

**SHORT-TERM STUDY ABROAD FACULTY HANDBOOK**  
**(For All Undergraduate Travel Classes)**

*Program Development and Emergency Procedures*



**PACIFIC UNIVERSITY OFFICE OF INTERNATIONAL PROGRAMS**

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# SHORT-TERM STUDY ABROAD PROGRAMS

## FACULTY HANDBOOK

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This handbook includes information on general preparation, emergency procedures, liability questions, and budgetary issues for all undergraduate short-term study abroad courses offered through Pacific University. Additionally information on the program approval process is included. Most importantly, protocols for emergency procedures are detailed for your reference, and copies of all required forms (e.g. medical and travel) are included. Before your scheduled departure, all faculty leaders will be provided with contact information for both key Office of International Programs staff and Pacific University administrators for use in the case of an emergency. Should you need additional information or have questions, please contact Stephen Prag at (503) 352-1600 in the Office of International Programs.

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## ***Role of International Programs Office***

The Office of International Programs (IP) performs three key functions in the context of short-term overseas programs:

### ➤ **Information Center for Short-term Study Abroad Programs**

IP will be an information center for all Short-term study abroad programs. Students who are interested in discovering the range of Short-term study abroad offerings can visit IP and access descriptions of all current programs, and contact information for program directors. Directors will be responsible for ensuring that copies of all promotional materials are forwarded to IP as soon as they become available.

### ➤ **Centralized Record Maintenance**

The Office of International Programs (IP) maintains all required original forms and documents for undergraduate study abroad courses. The following completed paperwork, however, must be submitted by the faculty leader to Windy Stein or the coordinator in your respective college (who will upload these forms to Vault before submitting them to IP):

For Each Participant:

- Photocopies of passport (and visa if necessary)
- Participant Information Form (with copy of insurance information attached)
- Release & Assumption of Risk form
- Self-Disclosure Medical and Dietary Report
- Statement of Student Rights and Responsibilities

Additionally Required:

- Risk Management Checklist
- Roster of program participants
- Copy of itinerary of entire program (dates, locations, housing addresses, schedule of events and/or field trips)

It is the responsibility of each program director to collect the required information and to submit it to Windy Stein or the coordinator in your respective college at least one month prior to departure.

### ➤ **Assistance to Program Directors**

While the primary program coordination role for short-term study abroad programs rests with the faculty directors, IP is available to assist faculty and students in a variety of ways. Available services include:

- Assistance with passport information, as well as State Department and consular travel advisories
- Assistance with university forms, such as the university Release and Assumption of Risk and health forms
- Information on tour and travel agencies
- Assistance with program promotion

## ***Course Development Procedures***

The January term and the period immediately following the end of Spring Semester afford Pacific faculty ideal times to conduct travel courses. Faculty and students alike benefit greatly from these international education opportunities. Given the significant logistical considerations associated with leading a Short-term study abroad program, the following guidelines should be followed.

## Program Approval

When a faculty member wishes to lead a new study abroad course, he/she should consult with the department chair, Study Abroad Committee Chair (if undergraduate), and initiate both the normal A&S course approval process and the Short-Term Study Abroad Program Approval process (see Appendix G for guidelines and required forms). This approval process in Arts and Sciences is multi-tiered, requiring approval of the department head, school director, and Curriculum Committee (for new courses) and the Study Abroad Committee, and Dean's Council additionally since it is a study abroad course. In the Arts and Sciences the approval process must be complete by December 1<sup>st</sup> for inclusion in the subsequent year's course schedule. It should be noted that the focus of the review in the Study Abroad Committee will be on health and safety, and financial issues, rather than academic, which are addressed in the course approval process. The necessary approvals must be finalized by March 1<sup>st</sup> for inclusion in the subsequent year's course schedule.

The course must include a sufficient orientation to support the learning experience. This can be done in the form of special group meetings, prerequisite courses, or a credit-earning course in the semester prior to departure. Arts and Sciences usually requires the latter.

In order to successfully produce a travel course, it must be both financially feasible, meet health and safety guidelines and be self-sufficient.

## Itinerary and Type of Travel

There have been a variety of models used by Pacific faculty for previous short-term study abroad programs:

### ➤ **Outside Educational Tour/Travel Agencies**

Many such organizations exist and cater directly to university-based programs, among them, EF Educational Tours, AIFS and Passports. Such organizations can coordinate everything from flight itineraries to local ground transport, classrooms, lectures, and accommodations.

The primary advantage of using such organizations is that the logistical details of the program become the responsibility of the provider organization. Safety and security concerns are lessened due to the involvement of knowledgeable professionals who understand liability issues, and are experienced in implementing programs that meet established health and safety standards. The primary disadvantage is that significant fees are built into the agency's cost, resulting usually in higher charges for students. However, faculty leaders can often negotiate reasonable pricing, and may be surprised by a smaller-than-expected cost differential between an individually and agency-planned trip.

**This option is recommended, as long as the provider organization is well-established and reputable.**

Important Note:

Any and all payments to an outside travel agency, tour operator, etc., must be done in conjunction with and through Pacific's Business Office. All deposits and payments to outside individuals and organizations must be done internally through the Business Office.

### ➤ **Personal/Professional Overseas Contacts**

Colleagues or personal contacts may provide the majority of the logistical in-country support, assisting with instruction, accommodation, and transportation. It is assumed that the faculty member's own familiarity with the language and culture of the location will primarily be utilized. With this model, program directors assume responsibility for implementing the logistical aspects of the program, including securing on-site educational facilities, in-country transportation, and group flights. They must also address health and safety issues during the program development process.

## ➤ Cooperation with Sister School

Faculty may use existing contacts with “sister” schools. This can facilitate program development both through the availability of a network of contacts and access to educational facilities and infrastructure. However, this model likewise imposes on faculty the time-consuming task of managing all logistical details of the program, and unique responsibility for all health and safety aspects.

## ***Suggested Timeline for Preparing Short-Term Study Abroad Programs***

(Applies for courses with travel components in December or January. For courses with May/June travel this calendar will shift forward accordingly, with final approval for a spring program completed by the end of September of the preceding Fall semester at the latest. NOTE: many A&S short-term study abroad programs are split between a 2-credit preparatory component during the semester preceding the travel, and the 2-credit travel portion which takes places directly after the semester. All Pacific University students are required to register (either credit or audit) during the enrollment period of their Travel Class.

### September-November

- Begin preliminary program planning, in preparation for approval process. Present course proposal to department head, school director, and Curriculum Committee if it is a new course, and the completed Short Term Study Abroad Approval Form (with required documentation) to the Study Abroad Committee. If approved by the Study Abroad Committee the proposal will be moved on to the Dean’s Council for consideration and the final decision. Contact International Programs and/or the educational tour companies for assistance.

### December

- Final approval must be completed by December 1st.
- Add course(s) to the next year’s academic schedule.

### February - March

- Contact Windy Stein in the School of Arts & Humanities or the coordinator in your respective college to obtain the Travel Class Budget Preparation Worksheet and complete to calculate the total fee students are to pay, including insurance premiums – once approved Windy or the coordinator in your respective college will then prepare the Travel Class Signup Form.
- Prepare a description of the program for potentially interested students including tentative costs
- Begin campus advertisement for participants through classroom announcements, CANS, PUNN and Index articles, posters, and informational meetings\*.

\* Please note that it is the current university policy not to publicize travel courses in off-campus media. For further information, please contact University Relations.

### March - April

- Attend Trip Leader Orientation meeting
- Program Information Meeting
- Spring registration for pre-departure course (if applicable) . Make sure interested students have a passport and that it will be valid for a minimum of six months after the end of the program. If not, they should be directed to the State Department web site ([www.state.gov](http://www.state.gov)) which provides comprehensive information about obtaining and/or renewing a passport as well as downloadable application forms.

