Coimbra, Portugal

IAP Program Handbook

2025-2026

The Coimbra, Portugal Academic Program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with the Portuguese Language and Culture course for international students in the Letters Faculty (Faculdade de Letras) at the University of Coimbra. This IAP Program Handbook supplements the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions relating to your relationship with your host university or academics (e.g. course credit and equivalents, registration deadlines, etc.) should be directed to International Academic Programs at UW-Madison.

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CONTACT INFORMATION

On-Site Program Information

Your primary contact in Coimbra, Portugal will be the On-Site Resident Director Ana Paula Arnaut, a faculty member from the University of Coimbra.

Her contact information is:

Ana Paula Arnaut Email: arnaut@fl.uc.pt

Mobile: 011-351-91-993-6582

Home: 011-351-23-910-9032

UW-Madison Information

International Academic Programs (IAP) University of Wisconsin-Madison 301 Red Gym, 716 Langdon St Madison, WI 53706

Tel: 608-265-6329 Fax: 608-262-6998 Web: www.studyabroad.wisc.edu

Emily Warnke

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Ella Quinn

Study Abroad Enrollment Manager

Tel: 608-265-6329

E-mail: ella.quinn@wisc.edu

Ella will process your application materials, course equivalent requests and your final transcript.

Emergency Contact Information

IAP Emergency Number

In case of an emergency, call the main IAP number **(608) 262-2851** between 8:00 a.m.-4:30 p.m. Monday-Friday; after-hours or on weekends call the IAP staff on call at **(608) 516-9440**.

Emergency Numbers in Portugal

European Emergency Number: 112

You can find other useful numbers (help lines, crisis lines) here: http://lisbon.angloinfo.com/information/healthcare/emergencies/

Embassy Registration and Information

All program participants who are U.S. citizens must register at the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register on-line at https://mytravel.state.gov/s/step. If you are not a U.S. citizen, register at your home country's embassy or consulate.

U.S. Embassy Portugal

American Embassy Avenida das Forças Armadas, Sete-Rios 1600-081 Lisbon Portugal

Emergency Phone: +(351) (21) 770-2122 or +(351) (21) 727-3300

Embassy Phone: +(351) (21) 770-2122

Fax: +(351) (21) 727-2354 Website: pt.usembassy.gov

PROGRAM DATES

Please see your MyStudyAbroad portal for program dates.

PREPARATIONS BEFORE LEAVING

Refer to the Pre-Departure Checklist in the IAP Study Abroad Handbook for essential information.

The more prepared you are before you leave the United States, the more you can take advantage of your time in Coimbra. See your academic advisor now and obtain a precise understanding of your degree requirements. Read everything you can about Portugal, practice your Portuguese, read Portuguese newspapers and magazines, watch Portuguese movies, and consult travel guides about Europe and the Iberian Peninsula.

Immigration Documents

Passport

A passport is needed to travel to Portugal and to obtain your student visa. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website (http://travel.state.gov/passport). If you already have your passport, make sure it will be valid for at least 6 months beyond the length of your stay abroad.

Visa

The visa process for Portugal is very complex. IAP will provide you with instructions. Start the process as soon as possible after acceptance, since the background check and processing visa at the consulate can take time (sometimes up to several months).

Pre-Departure Items to Gather

Several weeks after the regular classes begin in Coimbra, you will be issued a student ID card which entitles you access to all regular student services such as sports facilities, some limited hospital services, and occasional discounts for the theatre, movies and other cultural events.

While in Coimbra, carry your passport only when necessary. Otherwise, rely on some other means of routine identification, such as your university ID card and a photocopy of your passport. However, you should carry your passport and student ID card whenever you travel outside of the greater Coimbra area.

Vaccinations

We recommend that you consult with your health care professionals about any recommended vaccines before departure. Ask your doctor if you need any shots to travel to countries outside of Portugal (North Africa, for example). Be sure to bring with you all official records of your vaccines.

International Student ID Card (ISIC)

This card may be useful to you in Europe, entitling you to a number of reduced student rates for things such as museum, concert, movie tickets, and rail and air travel. It also carries evacuation insurance as well as emergency legal, financial, and medical assistance. Visit https://www.isic.org/get-your-card/ to purchase your card online. Students are not required to have an ISIC card, but it is recommended.

