



CENTER FOR
GLOBAL EDUCATION

CLAREMONT MCKENNA COLLEGE

FACULTY GUIDE

DIRECTING INTERNATIONAL FACULTY-LED PROGRAMS AND TRIPS

**Claremont McKenna College
Spring 2013**

ACKNOWLEDGEMENTS

This Faculty Guide is adapted from the NAFSA: Association of International Educators publication, *The Guide to Successful Short-Term Programs Abroad*, and has been approved by CMC's Vice President for Academic Affairs and Dean of the Faculty and CMC's Vice President for Administration & Planning, General Counsel, and Secretary of the College.

CMC-specific information, policies, and forms are included.

The Center for Global Education would like to thank the faculty-led Off-Campus Study Committee, numerous CMC faculty and administrators, and the Off-Campus Study directors of Scripps College, Harvey Mudd College, and Pitzer College for their input into the Faculty Guide. The Center for Global Education would also like to thank SUNY Potsdam's Office of International Education and Programs for their inspiration and development assistance. This guide is dedicated to ensuring that CMC students and faculty have safe and enriching educational experiences abroad.

We also gratefully acknowledge the following resources:

- *Guide to Education Abroad for Advisers and Administrators*, NAFSA: Association of International Educators
 - *The Guide to Successful Short-Term Programs Abroad*, NAFSA: Association of International Educators
 - *Code of Ethics for Education Abroad*, Forum on Education Abroad
 - *The Forum's Standards of Good Practice for Education Abroad*, Forum on Education Abroad
-

TABLE OF CONTENTS

Introduction.....	1
Best Practices for Faculty-Led International Programs and Trips.....	1
Faculty Director Responsibilities.....	2
Timeline for the Development of a Faculty-Led International Program or Trip.....	3
Step-by-Step Guide to Developing a Short-Term, Faculty-Led Program or Trip.....	5
Ethical Guidelines.....	11
Application Procedures and Participant Selection.....	13
Financial Aid.....	14
Pre-Departure Orientation.....	14
Health and Safety.....	14
Emergencies and Crisis Management.....	15
Money Handling/Security While Overseas.....	17
Post-Program/Trip Evaluation.....	18
Conclusion.....	18
APPENDIX A: Faculty-Led International Program/Trip Proposal Guidelines.....	20
APPENDIX B: Budget Worksheet – Calculating the Program/Trip Fee.....	24
APPENDIX C: Requirements for CMC-Sponsored Student Travel.....	26
APPENDIX D: SAMPLE Assumption of Risk, General Release, and Indemnity Agreement.....	29
APPENDIX E: SAMPLE Insurance Authorization Form.....	32
APPENDIX F: SAMPLE Emergency Contact Form.....	33
APPENDIX G: SAMPLE Short-Term International Emergency Health Coverage Form.....	35
APPENDIX H: Incident Report Form.....	36
APPENDIX I: Incident Response Log.....	37
APPENDIX J: SAMPLE Post-Program Evaluations.....	38

INTRODUCTION

This guide is designed to assist faculty with the development and implementation phases associated with successful international faculty-led programs and trips. It is the hope of the College that members of the faculty will find this document a valuable resource that defines overall policies and procedures of the College as determined by the Vice President and General Counsel, the Dean of Faculty, and the Off-Campus Study Committee. For purposes of clarification, international faculty-led programs are generally credit-bearing, whereas trips are opportunities for faculty to take a group of students abroad on an educational but non-credit-bearing experience.

Along with enhancing the curricula of academic departments, international faculty-led programs and trips also expand the geographic diversity of off-campus opportunities offered and make these experiences available to more students.

The Center for Global Education can provide resources and support to faculty who are interested in developing faculty-led international programs and trips. Please visit our office for more information:

Center for Global Education
Heggblade Center, First Floor
Phone: (909) 621-8267 ~ Fax: (909) 607-8690
<http://www.claremontmckenna.edu/offcampus/>

BEST PRACTICES FOR FACULTY-LED INTERNATIONAL PROGRAMS AND TRIPS

Below are four best practices shared by CMC faculty and administrative staff who have recently directed CMC faculty-led programs and trips:

1. Start with strong, clear academic content. Make sure that the learning objectives and the program site are closely integrated. CMC courses offered abroad should be as rigorous as those taught in Claremont.
2. Make certain you are comfortable and competent with experiential teaching in the international destination, including accompanying students on field trips and excursions, and leading reflective discussions.
3. Make certain you are prepared to be the primary sources of support for student medical and safety concerns, including emergency response, hospitalization, and evacuation.
4. Ensure integration with the local community. CMC students tend to be very interested in programs where there is some sort of service or experiential learning project that puts them in contact with the host community.

5. Invite lecturers or speakers from the host country to speak to students. Students appreciate learning local perspectives.

FACULTY DIRECTOR RESPONSIBILITIES

Leading a group of students on an international program or trip is very rewarding but it is also a significant commitment of time and energy. Faculty Directors must be involved in every aspect of the program or trip, serving the roles of instructor, administrator, parent, mentor, counselor, security officer, safety manager, and dean of students. The Faculty Director is required to be on campus the semester prior to the program or trip. They should plan on being on duty and available for the students 24 hours a day. The NAFSA: Association of International Educators *Guide to Successful Short-Term Programs Abroad* states that “study abroad faculty must be true leaders, skilled in diplomacy, logistics, and group dynamics.”

Wherever a faculty-led program or trip operates, it creates, in essence, a CMC “satellite campus” for its duration, and as such, is governed by the same rules and policies that apply on campus at CMC. The Faculty Director is responsible for communicating clear expectations to the group, modeling appropriate behavior, and holding participants accountable if they do not follow the rules, including the possibility of removing the student from the program prior to completion

Depending on the size of the group, the nature of the trip, the availability of an on-site hosting organization, and challenges of the location, it may be necessary to have more than one leader. CMC requires two faculty members and/or one faculty member and one administrator to co-lead CMC-sponsored international programs and trips. When an on-site host organization is hired for the duration of the program, CMC requires that at least one faculty member or director leads the program.. In either case, the two cohorts should work well together and support one another throughout the entire process. There should be clearly defined roles and duties between the leaders.