### May – August (summer break)

- Set up travel account through Nancy Connolly in the Business Office
- Continue summer correspondence with interested participants
- Follow up with travel itinerary plans (setting up travel arrangements, etc.)
- Consider advertising to incoming freshmen through orientation and freshman fall advising

## September

- Require initial deposit from students
- Attend Trip Leader Orientation meeting
- Begin collecting all necessary trip participant documents and send to Windy or the coordinator in the respective college (Note: these will be uploaded to Vault and originals sent as a complete batch to International Programs)
- Advertise once again through campus media
- Provide pre-departure requirements to participants (schedule orientation meetings, culture nights pre-assigned readings, etc.)
- Finalize itinerary, including flight details, with agent
- Ensure committed participants have a passport
- Secure additional deposit money from committed students

## October

- Finalize academic preparation (i.e., syllabi, lesson plans, etc.)
- Convene pre-departure orientation meetings and activities

## November

- Confirm all students are registered (either for credit or audit) with the Registrar's Office.
- Follow up on immunizations and other health requirements as necessary.
- Re-confirm that each participant has secured a passport and, where necessary, a visa.
- Re-confirm in-country itinerary as well as flight information (request travel agency makes airline seat assignments).
- Collect required forms from all participants (passport copies, medical, Assumption of Risk, etc.) and submit them to Windy Stein or the coordinator in your respective college, with itinerary and contact information.
- Final group meeting

## December

- Work with Windy Stein or the coordinator in your respective college to secure a travel advance as necessary, no later than the last day of classes
- Plan/reconfirm participants' meeting time, place, and any other related logistics for next month's departure
- Final check with International Programs for updated emergency procedures/contacts/etc.

## January

**Bon Voyage! And trip expense reconciliation**

## ***Money and Budget Issues***

For Arts and Sciences programs, the trip budget must be approved by the Dean's Office. Therefore the Travel Class Budget Preparation Worksheet must be completed, submitted and approved prior to publicizing the trip cost.

In accordance with University Business Office policies & procedures, all student payments need to be deposited directly with the Business Office. Any payments to outside entities (i.e., visa fees, plane tickets, program fees to coordinating agencies such as EF or Passports have to be made by the university. Therefore, the deposits students make must be made payable to Pacific University.

### ➤ **How and when do students pay for the program?**

- Students need to obtain the instructor's approval for the class prior to registration.
- Once approval has been granted, the instructor will distribute the Travel Class Signup Form describing the payment requirements. The class travel expenses must be paid in full prior to departure.

- Once the student submits the Travel Class Signup Form to the Business Office with their first payment the student account is charged and the class travel account receives the offset credit. Funds are available subject to the payment arrangement on the signup form; contact Windy Stein or the respective budget authority in your college for assistance.
- The Business Office will confirm that required installment payments have been received.
- If a student cancels his/her travel plans, the \$100 initial deposit will be forfeit. If cancellation is made prior to the second payment due date, any funds collected from the student may be refunded to the student's account minus the \$100 initial deposit. A student who cancels travel after the second payment due date is responsible for the full trip cost and no refunds will be made. For this reason, all participants are encouraged to purchase travel insurance with a Cancel for Any Reason rider.

Students usually make non-refundable deposits to the university to confirm their participation in the program. For a Pacific student, the program fee will automatically be billed to their student account when the student provides a completed Travel Class Signup Form with their initial payment to the Business Office. This lets the business office know the amount of your program fee and provides the student participant's full name, Datatel ID#, and the amount that the student is to pay for the entire trip with a specific payment schedule.

### ➤ **Credit Card Payments**

If a student pays by credit card, there is a 5% (projected) fee which will be charged on your travel account by the Business Office. To avoid this charge, please advise your students to pay by check or cash, if possible.

### ➤ **Check Request & Cash Advance**

- A check request is used to pay any third party (i.e., travel agency, travel coordinator, embassy). An invoice or a letter from the vendor detailing the amount requested needs to be attached to the check request form. You also will need the form signed by Windy Stein or, if a College of Business, College of Education or graduate program, by the appropriate budget authority in your respective College. Check requests must be received by 5:00 pm on a Friday in order to have a check ready the following Thursday afternoon.
- If you are requesting a cash advance for Winter travel, the deadline is the last day of class. Check your program budget before requesting the cash advance. Advances must be substantiated with original receipts within 30 days of completion of the trip.
- No payments can be made out of pocket (i.e., advance funds) for services provided by a US citizen or permanent resident. A legitimate receipt must substantiate payments to nationals in a foreign country. No exceptions will be made. For more information on what documentation will be accepted, please consult with Windy Stein or the coordinator in your respective college.

### ➤ **Bookkeeping**

Save all receipts! It is sometimes difficult to obtain receipts depending on the country you are traveling in, so write down details of the expense or take a receipt book with you. You are free to use any bookkeeping methods as long as it records the following information:

- 1) Date
- 2) Amount (local currency is OK, as it will be converted to US currency on the expense report)
- 3) Item purchased (as detailed as possible)
- 4) Name of vendor
- 5) Receipt attached (if possible)

### ➤ **After the trip**

Within 30 days of your return, please bring all receipts and travel expense documentation to Windy Stein (or the responsible coordinator in the COB or COE) for reconciliation. If you have spent more than your advance, please be prepared to write a check for the balance due.

## ***Program Promotion and Recruitment***

Publicity and recruitment plans for short-term study abroad programs generally include the following:

- **Program brochure**  
The brochure is designed to provide potential applicants with detailed information concerning the program's location, academic courses, field trips, costs, dates and how to obtain further information.
- **Recruitment via the Web**  
Program information will ideally appear on the organizing department's web site as well as on IP's website. Faculty members are asked to submit information about the program to the IP office for them to post the program information on the IP website.
- **Faculty contacts**  
One of the best ways to recruit participants is to have faculty colleagues promote travel programs in their courses. Immediately after the program proposal is approved by Dean's Council or the appropriate graduate college curriculum committee the faculty member should review the Pacific course catalog for the upcoming semester and make note of faculty members teaching courses whose content relates to their travel program. The faculty member should then contact colleagues to request assistance in program promotion.
- **Classroom visits**  
An even better recruitment method is for the faculty member to make brief (5-10 minute) presentations in the courses identified above. Your enthusiasm about the program and knowledge of the particulars will gain the students' interest and potentially lead to increased applications. Classroom visits should be conducted after the printed brochures are available so that students have access to complete program information.
- **Information sessions**  
At least one program information session should be held prior to the application deadline for each program. The sessions generally last for 45 minutes to 1 hour and are conducted by the lead faculty member. Information sessions offer interested students the opportunity to learn more about the program in an informal setting. State department guidelines relevant to travel to the particular area(s) should be shared at the information session. (For further details, see <http://travel.state.gov/content/passports/english/alertswarnings.html>)
- **General campus publicity**  
Flyers should be created and posted around campus. Announcements should be submitted to *CANS*, *PUNN* and *Boxer Briefs*. If you have trouble enrolling a sufficient number of students to make your trip feasible, please contact Alumni Relations for assistance recruiting former students and faculty to travel with you.

## ***Participant Guide***

The program-specific Participant Guide is created by the faculty member. It is a comprehensive guide describing all aspects of program participation to aid students in making an informed decision about whether or not to participate in the program.

Topics that should be covered in the guide include (but are not limited to) the items listed below:

1. The destination: background on the country, cities and regions that will be visited
2. Accommodations
3. Academic program
4. Program Itinerary



5. Departure and arrival arrangements and instructions
6. Packing recommendations
7. Financial issues, including currency exchange
8. Passports and required visas (students secure their own)
9. General health issues
10. Country-specific health issues, including immunization requirements
11. Safety and security issues

This list is provided as a guide only. Additional sections may be added as appropriate for different programs.

Some general guidelines from the Office of International Programs are included as an appendix and would be appropriate to include in a Participant Guide.

*Current travel warnings posted by the State Department ([http://travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html)) should be consulted prior to any program proposal submission. **No officially Pacific sponsored or Pacific affiliated activity may occur in an area where a State Department travel warning has been posted. The State Department website URL will be published in the Study Abroad Handbook for use by students in making their travel plans. Please note: if a State Department warning states that Americans should defer travel to a given site or warn against travel there, or that Americans should leave that site, then no program will be approved for travel to that site.***

## **Student Orientation**

Orientation sessions provide program participants with detailed information on what to expect from the travel program. The more information provided during an orientation, the more accurate the students' expectations will be, and the fewer problems that will arise during the program. Sessions should be provided prior to departure and on-site the first day of the program.

### **Pre-departure orientation sessions**

The orientation should be conducted on the Pacific campus 4-6 weeks preceding departure. In A&S the orientation is usually conducted as a part of the 2-credit preparatory component during the semester preceding the travel. This is an opportunity for program participants to get to know the faculty member and to get answers to their specific questions concerning all aspects of the program. The faculty member runs this meeting (a suggested guideline for Information Sessions is included in Appendix F). State Department travel guidelines should be covered in this orientation, as well as information regarding travel visa procurement, if necessary. As visas can take several weeks to obtain, the Orientation Session should be scheduled to allow sufficient planning time.

