ranges such as the Anhangava, which are famous among the Brazilian rock climbing community, beaches on the coast of Paraná, and picturesque little towns such as Morretes and Antonina. These smaller communities are famous for their delicious cuisine and local handmade crafts.

As a city that has been home to many migrant groups, Curitiba is full of character that emanates from its beautiful European architecture. Curitiba's unique ancestry is also celebrated in the many cultural activities the city offers, such as civic and religious parties as well as dance, music and cooking festivals.

From mining to agriculture to cattle breeding, today Curitiba has a very strong industrial presence and hosts multinational companies such as: Nissan, Renault, Volkswagen, Audi, Volvo, and Kraft Foods. Curitiba is also known as the green capital because of its many parks and green areas, creative solutions to recycling, and lowest atmospheric pollution rate in Brazil. For more about Curitiba, please visit: <https://www.youtube.com/watch?v=b6KwIBvacUY>.

A wealth of additional travel tips and information can be found online via the *Lonely Planet Guide*:

- <https://www.lonelyplanet.com/brazil/the-south/curitiba>

An excellent source of facts and background about Brazil is *Global Road Warrior*:

- <http://www.globalroadwarrior.com/> (log in through your Flashline account)

### **Top Curitiba Attractions:**

There is a Curitiba tourist hop on/hop off bus that stops at many of the top touristic attractions: <http://www.curitiba.pr.gov.br/idioma/ingles/linhaturismo>. The ticket pad, which can be purchased at the Central Bus Station in Curitiba for R\$50, includes five vouchers; you can begin your tour at any point of the itinerary, and get-off/re-enter the bus four more times. PUCPR recommends these attractions:

- Jardim Botânico de Curitiba (Botanical Gardens): <http://www.curitiba.pr.gov.br/>
- Museu Oscar Niemeyer-MON (Oscar Niemeyer Museum): <http://www.museuoscarniemeyer.org.br/home>
- Universidade Livre do Meio Ambiente/UNILIVRE: [www.unilivre.org.br](http://www.unilivre.org.br)
- Parque Tanguá (Park): <http://www.curitiba.pr.gov.br/>
- Ópera de Arame/Pedreira Paulo Leminski: <https://www.facebook.com/operadearamepr/>

Another attraction to visit only on Sunday is the Feira do Largo da Ordem (outdoor Farmers' Market and artisan fair in the old city center): <http://www.feiradolargo.com.br/>

### **Cost of Living:**

The average amount you will need to live in Curitiba is around R\$1300 in Brazilian reais (BRL)/month, which is approximately \$350/month in U.S. dollars. Groceries will cost around R\$800 – 1,000/month, and transportation (primarily Uber) is roughly R\$200-280/month. As of Feb. 2019, 1 USD = 3.74 BRL. For the current rate, visit: <https://www.oanda.com/currency/convert/>

#### **Additional Tools for Calculating Expenses:**

[www.expatistan.com/cost-of-living](http://www.expatistan.com/cost-of-living), [www.curitiba.pr.gov.br/servicos](http://www.curitiba.pr.gov.br/servicos), [www.custodevida.com.br/](http://www.custodevida.com.br/)

### **Currency Exchange Offices:**

Reliable currency exchange offices can be found in most shopping malls, or at these offices:

#### **AVS Cambio e Turismo:**

Av. Marechal Deodoro, 630, cj. 504 – Centro

**Phone:** (41) 3223-2828

**Website:** [www.avsturismo.com.br](http://www.avsturismo.com.br)

#### **Confidence Cambio e Turismo:**

R. Comendador Araújo, 731 Piso 4 lj 406 - Batel

**Phone:** (41) 4004-5700

**Website:** [www.confidencecambio.com.br](http://www.confidencecambio.com.br)

#### **IV. AMERICAN ACADEMY**

This partnership between PUCPR and Kent State University is for students who want a global experience while earning a degree. The American Academy offers a unique cultural opportunity by providing students with two years of Kent State University's US-style education at PUCPR. Once these two years are completed, students receive the Associate of Sciences Degree issued by Kent State and have the option to choose where to complete their studies. With over 300 program options in Brazil and the United States, students can narrow down and focus on their individual academic and career goals.