Prior to submitting a program or trip proposal (Appendix A), the Faculty Director should:

- Know the geographic, cultural, and academic area well and be prepared to lead a group of CMC students to the region and/or country.
- Have sufficient expertise in travel to anticipate and recognize the pitfalls, safety concerns, and advantages the proposed destination offers.
- Present the proposed course in a timely manner to appropriate departments, faculty committees, and senior administrators for discussion and approval as necessary.
- Be prepared to deal with the 24/7 presence of an assortment of students and their varied concerns and needs whether physical, medical, intellectual, and/or emotional.
- Be prepared to deal in a timely manner with the steps and issues involved with bringing a faculty-led program or trip from planning through final evaluation: academic issues, financial issues, personnel issues, health and safety issues, cross-cultural issues, student support issues, student conduct/discipline issues, etc.

During the development and execution of the program or trip, the Faculty Director(s) will:

- Identify a knowledgeable, reliable travel representative with experience in undergraduate student travel, study abroad customized program provider, host university, or other host institution.
- Provide input on cost and prices in order to keep the program/trip fee financially feasible for students (see Budget Worksheet, Appendix B).
- Develop a financially sound program/trip budget, incorporating an emergency fee and enough of a margin to offset unforeseen expenses like currency fluctuations, airline surcharges, etc.
- Complete a Program Director training conducted by a senior administrator in the Center for Global Education.
- Actively market the program/trip on campus and to other Claremont Colleges (as appropriate), including: conducting in-class presentations and informational sessions, creating and posting flyers, developing program/trip descriptions for the CMC website, etc.
- Follow the Vice President for Academic Affairs and Dean of the Faculty (DOF) guidelines (see Requirements for CMC-Sponsored Student Travel, Appendix C), be prepared to submit itineraries, student forms, and participant rosters. Student forms are available on the Center for Global Education website (<http://www.claremontmckenna.edu/offcampus/faculty/default.php>) and in appendices D-I of this document.
- Work with the Center for Global Education to identify student travel options to the program/trip destination, including using a preferred travel agent.
- Understand that the faculty directors and/or staff members should arrive on-site *prior* to the students and that airport pick-up should be part of the program fee. Should the students be traveling on a group flight arranged by the Faculty Director, one director should arrive early and one director should travel with the students on the group flight.

TIMELINE FOR THE DEVELOPMENT OF A FACULTY-LED PROGRAM OR TRIP

CMC Faculty Directors should begin planning about 12 months in advance of the proposed faculty-led program/trip’s start date. Below is a sample timeline to use during planning and preparations.

>1 year prior to program/trip	<ul style="list-style-type: none"> • Begin forming concept and consult with the Department Chair, the Registrar (if there is academic credit involved), the Center for Global Education, and the Dean of the Faculty to discuss your ideas
12 months prior	<ul style="list-style-type: none"> • Determine appropriate processes, channels, and timeframe for proposing the faculty led program or trip and requesting necessary approvals • Develop program or trip framework, general itinerary, and objectives
10-12 months prior	<ul style="list-style-type: none"> • Consult with Center for Global Education on program providers that can provide support and help with logistics • Further develop academic component of the program/trip, including course description, etc. Please follow Dean of Faculty and Curriculum Committee guidelines for developing a new or revised course. The course proposal form can be found at:

	http://www.claremontmckenna.edu/dof/forms/word/RevisedCourse.doc
9 months prior	<ul style="list-style-type: none"> • Finalize program/trip itinerary • In collaboration with DOF and CGE, determine final program/trip costs, and set a program/trip fee • Secure Curriculum Committee approval for academic content of the program and Off-Campus Study Committee approval for review of location and program at large prior to the full faculty approval. • Establish application procedures and deadlines • Create application (sample applications are available in the Center for Global Education)
6-8 months prior	<ul style="list-style-type: none"> • Marketing plan determined and activated • Develop marketing materials for the program/trip (flyers, brochures, web text, etc.) • Actively promote program/trip and recruit students
4-5 months prior	<ul style="list-style-type: none"> • Provide students with application packets • Review student applications and select participants • Provide list of accepted students to CGE and the Dean of Students (DOS) Office • Complete Faculty Training requirements • Distribute all required health, safety, and liability forms, found at: http://www.cmc.edu/offcampus/faculty/default.php
2-3 months prior	<ul style="list-style-type: none"> • Design and conduct planning meetings and pre-departure orientation session (resources are available in the Office of Off-Campus Study (OCS))
1 month prior	<ul style="list-style-type: none"> • Turn in copies of all required health, safety, and liability forms to CGE/OCS for each student accepted to participate in the program/trip (forms can be found at: http://www.cmc.edu/offcampus/faculty/default.php). • Conduct pre-departure orientation
2 weeks prior	<ul style="list-style-type: none"> • Finalize detailed itinerary including emergency contact information, flight/travel/hotel information, and complete list of students participating. Give one copy to CGE/OCS • Register each participant in the CMC travel database: http://www.cmc.edu/surveys/travel/ • Encourage students to register in the Department of State website: https://step.state.gov
1 week after return	<ul style="list-style-type: none"> • If academic credit is awarded, submit final grades for students to the Registrar's Office*
2 weeks after return	<ul style="list-style-type: none"> • Submit financial documents and receipts to DOF or CGE as determined prior to departure • Submit student post-program/trip evaluations to CGE for distribution to Department Chair and/or Dean of the Faculty
1 month after return	<ul style="list-style-type: none"> • Submit program/trip report to CGE, the Department Chair, and DOF • Schedule debriefing meeting for program/trip participants on campus

* Departmental approval is required for international faculty-led programs and trips. As in all course offerings at CMC, the programs are offerings of academic departments, not individual faculty.

