

Faculty-Led Study Abroad Course Handbook Peru State College



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Faculty-Led Study Abroad Course Handbook

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Introduction

Thank you for your interest in leading a study abroad course. This information will help you get started on the process.

Study Abroad Benefits for Students

There are multiple benefits for students when they study abroad. A few research findings include:

"Multiple large-scale studies have found that students who study abroad, especially underrepresented or 'at-risk' students, are more likely to complete their degrees or certificate programs than students who did not study abroad."

"Students who study abroad have a higher GPA than similar students who stayed on campus, even when controlling for external factors. This impact is even more pronounced for minority and at-risk students."

"Students who have studied abroad are better able to work with people from other countries, understand the complexity of global issues, and have greater intercultural learning. One study found that students returned from their study abroad experiences more tolerant and less fearful of other countries, but with a greater sense of nationalism—a phenomenon they called 'enlightened nationalism.'"

"Multiple surveys have shown that the skills gained while studying abroad are the same skills that employers value and that employers recognize the importance of cross-cultural understanding in an increasingly global economic environment."

Brief Overview of the Steps towards Leading a Study Abroad Course

1. Read this handbook carefully.
2. Determine academic content, contact providers, prepare budget.
3. Propose course using Faculty Application form in spring semester of year prior to trip.
4. Pending approval, recruit students and have them complete Student Application form.
5. Accept students into program using the Student Agreement form.
6. Continue working with provider.
7. Offer course and lead trip.
8. Complete grading and post-trip paperwork.

If You Have Questions...

- Talk with your Dean about your plans and course-related details, such as faculty pay, course, and how the trip will coordinate with your other assigned duties.
- Talk with the VPAA about logistical arrangements.
- Talk with the Financial Aid and Business Office about student budgets and payments.
- Talk with the VPAF about any contracts or agreements that may be needed.
- Information and forms are available at:
 - <http://www.peru.edu/academics/StudyAbroad>

Faculty Director Responsibilities

Faculty Eligibility and Qualifications

- Faculty must be academically qualified to teach the proposed faculty-led study abroad course at PSC.
- Faculty must be legally eligible to leave the U.S. and enter all host countries.
- Faculty must previously have visited the host country, take along an adult assistant who previously has visited the country, or employ an approved program provider with experience in the countries of travel to accompany you. The Vice President for Academic Affairs has final authority and responsibility for approving program providers.
- Full-time, part-time, and special appointment faculty are eligible to teach study abroad courses.
- Faculty directors must accompany the group while in the host countries.

Faculty Role

Faculty directors may find themselves serving several roles. In addition to conceiving, preparing, marketing, teaching, and leading an academically challenging and rewarding experience, the faculty director must also be prepared for a variety of issues that may impact the health, safety, and welfare of student participants. Situations will arise in which the faculty director must display leadership and diplomacy, as well as, strong decision-making, interpretive, and logistical skills beyond what would normally be found in the classroom. The faculty director must be physically, emotionally, and culturally prepared for the experience. The faculty director is responsible for reading, understanding, and following all policies and procedures.

Academic and Administrative Responsibilities

PSC study abroad programs are considered first, and foremost, educational experiences. Faculty directors are responsible for academic content and course structure. To ensure that all parties are in agreement about the nature, content, and structure of the course and related activities, PSC requires all courses to be approved by the dean, the Center for Engaged Learning Advisory Board, and the Vice President for Academic Affairs. Each of these individuals or groups has certain responsibilities for reviewing and approving short term study abroad courses. Faculty director responsibilities include, but are not limited to:

Course Planning Responsibilities

- Submitting complete course proposals by stated deadlines.
- Providing the Dean with a final syllabus.
- Planning all details of the course activities, travel, and return.
- Organizing and confirming locations and site visits unless utilizing a program provider who will arrange all trip logistics.

Marketing/Recruitment Responsibilities

- Creating and distributing marketing materials.
- Actively recruiting students.
- Advising students.
- Providing information to parties responsible for advertising.

Enrollment Responsibilities

- Distributing scholarship and international field experience applications to students.
- Collecting complete scholarship and international field experience applications by deadline and submitting them to the Center for Engaged Learning for their review for acceptability.
- Verifying with CEL that applicants are eligible.
- Participating in the scholarship and international field experience acceptance process along with CEL and the advisory board.

Orientation Responsibilities

- Working with CEL to conduct orientation and information sessions.
- Giving participants itinerary information.
- Confirming departure time and location with all participants.
- Identifying and informing participants of any specific health and safety concerns.
- Review local laws and customs with students. Review Title IX policy. The PSC Title IX Coordinator would be a good speaker at a class session.

Pre---departure Responsibilities

- Submitting all approved student applications and supporting documentation to CEL.
- Submitting an itinerary and contact information to CEL.
- Meeting with the PSC Business Office and/or CEL to verify that all students have registered and ensure that students have paid all tuition, fees and program-related costs prior to departure.
- Obtaining personal travel documents and completing medical exams, procedures, and inoculations.
- Gathering and maintaining student health and safety-related information related to specify host countries (including State Department updates).
- Reviewing the State Department's Web page for your destination for safety and health issues.