**American Academy Website (English version):** <https://www.pucpr.br/american-academy-en>

##### **Faculty Resources:**

Kent State faculty assigned to teach at the American Academy will have a dedicated laptop for their use while in Brazil, and a dedicated office space in the American Academy suite. There is also a quieter private American Academy faculty office reserved downstairs in the lower level of the same building (the Business School building). Faculty may also request different classrooms if needed, such as the computer lab, or a room that can be arranged in various ways for group interaction.

Office support and meeting space are available, and classrooms all have a computer with connected projector. A computer with DVD drive is also available upon request. Printing is available upon advance request, by the American Academy staff. There is a café on the ground floor of the building where the American Academy is located, and a faculty kitchen where you may make coffee or store a lunch.

Each KSU faculty member will be paired with a PUCPR faculty member, who will be introduced to you via email once you have been assigned to teach. In addition to serving as a local faculty contact, you may contact this partner faculty member prior to designing your syllabus if you wish, for such things as information about local resources or events related to your course content, field trip ideas, or Brazilian contextual input relating to your course.

##### **Student Advising:**

Student advising is provided by both the American Academy Student Advisor located in Curitiba, Valesca Walesco, and the KSU Advisor located in Kent, Leslie Bowser.

#### **V. COURSE INFORMATION**

##### **1. Course Schedule:**

A sample course schedule is shown in Appendix A. The OGE Global Programs Advisor will send your specific daily class schedule to you for the course you have been assigned to teach, as well as a template course syllabus for you to use. Your course syllabus should be designed to fit this schedule.

##### **2. Study Tables:**

To promote student success, two separate blocks of time, called "Study Tables" were built into the schedule because of the condensed, intensive nature of the course. The intent of the Study Tables is to give the students time to do homework, prepare for the upcoming second lesson that afternoon, do

additional reading assignments, work on group projects or collaborative study, practice skills learned in the prior lesson, and get individual help from the professor as needed, since there are no office hours. Please do not leave this time unplanned – the students are expecting it to be a structured part of their curriculum, so they will expect specific instructions for how they should spend that time; it is not meant to be an optional session, so faculty are expected to provide some structure to it.

### **3. Withdrawal Policy:**

PUCPR will carefully recruit students who will be able to handle the coursework; however, we must account for situations in which students may not pass a class or may have to drop out of a term due to illness or personal circumstances. Below are our recommendations for addressing this issue, noting that each situation will need to be handled individually on a case-by-case basis:

1. Faculty are encouraged to have students with academic difficulty discuss this issue with the staff advisor early in the class term.
2. If a student fails a class or must withdraw, the student needs to schedule an appointment with the staff advisor to discuss which of the following options would be the best route to take:
  - a. Discuss with the faculty the probability of taking an incomplete in the course and set up a plan on how the student may successfully complete the course.
  - b. Determine if there is a comparable course offered at PUCPR that the student could take and have this transferred-in.
  - c. Have the student complete the other courses and stay in PUCPR until the semester is offered and retake the courses.
  - d. Consider retaking the class online
  - e. Complete the other courses in the American Academy and transition to KSU and then retake the courses—the student would not be awarded the Associates of Science degree until all the coursework has been successfully completed.

### **4. Attendance Policy:**

Faculty are required to track attendance every class session, because, per Brazilian law, students must attend at least 75% of classes in order to receive a passing grade. In any course, students who accumulate more than the permitted number of absences, regardless of the reason, will receive a grade of F unless they withdraw from the course. Faculty are expected to adhere to this policy and to notify the OGE Global Programs Advisor if a student should fall below the required minimum attendance. A sample attendance tracking sheet is provided – see APPENDIX B.

