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Advanced Programs Welcome Letter

PSC 819, Box 56 • FPO AE 09645 • Phone 011 34 956 82 2799 • aprota@ou.edu
November 2016
Dear Professor:

We are excited for your arrival in Rota, Spain. You can look forward to great weather, lots of sun, and a friendly local culture. You will be staying very close to some of the finest beaches in Spain and almost everything is within walking distance.

Please take the time to read through this travel guide to familiarize yourself with the area. Feel free to ask any questions or let me know if you need assistance. I will do my best to ensure that your short stay in Rota as pleasant as possible.

I know that the students here in Rota are excited to get started and learn from your experience and what this course has to offer for their personal growth, development, and success in the Human Relations program.

Very Respectfully,

Angel Lopez

Site Director
Rota, Spain
Rota Site Office and Personnel Data

Civilian Address
The University of Oklahoma
Navy Campus
Apartado 33
Base Naval
Rota, Cadiz 11000

APO Address (US Domestic Mail)
The University of Oklahoma
PSC 819, Box 56
FPO, AE 09645

Office Phone Numbers
- From United States: 011-34-956-82-2799
- From Europe: 00-34-956-82-2799
- Within Spain/Rota: 956-82-2799
- From a military/DSN phone (throughout Europe): 727-2799

Email
Angel Lopez angel.lopez@ou.edu
Rota Office aprota@ou.edu

Fax
Civilian: 011-34-956-82-2994
Military/DSN: 727-2994

Site Director Phone
Home phone:
  - From United States: 011-34-856-11-2826
  - From Europe: 00-34-856-11-2826
  - Within Spain: 856-11-2826

Cell phone (for emergency use only): 628-48-4847

OU Office Hours
Monday-Friday: 0830-1630 (8:00 am- 4:30 pm)
US federal holidays: Closed

Education Services Officer (ESO)
Leslie Dickey
  Civilian phone: 956-82-2798
  Military/DSN phone: 727-2798
Advanced Programs Site Coordinator
Abbey Nixon
Phone: (405) 325-0504
Fax: (405) 325-5709

European Contract Support Office

Mailing Address
The University of Oklahoma
ATTN: (enter name)
CMR 469, General Delivery
APO, AE 09227

Street Address
The University of Oklahoma
Mannheimer Strasse 132
67657 Kaiserslautern, Germany

Contract Support Office Contacts:
Dr. Peggy Lerner, Director: apeudirector@ou.edu
Home phone: Included in travel documents
Taylor Austin: apeuprograms@ou.edu
Teri Bonilla apeuadmin@ou.edu
Office Phone (from United States) 011-49-6221-768118
Office Fax (49) 63175007416

Arrivals and Departures

Arrival at Jerez Airport
Disembarkation
All patrons must walk to the terminal when the plane taxis on the runway. Free baggage carts are available.

Passport Control
Passport control is undertaken in Madrid

Baggage Claim
Baggage claim is just inside the terminal as you enter after disembarking.

Customs Clearance
You will normally clear customs in Madrid.
Being Met at the Airport

You will exit the baggage claim area through the sliding doors into the arrival hall. In the unlikely event that you and the person who is meeting you miss each other, listen to hear if you are paged and/or go to the information booth in the lobby right through the sliding doors. The Site Director will be waiting just outside the baggage claim area, and will provide transportation to your hotel, then onto base for rental car pickup.

To Change Money

Exchange money in Madrid or wait until you arrive at the Naval Station in Rota. The exchange rate is typically better at ATM machines.

Departure from Jerez Airport

Arrival at Airport

Most professors leave on 705 am flight from Jerez (XRY) to Madrid Barajas (MAD). If this is the case, the Site Director will pick up the professor at their hotel and transport to the Airport. Plan on pickup 2.5 hours before scheduled departure for travel and customs clearance. If Site director is unavailable, taxi should be scheduled for about 0430, the number is 956 82 2929 or ask at front desk. Taxi costs approximately 50 Euros and the drive is approximately one half hour. The Jerez airport does not open its doors until 0500 and this gives time for customs clearance for check-through passengers.

Check-In

Information boards posted in the departure hall indicate the counter numbers for each airline. US carriers conduct a security interview with each passenger before taking luggage and issuing a boarding card. Have your ticket and passport ready. The most common airline is Iberia for international travel.

