UNDERGRADUATE DOMESTIC TRAVEL COURSES

FACULTY HANDBOOK

Program Development and Emergency Procedures

PACIFIC UNIVERSITY OFFICE OF INTERNATIONAL PROGRAMS
Phone: (503) 352-1600  Email: Intlprograms@pacificu.edu
UNDERGRADUATE DOMESTIC TRAVEL COURSES
FACULTY HANDBOOK

This handbook includes information on general preparation, emergency procedures, liability questions, and budgetary issues for a domestic travel course offered through Pacific University. 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 or Annie Wilson at (503) 352-2084 in the Office of International Programs.

ROLE OF THE INTERNATIONAL PROGRAMS OFFICE .................................................................................................................. 3
ROLE OF THE INTERNATIONAL PROGRAMS OFFICE .................................................................................................................. 3
COURSE DEVELOPMENT PROCEDURES ........................................................................................................................................... 3
PROGRAM APPROVAL ........................................................................................................................................................................... 3
ITINERARY AND TYPE OF TRAVEL .................................................................................................................................................. 4
TIMELINE FOR PREPARING TRAVEL PROGRAMS ......................................................................................................................... 4
MONEY AND BUDGET ISSUES ............................................................................................................................................................... 6
PROGRAM PROMOTION AND RECRUITMENT ................................................................................................................................. 7
PARTICIPANT GUIDE ................................................................................................................................................................................ 8
STUDENT ORIENTATION ....................................................................................................................................................................... 8
PARTICIPANTS’ MEDICAL CLEARANCE FOR TRAVEL ........................................................................................................................ 9
HEALTH INSURANCE REQUIREMENTS FOR PARTICIPANTS AND DIRECTORS ......................................................................................... 9
ACCOMPANYING FAMILY ...................................................................................................................................................................... 9
STUDENT EVALUATIONS ...................................................................................................................................................................... 10
EMERGENCIES ..................................................................................................................................................................................... 10
APPENDIX A: CRISIS RESPONSE PLAN FOR UNDERGRADUATE DOMESTIC TRAVEL COURSES ................................................................. 11
CRISIS RESPONSE PLAN (GENERAL) .................................................................................................................................................. 11
ARREST OF A STUDENT ........................................................................................................................................................................ 14
SEXUAL ASSAULT ................................................................................................................................................................................ 15
APPENDIX B: UNDERGRADUATE DOMESTIC TRAVEL PROGRAMS RISK MANAGEMENT CHECKLIST ............................................................... 17
APPENDIX C: PROGRAMS BUDGET AND FEE-SETTING WORKSHEET ................................................................................................. 18
APPENDIX D: PROGRAM PUBLICITY CHECKLIST ................................................................................................................................. 22
APPENDIX E: SUGGESTED GUIDELINES FOR INFORMATION SESSIONS AND ORIENTATIONS ............................................................. 23
APPENDIX F: REQUIRED DOCUMENTS ............................................................................................................................................... 24
ROLE OF THE INTERNATIONAL PROGRAMS OFFICE

Role of the International Programs Office

The Office of International Programs (OIP) maintains all required forms and documents for undergraduate travel courses that are offered within the United States. The following completed paperwork is required by the Dean of Arts & Sciences for all domestic travel courses:

For Each Participant:
- Participant Information Form (with copy of insurance information attached)
- Release & Assumption of Risk Form
- Self-Disclosure Medical and Dietary Report Form
- Endorsement by Office of Student Life Form
- Statement of Student Rights and Responsibilities

Additionally Required:
- Risk Management Checklist
- 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)

It is the responsibility of each program director to collect the required information and to submit it to OIP at least one month prior to departure. NOTE: the one exception is the Endorsement by Office of Student Life Form, which should be distributed to the applicants and returned by the Office of Student Life to the faculty director before a decision is made to accept students to the program.

COURSE DEVELOPMENT PROCEDURES

The Winter III term and the summer are typically ideal times to conduct domestic travel courses. Faculty members and students alike benefit greatly from these opportunities. Given the significant logistical considerations associated with leading a travel course, the following guidelines should be followed.

Program Approval

When a faculty member wishes to lead a domestic travel course, he/she should consult with the department chair and initiate the normal College of Arts and Sciences course approval process. The necessary approval must be finalized by March 1st for inclusion in the subsequent year’s course schedule (reruns of previously approved courses do not need reapproval).