On---site Responsibilities

- Conducting on-site orientation.
- Confirming logistical arrangements.
- Making on-site payments.

- Managing discretionary money.
- Keeping records.
- Enforcing institutional policies.
- Acting as the communications link to campus.

Post-Return Responsibilities

- Reconciling all budgets.
- Submitting grades.

Academic and Personal Counseling

As the faculty director, you are responsible for providing participants with academic advice about the program and how it fits within their academic program. You are also the primary resource for participants who need assistance with personal, emotional, financial, health, and safety issues that may arise during the program. You are expected to act as a liaison between participants and appropriate local agencies which provide assistance in these areas and with the College administration, as appropriate.

Communication with Campus

As the faculty director, you are responsible for maintaining appropriate contact with Peru State College concerning academic, administrative and participant welfare issues. In the advent of serious problems involving students or other important aspects of the program, you should contact the College immediately. If the situation demands immediate action, respond appropriately using good judgment and established procedures; then contact the College as soon after as possible.

Crisis Management

As the faculty director, you are responsible for being available to participants in the advent of an emergency and must do everything possible to assist participants, parents/guardians, and the College in dealing with the emergency. In the event of an emergency that has the potential to affect the health and safety of the entire group, contact the College immediately.

Budget and Finances

As the faculty director, you are responsible for completing a good faith, pre-departure estimated budget for managing all program related funds while abroad, and for completing any required financial reports upon your return. Specific responsibilities include, but are not limited to:

- Submitting a final budget to the Financial Aid and Business Offices.
- If using a program provider, completing all agreements and verifying that all conditions and arrangements have been met.
- If a program provider is not used, personally making and confirming all travel and program arrangements (including tickets and transportation to required activities while abroad), food, health and trip insurance, and accommodations.
- Making all required vendor deposits and expense payments.

- Ensuring that all contracts are submitted in a timely fashion and in adherence to board policies.
- Ensuring that student payments are made through the PSC Business Office.
- Ensuring that all vendors' expenses are paid.

Liability and Professional Responsibility

You must agree to abide by ethical standards appropriate to your position, comply with all resolutions, rules, and regulations adopted by the Nebraska State College Board of Trustees, comply with all policies and procedures established by Peru State College and its academic or administrative units.

At all times, the faculty director and all other PSC representatives associated with short-term study abroad courses are expected to abide by all the Nebraska State College Board of Trustees policies and all Peru State College policies related to professional conduct and academic responsibility. Specific policies include, but are not limited to:

- Board Policy 4651: Academic Responsibility; Faculty
- Board Policy 5007: Anti-Harassment Policy
- Board Policy 3020: Sexual Violence or Sex Harassment Reporting, Policies and Procedures
- Board Policy 3021: Unlawful Harassment (Other) Reporting, Policies, and Procedures
- Peru State College Faculty/Professional Staff Handbook, pages 30-32. (See Section “M. Work Place Harassment Policy.” Within this section is a subsection entitled “Anti-Harassment Policy: Board of Trustees Policy 5007.”)



Academic Issues

Course Proposal

Study Abroad courses are proposed using the Faculty Proposal Form. Be sure to consider the following as you prepare your proposal:

- Course Description (If not utilizing the existing SOC 396 course prior to planned trip)
- Name(s) of the faculty director.
- Course title and number.
- Program location.
- Program dates and the number of credit hours.
- Required prerequisites.
- If English is not the language of the location of the course, describe how participants will interact with the local population and complete their course work.
- If the course involves a home stay experience, describe the length of the home stay, the organization responsible for arranging the home stay, and due diligence performed on the organization arranging the home stay. (**Note: Home-stay arrangements must be made through an approved organization. See *Lodging.***)

Just as you would for a regular course, you must have a syllabus for your study abroad course that includes the items for our standard syllabus template, including:

- Course description including a description of what students will learn while studying abroad that they cannot learn at home, and how the program takes advantage of the international environment (academic and cross-cultural site visits, guest professors, assignments, etc.).
- List of learning outcomes and an explanation of how studying abroad supports or enhances these outcomes.

- List of required lectures, readings, assignments, site visits, group discussions, reflection exercises, exams, papers, presentations, academic journals, and discipline and cultural activities. Include the number of contact hours associated with these activities.
- An appropriate student evaluation and grading policy.
- Required pre and post-travel activities.

Additionally, your syllabus should address the following:

- Describe cultural components of the course that will help students learn how to function in another culture, appreciate cultural differences, develop a worldly viewpoint, and practice other language skills.
- Teaching Methods (Must be addressed even if utilizing the SOC 396 course)
- Describe the teaching methods and other pedagogical approaches to be used and how they facilitate the learning process to ensure that course objectives are met.
- Estimate the percentage of on-site teaching and guiding the faculty director will do.
- If guest lecturers are to be used, describe how.
- If more than one faculty director is to be used, describe how each will participate.
- Faculty Director(s) Information (Must be addressed even if utilizing the SOC 396 course)
- Training and experience in the course's subject matter.
- Previous experience in the destination country.
- Local (in the destination country) contacts.
- Language proficiency (if applicable).
- Previous experience teaching study abroad courses.
- Budget
- Attach preliminary budget
- Itinerary (Must be included if independently planned or external program provider is utilized)
- Attach a preliminary itinerary for each day of travel.