Handling Money Abroad

The currency of Portugal is the Euro (€). You will need about 50€ to cover arrival expenses: taxi/subway from Lisbon airport to the railway station Lisboa-Oriente, train to Coimbra (students can buy 2nd class tickets, they must be aware that seats are reserved – the ticket will inform about the carriage and the seat number), and a meal, if necessary. You can exchange US dollars for Euros (€) at the airport, but be

forewarned that the exchange rates are usually not as good. You can pay for a train ticket with a visa card.

You have the option of opening a personal bank account soon after arriving if you wish; however, with the widespread use of ATM cards, this is no longer necessary. If you do want to have a bank account, The Resident Director will help you set up an account at Caixa Geral de Depósitos. You will need your student visa to set up an account. Once you have a personal account, you can cash checks and have money transferred from the United States to your Portuguese account. The commission rate is approximately \$1.50 for checks transferred under \$1,000. If you want to open a bank account in Portugal, dollars can also be deposited in that account in the form of an International Bank draft not drawn on any particular bank.

Past students have reported that if you live in a dorm, you can live fairly well on approximately 300-400€ per month, but if you are planning on living in an apartment, you should budget slightly more per month. Cafeteria meals range between 1.90€ and 4.50€.

Packing

Pack lightly. Do not pack a suitcase so full that you cannot carry it by yourself. Do not pack jewelry, money, computers or other irreplaceable objects in checked luggage that does not travel on your person.

Clothing

Students dress as casually as in the States, so do not be overly concerned about what clothes to wear in Portugal. Do not plan on buying blue jeans in Portugal because they are much more expensive there. Other cotton clothing, however, is available and relatively inexpensive. It is a good idea to bring clothes you can layer for the cold and damp winter. Most dorms probably have at least one washing machine and possibly a dryer. Pack clothes you feel comfortable in, as there is a variety of dress among students. Here is a list of recommended clothes to pack:

ш	2-3 pairs of Jeans
	1-2 pairs of shorts
	pajamas (warm & cold weather)
	4-5 summer shirts
	1-2 nice pairs of pants
	pantyhose
	underwear
	heavy jacket
	bathing suit
	1-2 skirts
	socks
	2 long-sleeved shirts
	2-3 sweaters (turtleneck)
	1-2 nice outfits
	sturdy shoes for walking (you'll do lots of it)
	rain jacket

Shoes

Shoes are very important, as you will do a lot of walking in Coimbra. Bring tennis shoes, sandals (which can double as slippers), sturdy, well broken-in shoes and, if you jog, running shoes. Men and especially women with larger feet may have a difficult time finding shoes in Portugal.

It never snows in Coimbra, but it can get quite cold at night (close to freezing) during the winter. Most houses do not have central heating, so it is important to bring warm and comfortable clothes to wear around the house. Layering your clothes is also a good way to stay warm.

Hiking: Many students abroad enjoy camping and hiking. A good backpack for traveling and hiking is important. A down jacket, heavy jeans, and hiking boots will all be useful. Even if you have never camped-out, you may want to while in Portugal. Students have found it helpful to bring knapsacks or daypacks and sleeping bags. Other recommended traveling and camping gear include a Swiss army knife and a small flashlight with extra batteries. Your daypack can also be used in Coimbra for carrying books and papers to class.

Gifts

You may want to bring several gifts for different ages and genders. T-shirts are usually a good idea. Anything identified with your university or hometown will be appreciated such as a t-shirt with the university seal. Make sure to bring something that is meaningful to you as this will make the gift more special.

Electronics

The electrical current in Portugal is 220 volts, whereas the US is 110 volts. A plug adapter will be needed in order to fit the sockets abroad (two round prongs instead of our flat plug). An electricity converter may be necessary for certain electronic items. If you buy an adapter/converter, make sure it will work for the specific item for which you need it.

If you use a hair dryer, you may want to consider buying one when you get to Portugal. If you bring one from home, you will need a converter, and even then, it may not always work. In addition, they are very inexpensive to purchase in Portugal.