STEP-BY-STEP GUIDE TO DEVELOPING A SHORT-TERM, FACULTY-LED PROGRAM OR TRIP

I. ASSESS THE NEED FOR A PROGRAM OR TRIP (SEE ALSO FACULTY-LED INTERNATIONAL PROGRAM/TRIP PROPOSAL GUIDELINES, APPENDIX A)

Before planning and developing a program or trip, a few questions should be asked:

- Does the program/trip fill a curricular need for the department?
- Does the program/trip enhance a college major or the general education program?
- Is there an existing program that already meets these needs?
- Does the program/trip offer something unique that cannot be accomplished on campus?
- Will this program/trip have a strong academic component?
- Is there a specific reason that this program/trip should take place in the specified location? What is that reason?
- Does the time of year when the program/trip is planned appeal to students? Is the length of the program/trip appropriate for the academic content?
- Are seasonal costs, airfare, lodging, food, etc. higher or lower during the time this program/trip will be offered?
- Is the political/economic situation stable in the country of destination?
- Does the country of destination and cities or regions of excursions have appropriate medical resources available through pharmacies or hospitals should assistance be necessary? If not, how will medical or emergency needs be met, including evacuation?
- Is there an active travel warning for this destination?
- Is there a minimum GPA requirement for program/trip participation? Class standing (i.e. freshman, sophomore, junior, senior)? Is there a required language or academic prerequisite?
- What is the minimum level of physical fitness required?

When assessing the program/trip, think about potential enrollment. It is essential that there are enough students to run the program/trip. If enrollment is low there are budget considerations that can limit the program/trip. The Faculty Director should consider:

- How many majors are in the relevant department?
- What are the current enrollments in related courses?
- Will the program/trip attract students outside the major department?
- Will the program/trip be open to students only at CMC or at the other 5C's as well?
- Will the program/trip be for CMC credit?

II. DRAFT A PROGRAM/TRIP PROPOSAL

Please consult with the Department Chair and the Center for Global Education about the process necessary for proposing a trip or program. Proposals may include: syllabus, itinerary, proposed budget, logistical matters, risk assessment, program promotion, application procedures, payment procedures, and orientation.

1. Course Syllabus (if credit will be offered):

Please follow CMC guidelines for a new course approval located at: <http://www.cmc.edu/dof/resources.php>, Faculty Information and Forms, Request for New/Revised Forms.

2. Itinerary

Research has shown that students need time to experience and process the host culture to get the full benefit of being overseas. Proposals should include plans to provide opportunities for self exploration, shopping, socializing, resting, and reflecting. Proposals should address how the following elements will be combined in the program/trip:

- Instruction by local scholars and experts
- Opportunities for student interaction with members of the host culture
- Opportunities for experiential learning
- Exercises for focused reflection on learning experience
- Plans to connect with CMC alumni and families who are from the host country or currently working in the country
- Ability for students to adjust to the cultural differences while maintaining academic requirements and travel itineraries. Note: students may have a more difficult time adapting in a developing country than in a westernized country.

Please work with the Center for Global Education and the Office of Off-Campus Study to consider the option of working with an on-site institution, consortium office, or other organization. The Center for Global Education can guide you to ensure the quality and reputation of the organization.

3. Budget

CMC faculty are encouraged to work on a preliminary budget that can be discussed with the Center for Global Education and the Office of the Dean of the Faculty prior to submitting the budget to the Treasurer's Office for review and approval. In preparing a budget, please identify all costs to assist in developing a price that allows for an affordable, high quality experience. See sample worksheets to calculate possible program/trip fees in Appendix B.

Remember that because these programs/trips are self-supported by student funds, it is highly advisable that Faculty Directors attempt to make the program/trip as cost effective as possible, ensuring that:

- The program/trip covers its costs
- Only appropriate costs are incorporated into the program/trip fee
- The program/trip fee is not prohibitive to student participation

When determining the budget, calculate in US dollars as well as the local currency if possible. It is slightly difficult to forecast what the currency conversion rate will be a year in advance; however, Faculty Directors can use the emergency contingency line in the budget to handle a drastic fluctuation in currency exchange rates.

Essential components of the budget are:

a) Student/Participant Expenses

- Accommodation
- Meals (not always included in budget, as students sometimes buy their own)
- Ground transportation and gasoline, chartered buses, public subways and buses, rental vehicles (as needed)
- Mandatory international health insurance
- Program/trip activities, including entrance fees (museums, cultural events, and cultural experiences), group tours, etc.
- Generally, airfare, passport fees, visa fees, vaccinations, airport exit fees, gifts for hosts, books, and excursions outside of those planned by the program are *not* included in the program/trip budget and are the responsibility of the participant. An estimate of such expenses should be included in the program/trip announcements.

b) Instructor Expenses

- Airfare and airport transit
- Accommodation
- Meals
- Ground transportation (tolls, gasoline, international driver's license, etc.)
- International health insurance
- Entrance Fees
- Miscellaneous (visa, immunizations, airport exit fees)

c) Instructional/Administrative Expenses

- Honoraria (lectures/demonstrations/workshops/cultural events and performances—including ground transportation costs)
- Supplies: mailing, photocopies, first aid kit
- Classroom/laboratory/library use onsite
- Emergency contingency fund (3% of program cost recommended)

d) Instructional Compensation to Faculty Member

- Please consult with the Dean of the Faculty on faculty compensation

4. Health, Safety and Logistics

The health and safety of students is CMC's number one priority. Making appropriate arrangements prior to arrival for student health and safety, lodging, transportation, and site visits can be time consuming. How much time depends on the number of in-country contacts the Faculty Director may have, the time he/she can commit to researching health and safety issues, lodging choices, local transportation, etc., and the level of in-country support he/she will require overseas.

For those that have few in-country contacts and less experience with the local territory and/or language, having the assistance of a study abroad program provider with an office in the destination country is extremely beneficial. Study abroad program providers can assist faculty directors with tasks such as meeting students at the airport, finding a doctor for an ill student, making housing arrangements in a safe and secure neighborhood, locating classroom space, arranging for in-country transportation, identifying speakers, and setting up field trips and/or site visits.