Please be advised of the new regulations for carry-on luggage and liquids in Europe. Check the Department of State website http://travel.state.gov for up to date regulations and restrictions.

Passport Control

Follow the signs to the Departure Gate noted on your boarding card. If you check in before a gate is assigned, refer to the departure boards in the Departure Hall. Unless you are traveling to another destination in Spain, you will go through passport control.

Security

You will go through a security control area. Place all of your belongings on the conveyor belt for the X-ray. A security agent will use a metal detector and hand search. Notify the agent if you have a heart pace maker.

Boarding

Arrive at the gate 1 hour or more before your flight’s departure time. Have your boarding card ready. For some flights, you will board directly onto the plane; for others, you will take a bus to the plane.
Special Note for Traveling through Madrid

Madrid Barajas Airport does not use the public announcement system for departure announcements or gate changes. Typically, gate assignments are not posted until 30 minutes prior to boarding time. You should be prepared to wait in a common area where you can see the departure board so that when posted, you have the maximum time to get to your gate. Flights typically are not held for late arrivals, so it will be your responsibility to go to the Iberia counter to re-schedule for a later flight if you miss your connection. If you have missed your connection, please call the Site Director at 628-48-4847 (from within Spain), or 0034-628-48-4847 from outside Spain to arrange later transportation.

Lodging

Lodging is no longer available for visiting faculty at Rota NAS, Spain. All lodging arrangements must be made on the economy. The Rota Site Director will take care of these arrangements for faculty. Please contact the Rota Site Director.

Primary Lodging: Aparthotel La Espadana Rota

Mailing Address
Av. de la Diputacion, 150
11520 Rota, Cádiz (España)

Phone
- From United States: 011 +34 956-84-6103
- From Europe: 0034 956-84-6103
- From Spain: 956-84-6103

Check-in Time
Anytime

Late Arrival Possible
Yes

Check-out Time
Anytime

Typical Room Assignment/Cost per Night

Single/Double/Suite/Efficiency:
- 1 January- 30 June 85 euro/day (Breakfast Included)
- 1 July- 31 August 120 euros/day (Breakfast Included) *High Season
- 1 September- 31 December 85 euros/day (Breakfast Included)

Modes of Payment
- U.S. cash
- U.S. Traveler’s Checks
- U.S. personal checks
• Euro cash

**Bed**
Queen-sized bed and sofa bed

**Amenities in Typical Room Assignment**
• Air conditioning
• Alarm clock
• Coffee maker with coffee
• Desk/chair
• Hair dryer
• Iron and ironing board
• Mini-fridge
• Microwave
• Radio
• Telephone
• TV with AFN and/or CNN
• Toiletries (soap, etc)
• VCR
• Washcloth
• Kitchenette

**Bathroom Facilities in Typical Room Assignment**
Private shower, wash basin and toilet

**Electricity in Room**
220 volt only

**Facilities**
• Small washing machine

**Smoking Policy**
No smoking in apartment preferred

**Distances from Hotel to Base**
• By foot: 20-30 minutes
• By car: 10 minutes

**Policies Regarding Reservations/Room Assignments**
Reservations are made by the Site Director.

**Policies Regarding Accompanying Persons**
Apartment will accommodate up to 3 adults (2 in bedroom, 1 on sofa bed).
Secondary Lodging: Hotel Playa De La Luz

Mailing Address
Avda. de la Diputación S/N
11520 Rota, Cádiz (España)

Phone
- From United States: 011 +34 956-81-0500
- From Europe: 0034 956-81-0500
- From Spain: 956-81-0500
  Fax: (34) 956 810 606

Check-in Time
1500 – 1800 (3:00 pm – 6:00 pm)

Late Arrival Possible
Yes, but if arriving after 1800, a credit card number is required to secure the reservation.