The course must include a sufficient orientation to support the learning experience. This can be done in special group meetings, prerequisite courses, or a credit-earning course in the semester prior to departure.
In order to conduct a travel course successfully, it must be both financially feasible and self-sufficient. In some circumstances—such as when students are conducting off-campus research as part of an upper division course—the faculty member may choose not to be in residence with the students at the off campus location. In such circumstances, a responsible adult, which could be a mature older student or an alumnus in the area, must act as the emergency contact person.

**Itinerary and Type of Travel**

There have been a variety of models used by Pacific faculty members for previous programs:

- **Travel Agencies**

  The primary advantage of employing travel agencies to handle transportation and accommodation arrangements is that the logistical details of the program become the agency’s responsibility. Safety and security concerns are lessened due to the involvement of knowledgeable professionals who understand liability issues and who are experienced in implementing programs that meet established health and safety standards. The primary disadvantage is that 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 a travel agency is well-established and reputable.** Locally, Azumano Travel has considerable experience in planning group trips, both domestic and international, but there are also many other reputable and reliable travel agencies.

  Important Note: All payments or deposits to outside travel agencies, tour operators, outside individuals, and organizations, etc., must occur through Pacific’s Business Office.

- **Professional Contacts**

  Colleagues or personal contacts may provide the majority of the logistical support, assisting with instruction, accommodation, and transportation. The faculty member’s familiarity with the location may be used primarily. With this model, program directors assume responsibility for implementing the logistical aspects of the program, including securing on-site educational facilities, transportation, and group flights. They must also address health and safety issues during the program development process.

**TIMELINE FOR PREPARING TRAVEL PROGRAMS**

(Appplies for courses beginning in January. For courses beginning in May, this calendar shifts forward by four months)

**November/December**

- Begin preliminary program planning, in preparation for approval process (reruns of previously approved courses do not need reapproval; skip to March)
- Present course proposal to department, division, and CASC

**February**

- Final approval must be completed by the end of February
March
- Set up the travel account through Renee Vanzant in the Business Office
- 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.

April
- Program Information Meeting
- Distribute Office of Student Life Endorsement forms to students at Program Information Meeting, have them complete the forms immediately, and then submit all completed forms to the Office of Student Life – the completed forms should be received and reviewed by the faculty director prior to his/her approval of the student's participation in the program
- Spring registration for pre-departure course (if applicable)
- Require initial deposit from students

May-August (summer break)
- 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
- Advertise once again through campus media
- Provide pre-departure requirements to participants (schedule orientation meetings, pre-assigned readings, etc.)
- Finalize itinerary, including flight details, with agent
- Secure additional deposit money from committed students

October
- In conjunction with the Business Office, finalize participant payment plan.
- Finalize academic preparation (i.e., syllabi, lesson plans, etc.)
- Convene pre-departure orientation meetings and activities

November
- Re-confirm itinerary as well as flight information (request travel agency makes airline seat assignments)
- Collect required forms from all participants (medical, Assumption of Risk, etc.) and submit them to the Office of International Programs, with the completed Risk Management Checklist and required itinerary and contact information
- Final group meeting

December
- Secure from the Business Office the University travel advance as necessary, no later than the first week of the month
• 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!

MONEY AND BUDGET ISSUES

The trip budget must be approved by the Deans Office; submit the tentative budget to Jeane Canon before 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., plane tickets, program fees to coordinating agencies have to be made by the University. 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 distributes an outline describing payment requirements; the class travel expenses must be paid in full prior to departure
• Once the student registers, the student’s account is charged, and the class travel account receives the credit
• A class roster needs to be sent to the Business Office
• The Business Office will confirm that required installment payments have been received

Students usually make non-refundable deposits to the University to confirm their participation in the program. For Pacific students, the program fee is automatically billed to their student accounts, so please let the Business Office know the amount of your program fee as soon as possible. Also, you must provide a list of student participants with full name, Datatel ID#, and the amount that students are to pay for the entire trip.