Study abroad program providers generally take on the liability risks associated with the program/trip and can be very helpful with key health and safety issues and student housing. There are additional costs associated with using a program provider, but depending on the services requested and the number of students involved, the per student cost can be reasonable, especially considering the time and effort involved in making the arrangements on your own. Because these providers work with groups, they will likely be able to negotiate lower rates for airfare, student apartments or hotels, etc. Arranging logistics in consultation with a study abroad program provider or a partner university is the route that several CMC faculty directors have chosen, e.g. CIEE for the Jordan Pilot Summer Program, Yonsei University for the CMC-Yonsei course, and IES for the CMC January Program in India. Study abroad organizations can provide the following support:

- Continual oversight of program/trip details from inception through completion.
- Assistance with securing safe, secure faculty and student housing.
- Twenty-four hour emergency support should a medical or other emergency arise. Lists of local medical doctors and hospitals with English-speaking staff equipped to address emergencies. Knowledgeable, bilingual in-country staff who can also provide logistical assistance.
- Suggestions or support with field trips, excursions, guided tours, bus transportation, and related activities that support the academic objectives of the program/trip.

In addition, these organizations can be asked to conduct an on-site orientation for faculty and students upon arrival in the country, with maps and important local information.

The Center for Global Education has compiled a list of reputable service providers who specialize in educationally-focused group travel. These organizations are accustomed to working with faculty and students and are sensitive to study abroad budgets.

Some departments and/or faculty may already enjoy long-standing relationships with host institutions overseas. In these cases, it may be less expensive and relatively easy to contract directly with the host institution, and when possible have the host institution make all of the in-country logistical arrangements. Faculty Directors can choose to have students make their own flight reservations and meet up in-country, or they may choose to arrange a separate (optional or obligatory) group flight. One of the service providers mentioned above, or a local travel agent, might be able to secure lower group rates.

III. COURSE AND PROGRAM APPROVAL PROCESS

Courses for CMC credit overseas need to follow the Dean of Faculty and Curriculum Committee guidelines for course approval. Information on course approval is in the faculty guide: http://www.claremontmckenna.edu/dof/policies/Faculty_Guide_July_2010.pdf.

The proposal form for a new or revised course can be found at:
<http://www.claremontmckenna.edu/dof/forms/word/RevisedCourse.doc>

Prior to being submitted to the full faculty, secure *course approval* from the Curriculum Committee and *program approval* from the Off-Campus Study Committee.

IV. PROMOTE THE PROGRAM OR TRIP AND RECRUIT STUDENTS

As a Faculty Director, it is necessary to make a personal commitment to encourage students to participate in the program or trip. The Faculty Director's experience, enthusiasm, and expertise about the program or trip will be the strongest marketing tool. The Center for Global Education can assist in marketing faculty-led programs and trips to students who come into the office and who attend information sessions, classroom presentations, and events. The Center helps with distribution of program/trip information via the website, newsletters, and emails.

In planning for recruitment, Faculty Directors should keep in mind that the Center for Global Education receives inquiries about winter, spring, and summer programs as early as September of the preceding year. Students usually discuss summer plans with their parents; therefore faculty will see good results from a publicity push just prior to fall/winter/spring breaks. It is very important to begin publicizing the program or trip as early as possible and to continue marketing it in many different ways throughout the year until the application deadline has passed.

1. Promotional Materials

Promotional materials, such as a brochure, flyer or website posting, are a critical piece of publicity. Using colorful photographs or graphics is important and will give your program/trip visual recognition. The Faculty Director may work with the Center for Global Education on producing a brochure and/or flyers and posters to be distributed around campus. Examples of promotional materials and opportunities include:

- Brochures, posters and/or flyers posted on campus bulletin boards

- CMC and Department or Center web pages
- Emails to prospective participants
- Distribution in classes and academic department(s)
- Study Abroad in the Quad-held annually, during spring term
- Presentations to relevant student groups on campus

Faculty Directors should communicate the following to interested participants:

- Program/trip title and dates
- Program/trip location, including a brief description of its distinguishing characteristics
- Course(s) and credit(s) offered (if applicable) including any graduation requirements that students may fulfill
- Prerequisites and selection criteria
- Application procedure and deadline
- Program/trip cost, including what is and what is not included in the cost (as detailed as possible)
- How much additional money participants need to budget
- Excursions and/or site visits that may be included
- Housing and any special meal arrangements
- Specific flight and/or travel arrangements, if any
- Faculty Director's name and contact information
- Non-refundable deposit information and final payment due dates
- Disclaimers about possible program/trip itinerary and fee changes, for example: "Details such as dates, costs, itinerary items, etc. are subject to change."

2. Personal Recruitment

There is nothing more effective in recruiting students than personally talking to them and making the program/trip description come alive with stories, photos, and vivid descriptions of what they could experience. Faculty Directors are encouraged to speak not only to their own classes, but also to the classes of their colleagues both in and outside of their departments. Making presentations to student organizations which have a tie to the course content or having a display table at on-campus cultural or academic events are other ways to reach students who may or may not have ever considered taking part in an off-campus study program or trip.

An information session can be a valuable tool to inform students of the program or trip details. Generally, students who make the effort to attend a scheduled information session for a particular program or trip are seriously interested. The format of the information session should reflect this and specific information should be available to students at this time.

ETHICAL GUIDELINES

The Forum on Education Abroad, the nationally recognized organization for creating standards for the field of international education, has developed and made available excellent resources to assist with the creation of faculty-led programs. These include The Forum's *Standards of Good Practice for Short-Term Education Abroad Programs* and the *Code of Ethics for Education Abroad*.

The full documents are available at the organization's website:

<http://www.forumea.org/documents/ForumEASStandardsShortTermProg.pdf> and

<http://www.forumea.org/documents/ForumonEducationAbroadCodeofEthics.pdf>, respectively.

Excerpts from the Forum on Education Abroad's (2008) publication are included below:

Ethical Principles for Education Abroad

1. Truthfulness and Transparency

Truthfulness and transparency are essential to ethical education abroad practices. The fundamental premise is that education abroad practices should be open and clear, and that decision-making processes should be appropriately disclosed and periodically reviewed. This includes but is not limited to:

- transparency of institutional education abroad policies and procedures with respect to: program development; partnership agreements; criteria for program approval/recommendation; eligibility and permission to study abroad; applications; admission; fees; financial aid; academic, grading, and credit policies; student codes of conduct; petition and appeals processes; and grievance policies.
- disclosure of the decision-making processes that guide practices, policies and education abroad operations.
- clear and consistent communication appropriate to relevant constituencies.
- complete and accurate marketing, advertising and promotional materials that avoid unfair and misleading statements.