Check-in Time
1200 (12:00 pm)

Typical Cost per Night
Single/Double/Suite/Efficiency:
- Off-season: 65-75 euro/day
- High season: 75-170 euro/day

Modes of Payment
- Euro/Cash
- US Traveler’s Checks
- MasterCard/Eurocard
- VISA
- American Express

Bed
Single, double, queen

Amenities in Typical Room Assignment
- Air conditioning
- Alarm clock
- Coffee maker with coffee
- Desk/chair
- Hair dryer
- Radio
- Telephone
- TV with European satellite access
• Washcloth/towels
• Toiletries (soap, etc)

**Bathroom Facilities in Typical Room Assignment**
Private tub, shower, wash basin and toilet

**Electricity in Room**
220 volts, with 110 volt socket usually available in bathroom for razor/hair dryer/etc.

**Facilities**
• Ice machine
• Lounge/TV area
• Swimming pool
• 24 hour desk service
• Bar/restaurant

**Smoking Policy**
Non-smoking rooms available

**Distances from Hotel to Base:**
• By foot: 20-30 minutes
• By car: 10 minutes

**Policies Regarding Reservations/Room Assignments**
Reservations are made by the Site Director. Room reservations and special requests should be forwarded in advance.

**Policies Regarding Accompanying Persons**
Any additional person accompanying the faculty member must be added to the reservation at cost. Prior notification must be given for reservations, especially in the summer months.

**Administrative Support at Rota**
Please refer to the Advanced Programs Faculty Guide for an overview of the duties and responsibilities of OU Site Directors.

**Computer Support**

<table>
<thead>
<tr>
<th>Location</th>
<th>Available Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>OU office</td>
<td>3-4 computers with internet access and Microsoft Office; 1 laptop available to be checked out</td>
</tr>
<tr>
<td>Library</td>
<td>Internet available</td>
</tr>
<tr>
<td>Hotel internet access</td>
<td>Available in all contracted hotels</td>
</tr>
</tbody>
</table>

**Audio/Visual Support**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Availability</th>
</tr>
</thead>
</table>
### Equipment Availability

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCD projector</td>
<td>Available with notice</td>
</tr>
<tr>
<td>DVD/VCR player</td>
<td>Available with notice</td>
</tr>
<tr>
<td>Television/Monitor</td>
<td>Available with notice</td>
</tr>
<tr>
<td>Flip-chart paper + stand</td>
<td>Available with notice</td>
</tr>
<tr>
<td>Projector stand</td>
<td>Available with notice</td>
</tr>
</tbody>
</table>

### Materials and Supplies

When materials and supplies are available, please return unused materials and supplies for the use of the next professor since supplies are limited.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>White board</td>
<td>In classroom</td>
</tr>
<tr>
<td>White board markers</td>
<td>Available from Site Director</td>
</tr>
<tr>
<td>Overhead pens</td>
<td>Limited supply</td>
</tr>
<tr>
<td>Flip chart paper</td>
<td>Available from Site Director</td>
</tr>
<tr>
<td>Office supplies (paper, clips, staples, etc.)</td>
<td>Available from Site Director</td>
</tr>
<tr>
<td>Course materials</td>
<td>Faculty must bring their own texts and course materials</td>
</tr>
</tbody>
</table>

### Classroom Facilities

#### Primary Classroom Facility

**Location**

Navy College Office Classroom  
Bldg. 3293

**Typical Classroom Assignment**

- Tables and chairs
- Dry board/white board
- Furniture may be moved if replaced to original arrangement
- Eating and/or drinking in classroom officially allowed in classroom
- Air conditioner
- Maximum number of students accommodated: 30

#### Facilities near Classroom

<table>
<thead>
<tr>
<th>Facility</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restrooms</td>
<td>First and second floors</td>
</tr>
<tr>
<td>Vending machine</td>
<td>First floor</td>
</tr>
<tr>
<td>Break area</td>
<td>First floor</td>
</tr>
<tr>
<td>Snack bar and fast food</td>
<td>Near main gate</td>
</tr>
<tr>
<td>Fast food restaurants</td>
<td>At air terminal</td>
</tr>
<tr>
<td>Full service dining</td>
<td>La Plaza</td>
</tr>
<tr>
<td>Facility</td>
<td>Location</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Smoking area</td>
<td>Outside building</td>
</tr>
</tbody>
</table>

**Audio/Visual Equipment**

All AV equipment is shared and must be reserved in advance.

- Laptop
- VCR/DVD and monitor
- Flip chart stand and paper

**Building Security**

After hours security is the responsibility of the Site Director and Faculty. In case of an emergency:

- Military police 2000 or 2001
- Ambulance 3300 (emergencies)
- Fire 911 on base; 95682 2911 off base

**Other Classroom Policies and Procedures**

Room assignments: Room assignments are coordinated through the education services officer. Maintenance and clean up: Instructor and students are responsible for the condition of the classroom.