### **On-site orientation**

It is vital to conduct an on-site orientation immediately upon arrival. The faculty member needs to ensure that all participants have arrived safely at the site. Student safety, the most fundamental issue, must again be reiterated to the students during the on-site orientation. Additionally, expectations regarding student conduct should be restated very clearly, with reference to the *Statement of Student Rights and Responsibilities*. **It is also critical that students understand clearly the boundaries between program-related and non-program-related activities. A program schedule should be provided for the students, and it should be noted in unambiguous terms that the University can accept no responsibility for activities that occur outside of the official program schedule! Please make sure that students understand that they are Pacific University ambassadors and that their behavior will reflect not only upon themselves but also upon the University.**

The remainder of the on-site orientation session should give students an overview of the academic program and what to expect (duplication of some/all of the pre-departure orientation is acceptable) and provide time for the students to ask questions and for you to provide advice concerning their new surroundings. Particular attention should be given to expectations for academic work. You should also outline your expectations for student conduct throughout the program, in both academic and non-academic settings.

You should also make sure that students know how to contact you in an emergency at all times. If you will not be in residence, participants must be familiar with and know how to reach the emergency contact.

## ***Travel Documents and Visa Requirements***

Faculty must research the necessary travel and visa requirements for the destination as well as any required immunizations for travel to specific locations. Current travel warnings posted by the State Department (<http://travel.state.gov/content/passports/english/alertswarnings.html>) should be consulted prior to any program proposal submission. **No officially Pacific sponsored or Pacific affiliated activity may occur in an area where a State Department travel warning has been posted. Please note: if a State Department warning states that Americans should defer travel to a given site or warn against travel there, or that Americans should leave that site, then no program will be approved for travel to that site.**

Students who are accepted into overseas academic programs must confirm their own entry requirements for the program location(s) depending on their citizenship or specific situation. Non U.S passport holders should check directly with the consulate of the destination country for details about appropriate documentation. Please note: several weeks should be allotted for travel visa procurement, if necessary. Visa requirements must be covered and included in all pre-departure materials.

Please note that all faculty and participants are responsible for obtaining passports themselves in a timely fashion. Application and renewal forms are available from most U.S. Post Offices or online from [www.state.gov](http://www.state.gov). Some countries require that an individual's passport be valid for a minimum of 6 months beyond the date they will depart that country.

## ***Participants' Medical Clearance for Travel***

All program participants must have current health information on file with the Office of International Programs. This information is collected in the *Self-Disclosure Medical and Dietary Report* form. These documents will be copied and the faculty member will carry these copies in a secure and confidential manner, to be accessed only in the event of a medical incident. Accommodations for students with special needs can be arranged after acceptance so that any necessary liaison work with the site abroad can be done in a timely manner.

Because health care systems in other countries often have different care and payment standards, these documents are extremely important. While access to health care may be problematic in remote locations, faculty should nonetheless make every reasonable effort to develop an updated list of English-speaking doctors and psychologists available who practice at, or close to the program site, and/or verify and provide locations of the nearest health clinic or hospital prior to departure.

All students will be required to carry health insurance that will protect them during their international travel.

## ***Health Insurance Requirements for Participants and Program Directors***

**All** participants in study abroad programs affiliated with Pacific are **required** to be adequately insured. Pacific Student Health Insurance covers students abroad, but students must be prepared to pay on site and submit receipts for reimbursement.

The following Q & A applies to participants who have Pacific student health insurance. Students should consult the student health insurance plan brochure for additional information.

### **What's covered under the student health insurance plan?**

The Student Health Insurance Plan is offered through the University to provide basic medical coverage to eligible students who are sick or injured. The plan covers medical expenses, including hospital room and board, prescription drugs,

emergency outpatient care, lab and x-rays, inpatient and outpatient surgical procedures, and physician office visits. Coverage varies depending on whether or not you seek benefits through an in-network or non-network provider. This coverage is separate and in addition to the services provided at the Student Health Center. Coverage is subject to the limitations and provisions of the policy. You should note that hazardous recreational activities of an extreme nature (hang-gliding, rock-climbing, bungee-jumping, etc.) are not typically covered by standard health insurance plans.

### **Does the student health insurance plan cover program participants?**

Yes, the Student Health Insurance Plan provides worldwide coverage, whether studying or traveling abroad. The plan provides the same benefits as if the students are studying on-campus at Pacific University. Students should expect to pay upfront for any expenses, and then produce receipts for reimbursement upon return.

**NOTE:** If students are *not* using Pacific Student Health Insurance, they **must** check that their family insurance provides overseas coverage.

**ALL registered Pacific students, faculty and staff are covered by an AIG blanket travel and assistance policy called Travel Guard.** Included in this plan is access to AIG's travel assistance member website Travel Assist. On Travel Assist you can obtain travel assistance services, a travel ID card and safe foreign travel information in addition to a whole host of additional services. While it is not mandatory (as with graduate students) to register on the Travel Assist web site it is certainly recommended, especially for trip leaders, who can sign up to receive travel alerts and news for their destination country. To register, go to [www.aigbenefits.com/travelassist](http://www.aigbenefits.com/travelassist), and complete all the required information, including Pacific's Policy number of 9138057. If you need to contact Travel Guard in an emergency call: 877-832-3523 (in US and Canada); or International Collect at +1 715 295-9817.

## ***Trip Cancellation Insurance***

The University will purchase trip cancellation insurance on behalf of the faculty trip leaders and any staff chaperones. Students are strongly encouraged to purchase their own cancellation insurance as they will be held liable for the full trip cost if cancellation is made after the second payment due date.

## ***Accompanying Family***

Faculty members sometimes take family with them during a program. The following guidelines apply when family members travel with a program:

- Family cannot in any way interfere with the smooth running of the program
- Faculty members must always keep their responsibilities to the program.
- Family members who wish to travel must be admitted to the University as a non-degree seeking student and enroll in the travel course. All the required participant forms, including health information and Assumption of Risk forms, must be completed and filed with IP prior to travel.
- The trip cost for family members should include airfare and other transportation, meals, lodging, and any activities in which they will participate. This amount may be less than the cost billed to regular students.

Please note that while faculty members have the option of taking family members with them, many former program leaders would strongly recommend against this practice, particularly involving young children. Some have found that they simply did not have enough energy to keep up with program responsibilities and the usual level of activity expected by their family. Potentially mitigating circumstances occur when there are faculty co-leaders or when a spouse assumes all childcare duties that might interfere with the program. Some faculty members have opened their travel program to other non-students.

## ***Non-Student Program Participants***

The following guidelines apply to non-students who travel with a program:

- Non-student participants, including alumni and community members, must be admitted to the University as a non-degree seeking student and enroll in the travel course. They must adhere to all Pacific University conduct policies and the guidelines established for Pacific University student participants. Non-students who are neither family members nor alumni must satisfy a background check before they will be allowed to travel.
- Non-student travel program applicants shall be accepted only on a space-available basis, with priority acceptance to be provided to Pacific University students.
- Non-student travel participant applicants must be over age 18 and must provide the same health, insurance and emergency information required for student participants.
- Non-student travel program applicants must be provided with a copy of the student handbook and informed of all Pacific University conduct policies and agree, in writing, to comply with same.

## ***Student Evaluations***

In addition to normal student evaluations of all courses, additional student evaluations of travel programs are an invaluable tool for the faculty member and for potential program participants. The evaluation itself can take different forms. The best evaluations, however, will combine very specific questions to be answered on a rating scale, with an option to provide additional open-ended comments. This will enable the efficient collection of data, while also enabling a participant to provide more detailed insights, and clarify their responses.

On-site evaluations are the best and most effective method to ensure a high rate of return. The primary drawback to on-site evaluations is, perhaps, that many students won't have the ability to reflect on the overall experience and how it has affected them, as this often only becomes clear after the passage of time.

The evaluation form must be individualized for each particular program to ensure that all aspects of the program are included. Standard components of an evaluation include:

- Feedback about pre-departure and on-site orientations
- The academic program
- Overall reflections(s) on the experience
- Suggestions for improvements
- Gathering data for prospective participants (are students willing to speak with future applicants?)

## ***Emergency Protocol***

In the event of an emergency during an off-campus program, the faculty director must contact the Office of International Programs.

Pacific University has established a general *Study Abroad Crisis Response Plan* to follow in the event of an emergency which will be distributed to the faculty member prior to departure. Please refer to this plan, which is included in this handbook.