### **5. Grade Submission Deadlines:**

American Academy grades must be submitted within one week of the course end date. Official KSU grading deadlines are determined by the Registrar's Office and are not changeable, so faculty who are unable to submit final grades within the normal KSU grading deadline due the difference in our academic calendars should email Marlena Lewandowsky ([mlewand4@kent.edu](mailto:mlewand4@kent.edu)) to notify her that you will be submitting them late. The grades will show in Flashline as “not reported” (NR), then the instructor should use the Change Grade workflow in Flashline to change it from NR to the letter grade, no later than one week following the course end date.

## 5. Teaching assistants:

Faculty teaching during the American Academy may be eligible to receive a teaching assistant. Please contact the Office of Global Education for more information on this process.

## VI. HOUSING

A one-bedroom furnished apartment will be provided to you for the duration of your course. To secure your reservation for the faculty apartment, please email your final flight itinerary to the OGE Global Programs Advisor showing your arrival and departure dates for Curitiba. In the event of a short overlap of faculty, PUCPR will make hotel arrangements for you for the days of the overlap.

You may bring a spouse, but please notify OGE if you are planning to do so, and note that there is an additional cost of R\$70/night (about USD\$18/night) for a second occupant, which you will need to pay on your own at checkout. To view photos of the apartment, click on “Accommodations / Advantage Apartment” in the web site link:

**Location:** *Valentini di Lucca* apartment-hotel: <http://www.hotelvalentini.com.br/us/index.php>  
Rua Francisco Rocha, 500 – Batel  
Curitiba, PR 80420-130

**Facilities:** Bedroom (one double bed), living room, kitchen  
Weekly housekeeping service  
Free WiFi  
Cable TV (2 TVs)  
Air Conditioning/Heater  
CD/DVD player  
Washing machine and dryer  
Towels and bed linens  
Iron, hair dryer, bathroom amenities (like a hotel would provide)  
Kitchen is equipped with:  
Microwave, 2-burner gas stove/oven, refrigerator, toaster oven, rice cooker, drip coffee maker, George Foreman grill, table, dishware, tableware, pots & pans, dishcloths

There is a daily breakfast buffet in the dining area on the ground floor of the apartment building, but this is not included in our rental contract; you may purchase these meals on your own via a separate bill.

Located in the best neighborhood of Curitiba, Batel, the apartment is a short walk to many restaurants, and two blocks from the Curitiba Mall, Crystal Mall, and several supermarkets.

- The closest large supermarket is **Supermercado Angeloni**, address: Alameda Dr. Carlos de Carvalho, 2050 ([see map](#)).
- Two **pharmacies** are located near the corner of Avenida do Batel and R. Francisco Rocha.
- The closest **shopping mall** (where you will find restaurants open longer hours than others): Patio Batel, Av. Batel, 1868, Curitiba, Paraná 80420-090, Brazil
- The closest **coffee shop** is at R. Francisco Rocha, 643 - Batel, Curitiba - PR, 80420-130



We recommend that you bring an adapter to plug in your electronics – the voltage is the same but the outlets are different. PUCPR staff have purchased adapters for the apartment but we recommend you bring your own, as you may need an additional one for your PUCPR campus office, etc. Click [here](#) for details on the kind of outlet adapter you will need in Brazil.