➤ Check Request & Cash Advance

• A check request is used to pay any third party (i.e., travel agency, travel coordinator). 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 the Dean of Arts and Science, who is the budget authority, or by Jeane Canon. Check requests submitted to the Business Office by 5:00 pm on a Monday will be processed by the following Thursday afternoon.
• If you are requesting a cash advance for Winter III, the deadline is the first week in December. Check your program budget before requesting the cash advance. Advances must be substantiated with original receipts within 6 weeks of trip completion.
• No payments can be made out of pocket (i.e., advance funds) for services provided by a U.S. citizen or permanent resident. No exceptions will be made. For more information on what documentation will be accepted, please consult with the Business Office.
➤ **Bookkeeping**

Save all receipts! You are free to use any bookkeeping method, as long as it records the following information:

1) Date
2) Amount
3) Item purchased (as detailed as possible)
4) Name of vendor
5) Receipt attached (normally required)

➤ **After the trip**

Advise the Business Office if you expect a credit on the account and whether the credit is to be refunded to students or carried forward (any refund must be pre-approved by the Dean of Arts and Sciences; refunds are not given, except in extraordinary circumstances).

---

**PROGRAM PROMOTION AND RECRUITMENT**

Publicity and recruitment plans for travel courses 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.

- **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 CASC, 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.
• **General campus publicity**
  Flyers should be created and posted around campus. Announcements should be submitted to CANS, PUNN and Boxer Briefs.

---

**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 covered in the guide typically include (but are not limited to) the following: the destination; accommodations; academic program; program itinerary; arrival instructions; health and safety issues relevant to the site; financial matters.

---

**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. 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).

**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 nonacademic 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.

---

**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 can be done in a timely manner.

All students are required to carry health insurance that protects them during their travel course.

---

**HEALTH INSURANCE REQUIREMENTS FOR PARTICIPANTS AND DIRECTORS**

All participants in Pacific University travel courses are **required** to be adequately insured. 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 University offers the Student Health Insurance Plan 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. The plan provides the same benefits as if the students were studying on-campus at Pacific University.

---

**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
■ The program will not incur any additional expenses on behalf of the family, unless preapproved by the Dean
■ Family may participate in program events and field trips, only if space is available and if they pay for all related costs
■ Faculty members are required to travel with the group on all planned excursions regardless of whether or not space is available for family members
■ Faculty members with accompanying family must understand that Pacific University assumes no liability for family members, each of whom must sign an Assumption of Risk form

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.

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?)

EMERGENCIES

In case of an emergency, please follow the guidelines below in Appendix A
APPENDIX A: CRISIS RESPONSE PLAN FOR UNDERGRADUATE DOMESTIC TRAVEL COURSES

CRISIS RESPONSE PLAN (GENERAL)

Although no plan can cover every situation, a common set of factors must be examined in every case. A checklist has been organized below to guide response by the University to emergencies facing a travel program.

When an Emergency Occurs:

1. The Office of International Programs (OIP) contacts the program director or the program director contacts OIP. 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 intensity of the emergency
   - The presence of military or emergency personnel
   - The feasibility of continuing classes
   - The ability of students and staff to travel
   - Advice of on-site emergency personnel

3. The program director and/or OIP 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:
   - Media – local and national
   - Faculty with expertise in the area
   - On-site medical, emergency, and law enforcement personnel

5. Once the essential facts have been gathered, OIP will then call a meeting of senior administrators: President; Associate Provost; VP for University Relations; VP for Student Affairs; Director of International Programs; Dean of Arts and Sciences. 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
   - Secure final approval of the action plan from the President
   - Communicate this plan to the program director and students
   - Determine 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
• 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 program site will be gathered together and informed of the threat.

2. Added security measures will be implemented at the classroom site, in consultation with on-site 
   contacts

4. Students will be provided with daily bulletins, as well as counseling and positive feedback

5. In consultation with OIP, 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 University?
   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?

6. 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

Lesley Hallick          President          ext. 2123          president@pacificu.edu
Lisa Carstens          Dean of Arts and Sciences          ext. 2141          carstens@pacificu.edu
Will Perkins           Dean of Students          ext. 2120          wperkins@pacificu.edu
Stephen Prag           Director, International Programs          ext. 1600          sprag@pacificu.edu
John Miller            Provost          ext. 2228          jmiller@pacificu.edu
Atsuko Rothberg        International Programs Assistant          ext. 1600          arothberg@pacificu.edu

ADDITIONAL RESPONSE GUIDELINES

Arrest of a Student

Pacific University program administrators and faculty directors play a limited, but nonetheless important, role when a participant is alleged to have committed a crime. 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
c. Summary of the incident
f. Other individuals involved (if applicable)
g. Location of student’s detention and how he/she may be contacted
h. Whether the student has legal representation

2. The University cannot recommend or provide an attorney.

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. If the student consents, notify the next of kin listed on the participant’s emergency information sheet. Be careful that you indicate only that the person has been accused and not whether you believe the individual is guilty.
5. 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 that she/he will be facing.