# **Appendix A: University Policy on Health and Safety Issues in Study Abroad**

## **Pacific University Policy on Safety and Security Issues Relating to Study Abroad Programs**

Pacific University sponsors a wide variety of study abroad programs, located in countries on nearly every continent. Although these programs are located in reasonably safe and secure places, the University cannot guarantee a risk-free environment abroad. It is, therefore, the responsibility of the student to make an informed decision about the relative risks involved in participating in any particular study abroad program.

It is the University's responsibility to identify reasonably safe and secure sites for its programs. It is also the University's responsibility to inform prospective participants of the risks involved, and to monitor changing conditions that could affect the safety and security of participants while the program is in session. If the University learns of matters which leads it reasonably to conclude that the safety and security of program participants is compromised, the University will take any prudent action deemed necessary to minimize those risks.

The Office of International Programs is charged with 1) evaluating the safety and security of sites for proposed study abroad programs, 2) monitoring the U.S. Department of State's Travel Warnings and Travel Alerts for countries in which Pacific University sponsors study abroad programs, 3) communicating information about safety and security to the relevant parties, and 4) enforcing the cancellation policy outlined in this document. The Director of International Programs, in consultation with the on-site program director/staff, University faculty with expertise in the region, and all other members of the Crisis Management Team (see Page 20) will, in accordance with this policy, make the final judgment regarding the suspension and/or cancellation of a given study abroad program. All members of the Crisis Management Team and the faculty leader should be copied on all related correspondence.

Cancellations for reasons of safety may occur prior to the start of a program or while the program is in session, should conditions at a given location and time in a particular country warrant this action. The University will rely principally on the U.S. Department of State's analyses of conditions in various countries. The U.S. Department of State prepares Consular Information Sheets for every country of the world which contains information about health conditions, currency regulations, crime, and etc. that is presented "in a factual manner so the traveler can make his or her own decisions concerning travel to a particular country." The State Department also issues Travel Warnings and Travel Alerts which indicate potential security threats or heightened security concerns. These are defined by the State Department as follows:

*Travel Warnings are issued when the State Department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. Countries where avoidance of travel is recommended will have Travel Warnings as well as Consular Information Sheets.*

*Travel Alerts are issued to disseminate information about short-term conditions, either transnational or within a particular country, that pose significant risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert.*

Pacific University will not sponsor any study abroad program or send a group of students under the University's auspices to a country for which the U.S. Department of State has issued a Travel Warning. If a warning is issued while the program is in session, the Executive Director of International Programs, in consultation with on-site staff, university faculty, the Director of International Programs, Associate Provost, Dean of Students, appropriate dean, and University's General Counsel, will review the situation, and the program will be suspended if conditions warrant this action.

If the situation constitutes an emergency, the University will follow its emergency procedures to deal with the situation quickly and effectively. If not an emergency and the decision is still made to suspend the program, students will be removed from the country in a reasonable and deliberate fashion based on the best information available at the program site. In either case, faculty and staff will work with program participants either at an alternate site in another country or in

Forest Grove to complete the program's academic requirements. The program will be discontinued until the Travel Warning is lifted, and will be reinstated only if faculty and staff judge conditions to again be reasonably safe and secure.

If the program is cancelled prior to departure, every effort will be made to ensure that students are refunded all payments minus the initial \$100 deposit and any unrecoverable expenses made by the University on the students' behalf.

Pacific University will exercise extreme caution with respect to countries for which the U.S. Department of State has issued a Travel Alert, taking each situation on a case by case basis. The real or perceived threats that prompt Travel Alerts are often not realized and are not likely to cause difficulties for students and faculty if they exercise reasonable caution. All Travel Alerts issued while a program is in session will be communicated to program participants by the on-site program director/staff and/or by the Office of International Programs.

The University seeks to ensure that students are adequately informed about cautions that have been officially recommended and that they continue to exercise informed consent regarding participation in the program. Should conditions warrant a change of location within the country or the program's suspension, reasonable steps will be taken to safely implement this action. Even if the program continues unabated, a student(s) may elect to withdraw from the program based on the new information in the Travel Alert. If so, the student(s) will receive a refund according to the program's refund schedule (based on recoverable cost). Academic credit, however, cannot be guaranteed if a student withdraws while a program remains in session.

Travel Alerts issued prior to the commencement of a study abroad program will also be communicated to students who are preparing to participate in the program. If, based on the Alert, a student withdraws from the program, the program fee will be refunded in full minus the \$100 initial deposit.

For study abroad programs administered directly by other institutions or provider organizations (such as Academic Programs International, Butler University, etc) the University will voice its concerns about the safety and security of its students to the institutions/providers. In general the University will not take unilateral action regarding the participation of its students in these programs, but will work with its partners to ensure the safety and security of program participants.

Individual Pacific University students are advised not to participate in a program sponsored by another U.S. institution or to enroll directly in a foreign university in a country which carries a State Department Travel Warning. Students who attend an unapproved program will be subject to the same credit transfer process as any other student. Additionally, since they will be enrolled in an unapproved program, they will not be considered enrolled Pacific students during the duration of the program, and will thus not be able to use their Pacific financial aid package.

Similarly, undergraduate and graduate students may choose to conduct independent research in countries which carry a State Department Travel Warning. However, during the period of the research, students will not be enrolled for credit at Pacific University, and cannot receive University-based funding. Students in this category will be subject to the same credit transfer process as any other student.

## **Appendix B: Short-Term Study Abroad Risk Management Checklist**

Title of Program \_\_\_\_\_

Dates of Program \_\_\_\_\_

Means of Transportation and flight numbers/departure and arrival time(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location (s) involved \_\_\_\_\_

Name and title of Pacific University faculty leader(s):

\_\_\_\_\_  
Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

On-site information of faculty leader(s):

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Insurance information shared with all participants? Y N

***Faculty director must have proof of insurance from each participant on file and must have forwarded copies of these to Windy Stein or the responsible coordinator in the COB or COE (included with Medical Information Form); health and accident insurance must be valid overseas and cover medical evacuation and repatriation.***

Have safe, accessible housing arrangements been made for all participants? Y N

Have field trips (if any) been reviewed for health and safety issues Y N

IP will register all participants who are U.S. citizens through the online consular registration process (Smart Traveler Enrolment Program – STEP) at <https://step.state.gov>. IP will use the data recorded on the forms listed below to complete the registration process.

Please review:

Centers for Disease Control ([www.cdc.gov/travel/index.htm](http://www.cdc.gov/travel/index.htm))

Travel Warning and Consular Information Sheets ([www.travel.state.gov](http://www.travel.state.gov))

Have all existing written agreements for contracted program services been approved by the Pacific University Business Office?

Please attach a roster with students' names, and (if not previously submitted to Windy Stein or the responsible coordinator in the COB or COE) the following forms for each participant:

- Photocopies of passport (and visa if necessary)
- Participant Information Form (with copy of insurance information attached)
- Release & Assumption of Risk form
- Self-Disclosure Medical and Dietary Report
- Statement of Student Rights and Responsibilities

Additionally Required:

- Risk Management Checklist
- Copy of itinerary of entire program (dates, locations, housing addresses, schedule of events and/or field trips)

A copy of the roster, and of the forms, **must** be left with Windy Stein or the responsible coordinator in the COB or COE) prior to departure. Any other relevant information may be added.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Appendix C: Study Abroad Crisis Response Plan**

### **STUDY ABROAD CRISIS RESPONSE PLAN (GENERAL)**

Although no plan will apply to every situation, a common set of factors must be examined in every case. A checklist has been organized below to guide response by the home institution to emergencies facing a study abroad program.

#### **When an Emergency Occurs:**

1. The Office of International Programs (IP) should contact the program director overseas or the program director should contact IP. Telephone: (503) 352-1600 (during office hours), (503) 244-6651 or (503) 752-3422 (cell) at all other times. If communication attempts fail, backup cell number is (503) 758-8545.

2. The program director will ascertain the real danger to students and staff considering such factors as:

- The event's proximity to students and staff
- Its impact on the availability of food, water, and medical supplies
- The target of unrest
- The intensity of the emergency or of the political unrest
- The presence of military or emergency personnel
- The feasibility of continuing classes
- The ability of students and staff to travel in the country
- Advice of the nearest embassy or consulate

3. The program director and/or IP will call other institutions with students in the affected location to coordinate information and devise a common action plan. Maintain communication throughout the emergency.