## VII. AIRPORT & FLIGHT INFORMATION

### **Afonso Pena International Airport - Curitiba (CWB)**

**Address:** Av. Rocha Pombo - Águas Belas, São José dos Pinhais – PR, 83010-900

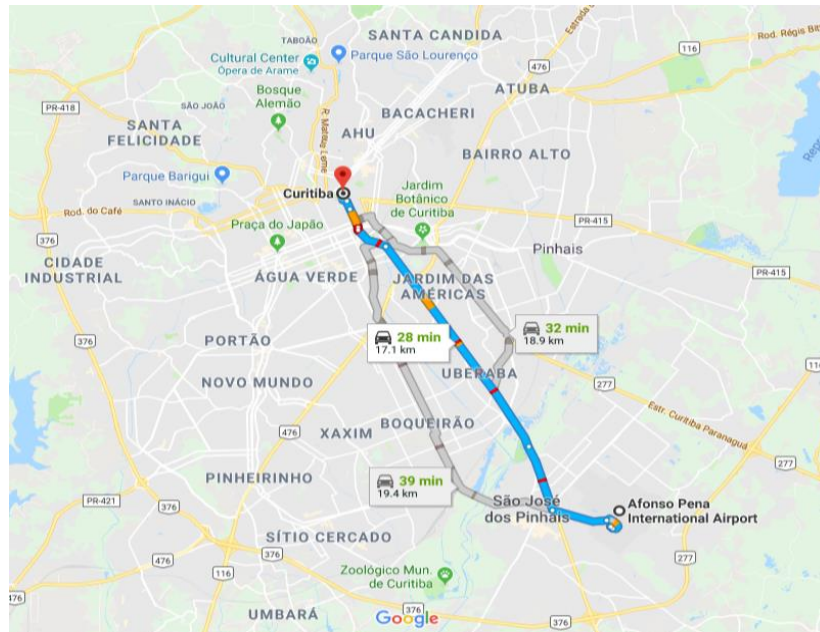
**Phone:** + 55 41 3381-1515

PUCPR's staff or a car service they hire will pick you up at the airport and take you to your apartment. Should that not be possible for any reason, several transportation options are available between the airport and the downtown apartments. Taxis and Uber are available and can be paid by credit card (ask the taxi driver to be sure). The most cost effective public transportation option is the *Aeroporto Executivo* minibus to downtown, which averages \$10.00 and leaves from the baggage claim area every



20-30 minutes. For timetables a complete list of stops, see: <http://www.aeroporto Curitiba.net/en/curitiba-airport-bus-service>.

The distance from API Airport to downtown is approximately 17 miles; following is the general route:



## VIII. INSURANCE

All faculty traveling for business outside the U.S. are required to register with the Compliance and Risk Management Department to obtain appropriate health and travel insurance, per KSU travel policy. Kent State has an international travel coverage program for employees – details are found here: <https://www.kent.edu/compliance/international-travel-insurance>. To register for it please contact:

**Elaine Ramhoff, Special Assistant**

**Email:** [eramhoff@kent.edu](mailto:eramhoff@kent.edu)

**Phone:** +1 (330) 672-1949

As the above policy provides minimum coverages, faculty may choose to purchase additional insurance from **GeoBlue** at rates starting at \$12.25 a week (this optional additional insurance is not a reimbursable expense). A PDF copy of the brochure is available from OGE. To purchase this additional insurance you will need to provide a copy of your passport, your home address, and your requested dates of coverage. For further information, please contact [edabroad@kent.edu](mailto:edabroad@kent.edu).

## IX. IMMUNIZATIONS

Although the water in Curitiba is potable, and mosquitos are less prevalent in Curitiba than other areas of Brazil due to the cooler climate, the Center for Disease Control recommends that travelers to Brazil obtain **Hepatitis A**, **Typhoid**, and **Yellow Fever** vaccines. These vaccines help prevent the spread of disease through contaminated food and water, and through the bite of an infected mosquito.

Please verify first whether your insurance plan covers the vaccines. If not, you can be reimbursed for this expense (the fee for the clinic appointment and the three CDC-recommended immunizations only; additional services you may do at your doctor's recommendation beyond these will not be reimbursed). DeWeese Health Center offers Typhoid and Hepatitis A vaccines, but not Yellow Fever; their self-pay rates are \$138 for Typhoid and \$69 for HepA. *Please schedule the vaccination appointment as far in advance of your trip as possible, as they must order the HepA vaccine in advance.* All three vaccines can be scheduled at **Passport Health** travel clinic, with locations in Beachwood and Fairlawn:

**Passport Health Fairlawn - Travel Clinic & Travel Health**

**Address:** 3610 W Market St, Suite 104, Fairlawn, OH, 4433

**Phone:** +1 (234) 901-8633

<https://www.passporthealthusa.com/vaccinations/>

**Passport Health Beachwood - Travel Clinic & Travel Health**

**Address:** 21825 Chagrin Blvd, Suite 345

**Phone:** +1 (216) 295-9400

<https://www.passporthealthusa.com/vaccinations/>

U.S. citizens traveling abroad should also be up-to-date on routine vaccines, including the measles-mumps-rubella (MMR), diphtheria-tetanus-pertussis, varicella (chickenpox), polio, and flu vaccines. For more information on Brazil-related vaccinations, visit:

[https://wwwnc.cdc.gov/travel/destinations/traveler/none/brazil?s\\_cid=ncezid-dgmq-travel-single-001](https://wwwnc.cdc.gov/travel/destinations/traveler/none/brazil?s_cid=ncezid-dgmq-travel-single-001).