TRAVEL AND ARRIVAL INFORMATION

Travel Plans

You will arrange your own flight to Lisbon or Porto, Portugal. The Resident Director will arrange an arrival date for the program which will be sent to you. Please consult with her prior to purchasing any airfare. Once you have purchased your tickets, be sure to send your travel plans to the Resident Director so that she knows when to expect you.

Arrival Information

You will receive an email from the Resident Director with details on arrival. After going through customs and after collecting your luggage you have two options in either Lisbon or Porto.

If you arrive in Lisbon:

- 1) Can take a taxi (10€ more or less), ask the driver to take you to Estação Oriente, go to the 1st floor to the ticket office, buy a ticket to Coimbra B (you can pay with visa. Depending on the kind of train, the ticket will cost 20.00€ (Intercities) or 24.10€ (Alfa), 2nd class, and 25.25€ (Intercities) and 34.40€ (Alfa) for 1st class). On your ticket you'll see the carriage number and also your seat number. Be sure you enter into the right carriage and sit on the right place.
- 2) Take the subway to Estação Oriente (it will take around 20 minutes between getting out of the airport, catching the train and arriving to the ticket office). A metro map will be sent to you by the Resident Director, along with the arrival information prior to departure

If you arrive in Porto:

- 1) Can take a taxi (25€ more or less), ask the driver to take you to Estação Campanhã and buy a ticket to Coimbra B (you can pay with visa. Depending on the kind of train, the ticket will cost 13.75€ (Intercities) or 17.60€(Alfa), 2nd class, and 17.85€ (Intercities) or 23.00€ (Alfa) for 1st class). On your ticket you'll see the carriage number and also your seat number. Be sure you enter into the right carriage and sit on the right place.
- 2) Take the subway (line E) to Campanhã it will take around 45 minutes; it runs every other half an hour. Tickets are available at the machines.

When arriving in Coimbra B, get a taxi to the residence hall that has been assigned to you (information will be given prior to your arrival.

MAKE SURE TO EMAIL THE RESIDENT DIRECTOR the details of your arrival as soon as you have the information.

THE ACADEMIC PROGRAM

General Information

You will enroll in the Portuguese Language and Culture course for international students in the Letters Faculty (Faculdade de Letras) at the University of Coimbra. You will take classes in university buildings where you will see many regular Portuguese students. You will attend class with other international students, both from European and non-European countries. The Faculdade de Letras web site will provide you with more information regarding the respective semester's Annual Course for Foreign Students. This address is: http://www.uc.pt/fluc/ensino/cpe

The Annual Course of Portuguese Language and Culture for Foreign Students is offered through the Letters Faculty at the University of Coimbra. Classes will be held regularly from Monday to Friday. At least one guided excursion is included in the program per semester.

Course Information

Courses

Upon arrival in Coimbra, students are given a Portuguese language placement test. The results of the placement test will help determine which level of instruction a student should be placed in (1st semester: Beginners (A1), Elementary (A2), Pre-intermediate (B1), Intermediate (B2), Advanced (C1) / 2nd semester: Elementary (A2), Pre-intermediate (B1), Pre-intermediate (B1+), Intermediate (B2+), Advanced (C1+)) for the Portuguese Language and Culture courses for foreign students.

The Portuguese Language and Culture courses for foreign students include the following subjects:

Beginners level (A1)

Subjects	Hours per week	ECTS
Portuguese Language structures	5 hours	10
Oral communication	5 hours	6
Written communication	4 hours	6
Language Laboratory	4 hours	6
Cultural Activity		2
TOTAL PER SEMESTER	18 hours	30

Elementary level (A2)

Subjects	Hours per week	ECTS
Portuguese Language structures	5 hours	10
Oral communication	5 hours	6
Written communication	4 hours	6
Language Laboratory	4 hours	6
Cultural Activity		2
TOTAL PER SEMESTER	18 hours	30

Pre-Intermediate level (B1 and B1+)

Subjects	Hours per week	ECTS
Portuguese Language structures	5 hours	10
Oral communication	3 hours	5
Written communication	3 hours	5
Language laboratory	3 hours	4
Portuguese culture*	4 hours	4
Cultural Activity		2
TOTAL PER SEMESTER	18 hours	30