4. Prior to making any decisions, the Office of International Programs may gather information from the following additional sources in order to develop as accurate an assessment of the situation as possible:

- U.S. State Department Overseas Advisory Council: [www.osac.gov](http://www.osac.gov)
- U.S. State Department Office of Overseas Citizen Services: 1-888-407-4747.
- Host country embassy in the U.S.
- Host country contacts: institutional, agencies handling travel arrangements, local program directors, if applicable
- Media – local, national and international
- Faculty with expertise in the region

5. Once the essential facts have been gathered, IP will then call a meeting of senior administrators: President, Provost; VP for University Relations; VP for Student Life; Director of International Programs; Dean of Arts and Sciences (or appropriate dean). The group will:

- Consider immediate measures needed to preserve the health and safety of students and staff
- Consider additional issues of health, safety, academics, financial aid, public relations and legal liability
- Develop a written action plan and, if necessary, evacuation plan
- Communicate this plan to the program director and students
- Consider how to meet the financial cost of plan implementation
- Designate an individual to assume responsibility for the situation at the home institution
- Develop a communication document to be used by all individuals involved
- Secure final approval of the action plan from the President
- Prepare a list of individuals to be alerted once the entire plan is in place (to include the President; university staff; parents and family of participants; faculty and students on the home campus; the media).
- Develop a daily communication plan to provide appropriate individuals with a daily bulletin until the crisis is over
- Assess the impact of the event once it has ended, and document all institutional actions

## **Student Procedures**

1. Students at the overseas site will be gathered together and informed of the threat.
2. They will be advised to avoid behaviors that draw attention to themselves as Americans. They will also be asked to avoid locations that U.S. students are known to frequent, and advised not to congregate in large groups.
3. Added security measures will be implemented at the classroom site, in consultation with on-site contacts (including removal of U.S. program identification)
4. Students will be provided with daily bulletins as well as counseling and positive feedback.
5. In consultation with IP, the program director will prepare to implement an evacuation plan (if necessary)
6. Students will be provided with copies of all official communications relating to the institutional response (including letters to parents)

## **QUESTIONS TO BE ADDRESSED BY CRISIS RESPONSE TEAM**

### **1. Specific information to be collected from the site:**

- a. What happened?
- b. Where did it happen?
- c. When did it happen (date and time)?
- d. Who was involved?
- e. Who are the witnesses?
- f. Who has been contacted?
- g. What action, if any has been suggested by authorities at the site?

### **2. Status of the participants:**

- a. Where are the participants?
- b. What is the physical condition of the participants?
- c. What is the mental health of the participants?
- d. What communication system has been established among the participants?
- e. What information needs to be communicated to the participants?
- f. Do the participants have any immediate needs?
- g. Are any funds needed? I.e., medical, bond fees, etc.

### **3. Specific contact information:**

- a. Who contacted the home university/organization?
- b. When did the contact occur?
- c. How was contact made?
- d. What was discussed?
- e. What plan was developed?
- f. Who was to take what action?

### **4. Action plan:**

- a. What action needs to be taken?
- b. What are the legal issues to be considered?
- c. Who needs to be contacted?
- d. Who will contact each agency/organization/family? When will the agency/organization be contacted?
- e. What financial arrangements need to be made?
- f. How will the gathered information be communicated?
- g. Who will collate information?
- h. How will the Crisis Management Team receive the information?

### **5. Post-crisis Follow-up:**

- a. What debriefing is needed and who should be included?
- b. What post-trauma counseling is needed?

- c. What letters and other forms of communication need to be undertaken?
- d. What legal action should be reviewed and initiated?
- e. What are the financial repercussions?
- e. Who will gather all information and write a report?**

**NOTE:** The faculty leader will normally be responsible for gathering, recording and disseminating all information from the program site to the Crisis Management Team. Prior to the program start date, a backup responder (accompanying faculty chaperone) or student assistant should be designated in the event that the faculty leader becomes incapacitated.

## **CRISIS MANAGEMENT TEAM**

Tammy Spencer, VP, Marketing and University Relations , ext. 2784, [tammyspencer@pacificu.edu](mailto:tammyspencer@pacificu.edu)

Lesley Hallick, President, ext. 2123, [hallick@pacificu.edu](mailto:hallick@pacificu.edu)

John Miller, Provost, ext. 2228, [jmiller@pacificu.edu](mailto:jmiller@pacificu.edu)

Lisa Carstens, Dean of Arts and Sciences, ext. 2141, [carstens@pacificu.edu](mailto:carstens@pacificu.edu) \*

Mark Ankeny, VP of Enrollment Management , ext. 2924, [mankeny@pacificu.edu](mailto:mankeny@pacificu.edu)

Will Perkins, Dean of Students, ext. 2924, [wperkins@pacificu.edu](mailto:wperkins@pacificu.edu)

Stephen Prag, Director, International Programs, ext. 1600, [sprag@pacificu.edu](mailto:sprag@pacificu.edu)

International Programs Assistant, ext. 1600, [intlprograms@pacificu.edu](mailto:intlprograms@pacificu.edu) (search in process)

\*substituted by Dean of other college as situation warrants

## **ADDITIONAL RESPONSE GUIDELINES**

### **Arrest of a Student**

Pacific University program administrators and faculty directors abroad play a limited, but nonetheless important role when a participant is alleged to have committed a crime. When an alleged crime occurs abroad, it is important to remember that the student is subject to the laws of that country, not U.S. law. The student is also not assured the same rights he/she enjoys in the U.S. Yet, the University is obligated to undertake all measures possible to ensure the safety of the student.

1. It is essential to gather as much information as possible concerning the arrest including:
  - a. Name of the participant
  - b. Country of birth, citizenship and DOB
  - c. Date, place, and time of arrest
  - d. Nature of the charges
  - e. Summary of the incident
  - f. Other individuals involved (if applicable)
  - g. Location of student's detention, and how they may be contacted
  - h. Whether the student has legal representation
  - i. The student's rights in the justice system of the country in question
2. Notify the U.S. consular officer immediately
3. Do not call any family members or next of kin unless a) you have confirmed the arrest and b) the individuals have given you their written consent. If you do not have written consent, notify the Crisis Management Team, which will decide on a course of action.
4. The University cannot recommend or provide an attorney. The student and the University, however, can request the assistance of the State Department.
5. If the student consents, notify the next of kin listed on the participant's emergency information sheet. Provide the family member with the name, title, telephone number, fax number, and address of the U.S. Embassy or consulate whom

you have notified regarding the arrest. Be careful that you indicate only that the person has been accused, and not whether you believe the individual is guilty.

6. If necessary, pack an appropriate amount of clothing items and other necessities to provide to the U.S. representative in the host country, so they can be given to the detained participant(s) when possible.

7. Visit the arrested person wherever he/she is being detained. Do your best to calm the arrested person so that he/she understands the process she/he will be facing.

8. In some countries, an arrested individual may be released upon payment of a fine or other fee. Before proceeding with this option, the Office of International Programs in consultation with the university's legal counsel should consult with one another to consider the seriousness of the allegation and whether it warrants any intervention. For example, if someone is jailed for not paying a bill at a restaurant and the individual will be released if payment is made, then generally on-site staff should make the payment. On the other hand, if the individual has committed a serious crime, U.S. consular officials should determine the best course of action.

9. If there is a language barrier, ask a representative of the host institution, the resident coordinator, or the U.S. consulate to assist with translation when you visit the individual being detained.

10. The person visiting the student should provide a written report to Pacific University as soon as possible summarizing what has occurred and the action taken. When working with a partner institution abroad, the Office of International Programs will request periodic updates.

11. Describe the outcome or action related to the arrest in a report to Pacific University. Include the following: charges dismissed? Agreement reached? Found guilty/not guilty? Deportation? Where will the sentence be served? What was the sentence handed down?

12. University's legal counsel should be kept abreast of all actions and should be copied on all reports and updates.

13. The student should be informed of any consequences in relation to his/her participation in the program; i.e. curfew, activity restrictions, separation from the program or disciplinary action at Pacific University. Consequences should be determined by the members of the crisis team.

## **Sexual Assault**

**Definition of Sexual Assault:** Physical contact of a sexual nature, which is against one's will or without one's consent.

### **When the student is the perpetrator:**

Sexual assault can result in dismissal from the program. Special sensitivity is needed when handling a report of sexual assault. It is very important to involve Pacific University's legal counsel and the Dean of Students when a sexual assault is reported. Laws vary according to the country. In this case, the U.S. consulate or nearest embassy should be consulted.