Program Activities

Programs should include an appropriate balance between cultural and discipline-based activities that relate specifically to learning outcomes stated in the course syllabus. Any planned or unplanned activities that are not clearly related to stated learning outcomes should be treated as “optional” and should not be considered for student grade or faculty reimbursement purposes.

Credits and Program Length

Study abroad courses must include approximately the same number of contact hours required for courses taught on campus—one semester credit hour requires 15 active-learning contact hours, 30 hands-on contact hours, or 1 week of experiential learning.

- Contact hours are defined as the time when students are actively engaged in the objectives of the course.

- Contact hours can include classes that meet prior to departure and possibly after return to ensure sufficient contact hours.
- In general, contact hours do not include the time in which the group is in transit from one location to another, unless students are engaged in active learning activities.
- Pre-departure course meetings, including course-specific orientation and information sessions may count toward required contact hours.
- During the travel experience, when possible, students should be given time to reflect either through group discussions or written activities.
- The number of credits for short term study abroad programs can vary. Three (3) credits are common, but may be more. More than six is uncommon.

Selecting Times and Dates

When scheduling dates for travel abroad, keep in mind the needs of students, conformity to designated PSC session dates, weather, holidays (both American and host country), and peak tourist times, etc.

- Travel activities for study abroad programs during spring break, as much as possible, should be scheduled when school is not in session.
- Summer short-term study abroad courses may have scheduled travel activities in May (beginning the day following graduation), June, July or August with return dates at least three days prior to the beginning of the fall semester. Additional class meetings may be scheduled prior to departure or after return.
- Winter session study abroad travel periods may be scheduled for departure after fall commencement, with return to the U.S. prior to the start of the spring semester. Additional class meetings may be scheduled prior to departure or after return.

Faculty/Student Ratio

All study abroad courses require one faculty director per 12 student participants. Additional faculty assistants must be approved by the Vice President of Academic Affairs.



Working with a Provider

Third Party Program Planners

Faculty may utilize the services of approved third party planning organizations with expertise in assisting faculty with study abroad program development. Generally, these organizations will provide you with a menu of services they can provide, including travel logistics, assistance with accommodations and food, guest lecturers, side trips, on-ground support, etc.



Financial Management

Developing a Budget and Establishing the Program Cost

A preliminary budget must be submitted with the proposed course application.

- Decide which expenses will be included in the total program cost and which potential expenses students may have above and beyond the base cost of the program. Generally, the program cost should include all required expenses.
- Anticipated group expenses may include:
 - Round trip air fare

- Rail passes, taxis, buses, subway, etc.
- Lodging
- Meals
- Health and Trip insurance
- Transportation to and from airport in U.S.
- Special events and admission fees
- Travel materials such as maps and guide books
- Tips
- Miscellaneous—photocopies, luggage transfers, emergency funds, unexpected expenses.
- Faculty director(s) travel expenses (not including personal expenses) that will be covered by the group.
- Faculty salaries should not be included in estimated program costs.
- Preliminary total program costs should be based on a minimum of 12 students, unless a program provider is used.
- The preliminary budget should be as accurate as possible, understanding that expenses may change based on changes in exchange rates, program changes, and increased vendor fees.
- Once the course has been approved, and just before student recruitment begins, the program costs should be reviewed and revised as necessary.
- Be specific in all publicity and marketing about which student expenses are covered and which are not covered in the total program cost.
- Be sure to complete, but not sign, all contractual paperwork for any services that require contracts for services. Please contact the VPAF office for more detail. Only the VPAF and President can sign contracts or memorandum of understanding or agreement.
- Faculty leaders should make arrangements to meet with the director of financial aid, the business office, and accounting at the start of the process to discuss the budget details for students and for themselves.

Pre---departure Payments

- Faculty directors are required to collect applications and deposits for each student. Faculty directors are responsible for delivering deposits to the PSC Business Office.
- With the exception of the initial deposit, faculty directors are neither expected nor allowed to receive additional student payments.
- Students are responsible for making all subsequent payments directly to their accounts at the PSC Business Office.
- To cover expenses as they come due, the faculty director should ensure that students are making scheduled payments into their Business Office accounts.
- As program expense payments are due, faculty directors will authorize the PSC Business Office to proportionally withdraw funds from each student's account to cover those expenses.

- Program expense payments to vendors cannot be made until all students have paid-in their proportionate share. The Business Office will not use funds from students who have paid-in more than the required amount at the time payments are due to cover costs of students who have not made the required deposits.
- Student accounts in the PSC Business Office will not be closed out until after all expenses have been paid.

Refunds

The required financial agreement form in the appendix explains circumstances in which students may receive refunds.