^{*&}quot;Portuguese Culture" subject consists of thematic modules (to be announced)

Intermediate level (B2 and B2+)

Subjects	Hours per week	ECTS
Portuguese Language structures	4 hours	8

Oral and written communication	4 hours	6
Language laboratory	2 hours	3
Portuguese History	4 hours	5
Portuguese Geography	2 hours	3
Portuguese Art	2 hours	3
Cultural Activity		2
TOTAL PER SEMESTER	18 hours	30

Advanced level (C1 and C1+)

Subjects	Hours per week	ECTS
Portuguese Language structures	4 hours	8
Oral and written communication	4 hours	5
Optional subjects*	10 hours	15
Cultural Activity		2
TOTAL PER SEMESTER	18 hours	30

Optional subjects* (to choose 5 out of 6)

Subjects	Hours per week	ECTS
Portuguese geography	2 hours	3
Portuguese art	2 hours	3
Contemporary Portugal	2 hours	3
Portuguese linguistics	2 hours	3
Literatures in Portuguese language	2 hours	3
Portuguese society	2 hours	3

If you have strong Portuguese language skills, you may take up to two regular university courses per semester. IAP strongly encourages students to do this as it is a great way to meet Portuguese students and learn about the Portuguese educational system. The Resident Director will provide students with detailed information about the University of Coimbra courses, how to register for them, etc. upon the students arrival in Coimbra. University of Coimbra courses typically start before the Language and Culture courses (especially in the fall semester), so students who intend to take University of Coimbra courses may need to arrive in Coimbra a few weeks earlier than students just taking the Language and Culture courses.

According to a past participant, the academic system in Coimbra is much less 'scheduled' than American students are accustomed to. Classrooms, hours, and starting dates can and do change, but <u>attendance</u> <u>is required and recorded!</u> Students treat instructors with a great deal of respect. Most of your grades for classes will probably be determined by a final exam and may not require research papers, quizzes or midterms.

Registration

The Resident Director will take care of most of the registration procedures for you. She will also contact the professors of regular classes that you might choose to take.

Credits

Equivalents and Course Equivalent Request (CER)

Each course you take abroad must be assigned a UW-Madison "equivalent" course in order for your grades and credits to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request (CER). Detailed information on the UW course equivalent process is available in the IAP Study Abroad Handbook.

If you would like more information or clarification on the Portuguese major, please contact Karen Francis (karen.francis@wisc.edu), Undergraduate Spanish and Portuguese Advisor. For course equivalent issues please contact Professor Ellen Sapega (ewsapega@wisc.edu). For questions about practical issues on this program contact your IAP study abroad advisor.

Conversions

You will receive 3 credits for each of the Language and Culture courses except the language laboratory for which no credit is granted to intermediate and advanced level students. Because of the course structure, elementary students will receive 3 credits for the language laboratory.

Due to the course structure, if a student is placed in the advanced level (C1 and C1+) s/he will have to attend 4 optional subjects (2 hours each) in order to get the necessary number of credits.

For the annual course and regular university course offerings, credits are based on the number of contact hours using the following guidelines:

Annual Courses:

- 3 h week courses x 13 weeks = total of 39 hours = UW 3 credits if a course meets 39 to 45 h in a semester
- 4 h week courses x 13 weeks = total 52 hours = UW 3 credits if a course meets 50 to 56 hours in a semester
- 5 h week courses x 13 weeks = total 65 hours = UW 4 credits if a course meets 60 to 70 h a semester

Regular courses/Undergraduate/Degree:

- 4 h week courses x 14 weeks = total of 56 h UW 3 credits
- 4 h week courses x 15 weeks = total of 60 h UW 4 credits
- 3 h week courses x 14 weeks/15 weeks = total 42 h 45 h UW 3 credits

If you have any questions about course equivalents in Portuguese or other related questions, please contact Professor Ellen Sapega, Spanish and Portuguese Department at ewsapega@wisc.edu.

Limits and Load

Students must take a minimum of the equivalent of 12 UW-Madison credits and a maximum of 18 UW-Madison credits per semester.

Pass/Fail/Drop/Audit

Please refer to the IAP Study Abroad Handbook for academic policies.