### **When the student is a victim of a sexual assault:**

The first priority is to meet the immediate needs of the individual from a medical and psychological standpoint.. Both a medical doctor and a psychologist should be consulted whenever possible. In cases where the individuals at the program site do not have sufficient resources to handle this type of crisis, the faculty director should contact the nearest U.S. consulate for assistance.

Second, the victim should be moved to a safe location and should preserve all physical evidence of the assault. The victim should not wash or bath, use the toilet, or change clothing until there has been a medical evaluation. If the victim insists upon changing clothing, put all clothing in a paper bag.

Third, when appropriate, and only if the student wishes to work with the police, the matter should be reported to local authorities and the US Consulate. Due to the sensitive nature of the event, all of those involved in this crisis must accept their responsibility to maintain strict confidentiality on the matter.

PLEASE NOTE: As much as possible the student at issue should be allowed to determine what steps he or she is willing to pursue. The ability of the student to process the incident, the severity of the injury and the question of whether others face imminent threat are all factors to be weighed. Additionally, the laws concerning sexual assaults, as well as the punishments, vary greatly from country to country and the victim should be made aware of what local laws and procedures apply. If a student is studying at a partner institution abroad there will, in most cases, be a set of procedures to handle this type of situation. In this case, it is crucial that the Office in charge of study abroad students be in touch with the Office of International Programs to explain what procedures and laws apply.

The following information should be obtained when a sexual assault is reported:

- a. Name of person reporting the incident
- b. Name of the victim
- c. Status of the victim (student, faculty, staff, other)
- d. If not the victim reporting, how does the person know of the assault
- e. Date, time, and place of the assault
- f. What occurred
- g. Who was the assailant (if unknown, ask for a description)
- h. Where is the victim now

The following immediate actions should take place:

- a. If you are first on the scene or the first contacted, the victim may be in shock, physically hurt, and very emotional. Assure the victim that s/he is not at fault and did not cause the assault to occur and that the responsibility for the assault is placed on the perpetrator alone. Your first objective is to care for the victim's medical/emotional needs.
- b. Determine if the individual wishes to contact a parent/relative, a health care provider or some other trusted person. . You cannot necessarily assume who should be the first recipient of a phone contact from the student. Facilitate the communication between the student and the parent/relative without offering judgments or assertions.

Follow Up Actions, if determined appropriate after consultation with campus resources:

- a. Request an investigation from local authorities. A detailed log of all events related to the situation should be used throughout the investigative process.
- b. Once the investigative report is complete a report should be made to the Dean of Students at Pacific. If the alleged perpetrator is a Pacific student, the Dean, in consultation with the University's legal counsel, will determine the necessary action to be taken against the perpetrator.
- c. Be sure the victim receives counseling services from a mental health professional. If the victim is afraid to return to his/her residence assist in making alternative arrangements with the institution abroad. The mental health professional should weigh with the student, the options available including medical evacuation or a return home to deal with the trauma.
- d. If the student decides to return home, assist in the coordination of all return arrangements, including the notification of parents (as discussed with the student).
- e. If the student decides to remain in the program, discuss the possible need to provide different academic arrangements with the host institution should this incident have an impact on the student's ability to function in his/her classes or delay participation in any final assessment.
- f. In all cases, make notes of your conversations with the student and/or call the Dean of Students to process what has occurred, and to record what agreements were struck and how students are responding.

## Appendix D: Short-Term Study Abroad Programs Budget and Fee-Setting Worksheet

Faculty proposing off-campus programs should use the following worksheet to set the program budget and student fees.

### 1. General Information

Lead faculty name(s) \_\_\_\_\_  
Program location \_\_\_\_\_  
Program dates \_\_\_\_\_  
Currency used at location \_\_\_\_\_

### 2. Accommodations

#### *Housing*

Will participants be housed in one location for the duration of the program? If no, please answer the following questions for *each* location.

Student housing location 1 \_\_\_\_\_  
Number of nights \_\_\_\_\_  
Cost per night \_\_\_\_\_

Student housing location 2 \_\_\_\_\_  
Number of nights \_\_\_\_\_  
Cost per night \_\_\_\_\_

Student housing location 3 \_\_\_\_\_  
Number of nights \_\_\_\_\_  
Cost per night \_\_\_\_\_

Will faculty be housed in same location as students? If not, please provide information on faculty housing below.

Faculty housing location 1 \_\_\_\_\_  
Number of nights \_\_\_\_\_  
Cost per night \_\_\_\_\_

Faculty housing location 2 \_\_\_\_\_  
Number of nights \_\_\_\_\_  
Cost per night \_\_\_\_\_

Faculty housing location 3 \_\_\_\_\_

Number of nights \_\_\_\_\_  
Cost per night \_\_\_\_\_

**Meals**

Are meals provided at the housing site(s)?

If yes, what is the cost per day:

For site 1 \_\_\_\_\_  
For site 2 \_\_\_\_\_  
For site 3 \_\_\_\_\_

If students will be responsible for their own meals, please estimate the cost per day to the student.

\_\_\_\_\_  
\_\_\_\_\_

**3. Transportation costs**

Estimated cost for a round-trip plane ticket \_\_\_\_\_  
Cost of transportation to/from airport \_\_\_\_\_  
Cost of on-site ground transportation \_\_\_\_\_

**4. Host/Facility Expenses**

Is there a fee for classroom space usage? \_\_\_\_\_  
What is the cost per hour? \_\_\_\_\_  
How many hours will you require? \_\_\_\_\_

Do you need to pay for A/V equipment? \_\_\_\_\_

If yes, please itemize and estimate the costs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe any other fees that will be charged on-site and provide information on cost.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**5. Field trips and extracurricular activities**

Honoraria for guest speakers (please include information on the number of speakers and the honorarium paid to each.). Be sure to consult with the Business Office regarding regulations for payment of honoraria to non-US citizens.

Please provide information on all field trips or other activities.

Activity 1 description \_\_\_\_\_  
Cost per participant \_\_\_\_\_  
Transportation cost \_\_\_\_\_

Activity 2 description \_\_\_\_\_  
Cost per participant \_\_\_\_\_  
Transportation cost \_\_\_\_\_

Activity 3 description \_\_\_\_\_  
Cost per participant \_\_\_\_\_  
Transportation cost \_\_\_\_\_

Activity 4 description \_\_\_\_\_  
Cost per participant \_\_\_\_\_  
Transportation cost \_\_\_\_\_

Activity 5 description \_\_\_\_\_  
Cost per participant \_\_\_\_\_  
Transportation cost \_\_\_\_\_

Activity 6 description \_\_\_\_\_  
Cost per participant \_\_\_\_\_  
Transportation cost \_\_\_\_\_

Activity 7 description \_\_\_\_\_



Cost per participant

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Transportation cost

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Activity 8 description

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Cost per participant

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Transportation cost

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Activity 9 description

---

Cost per participant

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Transportation cost

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Activity 10 description

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Cost per participant

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Transportation cost

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## **Appendix E: Program Publicity Checklist**

*(Information requested to best facilitate Program marketing)*

- Course description
- Program dates
- Site(s) description (especially regarding travel and safety issues)
- Accommodation links, if available
- Program itinerary
- Syllabus
- Course fee
- Course prerequisites
- Photos of destination
- Instructor(s) bio(s)
- List of potential classes in which to promote the program
- Suggested journals/scholarly publications that would draw prospective students
- Other colleges and universities with strong departments in the area(s) of interest

## **Appendix F: Suggested Guidelines for Information Sessions and Orientations**

Outlined below are the topics that a faculty director should consider discussing during each type of session. This list covers only trip fundamentals. It may be necessary and appropriate to include additional information. You may wish to consult with International Programs staff if you have any questions.

### Information Sessions:

Information sessions are designed to educate and encourage students to attend a program. Please discuss the following subjects during the information session:

- ✓ Academics: detailed course description, style of teaching (e.g. lecture, tutorial, self-directed, etc.), credits to be awarded, etc.
- ✓ Costs of the program and items covered
- ✓ Housing options
- ✓ Special aspects of the program (unique excursions, guest lectures, *e.g.*)
- ✓ Aspects of the culture, city or country where the program is located
- ✓ Guidelines about travel, safety and health as applicable (see *current travel warnings posted by the State Department ([http://travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html))*). ***No officially Pacific sponsored or Pacific affiliated activity may occur in an area where a State Department travel warning has been posted.***
- ✓ Application procedures, financial aid and registration issues
- ✓ Details about travel documentation, required immunizations, transportation and arrival information.