Student Financial Aid

- Eligible students may receive financial aid to cover the cost of the program.
- All students receiving financial aid must be enrolled no later than the last course “add” date for the semester in which the course officially begins, regardless of the dates of overseas travel.
- Financial aid is disbursed directly into each student’s account and made available to faculty to cover expenses as they come due.
- If financial aid has not been disbursed at the time payments are due, students may set up a payment plan through the PSC Business Office.
- Under no circumstances will a student be allowed to participate in the program if full payment has not been received prior to departure.

Handling Money While Abroad

Avoid carrying large amounts of cash, but have the ability to receive money or make payments with minimal hassle.

- It is a good idea to carry some cash, and/ or two credit cards.
- Credit cards often offer the easiest method of payment and the best exchange rates. They also provide backup documentation in case the receipt is lost. Keep in mind there are still some places that do not accept credit cards.
- Carry a reasonable amount of cash in the event that credit cards cannot be used. Be sure to protect cash by using a money belt and/or carrying portions of it on different parts of one’s person or baggage.
- In an emergency, funds can be transferred by Western Union; however, the cost of transferring money is relatively high. There are more than 30,000 locations in more than 100 countries. Learn more about transferring money at Western Union’s Web site: <http://www.westernunion.com/> or by calling 800-325-6000.
- Currency conversion information is available at: <http://www.oanda.com/>.

Accounting for Expenses

- Receipts and a daily record for each expense incurred during the program must be maintained by the faculty director.
- Expenses for tips and gifts to hosts must include a statement explaining the local custom regarding services rendered.
- By State of Nebraska statute, per diem expenses are not permitted for travel at any time, including traveling abroad. Furthermore, the statute does not make allowances for reimbursement of expenses without a proper receipt. The only exception is for meals that cost less than \$5. Meals costing less than \$5 do not require receipts.
- Optional excursion expenses that are not specifically related to direct to and from travel, lodging, and reimbursable meals are not eligible for reimbursement. Optional excursions are defined as those in which students are not required to participate as part of the course requirements, and/or in which grades are not influenced by participation or lack of participation.
- Other than eligible reimbursable meal expenses, no expenses related to “free time” activities are reimbursable.
- Expenses for personal preferences, including, but not limited to those related to travel dates, travel class, travel modality, hotel choices, optional trips that are not part of the planned options for the program, food choices, alcoholic beverages, personal purchases, etc. are not eligible for reimbursement.
- As part of the program review and approval process, PSC administration reserves the right to specify which expense categories and activities are reimbursable, and to establish reasonable limits on reimbursable expenses.

Cell Phones

Generally, the use of cell phones by faculty is considered desirable or necessary to study abroad programs.

- Faculty should use low-cost “throw-away” phones purchased on site whenever possible.
- Cell phone costs will be reimbursed only to the extent that their use is directly related and essential to the conduct of the program.
- Personal calls and text messages will not be reimbursed. A detailed bill must be provided to qualify for reimbursement.
- Cell phone plan costs are not eligible for reimbursement. This includes international plans added to personal cell phones.

Program Logistics



Foreign Entry Requirements

Information about visas and other foreign entry requirements may be obtained from the embassies or consulates of countries you will visit. Links to foreign embassy Web sites are available at: <http://www.embassy.org>.

Passports

Students should be encouraged to begin applying for passports as soon as they have been accepted into the program. Students can download the application form from the U.S. State Department Web site: <https://travel.state.gov/content/travel/en/passports.html/>. Students also can apply at any one of thirteen Passport Agency offices in the U.S. or at some post offices and courthouses. Students must apply in person. When applying, they will need:

- Passport Application
- Proof of U.S. Citizenship—previous U.S. passport or certified copy of birth certificate
- Two identical 2”x2” passport photographs
- Proof of Identity—previous U.S. Passport, Driver’s License, or Government or Military I.D. card
- Passport Fee
- Social Security Number

Receipt of passports may take a month or more after the Passport Services Office has received the application. Students should be encouraged to apply much earlier than this, especially if visas are required. If necessary, the process can be expedited for an extra fee.

Remind students to make two copies of the identification page of their passports. The faculty director should keep one copy throughout the program and the students should keep the other copy separate from their original. Or you may keep a scanned colored copy of each student's passport so that it is accessible via email should a passport go missing.

Visas

Most countries do not require visas when students are spending less than one month in the country. However, there are some exceptions. When planning your study abroad, be sure to find out if the host country requires visas. If a visa is required, be sure to advise students of the deadlines. Obtaining visas from some countries in a timely manner is very difficult. If you are going to a country that requires visas, you may want to collect all student applications and send them together.

If you have participants that are not U.S. citizens, be sure they check to find out about their visa requirements.

Transportation

As the faculty director, you may decide whether participants will travel to and from the destination together as a group or individually. There are advantages and disadvantages to both. Making group airline arrangements certainly requires more effort for you, but keeps the group together. Allowing participants to make their own reservations, gives them more flexibility to find better fares, leave from different locations, and leave at a time convenient to them. If you allow students to travel individually to and from the destination, you must be very clear in telling them when and where they must meet the group upon arrival. You must also provide them with a contact telephone number and/or address in case things do not go as planned.