**Transportation between Hotels and Primary Classroom Facility**

<table>
<thead>
<tr>
<th>Mode of Transportation</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walking</td>
<td>20-30 minutes</td>
</tr>
<tr>
<td>Rental car</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Military shuttle bus</td>
<td>n/a</td>
</tr>
<tr>
<td>Civilian bus</td>
<td>n/a</td>
</tr>
<tr>
<td>Taxi</td>
<td>15 minutes, 5-10 Euro</td>
</tr>
<tr>
<td>OU Site Director</td>
<td>Site Director is available to transport faculty in case of inability to rent a car/drive manual transmission.</td>
</tr>
</tbody>
</table>

**Secondary Classroom Facility**

**Location**

Various classroom assignments

**Facility Owner**

Naval Station
Rota, Spain

**Typical Classroom Assignment**

- Large classroom that accommodates 20-30 students
- Dry board/white board
- Furniture may be moved in some classrooms
- Eating and/or drinking in classroom is officially allowed in classroom
Facilities near Classroom

- Restrooms
- Vending machine

Audio/Visual Equipment

All A/V equipment is reserved in advance.

- Laptop
- VCR/DVD and monitor
- Flip chart stand and paper

Building Security

After hours security is the responsibility of the Site Director and Faculty. In case of an emergency:

- Military police 2000 or 2001
- Ambulance 3300 (emergencies)
- Fire 911 on base; 95682 2911 off base

Other Classroom Policies and Procedures

Room assignments: Room assignments are coordinated through the Site Director, and based on availability.

Maintenance and clean up: Instructor and students are responsible for the condition of the classroom.

Transportation between Hotels and Secondary Classroom Facility

<table>
<thead>
<tr>
<th>Mode of Transportation</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walking</td>
<td>20-30 minutes</td>
</tr>
<tr>
<td>Rental car</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Military shuttle bus</td>
<td>Not available</td>
</tr>
<tr>
<td>Civilian bus</td>
<td>Not available</td>
</tr>
<tr>
<td>Taxi</td>
<td>15 minutes, 5-10 Euro</td>
</tr>
</tbody>
</table>

OU Site Director or administrative support assistant: Site Director is available on the first day of class for registration and to provide transportation. If the Site Director is not attending the class, s/he will try to make arrangements with a student in the class to provide transportation for the professor.

Student(s) in class: Students are often willing to provide transportation to and from class.

Library

Location

Bldg 3299
Phone ext. 2418
Hours
Monday through Thursday: 1000 - 2000 (10:00 am – 8:00 pm)
Friday: 1000 - 1700 (10:00 am – 5:00 pm)
Weekends and U.S. holidays: 1000 - 1500 (10:00 am – 3:00 pm)

Type of Library
Base library

Lending Length
2 weeks

In Case of Emergency

Ambulance
• Off-base: 112
• Military: 3399
• Military off-base: 95642-3399

Fire
• Off-base: 112
• Military: 2000

Police
• Off-base: 112
• Military: 2000
• Military off-base: 95682-2000

Medical Facilities
US Military
Bldg 1892
ER phone: 3307/3308
Authorized use on a per visit charge; costs are usually reimbursable through stateside medical insurance.

Dental Facilities
US Military Dental Clinic
Bldg 1802
Phone: Ext 3733/3734
Full payment, copy of TDY orders and passport are required.
Using your Medical/Dental Insurance

In most cases, outpatient visits must be paid in advance and bills submitted to insurance companies for reimbursement. In-patient care is billed directly to the insurance company—no advanced payment is necessary.

Resources

- Rota military site: https://www.rota.navy.mil/navsta/
- Jerez tourist site: http://www.andalucia.com/cities/jerez.htm
- Province of Cadiz: http://www.andalucia.com/province/cadiz/home.htm
- Travel sites for Spain:
  - http://www.travelinginspain.com/
  - http://www.in-spain.info/
- Travel Ideas: http://www.tripwiser.com/trip_destination-Rota_Spain?itiNodeId=8a8c80fe152a92f401152ce1d5db39c7&eType=site

Books on travelling around the Rota area are also available; ask the Site Director for more information.