2. Responsibility to Students

As an educational endeavor, education abroad should keep students' academic objectives, personal growth, and best interests foremost in mind. This includes but is not limited to:

- helping students make well-informed decisions about education abroad programs.
- preparing students thoroughly for participation in education abroad programs.
- supporting students appropriately throughout their education abroad experience and after their return.
- focusing on program quality, academic integrity, and student health and safety.
- protecting students' rights and privacy as required by law and ethical considerations.

3. Relationships with Host Societies

By its very nature education abroad engages host societies in myriad ways. In so doing, institutions and organizations should demonstrate:

- sensitivity to and respect for differences between local cultural norms and those of the home culture.
- awareness of the program's impact on the local community, a commitment to creating sustainable local relationships that are mutually beneficial, and an effort to minimize any negative effects on the host society.
- effective orientation of students, faculty and staff so that they are aware of applicable host and home country ethical and legal practices, and understand the host society, in order to avoid actions that negatively impact that society or the image of the home country.

4. Observance of Law and Good Practice

In all administrative, business, and financial arrangements, all applicable U.S. and international laws should be observed and principles of good practice followed. These include but are not limited to:

- protecting the rights and privacy of all employees.
- allowing for free and fair competition among programs and avoiding the denigration of programs offered by other institutions or organizations.
- respecting intellectual property rights.
- paying fair and locally-appropriate wages to employees, providing adequate training, and avoiding discrimination in employment practices with respect to race, color, religion, sex, national origin, gender, disability, age, ancestry, marital status, or sexual preference.
- on the part of U.S. institutions, adequately supporting education abroad opportunities and operations to ensure a competent level of service to students.
- establishing and maintaining safe conditions for living, working and studying abroad, and informing students, faculty and staff of any conditions beyond the institution's or organization's reasonable control.

5. Conflicts of Interest

All potential conflicts of interest involving education abroad should be reviewed by an appropriate third party to determine whether such conflicts exist, and if so, whether they may or may not be cured. A potential conflict of interest exists when the financial or non-financial interests of an institution or organization (or an employee of either) may be seen as competing with the interests of the student. Those conflicts that cannot be waived or appropriately managed after full disclosure to all concerned parties must be eliminated.

6. Gifts, Gratuities, Discounts, Rebates and Compensation

Provider organizations and institutions should neither accept nor offer compensation (such as honoraria and consulting fees), gifts, gratuities, discounts, and rebates if it could be reasonably inferred that they would impact either party's ability to make objective and fair decisions about any aspect of education abroad operations,

including but not limited to affiliation, approval of study abroad programs, and student enrollment in such programs. (p. 3)

The Forum on Education Abroad. (2008). Ethical Principles for Education Abroad. In *Code of Ethics for Education Abroad*. Retrieved from <http://www.forumea.org/documents/ForumonEducationAbroadCodeofEthics.pdf>

APPLICATION PROCEDURES AND PARTICIPANT SELECTION

APPLICATION MATERIALS

The Center for Global Education and the Office of Off-Campus Study have standard application forms for study abroad that Faculty Directors may use and/or tailor to meet the requirements of their program or trip. Supplemental forms for evaluating language ability or depth of background in a particular subject area may also be required as needed. Selection for the trip or program is at the discretion of the Faculty Director or leader. Center staff can assist with application review and/or provide input at the Faculty Director's request. Considerations might include: students with extensive independent travel as opposed to students with no travel experience, senior students as opposed to freshmen, level of maturity, and willingness to adapt. It is crucial to consider group dynamics for a successful faculty-led program.

ADDITIONAL MATERIALS

There are a number of documents that the College and the Office of Off-Campus Study require from all CMC international program/trip participants. These forms help the Office assist in the event of an emergency or health crisis, mitigate the risk and liability assumed by CMC as an institution, and track student participation and demographics. In order to standardize and simplify the admission process, all CMC faculty-led programs and trips are required to use these forms.

Using standardized forms also simplifies the process for the Faculty Directors, as the CMC Office of Off-Campus Study forms have already been created to gather necessary student data and they have been reviewed and approved by the CMC Office of the General Counsel.

Students participating in a faculty-led trip must complete these forms and copies must be submitted to the Office of Off-Campus Study at least 30 days prior to departure. These forms can be accessed from the Office of Off-Campus Study website at <http://cmc.edu/offcampus/faculty/default.php>. It is advisable that Faculty Directors keep the originals somewhere safe and accessible while they are abroad.

NOTE REGARDING PARTICIPATION OF STUDENTS WITH DISABILITIES

Every attempt should be made to accommodate students with disabilities; however, the Americans with Disabilities Act (ADA) does not apply outside the borders of the U.S. To the extent possible, we will exhaust all efforts to ensure that students with disabilities are given equal opportunity to apply for and participate in a faculty-led international program or trip. It is important to inform the Dean of Students and the Director of Off-Campus Study of any students that may require or are seeking accommodations. It is important to consider that we may not be

able to obtain all of the necessary accommodations to enable a disabled student to participate in the overseas program/trip or in certain portions of it.

DISCIPLINE RECORD REVIEW

As a matter of policy, the Center for Global Education submits the names of all students applying to study off-campus to the Dean of Students Office. The Dean of Students Office reviews the names and alerts the Office of Off-Campus Study of any students with serious discipline violations and/or who are currently on conduct probation. Students can be prohibited from participating based on their past conduct on campus. The earlier discipline checks are conducted, the earlier any problems can be identified and dealt with accordingly.

Should an applicant have a serious discipline offense(s) on his/her record, the Office of Off-Campus Study will notify the faculty leader, discuss with him/her the nature of the offense and provide recommendations regarding handling of the situation. This may involve meeting with the student to discuss the situation, removing the student from the program/trip, or other measures. Should the decision be made to remove a student, the Faculty Director is responsible for notifying the student of this decision and of any financial ramifications.