If you are traveling as a group, you and the college have responsibility for participants from the time of departure through your return. If students are responsible for their travel arrangements to and from the destination, your responsibility for them begins at the designated point of arrival and ends at the designated point of departure. The preference is that you all travel together.

Meals

Before completing the budget, a decision must be made about how many meals are included in the amount charged to the students. For meals included in the student charges, the faculty director may choose to make group arrangements or disperse funds to students individually to buy their own meals. Meals that are not included in the student charges are an additional expense for each student. Course materials must disclose which meals are the responsibilities of students.

When planning for meals during travel periods, be sure to consider arrival times and the amount of time spent traveling. These issues will impact how and where food arrangements should be made and how they will be paid.

Attempts to accommodate special meals requests should be made whenever possible. However, students must be made aware that the College, its representatives, or its program providers cannot guarantee special accommodations for meals. Faculty directors should ask if there are special needs during the pre-departure student orientation process.

Lodging

There are several lodging options, including hotels, dormitories, youth hostels, and home stays. There are also several factors to consider when making lodging arrangements—cost, location, safety, services, and opportunities for cultural learning. In all cases, quality and safety must be weighed against cost. Top quality accommodations may raise the program cost so high that it will be difficult to recruit students. On the other hand, poor quality accommodations may lead to service, safety, and student satisfaction issues, as well as unforeseen expenses. **The primary concern must be for student safety** and the capacity for students to get adequate rest.

The faculty director should make reasonable attempts to accommodate student requests for sharing rooms. However, the only circumstance in which members of the opposite sex are allowed to share a room is if the students are legally married to each other.

Students are not permitted to make their own housing arrangements. All students must stay at the accommodations provided.

Home stays offer two primary benefits—the lowest possible cost and the greatest cultural exposure. However, home stays present challenges. They are much harder to arrange than hotel reservations; there is potential for serious student dissatisfaction if it doesn't work out; it is difficult to ensure a high quality experience; there are safety issues, including the risk of sexual harassment of students; and, there are problems with the host family if the student misbehaves. On the other hand, many students think staying with host families is the best part of the experience. If home-stays are to be used, the faculty director must:

- Make all home-stay arrangements through an approved program provider, an accredited local college or university, a recognized study institute, or a recognized non-profit organization.
- Disclose the intention to use home stays in the initial study abroad proposal and provide evidence of appropriate care in making these arrangements. The Vice President for Academic Affairs must approve all home stays arrangements.
- Disclose all details of the home stay arrangement to students prior to their application to the program and provide them with details for reporting problems with the host families prior to departure.
- Provide students with basic information about the host family—such as eating habits and smoking preferences.
- Provide both host families and students with a clear set of expectations about activities, schedules, behaviors, and services provided and expected.

Prior to departure, advise students that if at any time during the home-stay they experience activities that make them uncomfortable, they should tell the faculty director immediately. **It is the faculty director's responsibility to believe the student and immediately take the appropriate action.** Attempts to be culturally sensitive or polite should not be used to force students to accept significantly uncomfortable situations.

Student Orientation

The faculty director should plan to have two (2) or more orientation meetings to discuss health and safety issues for the host country, discuss academic and behavioral expectations, provide students with an itinerary and flight schedule information, packing information, etc. A detailed orientation checklist is provided in the appendix.

Suspension/Cancellation/Evacuation of Study Abroad Programs

Peru State College reserves the right to cancel or suspend short-term study abroad courses at any time and for any reason. Only the Vice President for Academic Affairs or the President (generally, in consultation with CEL and the academic Dean) are authorized to cancel or suspend study abroad courses. The primary causes of cancellation are:

- Insufficient enrollments.
- The inability of the College and its representatives to organize and carry out the program.
- The issuance of a U.S. Department State Department Travel Warning.
- Other warnings, events, or circumstances that indicate a clear and significant risk to the safety of participants.

Cancellations for reasons other than insufficient enrollment (whether prior to or following departure) will be made after appropriate discussion with the following:

- Service providers
- Co-sponsoring institutions in the U.S. or the host country
- U.S. Embassy officials in the host country
- Appropriate U.S. Department of State personnel
- Officials from other U.S. Government agencies
- Appropriate non-governmental organizations
- Officials of Peru State College

The decision to cancel or suspend will also be based on assessment of the following events:

- Declaration of war by the U.S. against the host country or an adjacent neighbor.
- Declaration of war by a third country against the host country or an adjacent neighbor.
- Significant terrorist activity in the host country.
- Inability of the faculty director or other authorized PSC representative to organize and carry out an academic program.
- Disruption of public services, including utilities.
- Widespread civil unrest, violence, or rioting.
- Declaration of martial law in the host country.
- Recommendation of the on-site faculty director or other authorized PSC representative.
- Issuance of a Travel Warning or other specific directive by the U.S. Department or U.S. Embassy in the host country advising Americans to avoid that country.
- Faculty directors who do not feel comfortable taking students to the host country.