## X. CLINICS AND HOSPITALS

**PUCPR's Hospital Marcelino Champagnat**

**Phone:** (41) 3087-7600

**Address:** Av. Pres. Affonso Camargo, 1399 - Cristo Rei

**PUCPR's Hospital Cajuru**

**Phone:** (41) 3271-3000

**Address:** Av. São José, 300 - Cristo Rei

**Centro Odontológico Pio XI  
(Dentistry Clinic)**

**Phone:** (41) 3232-6195

**Address:** Av. Silva Jardim, 1347 – Rebouças

**Clinica de Fraturas e Orthopedia  
(Orthopedic and Fractures Clinic)**

**Phone:** (41) 3218-2000

**Address:** Rua Quinze de Novembro  
2223 – Centro

**Hospital de Olhos do Parana  
(Eye Hospital)**

**Phone:** (41) 3222-4222

**Address:** Praca Zacarias, 51 – Centro

**Unidade de Saude Ouvidor Pardinho  
(Vaccination)**

**Phone:** (41) 3321-2820

**Address:** Rua 24 de Maio, s/n Rebouças

## XI. TRAVEL ARRANGEMENTS

The Program Coordinator will send you a link to the online *American Academy Travel Request Form* – you must complete this form online to get pre-approval of your proposed trip itinerary before you book flights. You can enter your preferred flight dates and route on this form if you have preferences, as well as explanatory notes if you are doing anything other than direct travel (adding vacation time or destinations, flying in or out of a different city, etc). Once you have received trip approval from the OGE Program Coordinator, we recommend that you book your flights through Ted Roy of Roy’s Stow Travel ([ted@roysstowtravel.com](mailto:ted@roysstowtravel.com)), who will invoice OGE directly. If you deviate from the normally authorized route, you will need to pay separately for any amount over what the normal route would have cost.

We recommend that you take a few minutes to enroll yourself in the U.S. Department of State’s “STEP” program prior to your departure, to report your presence in Brazil so that the U.S. Consulate can reach you in case of an emergency, or to help family or friends get in touch with you in an emergency. To enroll, please follow the instructions in this link: <https://step.state.gov/step/>.

## XII. VISA

As of June 17, 2019, Brazil no longer requires U.S. citizens (or Canadian, Japanese or Australian citizens) to have a Brazilian visa when traveling to Brazil for business or tourism for a stay of 90 days or less. If your passport is issued by any other country than those listed above, please see the Brazilian Embassy’s website for the visa requirements: <http://washington.itamaraty.gov.br/en-us/>.

PUCPR will issue you a faculty invitation letter, which you should carry with you along with your passport in your hand luggage. This is not required to enter the country, but it may be useful in facilitating your entry when you go through Immigration, as it explains the reason for your visit.

## XIII. EXPENSE REIMBURSEMENT

Faculty will receive a \$50 per day allowance to spend on meals and incidentals, to cover the dates of your course plus four travel days. ***The maximum allowed number of per diem days will be the number of days of your course plus four additional days.*** When you submit your reimbursement request after your trip in Flashline, you should enter this amount as Per Diem, and then “disallow” any amount above \$50/day. Additional travel beyond this number of days, or in a routing other than the most direct, lowest cost available route, will be at your own expense. We advise that faculty not arrive the day immediately prior to your start date, to avoid the risk of missing your first day of class if your flight is cancelled.