FINANCIAL AID

Financial aid may be available for selected faculty-led credit-bearing programs abroad. The Dean of the Faculty determines the availability of financial aid on a case by case basis in consultation with the Financial Aid Office and other appropriate offices on campus.

PRE-DEPARTURE ORIENTATION

Faculty Directors should plan to lead a mandatory orientation as part of their pre-departure meetings and require that all students attend. Faculty Directors should have specific knowledge of the host country(-ies) and provide detailed pre-departure information specific to the program's or trip's destination(s). The orientation session should cover topics such as travel arrangements and airport pick-up at the destination, health and safety preparations, expected student conduct abroad, cross-cultural considerations, student accommodations and roommates if double occupancy, what to pack/wear, and various other administrative and host country details.

The Center for Global Education and the Office of Off-Campus Study are available to provide resources and assistance for the orientation, but it is the Faculty Director's responsibility to design and deliver the pre-departure orientation for their program or trip.

HEALTH AND SAFETY

A Faculty Director's responsibilities extend beyond the classroom. Students will rely on him/her for all types of extra-curricular assistance as they adjust to a new, and sometimes stressful,

environment. To promote the health and safety of the students participating on the program or trip, it is very important to take the following steps:

- Provide detailed information about the program/trip and location site to participants so that they, and their parents/guardians/families, can make informed decisions concerning preparation, participation, and behavior requirements associated with the program or trip. This includes information about the level of physical demands that will be placed on the students by the activities and destination, any known health risks, and potential safety hazards. Understand the availability of host country and regional medical and emergency services including medications and English-speaking physicians.
- Have knowledge of students' pre-existing medical and/or psychological conditions, which is obtainable from the Dean of Students Office.
- Provide students with Center for Disease Control recommendations for immunizations <http://www.cdc.gov/travel/>. CUC's Student Health Services can provide recommendations and review the health risks for specific regions with students.
- Monitor the U.S. Department of State travel information for the destination country(-ies): http://www.travel.state.gov/travel/travel_1744.html.

Each student is required to complete a Student Health Report form distributed by the Center for Global Education and/or a health form distributed by the program provider once students are selected for the program or trip. It is strongly recommended that each Faculty Director take a copy of these forms with him/her when abroad in the event of an emergency and ensure that this information is kept confidential.

EMERGENCIES AND CRISIS MANAGEMENT

PREPARING FOR AN EMERGENCY

Recognizing the value of international experiences for students, CMC strives to provide international opportunities that are academically enriching and safe for student participation. However, there are times when world events, whether as a result of natural disaster, political instability, terrorist activity, or other unforeseen event, create challenges for the safe operation of international programs. The following general guidelines have been developed by the College in the event of unforeseen circumstances:

Prior to Departure

- Provide a pre-departure, country-specific orientation program for all students participating in the program or trip, including health and safety information.
- Review with students the CMC Academic Policy and Statement of Academic Integrity. Available at: <http://www.claremontmckenna.edu/registrar/acpolicy/>. Establish a written code of conduct and expectations for the program/trip itself, along with consequences for not following the code.
- Distribute overseas contact information (emergency cell phone numbers, hotel phone numbers and addresses, etc.) to students *and their family members* prior to departure.
- Register participants in the CMC Travel Database: <http://cmc.edu/surveys/travel/>.

- Encourage group members to register with U.S. Department of State prior to departure. This can be done online at: <https://step.state.gov/step>.
- Keep a copy of the CMC insurance contact numbers and copies of each student's passport data page while abroad.
- Know whom to contact at CMC in the event of an emergency abroad.

While Abroad

- Keep up-to-date contact information for students in the group including cell phone numbers and hotel or homestay contact information.
- Establish a procedure for you to contact students in the event of an emergency, and a procedure for students to contact you and/or on-site personnel.
- Maintain regular contact with students, noticing any changes in behavior or physical condition.
- Notify the Center for Global Education immediately should an emergency occur or change in behavior/physical state observed with a particular student or students.
- Document any incident that occurs, including injury, illness, behavior, crime against or by a student. Keep detailed records of what occurred and when, who was involved along with their contact information, and the result/consequences of the incident (Appendices H and I).
- Report any serious incidents to local authorities, on-site personnel, and CMC. Obtain copies of any reports made by these individuals.

DOCUMENTING AN EMERGENCY

With any emergency, documentation is key in order to have an accurate, timely account of the incident should anything come into question. It is imperative that all incidents are documented and copies of this documentation are provided to the Center for Global Education immediately following the incident. A sample Incident Report Form and Incident Response Log can be found in Appendices H and I.

EMERGENCY CONTACTS ABROAD

There are U.S. embassies in more than 160 capital cities of the world. Each embassy has a consular section. There are also consular officers at about 60 U.S. consulates general and 20 U.S. consulates around the world (consulates general and consulates are regional offices of embassies). Consular officers provide a range of services to Americans traveling abroad - some emergency, some non-emergency. For more information about services provided go to: http://www.travel.state.gov/travel/travel_1744.html.

Before going abroad, obtain the contact information for the embassy and/or consulate nearest to the area(s) where the group will be traveling. Additionally, Faculty Directors can call the U.S. Overseas Citizens Services desk to obtain assistance in the event of an emergency. For further information about what types of assistance the U.S. Department of State can provide please go to: http://www.travel.state.gov/travel/tips/emergencies/emergencies_1212.html.

Prior to departure, please learn the international dialing codes used for both cell phone and landlines to reach the following:

Emergency and CMC Contacts

Overseas Citizens Services

Phone: 1-888-407-4747 (from overseas: 1-202-501-4444)

CMC International Emergency Contact

Kristen Mallory, Director of Off-Campus Study

During office hours: (909) 621-8267

After office hours: (number to be given prior to departure) or (909) 607-2000 for Campus Security

Center for Global Education

studyabroad@cmc.edu or kmallory@cmc.edu

<http://www.claremontmckenna.edu/offcampus/>

Dean of Students Office: (909) 621-8114

deanofstudents@cmc.edu

<http://www.claremontmckenna.edu/dos/>

Monsour Counseling and Psychological Services (MCAPS): (909) 621-8202

www.cuc.claremont.edu/counseling/index.asp

Student Health Services: (909) 621-8222

<http://www.cuc.claremont.edu/shacs/SHS/>

CMC Campus Security: (909) 607-2000 or (909) 621-8170

Please work with the Center for Global Education or the Office of Off-Campus Study for emergency management planning prior to departure.