Cancellation Dates

- Cancellations for emergency or safety reasons may occur at any time.
- Courses with insufficient enrollments may be cancelled at any time prior to the date when the first program-related expenses must be made, unless the College is assured that these payments will be returned in full if the course is cancelled after payments have been made.

Cancellation Procedure and Notification

The procedures for suspending or canceling a program that has not departed are as follows:

- The faculty coordinator will personally contact each participant to inform the student of the situation.
- Notice of a course cancellation will be communicated by the Vice President of Academic Affairs to the faculty director, the Registrar, the school dean, and CEL.
- The faculty director will contact all co-sponsors, service providers, and host country contacts to complete all necessary cancellation procedures.

The procedure for suspending or canceling a program that has departed from the U.S. is as follows.

- During a civil emergency or natural disaster, the faculty director or other authorized PSC representative will take the students to a secure location and contact the nearest U.S. Embassy or Consulate for instructions.
- In a non-emergency situation that requires cancellation of the program, the faculty director or other authorized PSC representative will ask all students to meet in a designated location to discuss the situation. If students are traveling independently, attempts will be made to contact them through their itineraries or contact's names. Students will be advised of the appropriate course of action.
- The faculty director, or authorized PSC representative will keep all participants and appropriate PSC officials well informed of the situation. The PSC Dean of Students will communicate with each participant's U.S. emergency contacts.
- In all cases, it is the responsibility of the faculty director, another authorized PSC representative, or their designee to coordinate return transportation and take whatever steps appropriate to ensure the safety of the students.

Student Withdrawal and Refund Policy

Students may withdraw from a short-term study abroad course at any time prior to departure of the travel portion of the course. However, students should be aware that financial penalties may apply.

Refunds of course tuition and fees follow established PSC tuition and fees refund policies. Students will receive 100% refunds of all expense payments (excluding the deposit) under the following circumstances.

- The student is not accepted into the course.
- The student withdraws from the course before the College makes any program-related expense payments.

- The course is cancelled prior to the College making any program-related payments that are not refundable to the College.

Once the College has made program-related payments, affected students will be refunded only their proportionate share of the money recovered by the College. This policy includes student withdrawals and course cancellations prior to and after departure from the U.S.

International Student Identification Cards

The **International Student Identification Card (ISIC)** (say “eye zic”) primarily serves as student identification card, but does provide some accident and travel insurance and discounts on travel, accommodations, transportation, museums and cultural events, tours, and attractions.

The ISIC card is **not required by PSC; however, it may be purchased by individual students** who desire the benefits. The accident and health insurance benefits provided by the card have been offset with a required accident and health policy for all participating students. Discounts are potentially valuable in some developed countries. Some features of the travel insurance provision may be useful for individuals seeking certain protections not available through any other insurance required by the College. **The cost for the card is minimal.**

Cards may be ordered by calling 1-800-777-0112 to have an application mailed to them. The completed application can be mailed to:

STA Travel

National Reservation Center, ID Department

6 Hamilton Place, 4th Floor

Boston, MA 02108

Students may also apply online at: www.statravel.com



Liability and Risk Management

Study Abroad Liability

Study abroad involves a variety of risks and the potential liability that could arise from these risks. While there is the possibility that persons involved in study abroad may take legal action against the College or its representatives, there are number of ways in which you and the College can reduce risk and limit exposure to legal action. It is the College's intention that first and foremost, all participants in study abroad programs are assured that their health and safety is our most important concern. While not all risk can be totally eliminated, the following sections will help faculty directors plan for, minimize, and avoid risks associated with study abroad experiences.

All participants are required to attend a pre-departure orientation, unless for reasons of distance, it is not practical. All participants must be provided with all orientation materials prior to departure. In cases where a participant cannot attend an orientation session, the faculty director must ensure that all orientation materials are mailed to the participant in advance of departure. Participants who do not attend the required student orientation session or do not return the required forms may be dismissed from the program.

Liability Waivers

As the faculty director, it is your responsibility to ensure that students and parents/guardians sign the Travel Waiver and State Vehicle waiver form prior to their trip.

Specific Risks

Health: General and country-specific health risks should be discussed at the student orientation. The U.S. State Department Web page is useful in finding this information. The school nurse or other qualified health professional may also be able to provide general and specific health information at the general orientation or follow up sessions.

Alcohol and Drugs: Some students may be too young to drink legally in the U.S., but are not too young to drink in other countries. Students should be warned strongly about their vulnerability if they become drunk in a foreign country. The mental and physical changes caused by alcohol or drugs can make them

targets for crime and sexual assault, victims of accidents, and poor representatives of Peru State College and the United States. Students also should be strongly and clearly warned about the risks of drug use. Drugs not only subject students to the same risks as alcohol, but also expose students to very serious criminal penalties in many foreign countries and expulsion from the program.

Faculty should never encourage the consumption of alcohol by students during the program, regardless of student's ages. Faculty also should be very cautious about joining students who are engaged in the consumption of alcohol.