### Orientations:

Orientations can be similar to information sessions but are designed **to prepare students for living and studying abroad** on a certain program. Please discuss the following subjects during the orientation:

- ✓ Academic issues: registration for courses, workload, syllabus, final projects. Also, discuss how to benefit from the different educational system or setting.
- ✓ Cultural differences: This can be extensive as you wish but should include such topics as: teacher/student relationships, university life, attitudes towards Americans, racial and sexual prejudices, family life (if applicable), where and how to eat and entertain oneself, ways to meet the natives, basic language phrases, appropriate etiquette, etc. It may also be good to discuss from your own experience “how to learn” about the other culture.
- ✓ Practical details: how to handle money, differences in electrical currents, use of computers abroad, access or lack thereof of internet access, telephone systems, traveling in a group, things to pack for the trip, necessary clothing, etc.
- ✓ Health and safety issues: crime, pedestrian safety, in-country travel safety, water and food quality, medicine availability, necessary vaccinations, etc. *Current travel warnings posted by the State Department ([http://travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html)) should be consulted regularly by faculty and student participants before departure. No officially Pacific sponsored or Pacific affiliated activity may occur in an area where a State Department travel warning has been posted.*

- ✓ Political and historical awareness: Discuss events in the country history or recent political developments that students need to know, especially as these may pertain to their safety. Include resources that may help students increase their knowledge about the country before they depart.
- ✓ Transportation: Details about travel documentation and arrival information. When and where should students arrive?

## **Appendix G: Short-Term Study Abroad: Supplementary Course Approval Guidelines and Form**

### **Pacific University Guidelines for the Development of Short-Term Study Abroad Program Proposals**

The goal of the and Study Abroad Committee and the International Programs Office (IP) is to provide all qualified Pacific University students with the opportunity to participate in a study abroad experience. Due to the diverse nature of our campus, short-term faculty-led study abroad programs provide an important option.

#### **Short-term Program Definition**

Short-term study abroad programs are usually formal academic courses that operate for less than the standard academic term and take place entirely at a location outside the United States. These programs can range in length from one to several weeks, but most often are 2-3-week programs designed on the January term course model. They can, however, also be short-term experiences of any type for which students are earning credit, and which are directed by a member of the Pacific University faculty.

#### **Time Frame**

Since it takes time to fully develop and market a program, planning must begin far in advance of the anticipated departure date. Program proposals should first be discussed 12-15 months ahead of the proposed semester the course will be offered. We recognize that budget adaptations and changes in the itinerary may occur after the initial proposal is submitted.

#### **General Guidelines**

- a) Each course shall have a well-defined academic focus.
- b) The proposal should provide an accurate and thorough summary of all activities associated with the course, including any experiential activities.
- c) A draft budget must be submitted with the proposal.
- d) Faculty leaders must have extensive, first-hand knowledge of the program site or the country in which the program site is located.
- f) To avoid liability issues the Study Abroad Committee, which must approve all study abroad programs under the sponsorship of Pacific University, will closely scrutinize the health and safety aspects of proposed programs.

#### **Academic Guidelines**

- a) Courses or international course components should have academic integrity and coherence. The relationship between the course content and the course location should be articulated clearly.
- b) The type of work required of students should be appropriate to the course level and compatible with travel and in-country conditions.
- c) The method of program/course evaluation should be clearly stated and comparable to those used on-campus.

### **Itinerary**

- a) A tentative travel schedule must be provided with the proposal.

### **Course Enrollment**

- a) Minimum and maximum enrollment numbers and associated cost differences should accompany the budget projections. (Reminder: Faculty expenses must be built into student participants' costs.)

### **Payment Schedule/Refund Policy for Participants**

- a) Payment schedules and refund policies vary depending on the nature of the program offered. Windy Stein (or the coordinator in the COB or COE) will work with faculty to develop an appropriate payment schedule, and will bill students for program travel expenses according to the payment schedule developed with the faculty.
- b) Complete information about payment must appear in the marketing materials.

### **Final Report**

- a) A narrative report of the program and program logistics should be submitted at the same time. This report should discuss problems, successes and recommendations for future programs.

**Pacific University**  
**Short-term Study Abroad Program Approval Form**

Today's Date \_\_\_\_\_ Submitted by: \_\_\_\_\_

**Contact Information**

Teaching Faculty \_\_\_\_\_

Department: \_\_\_\_\_ UC Box: \_\_\_\_\_ Ext: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Program Description**

Please address the following. Separate sheets may be attached to this form.

Course Title: \_\_\_\_\_

Course Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Academic Objectives: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Credits: \_\_\_\_ Term offered: \_\_\_\_\_ Program Dates: \_\_\_\_\_

Program Site: \_\_\_\_\_

**Is there an active State Department Travel Warning for this site?** Yes/No (circle one)

Note: travel warning information is available at the following web address:

[http://www.travel.state.gov/travel\\_warnings.html](http://www.travel.state.gov/travel_warnings.html)

Recruiting and Marketing: How will you market this program to students? In what areas would you need assistance?

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Group Size(including leaders): Min: \_\_\_\_ Max: \_\_\_\_

Program Activities: \_\_\_\_\_

---

Site Resources: \_\_\_\_\_

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---

Accommodations: \_\_\_\_\_

---

---

Meals: \_\_\_\_\_

---

Cultural Events/Tours:

---

---

---

Describe pre-departure orientation program, including treatment of health and safety issues:

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Will applications for participation be extended to individuals other than Pacific University students? If so, please explain the criteria for participation:

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The following documents should be attached with this form:

- Course syllabus
- Preliminary budget
- Tentative travel itinerary

Signature of person proposing the class: \_\_\_\_\_ Date: \_\_\_\_\_

**Program Approval Signatures**

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Department Head	Printed Name	Date
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Chair, Study Abroad Committee	Printed Name	Date
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Dean of Arts and Sciences	Printed Name	Date
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## **Appendix H: Required Documents**

### **For Each Participant:**

Note: Please do NOT use the forms included in this handbook. These are included for as samples only.

Link to electronically fillable forms (b through f) can be found at:

<http://www.pacificu.edu/as/intlprograms/StudyAbroadForms.cfm>. Please direct students and other travel participants to use the forms posted and encourage them to complete the forms electronically as this improves legibility. They should download the forms, save them to their computers, complete as directed, print, sign where necessary and submit to faculty leader.

- a) Photocopies of passport (and visa if necessary)
- b) Participant Information Form (with copy of insurance information attached)
- c) Release & Assumption of Risk form
- d) Self-Disclosure Medical and Dietary Report
- e) Statement of Student Rights and Responsibilities

Additionally Required:

- Risk Management Checklist (attached in Appendix B)
- Roster of program participants
- Copy of all orientation materials
- Copy of itinerary of entire program (dates, locations, housing addresses, schedule of events and/or field trips)



## Short-Term Study Abroad Programs

### Participant Information Form

Participant Information			
Overseas Study Course Name:			
Last Name	First Name(s)	Middle Name(s)	Pacific University ID Number
Are you a student? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, are you a Pacific Student? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not, at which institution are you enrolled? Who is the Dean of Students at this institution?	
Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth	City of Birth	State of Birth Country of Birth
Country of Citizenship <input type="checkbox"/> US <input type="checkbox"/> Other	Type of Visa while in US (non-US citizens only) <input type="checkbox"/> Permanent Resident <input type="checkbox"/> F-1 <input type="checkbox"/> Refugee <input type="checkbox"/> Other		
Will you be traveling on a US passport? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not, from which country is your passport?		
Passport Number	Passport Issue Date	Passport Expiration Date	
Street Address While In School		City	State Zip Code
Telephone Number		Email Address	
Address When School Is Not In Session		City	State Zip Code
Telephone Number		Email Address	
Emergency Contact Information			
Please fill out the following information about your preferred emergency contacts.			
Name of Emergency Contact	Relationship to Participant	Daytime Telephone Number	Evening Telephone Number
Street Address		City	State Zip Code
Alternate Emergency Contact	Relationship to Participant	Daytime Telephone Number	Evening Telephone Number
Street Address		City	State Zip Code
Insurance Information			
Overseas coverage is mandatory for all participants. Please provide a copy of your insurance card(s).			
Name of Company Providing Coverage		Group ID/Number	
Individual ID Number		Name of Primary Insured	
Telephone Number of Company Providing Coverage		Does your insurance have overseas coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If your insurance does not provide overseas coverage, provide details of your supplementary travel coverage policy here.			