6. 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.

7. Describe the outcome or action related to the arrest in a report to Pacific University. Include the following: charges dismissed? agreement reached? found guilt/not guilty? What was the sentence handed down?

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

9. 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, in consultation with the director.

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.

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.

Second, the victim should be moved to a safe location and all physical evidence of the assault should be preserved. The victim should not wash or bathe, 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. 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. Most states have crisis lines that can be used to help survivors deal with trauma and understand options. Talking with a crisis line advocate or a mental health care provider will help to determine what next steps are appropriate since each incident is unique.

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 the person knows 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. 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 B: UNDERGRADUATE DOMESTIC TRAVEL PROGRAMS RISK MANAGEMENT CHECKLIST

<table>
<thead>
<tr>
<th>Title of Program</th>
<th>Dates of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Means of Transportation and flight numbers/departure and arrival time(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location(s) involved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and title of Pacific University faculty leader(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On-site information of faculty leader(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insurance information shared with all participants? Y N</th>
</tr>
</thead>
</table>

*Faculty director must have proof of insurance from each participant on file and must have forwarded copies of these to OIP (included with Medical Information Form);*

<table>
<thead>
<tr>
<th>Have safe, accessible housing arrangements been made for all participants? Y N</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Have field trips (if any) been reviewed for health and safety issues Y N</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Have all existing written agreements for contracted program services been approved by the Pacific University Business Office?</th>
</tr>
</thead>
</table>

Please attach a roster with students’ names, and the following forms for each participant:

- Participant Information Form (with copy of insurance information attached)
- Release & Assumption of Risk form
- Self-Disclosure Medical and Dietary Report
- Endorsement by Office of Student Life
- Statement of Student Rights and Responsibilities

Additionally Required:

- Risk Management Checklist
- Copy of all orientation materials
- 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 the Office of International Programs prior to departure. Any other relevant information may be added.

<table>
<thead>
<tr>
<th>Faculty Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX C: 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 .........................................................................

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.

<table>
<thead>
<tr>
<th>Student housing location 1</th>
<th>Number of nights</th>
<th>Cost per night</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student housing location 2</th>
<th>Number of nights</th>
<th>Cost per night</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student housing location 3</th>
<th>Number of nights</th>
<th>Cost per night</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Faculty housing location 1</th>
<th>Number of nights</th>
<th>Cost per night</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty housing location 2</th>
<th>Number of nights</th>
<th>Cost per night</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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.

<table>
<thead>
<tr>
<th>Activity 1 description</th>
<th>Cost per participant</th>
<th>Transportation cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity 2 description</th>
<th>Cost per participant</th>
<th>Transportation cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity 3 description</th>
<th>Cost per participant</th>
<th>Transportation cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity 4 description</th>
<th>Cost per participant</th>
<th>Transportation cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity 5 description</th>
<th>Cost per participant</th>
<th>Transportation cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Description</td>
<td>Cost per participant</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Activity 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX D: 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 E: 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.

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 where the program is located
- Guidelines about travel, safety and health as applicable
- Application procedures, financial aid and registration issues
- Details about travel documentation, transportation and arrival information.

Orientations:

Orientations can be similar to information sessions but are designed to prepare students for living and studying in a new location. 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 setting.
- Cultural differences
- Practical details: how to handle money, use of computers, 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, medicine availability, etc.
- Political and historical awareness: Discuss events in the region 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 area before they depart.
- Transportation: Details about travel documentation and arrival information. When and where should students arrive?
APPENDIX F: REQUIRED DOCUMENTS

For Each Participant:

- Participant Information Form (with copy of insurance information attached)
- Release & Assumption of Risk form
- Self-Disclosure Medical and Dietary Report
- Endorsement by Office of Student Life
- 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)
## Participant Information

**Domestic Travel Course Name:**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name(s)</th>
<th>Middle Name(s)</th>
<th>Pacific University ID Number</th>
</tr>
</thead>
</table>

**Are you a student?**

- Yes %
- No %

**If so, are you a Pacific student?**

- Yes %
- No %

**If not, at which institution are you enrolled? Who is the Dean of Students at this institution?**

<table>
<thead>
<tr>
<th>Gender</th>
<th>Date of Birth</th>
<th>City of Birth</th>
<th>State of Birth</th>
<th>Country of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Female</td>
<td>% Male</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Country of Citizenship**

- % US
- % Other

<table>
<thead>
<tr>
<th>Type of Visa while in US (non-US citizens only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Permanent Resident</td>
</tr>
</tbody>
</table>

**Street Address While In School**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

**Telephone Number**

**Email Address**

**Address When School Is Not In Session**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

**Telephone Number**

**Email Address**

## Emergency Contact Information

Please fill out the following information about your preferred emergency contacts.