Title IX/Sexual Harassment: Sexual harassment is unwanted and unwelcome behavior of a sexual nature. It is usually repeated behavior, but could be one serious incident. You should be familiar with the definition and implication of sexual harassment, including making comments about physical appearance, telling jokes with sexual overtones, and allowing a hostile environment that students themselves might create with each other. You should also be familiar with PSC and Board policies against sexual harassment and the means to deal with it. Remember, these policies apply while you are abroad just the same as they apply at home. Specific things to watch for:

- The largest percentage of sexual harassment cases involves verbal rather than physical behavior.
- Sexual harassment can occur among students in the program.
- Be alert to potential harassment from guides, hotel personnel, and other on-site staff.
- If you suspect a case of sexual harassment has occurred during the program, you must confront the situation and report it to Vice President of Enrollment Management and Student Affairs at PSC.

Student Insurance

Students participating in study abroad programs at PSC are required to have health and travel accident insurance that covers them during the duration of the course. Students will be required to be covered under a plan arranged by PSC. The cost of the insurance should be built into the program cost.

Student Medical Information

Accepted students must complete the **Medical Information form in the "Post Acceptance" information packet**. In addition to providing health and medical information that would be helpful in the event of illness or accident, the form also provides needed health insurance information. Since medical information cannot be used for student selection criteria, this form must not be given to students until after they have been accepted. **The faculty director must carry this form and the Medical Treatment Authorization form for all participants throughout the travel portion of the course.**

Program Management

Although the likelihood of a serious crisis situation occurring is low, proper pre-departure planning can help reduce the likelihood even further and improve your ability to deal with a crisis if it should occur. Insufficient planning and ineffective management of crisis situations also increases liability exposure. Plan ahead for potential crisis situations and be prepared if they happen. If the worst happens, be sure to make written notes as soon as possible and obtain the names and addresses of witnesses. **Be sure to read and understand the section about Crisis Management in this handbook.**

Pre---departure Planning

- Leave a copy of your passport (first two pages) with CEL in case you have to call for a replacement.
- Leave a copy of your emergency U.S. and host country contacts (names, phone and fax numbers, email and mail addresses) with your dean.
- Leave a copy of your itinerary with phone and fax numbers and email addresses of places you will be staying and visiting with your dean.
- Be sure that all student agreements, releases, and liability waivers have been signed and filed with CEL prior to departure.
- Be sure to take all necessary student information with you, for example: medical information form, medical treatment release, emergency contacts, immunization and vaccination form.
- To the greatest extent possible, you should become familiar with the types of crime, illness, and emergencies that occur in the host country and know the appropriate preventative measures. There are various ways to learn this information—site visits to the host country, from other institutions, from faculty with programs in the same country, or from the State Department Web site.
 - http://travel.state.gov/travel_warnings.html.
- Conditions change rapidly in some countries. You should regularly and frequently monitor these events and assess their impact on your program.

Consular Information Sheets

The State Department issues an annual Consular Information Sheet that includes information such as the “location of the U.S. embassy or Consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. **If an unstable condition exists in a country that is not severe enough to warrant a Travel Warning, a description of the condition(s) may be included under an optional section entitled “Safety/Security.”** On limited occasions, we also restate in this section any U.S. Embassy advice given to official employees. Consular Information Sheets generally do not include advice, but present information in a factual manner so the traveler can make his or her own decisions concerning travel to a particular country.”

Public Announcements

Public Announcements are issued by the State Department to provide information about terrorist threats and other short-term conditions posing significant threats to Americans. They are made any time there is a threat involving Americans. Historically, these announcements have involved bomb threats, terrorist activity, coups, and anniversary dates of specific terrorist events. The level of the threats published can vary. Therefore, the faculty director must exercise judgment when determining a plan of action. While Public Announcement does not automatically imply that a program should be cancelled, the faculty director must consult with contacts in the host country, the appropriate dean, CEL, the VPAA, and the President before making a decision to cancel. Be sure that all parties are fully aware of the situation and all available options. Only the VPAA or President may cancel a course.

Travel Warnings

Travel warnings are issued when the State Department determines that there is significant enough risk to recommend that Americans avoid a certain country. Countries where avoidance is recommended will have both Travel Warnings and Consular Information Sheets available. When a Travel Warning has been posted by the State Department for the country in which you plan to visit, **the course must be canceled**. You must immediately inform your dean, CEL, the VPAA, and the President about the details of the Travel Warning. The VPAA or President will make the official course cancellation. The faculty director must inform the students in writing of the cancellation and the reasons for it. Be as specific as possible about the reasons for cancellation.

Other sources of information about conditions in the host country include:

U.S. State Department at: <http://www.state.gov/travel/>

On---site Planning

- Make sure that all participants (students, faculty, and volunteers) have been listed with the local U.S. Embassy.
- Keep emergency U.S. contact numbers for every participant.
- Make sure that all participants know how to reach you 24 hours a day.
- Caution students about reacting to unconfirmed information before contacting home.
- Keep itineraries (including contact information means of transportation and schedules) for all participants traveling independently.
- Know the cell phone number (if available) for participants traveling independently.