Grades and Grade Conversions

In cooperation with the program Resident Director and members of the UW-Madison Spanish and Portuguese department, International Academic Programs has established the grade conversion scale listed below for this program.

<u>Coimbra</u>	UW-Madison
15 or higher	Α
14	AB
12-13	В
11	ВС
10	С
less than 10	F

Besides occasional papers or tests (which will be taken into consideration in terms of students' overall grades), the standard assessment for each subject will consist of a final exam carried out by the instructor and which can include both written and oral sections. Seminar assessment, on the other hand, will consist of at least one paper, to be delivered and discussed in class. Class attendance is important, as the course content will be stressed in these exams.

LIVING ABROAD

General information

Portugal is a beautiful and warm country full of traditions. It is also a country of varied geography. The north has mountains, the center has hills and forests, the south is flatter, and the very south has rock cliffs and beaches. The people are nice and fun-loving. Coimbra is about half the size of Madison, with a very student-oriented atmosphere and beautiful architecture. The city sits on a hill-side, so it is very picturesque and close-knit. A city of about 100,000 people, Coimbra is the 5th largest city in Portugal. Most of the city is readily accessible by bus and the downtown area is manageable by foot.

The Coimbra Region https://www.cm-coimbra.pt/

Housing

For at least the first month of the program, students will typically be housed in a campus residence hall. Students are often placed in one of two residence halls (Residência Universitária João Jacinto close to campus or Pólo III further from campus). The residence hall leases are month to month (and can be as short as 15 days). If you decide that you want to move to a different living situation later, you may do so. Make sure you notify the appropriate housing staff 2-4 weeks in advance of your departure once you plan to end your residence hall contract. You will be charged additional rent if you fail to do so.

The residence halls provide students the opportunity to live with a Portuguese speaking student. The rooms all have beds, armoires, desks and shelves. Depending on which residence hall students live in,

students will either have a bathroom within their room (Pólo III) or two residence hall rooms will share a bathroom (Residência Universitária João Jacinto). The residence halls also have a kitchen on each wing that contains a refrigerator, oven, microwave, food storage space, a large table and most have a washing machine for clothes. Check with the Resident Director to borrow kitchen supplies that past participants might have left. There are general TV viewing area(s), study areas and access to internet. Sheets, towels, and blankets are provided. There are separate wings of residence halls for male and female students; they socialize in joint common areas. Security is maintained by a key to enter the residence hall building, a second key for each wing of the residence hall and a third key for the student's room. Students in the spring semester are often placed in Pólo III, depending on availability in the Residência Universitária João Jacinto or others closest to the Faculty. For cost estimates, please refer to your cost sheet in your My Study Abroad account.

If you choose to move into an apartment, choose a furnished one. Even in a furnished one, you will sometimes have to provide everything else like blankets, sheets, pillows, towels, cookware, plates, etc. Leases for apartments are typically month to month as well. You will pay your rent monthly to your landlord. The University of Coimbra Student Services Office publishes a booklet that provides up to date information on finding an apartment in Coimbra. This booklet is updated monthly.

Meals

You may cook your own food or eat out if you are not living with a family. Restaurants are usually very good and relatively inexpensive. Cafés generally serve decent sandwiches and meals. The least expensive and most widely used places to eat are the student cafeterias, or "cantinas", where a meal costs about 4€. With a little exploring, you will find many good *cantinas*.

Student Life

The success of your year in Portugal is largely determined by the friendships you make, and the earlier you can find a compatible group, the more satisfying your experience will be. From the very first week you must take the initiative. Get out of your residence hall or apartment and resist the temptation to hang around with your fellow Americans. Take advantage of whatever organizational contacts you bring from the United States: sports clubs, YMCA, AFS, church groups, Rotary Club, etc.

Check newspapers and bulletin boards for ongoing cultural events and make an effort to go to some. You may want to visit the outlying ruins or take the local bus to the end of the line just to see what the city looks like. You must make an effort in the first few weeks to overcome natural shyness and your nervousness about grammar mistakes to initiate a positive course of action.

Notify the Resident Director if you decide to travel abroad.