<table>
<thead>
<tr>
<th>Name of Emergency Contact</th>
<th>Relationship to Participant</th>
<th>Daytime Telephone Number</th>
<th>Evening Telephone Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Alternate Emergency Contact</th>
<th>Relationship to Participant</th>
<th>Daytime Telephone Number</th>
<th>Evening Telephone Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

## Insurance Information

Out-of-state coverage is mandatory for all participants. Please provide a copy of your insurance card(s).

<table>
<thead>
<tr>
<th>Name of Company Providing Coverage</th>
<th>Group ID/Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual ID Number</td>
<td>Name of Primary Insured</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Number of Company Providing Coverage</th>
<th>Does your insurance have out-of-state coverage? % Yes % No</th>
</tr>
</thead>
</table>

If your insurance does not provide out-of-state coverage, provide details of your supplementary travel coverage policy here.
Release and Assumption of Risk Form
(Signature of parent or guardian is required 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 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), 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, including 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/child’s) property, whether or not such injury is caused by negligence.

Signature/Date: ________________________________

RULES OF CONDUCT

I understand that participants in this study program are subject to the laws of the country where 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), 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 competition, 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: ________________________________
Self-Disclosure Medical & Dietary Report for Undergraduate Domestic Travel Courses

The purpose of this form is to assist the faculty leaders and chaperones of Pacific University’s domestic travel courses and/or International Programs staff in serving a student as promptly and correctly as possible should the student require medical care during the period away. This form is to be completed by the participant.

**Student Information**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name(s)</th>
<th>Middle Name(s)</th>
<th>Pacific Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Course Program Name</td>
<td>Date of Birth</td>
<td>Blood Type</td>
<td></td>
</tr>
</tbody>
</table>

**General Health**

- Excellent
- Good
- Fair
- Poor

What, if any major diseases, ailments, psychological conditions or injuries have you experienced in the past five years?

Do you have any medical and/or diagnosed psychological conditions that the faculty leaders of the program should be aware of? (i.e., diabetes, asthma, agoraphobia etc.)

- No
- 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.

<table>
<thead>
<tr>
<th>Are you a vegetarian?</th>
<th>Are you currently on a restricted diet?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Yes (if so, please describe)</td>
</tr>
</tbody>
</table>

Do you have any allergies? If so, what medications, if any, do you require?

- No
- Yes

Are you on medication of any kind?

- No
- Yes (if so, please specify)
Please use the following space to provide us with any other pertinent medical or health information.

| 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 |

<table>
<thead>
<tr>
<th>Health Care Provider Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>This section must be completed only if the participant has any ongoing health problems or takes any medication regularly.</td>
</tr>
</tbody>
</table>

I, __________________________________ submit that __________________________________
(practitioner’s name) (Student’s name) is physically and emotionally able to participate in a Pacific University travel 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: ________________
Travel courses offered through Pacific University are designed to enhance and broaden your college experience. However, participation in these programs also entails taking on a certain amount of personal responsibility. We ask for your cooperation in assuming your full responsibility as a student and as an adult. Listed below are some of the things you will be required to undertake as part of your 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. Returning all forms requested by Pacific University, your host institution and provider organization (if applicable) on time.

3. Complying with payment schedules, and financial aid instructions when applicable.

4. Attendance at pre-departure orientation meetings.

5. Paying all fees and personal expenses incurred while participating in the program.

6. Completing all academic work during the given time period.

7. Behaving in a manner respectful of the local culture.

8. Notifying the Pacific University Office of International Programs and on-site coordinator/director of any changes in address or contact information.

9. 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.

Students 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 who do not meet the financial obligations of the program may be withdrawn. Students 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.

Signed__________________________________________ Date_______________________

Print Name______________________________________

*Please make a photocopy of this form and keep it for your information*