Emergency Response

While it may never happen, disaster can strike your program. The more you can demonstrate that you are prepared, the more credibility and confidence you will inspire in students, parents, and families. As the primary PSC representative for your study abroad programs, it is vital that you be prepared for a variety of crises that could strike you or your students.

Appropriate Response for Emergency Situations—See Emergency Response Plan

- Missing Student
- Arrest of a Student
- Crime Against a Student (non-sexual assault)
- Psychiatric/Mental Health Emergency
- Epidemic (among participants) Infectious Disease Outbreak
- Political Emergency or Natural Disaster
- Sexual Assault of a Student
- Serious Injury/Illness/Hospitalization of a Student
- Student Found Dead

Sending Students Home

There are several reasons why a student may be sent home during a short-term study abroad course. These may be voluntary such as an illness or death in the family; they may be involuntary such as for disciplinary reasons.

Whatever the reason, facts and details must be thoroughly documented by the on-site faculty director and the Dean of Students. Forms in the Faculty Forms section are available to help with documentation. The Incident Report and the Study Abroad Expulsion Form in the Faculty Forms section should be used for documentation.

Medical or Psychological Issues

In the case of students with medical or psychological emergencies, the faculty director will first determine whether or not sending the student home is the appropriate action. The faculty director should seek professional advice and then consult with PSC officials to determine the best courses of action. During this consultation, it must also be determined whether or not the student will need to be accompanied back home. This may include arranging a ticket for someone to accompany the student home. Also, keep in mind that most medical insurance policies do not cover emotional problems and mental illness.

Disciplinary Cases

In situations that involve potential disciplinary action, the faculty director should consult with the VPAA or Dean of Students as soon as possible to determine the best course of action. Instances of academic integrity violations may be addressed by the faculty director with notification to the Dean and VPAA.

Health and Safety Issues

Traveling

It is important to make sure that students are aware that if they choose to travel independently during the study abroad experience, they do so at their own risk and expense. It is not the responsibility of faculty or other representatives of the institution to make travel arrangements for students traveling independently.

Health Care Overseas

If a program provider is being used, find out if they have arrangements for emergency health and dental care. If a program provider is not being used, the faculty director should learn the name, address, and telephone number of an emergency medical provider (hospital, clinic, doctor) prior to departure. If the program is in a non-English speaking country the faculty director should find out if someone at medical facility speaks English. If the study abroad is in a developing country it is important to also find out if the provider practices western style medicine.

Health Emergencies—see Health and Medical Situations section in the Appendix.

First-Aid

As a practical matter, the faculty director should carry a First Aid Kit. The College also recommends that the faculty director complete a recognized basic First Aid course.

Medical Treatment Authorization

All students must complete and sign the required forms for liability and health. These forms authorize the faculty director or other designated representative of PSC to seek medical treatment for a student in the event that the student is incapacitated and unable to act on his/her own behalf. This form is a supplement to a similar clause in the general participation agreement. **The faculty director must carry the completed and signed form for each participant for the duration of the travel portion of the course.**

Student Conduct

All students in short-term study abroad courses must read, understand any policies that pertain to student conduct while studying abroad. These policies are designed to help ensure the safety and health of all participants and to help ensure that all students have a quality academic experience. The policies are also intended to ensure that participants represent the College and the U.S. in a positive manner.

Once the group has departed for the study abroad, the faculty director is empowered and expected to enforce these policies.

Legal Issues Involving Students

It is the responsibility of the faculty director to make sure that students are aware that legal issues involving students are their responsibility. Faculty directors, at their discretion, may provide whatever assistance seems reasonable and appropriate, but are not obligated to become involved in students' legal

issues. Reasonable and appropriate activities might include: contacting the student's emergency contacts in the U.S., contacting the U.S. Embassy for possible assistance, helping find legal representation, or helping arrange for bail.

Students with Disabilities

Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the college cannot inquire about an applicant's disability before accepting that person into the program. Furthermore, applicants must be evaluated according to the same academic standards as any other participant. Once a participant is admitted, the college may inquire about the nature of the disability in order to plan program adaptations.

Following acceptance to the study abroad program, students with disabilities must make all requests for accommodations through the designated PSC disability services contact person. The institution will require written documentation of the disability and accommodations request. The PSC disability services contact person will evaluate all written requests to determine the reasonability of the request and to ensure that the academic integrity of the course would not be compromised by the requested accommodations. In consultation with the student, the PSC disability services contact person will determine a plan of reasonable accommodation to meet the student's needs.

If the faculty director suspects a student has a disability that may require an accommodation, he/she should refer the student to the PSC disability services contact person. While it is the responsibility of the PSC disability services contact person to coordinate accommodations for students with disabilities, it is also important that the faculty director understand the issues and assist with planning the program to accommodate known disability needs.

The following information and organizations may be helpful.

Mobility International USA

PO Box 10767

Eugene, OR 97440

541-343-1284

www.miusa.org/contact

Association of Higher Education and Disability

PO Box 21192

Columbus, OH 43221-0192

617-287-3880

www.ahead.org