Beyond per diem, reimbursable items include:

- The CDC-recommended vaccinations (if not covered by your medical insurance – please verify this first)
- Airport Transportation (unless provided by PUCPR):

Per KSU policy 7-02.8 regarding reimbursement for personal car mileage, *“Mileage may be reimbursed for travel to and from an employee's temporary work location when the temporary work location exceeds the distance of the employee's primary work assignment. Only the mileage in excess of the normal commute to or from the primary work assignment may be reimbursed.”* This means that when submitting an ER for personal mileage, you will need to submit a Google Map of your normal commute to work, and a Google Map of your route from home to the airport, and you will only be allowed to claim the difference between the two, if the distance to the airport was farther.

#### **XIV. TRANSPORTATION IN CURITIBA**

From downtown Curitiba, we recommend downloading the Uber app to your phone if you are getting an international data plan; otherwise, the local phone that will be provided to you for use in Curitiba has the Uber app already loaded – PUCPR staff will help you enter your own credit card data to it upon arrival. An Uber ride from your apartment to campus will take about 15 minutes and cost approximately \$3 U.S. dollars, depending on the exchange rate and the time of day.

A local bus ride to PUCPR takes around 30 minutes. Transportation cards for the Curitiba URBS Bus Line can be purchased at 10 different service stations throughout town, by presenting your passport and proof of your local current address. After buying the card, additional travel credit can be purchased online. The rate per ride on a Curitiba bus line averages \$4.25. Additional information service stations, travel credit, bus routes, time tables, and more can be found at:



<http://www.urbs.curitiba.pr.gov.br/>. Another useful tool for route planning, directions, and traffic updates is the Moovit App. For more information, please visit: <http://moovitapp.com/>

**URBS: Bloco Central da Rodoferroviária**  
Av. Presidente Affonso Camargo, 330

**Rua da Cidadania**  
Praça Rui Barbosa, Centro  
**Hours: 12:30pm – 6:30pm**

#### **XV. PHONE SERVICE**

📞 We recommend that you download the **WhatsApp** app to communicate with PUCPR staff when you arrive to the airport in Brazil, to coordinate your pickup from the airport. Most Brazilians use WhatsApp for everyday communications.

Before leaving the U.S., you can ask your cell phone provider to convert your current plan to an international plan, or use a pre-paid phone which can be charged at any mobile store, newsstand, or pharmacy. Be sure to ask for VIVO, CLARO, OI, or TIM top-ups (called “recargas”), which are sold in varying amounts of \$15, \$20, or \$30.

**Interstate and Overseas Calling:**

- To make a phone call to other states, dial: 0 + country code + city code + number.
- In order to make an international call, dial: 00 + country code + city code + number.

**Appendix A - Sample Class Schedule**

<b>REL 11020: Intro to World Religions</b>						
<b>September 23 - October 11, 2019</b>						
<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
	9:00-10:30: REL 21021	9:00-10:30: REL 21021	9:00-10:30: REL 21021	9:00-10:30: REL 21021	9:00-10:30: REL 21021	
	10:30-12:00: Study Tables	10:30-12:00: Study Tables	10:30-12:00: Study Tables	10:30-12:00: Study Tables	10:30-12:00: Study Tables	
	12:00-1:30: Break	12:00-1:30: Break	12:00-1:30: Break	12:00-1:30: Break	12:00-1:30: Break	
	1:30-2:30: REL 21021	1:30-2:30: REL 21021	1:30-2:30: REL 21021	1:30-2:30: REL 21021	1:30-2:30: REL 21021	
	9:00-10:30: REL 21021	9:00-10:30: REL 21021	9:00-10:30: REL 21021	9:00-10:30: REL 21021	9:00-10:30: REL 21021	
	10:30-12:00: Study Tables	10:30-12:00: Study Tables	10:30-12:00: Study Tables	10:30-12:00: Study Tables	10:30-12:00: Study Tables	
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	12:00-1:30: Break	12:00-1:30: Break	12:00-1:30: Break	12:00-1:30: Break	12:00-1:30: Break	
	1:30-2:30: REL 21021	1:30-2:30: REL 21021	1:30-2:30: REL 21021	1:30-2:30: REL 21021	1:30-2:30: REL 21021	