MONEY HANDLING/SECURITY WHILE OVERSEAS

Faculty Directors should exercise caution when carrying a substantial amount of cash overseas. They should consult with the Dean of the Faculty, the Center for Global Education, the Office of Off-Campus Study, and other appropriate offices on campus to determine the best plan for how they should carry program funds overseas. If a study abroad program provider is helping with the on-site logistics of the program or trip, it may be possible to transfer funds to the program provider for faculty and student accommodations, field trips, and other similar expenses in country.

We recommend the following for personal security:

- Avoid traveling alone, especially at night.
- Exercise caution when strangers approach offering something to buy or to be a guide.
- Beware of pickpockets. A sweet-looking child or even a woman with a baby can be a pickpocket. Beware of groups of children or adults who create distractions so they can pick your pocket.
- Try to seem purposeful and confident when traveling.

- Be careful when using an ATM machine. Try to use only those ATM machines that are well-lit and in a seemingly safe location. Withdraw only as much cash as is needed in the near future. Try to use ATM machines that are equipped with a “swipe” feature in order to avoid your card being eaten by the machine. Withdraw cash during the daytime rather than at night.
- Keep cash in a secure location. If carrying large amounts of cash, use an undergarment money belt.
- Make sure credit cards are returned after each transaction. Know where your credit card is at all times.
- Make a note of the credit card number, issuing bank, and contact numbers in case of theft or loss.
- Be discreet when paying a bill. Do not “flash” large amounts of cash.
- Leave copies of the front and back of all credit/ATM cards with a reliable and trusted person at home who will be reachable during the trip should these items be stolen or lost.

POST-PROGRAM/TRIP EVALUATION

Post-program/trip evaluations assess students’ experiences and solicit valuable feedback to help improve future programs and trips. The evaluations are used to assist in best practices for future programs or trips, specific locations, program or trip format, individual program or trip components, and faculty directors. The Center for Global Education has created a common evaluation through Survey Monkey to be sent to all students. The evaluations are due prior to the posting of the course grade or within two weeks of the return date of the program or trip for non-credit bearing trips. Evaluations will be reviewed by the Center for Global Education and distributed to the Faculty Director(s), Department Chair(s), Off-Campus Study Committee, and/or Dean of the Faculty. A copy of the evaluation can be found in Appendix J.

It is important for the Faculty Director to plan for a debriefing or evaluation meeting at the end of the program or trip. Students’ off-campus experiences should not end the minute they return to CMC. Students will be eager to share their experiences. Consider discussing students’ reactions to the host site, the culture, the language, the food, etc. Have them express their experiences by writing a post- program/trip response paper or an article for a CMC publication.

CONCLUSION

Being a Faculty Director for an international program or trip is an immensely challenging and rewarding opportunity. Whether the program or trip will be for a few days, a few weeks, or a few months, there are many things to consider while preparing to lead.

For assistance with these and any other questions you may have about leading a CMC international program or trip, please contact Aleta Wenger, awenger@cmc.edu, Executive Director for International Programs, or Kristen Mallory, kmallory@cmc.edu, Director of Off-Campus Study at the Center for Global Education at (909) 621-8267.

Past Faculty and Administrative Directors can be great sources of wisdom and advice about the entire process. Prospective Faculty Directors are encouraged to reach out to past leaders for more information about their experiences.

Some recent faculty and non-faculty led trips include:

- Costa Rica
 - Amy Bibbens, Center for Civic Engagement: Eight-day spring break environmental program in Costa Rica
 - Nicole Sheldon-Desjardins, Office of Off-Campus Study, Center for Global Education: Eight-day spring break environmental program in Costa Rica
- India
 - Cynthia Humes, Department of Religious Studies: Three-week January Program in India
 - Catherine Mayfield, Office of Financial Aid: Three-week January Program in India
- Israel
 - Gary Gilbert, Department of Religious Studies: Ten-day study tour of Israel
- Jordan
 - Aleta Wenger, Center for Global Education: Eight-week academic program in Amman, Jordan
 - Bassam Frangieh, Department of Modern Languages: Eight-week academic program in Amman, Jordan
- Korea
 - Manfred Keil, Robert Day School of Economics: Six-week academic program in Seoul, Korea
- Kuwait
 - Bassam Frangieh, Department of Modern Languages: Ten-day spring break faculty-led trip to Kuwait
 - Lisa Cody, Department of History: Ten-day spring break faculty-led trip to Kuwait

APPENDIX A: FACULTY-LED INTERNATIONAL PROGRAM/TRIP PROPOSAL GUIDELINES

Faculty-Led International Program/Trip Proposal Guidelines

Please address each of the following items as thoroughly as possible. Feel free to contact Aleta Wenger (awenger@cmc.edu) or Kristen Mallory (kmallory@cmc.edu) at the Center for Global Education, for assistance or clarification.

Overview

- Program Name
- Program Location(s)
- Program Dates
- Sponsoring Department(s)
- Leading Faculty or Staff Member
- Additional Staff or Faculty Members

Educational Objectives and Outcomes

Please describe the educational objectives and anticipated outcomes of the course(s) or topic(s) of focus to be offered. Address how this program or trip supports/enhances the academic experience of the students and the curriculum of CMC.

Instruction & Academic Advisement

Please list all individuals who will provide instruction. If any instructors are not CMC faculty, please indicate each individual's academic qualifications. Please comment how the course may be applied to prospective students' degree plans and, particularly with any topics or other courses requiring secondary titles, how this will be communicated to prospective students.

Program/Trip Itinerary

Please give a proposed listing of all cities/countries to be visited with dates, even if they are not confirmed. Please include every day of the program or trip, including departure and return dates.