Transportation

Most students walk everywhere. In addition, local buses are inexpensive and reliable. You can either pay money when you get on a bus or use a (cheaper) bus ticket, which you buy at certain bus and newspaper stands. Schedules for the bus system are only available at certain stops, so this can get a little confusing. Bicycles are not recommended as the entire city is located on hills, and very few people have bicycles. If you do bike though, bring a helmet from home and wear it! Detailed information on public transportation will be provided by the Resident Director during your on-site orientation in Coimbra.

You will be able to easily travel around the country on inexpensive, public trains and private buses. The train system in Portugal is convenient and well run. You can find schedules, costs and other information online at: http://www.cp.pt/.

Safety

Always be extremely careful whenever you carry a wallet or purse with you on buses. Never carry important documents, such as your passport, unless you are going to use them for a specific purpose such as exchanging money. Instead, carry a photocopy of your passport with you. Men are advised to carry wallets in their front pants pockets and women should be very conscious of their purses or bags at all times. Shirts with button-down pockets may be useful for carrying money or documents. Do not wear expensive watches or flashy jewelry on crowded buses or in congested markets, as is the case in any country.

It is Portuguese law to carry an ID at all times. However, do not carry your passport, but another form of ID (copy of your passport or University of Coimbra ID) that would be relatively easy to replace if stolen.

Health

Coimbra has one of the best hospitals in Portugal, Hospital da Universidade de Coimbra (HUC). There are also medical facilities on campus for University of Coimbra faculty and students for more routine medical care, as well as student support services.

If you have a chronic illness, check with your doctor before leaving home about special medications you may need to bring with you. Be sure to inform The Resident Director of the medications that you are taking. This information is crucial, should there be an emergency. If you wear contact lenses, you may wish to bring an extra pair, as well as a pair of glasses, as they may be hard to replace in Coimbra. Bring a typewritten copy of your prescription along as well. Most therapeutic and non-prescription drugs (as well as some which require a prescription in the United States) are readily and cheaply available.

A Special Note about AIDS

The risk of acquiring the HIV infection through sexual contact is growing. If you are sexually active, beware, be smart, be safe – use condoms always and correctly. You should bring a supply of condoms from the United States as they are held to higher standards than condoms in other countries. If you are or think you may become sexually active, bring the birth control you will need for the year. See the Health and Safety Notes section of this handbook for more information.

Portugal has one of the highest rates of HIV/AIDS infection in Europe, due mainly to intravenous drug use. Please take all necessary precautions.

Communication

When making calls, keep in mind time zone differences (www.timeanddate.com/worldclock). To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always "1") followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial "011", the country code, city access code (if necessary) and the phone number. Country and city codes can be found online (www.timeanddate.com/worldclock/dialing.html).

You will find the mail system similar to the U.S. mail system. Post offices are located in several convenient places, including the university campus.

Cell phones are very common in Portugal. You can buy a reliable, relatively inexpensive phone while in the country. It is possible to purchase a phone with a debit system for less than 50€ with The Resident Director's assistance. Alternatively, your cell phone can be used in Portugal with purchase of a SIM card or E-SIM.

Computers

The Faculdade de Letras has good internet access on the 2nd floor, in a computer lab. You might have to wait, but the access is free and there are no hassles (no registration, etc). Also, it is mostly empty at certain times of the day. You can also use this lab to work on papers. There is a small fee for printing documents in the computer lab.

Internet cafés are found all over downtown Coimbra, and internet access there costs between 1-1.50€ per hour. However, with all the free time you will have between classes, it is better to use computers at the Faculdade de Letras. If you do not have time to wait for a free computer there, do not want to go back up the huge stairs to the university once you have come down, or need internet on the weekend, the cafés are very convenient. The residence halls also have access to internet.

In addition, the residence at Polo II has a very modern computer lab with internet. Students report that this lab is often empty.

STUDENT TESTIMONIALS

The testimonials below are from past participants; they reflect various students' experiences and are included to provide different perspectives. IAP does not endorse any specific view expressed in this section.

Academic Program

I recommend to incoming students to try to take classes outside of the Language and Culture courses; my professor in particular, Tatiana, was amazing--she taught Mulheres, paz, e conflitos armados, which was an excellent course and I think any American could benefit from and find interesting.