Example Only



**Short-Term Study Abroad Programs**  
**Release and Assumption of Risk Form**  
 (signature of parent or guardian if participant is under 18)

Name of Participant: \_\_\_\_\_  
 (Please print)

In consideration of my (self, child) being permitted to participate in the \_\_\_\_\_ administered by Pacific University, I do hereby agree as follows (please sign below).

MEDICAL EMERGENCY AND AUTHORIZATION

I represent and warrant that (I am/my child is) physically fit to safely participate in the program. I understand that on rare occasions an emergency may develop while I am overseas on a Pacific University program, which could require the administration of medical care, hospitalization, or surgery. Therefore, in the event of injury or illness to my (self/child), and if I am unable to grant permission at the time emergency treatment is required, I hereby grant Pacific University, by and through its authorized representative(s) or agent(s) in charge of this program, permission to authorize medical treatment and hospitalization, including but not limited to injections, anesthesia, surgery, and medication that the representative or agent, in consultation with medical personnel, deems appropriate. I agree that payment for any such treatment is my sole responsibility, and I agree to reimburse Pacific University or its authorized representative(s) or agent(s) for any expenses or charges which they might incur for such treatment.

Signature/Date: \_\_\_\_\_

INDEMNIFICATION

I, on behalf of myself, my heirs, executors, and assigns, agree to defend, indemnify, and hold harmless Pacific University and its representative(s), agent(s), employee(s), students and directors, against any and all manner of actions, suits, debts, claims, or liability of every kind incurred or arising by reason of my (own/child's) participation in the program, including but not limited to, any injuries or death (I/my child) may suffer or cause to other participants. **IT IS THE INTENTION OF THE UNDERSIGNED BY THIS AGREEMENT TO EXEMPT AND RELIEVE PACIFIC UNIVERSITY FROM LIABILITY FOR PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE CAUSED BY ANY MEANS, OTHER THAN INTENTIONAL MISCONDUCT OR GROSS NEGLIGENCE.**

Signature/Date: \_\_\_\_\_

RELEASE

I am aware that accidents or injuries may occur as a result of my (child's) participation in the program. **I AGREE THAT PACIFIC UNIVERSITY, ITS REPRESENTATIVE(S), AGENT(S), EMPLOYEE(S) AND DIRECTOR(S) SHALL NOT BE RESPONSIBLE FOR ANY PERSONAL INJURY, OTHER INJURY, DAMAGE, LOSS, OR EXPENSE, EITHER TO (ME/MY CHILD) OR (MY/MY CHILD'S) PROPERTY, WHETHER OR NOT SUCH INJURY IS CAUSED BY NEGLIGENCE.**

Signature/Date: \_\_\_\_\_

(over)

RULES OF CONDUCT

I understand that participants in this international study program are subject to the laws of the country in which the program is operating. I also understand that it is my responsibility to be informed about the laws of that country and to conduct myself in a manner that complies with those laws. Pacific University, its representative(s), agent(s), Students, volunteers, employee(s), or director(s) shall not, under any circumstances, be responsible for any illegal activities that I may engage in. I further agree to abide by the policies of the program. I understand that Pacific University (through its representative(s) or agent(s)) has the authority to discontinue my participation in the program, if in the judgment of the university, its representative(s) or agents(s), my conduct is unacceptable.

Signature/Date: \_\_\_\_\_

WITHDRAWAL FROM PROGRAM

I agree to be solely responsible for any and all costs arising out of my (own/child's) voluntary or involuntary withdrawal from the program prior to its completion, including withdrawal caused by illness or disciplinary action by Pacific University, or its representatives(s) or agent(s). In the event that Pacific University, its representatives(s) or agents(s), have committed expenses on my behalf prior to the start of the program I understand that these funds may not be refundable.

Signature/Date: \_\_\_\_\_

Example Only



## Short-Term Study Abroad Programs

### Self-Disclosure Medical & Dietary Report

The purpose of this form is to assist the faculty leaders and chaperones of Pacific University's overseas study programs and/or International Programs staff in serving a student or non-student travel program participant as promptly and correctly as possible should the student require medical care during the period abroad. This form is to be completed by the participant.

Student Information			
Last Name	First Name(s)	Middle Name(s)	Pacific Student ID Number
Overseas Study Course Program Name	Date of Birth	Blood Type	
General Health <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor			
What, if any, major diseases, ailments, or injuries have you experienced in the past five years?			
Do you have any medical and/or diagnosed psychological conditions that the faculty and staff of the program should be aware of? (i.e., diabetes, asthma, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes (if so, what condition?)			
If your answer to the above question is yes, what (if any) medication(s) do you require?			
This travel opportunity may require you to be able to function in specific physical ways. Do you understand those functions? Can you function successfully in these ways? If not, then participation may be impossible. Any possible accommodations must be discussed before participation in this travel component can be allowed.			
Are you a vegetarian? <input type="checkbox"/> No <input type="checkbox"/> Yes	Are you currently on a restricted diet? <input type="checkbox"/> No <input type="checkbox"/> Yes (if so, please describe)		
Do you have any allergies? If so, what medications, if any, do you require? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Are you on medication of any kind? <input type="checkbox"/> No <input type="checkbox"/> Yes (if so, please specify)			
Please use the following space to provide us with any other pertinent medical or health information.			

Example Only

**Health Care Provider Information** (where you receive regular health care & prescriptions)

Health Care Provider Name		Name of Provider's Office, if any (i.e. Portland Family Clinic)	
Street Address	City	State	Zip Code
Telephone Number		Fax Number	

**Health Care Provider Statement**  
This section must be completed **only** if the participant has any ongoing health problems or takes any medication regularly.

I, \_\_\_\_\_ submit that \_\_\_\_\_  
(practitioner's name) (student's name)  
is physically and emotionally able to participate in a Pacific University overseas study course.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature of M.D., N.P., P.A.)

**Consent to Disclosure of Information**

I understand that my disclosure of this information is voluntary, and that the program leader(s) or Office of International Programs staff may release this information to others in a medical emergency or other situation where the release of this information seems prudent and responsible.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Example Only



## Short-Term Study Abroad Programs

### Students Rights and Responsibilities

Study abroad programs offered through Pacific University are designed to enhance and broaden your college experience and increase your cultural awareness. While studying abroad is an opportunity filled with challenges and excitement, it also entails taking on a certain amount of personal responsibility. We ask for your cooperation in assuming your full responsibility as a study abroad student and as an adult. Listed below are *some* of the things you will be required to undertake as part of your study abroad program. **While enrolled in the program, students are subject to the rules, regulations, and policies of Pacific University, the host institution and provider organization (if applicable).**

Students are responsible for:

1. Reading all information presented by Pacific University, your host institution and provider organization (if applicable) and carrying out the tasks outlined in these materials.
2. Securing a passport and visa (if necessary).
3. Returning all forms requested by Pacific University, your host institution and provider organization (if applicable) on time.
4. Complying with payment schedules, and financial aid instructions when applicable.
5. Attendance at pre-departure orientation meetings.
6. Paying all fees and personal expenses incurred while abroad.
7. Completing all academic work during the given time period (applies to individuals seeking class credits).
8. Behaving in a manner respectful of the host culture.
9. Notifying the Pacific University Office of International Programs and on-site coordinator/director of any changes in address or contact information.
10. Educating themselves about their host country.
11. Assuming responsibility for their own personal safety at all times, especially when they are absent from program activities, during free time periods in homestay accommodations, or periods of independent travel.
12. Refraining from endangering others who are participating in the study abroad program.
13. Immediately reporting all unsafe acts and dangerous activities by other participants to the faculty member or program director.
14. Immediately reporting all injuries to the faculty member or program director.
15. Refraining from the illegal use of alcohol or drugs while participating in the travel program.
16. Refraining from having firearms or other weapons in my possession during the study abroad program.

Students and other travel program participants who do not turn in all forms and attend required meetings may be dropped from the program. Students who jeopardize the program may be withdrawn. Students who do not complete academic work as assigned may fail to receive credit. Students and other travel program participants who do not meet the financial obligations of the program may be withdrawn. Students and other program participants who fail to comply with any of the responsibilities outlined above may be withdrawn.

**I understand and agree to comply with this Student Rights and Responsibilities Statement.**

Print Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Pacific ID Number: \_\_\_\_\_