Activities Designed for Cross-Cultural Experiences

Describe activities or facets of the program's structure that will give participants the opportunity to interact with people from the host country and learn about the history/culture of the host country/city. This could include home stays, students from host country taking part in the classes, and events planned for local and CMC students. These experiences are not necessarily connected to the academic offerings of the program or trip, but can be experiences designed to help students take advantage of their surroundings outside of the classroom. If the program or trip will take place in a non-English speaking country, please discuss what measures will be taken to maximize the students' interactions with their hosts.

Language Preparation

If the program or trip will take place in a non-English-speaking country, please indicate how students will be prepared with basic language skills prior to their departure and/or onsite. Students should receive some sort of an orientation to basic vocabulary in the language of the

host country/city in order to meet and greet people, purchase food and other essentials, utilize transportation, and handle emergencies.

Course- or Topic-Related Activities/Excursions

Describe these activities, mention where they will occur and how long they will last, and relate them to the program or trip objectives. Please also discuss any leisure/optional activities that are to be planned for the group.

Projected Number of Students and Staff

Please specify the desired minimum and maximum number of participants. Indicate who will handle on-site administration, which is a constant responsibility above and beyond instruction, including misconduct and emergencies. Please list any non-CMC employees who will serve as staff for the program/trip (note that individuals contracted for a specific service, such as bus drivers or tour conductors do not need to be included).

Program Affiliations

Provide a brief description of any institutions/agencies/organizations with which the program or trip may be affiliated (including third-party program providers, research centers, schools, or NGOs) including its history and academic information (including accreditation status and academic programs, if applicable). Mention should be made of any counterpart associated with the affiliated institution who may assist with the program or trip.

Risk Management

Travel & Living Arrangements – Outline the arrangements to be used for in-country travel and who will provide it. Discuss where the group will eat and sleep. If host families will be used, please discuss screening/selection procedures. Please elaborate on meal arrangements and address provisions for adequate sanitation/food and water safety.

Health and Safety – The safety and security of our students is of utmost importance. As such, CMC requires that information be provided regarding steps that will be taken to protect students in the event of civil unrest or natural disasters to which the region is prone. Please also speak to other, more mundane risks, such as communicable diseases present in the area (e.g. malaria, hepatitis, avian flu, etc.), high crime rates, and local transportation students may use in their free time, etc. Please discuss the safety measures that are in place for these risks. Travel as part of an international program or trip is not permitted to destinations for which the U.S. State Department has issued Travel Warnings or for which the Center for Disease Control has issued Travel Health Warnings. Provide information on the resources available for assistance if a participant were in need of medical, psychiatric, or other emergency care during the program. Speak to the steps that will be taken to secure medical treatment for sick students and/or possible evacuation. Please note: students and faculty on faculty-led programs and trips are required to purchase comprehensive health insurance coverage that is valid abroad with no exclusions.

Technology and Communication

Please discuss how faculty, staff, and students can stay connected with CMC and with friends and family during the faculty-led program or trip. In particular, please address options to ensure

the program or trip leader will have, at all times, the means available to contact emergency services, CMC, and/or the emergency contact of any group members, if necessary.

Program/Trip Assessment

Recognizing that individual courses will be assessed by the academic departments offering them, explain how the Faculty Director will measure success in achieving program/trip objectives and outcomes stated in the “Educational Objectives and Outcomes” section.

Programming Upon Return to CMC

Faculty Directors may also want to consider opportunities to share the faculty-led program or trip experience with the CMC community. Examples may include a photo gallery and display, an art exhibit, a colloquium or other student presentations, or a documentary film. Projects should highlight the program/trip as well as provide students with an opportunity to share the experience with faculty, staff, and students. The Office of Off-Campus Study can provide support for these events upon return. Please include information about potential events within this proposal as well.

Program/Trip Budget

Please remember this section should be completed concurrently with your program/trip proposal **and a final draft of the budget must be submitted along with the proposal**. Please list below all anticipated expenses for the program/trip, giving actual figures (even if they are still only estimates). Faculty Directors are encouraged to contact the Center for Global Education with any questions or for assistance. A helpful list of some items to include:

- Roundtrip group airfare via a consolidator (optional; please list rate per person)
- Local transportation (include gas or tolls)
- Student lodging
- Student meals
- CMC faculty/staff lodging
- CMC faculty/staff meals & incidental expense (MIE) allowance (contact the Office of Off-Campus Study for assistance with MIE calculation if needed)
- Faculty compensation
- Additional staff compensation (including any non-CMC staff)
- Entry to any museums or other excursion sites
- Payment for local service providers (such as tour guides)
- Gratuities or gifts that may be expected for local service providers or institutions visited
- Visas or entry/departure taxes
- International Travel and Health Insurance through iNext – varies per person

After program review is complete

Once the program has been approved, the Office of Off-Campus Study will contact and assist the faculty member in completing arrangements for the program. These will include:

- Promotional Materials/Information Sessions/Application Forms (developed and presented by Faculty Director)
- Student Application intake, review, and notification (primarily handled by Faculty Director)

- Arrangements for fee collection and program/trip payments
- Student Pre-Departure Orientation
- Post-Program/Trip Report

APPENDIX B: BUDGET WORKSHEET – CALCULATING THE PROGRAM/TRIP FEE

A. Items to be INCLUDED in Program/Trip Fee

Item	Cost per Student	Total Cost
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____
6. _____	\$ _____	\$ _____
7. _____	\$ _____	\$ _____
8. _____	\$ _____	\$ _____
9. _____	\$ _____	\$ _____
10. _____	\$ _____	\$ _____
11. _____	\$ _____	\$ _____
12. _____	\$ _____	\$ _____
13. _____	\$ _____	\$ _____
14. _____	\$ _____	\$ _____
15. _____	\$ _____	\$ _____
	TOTAL:	\$ _____

Suggestions:

Include ALL costs related to the academic portion of the program or trip:

- It may be helpful to divide the budget into categories such as: food, transportation, accommodation, activities.
- Will there be tuition and/or a fee charged by the host institution abroad?
- Is there the need to pay for adjunct supervision of the group (e.g. by a local tour guide) or for adjunct instruction (such as tutoring for students who might need additional help with the language)?
- Will there be guest lecturers (who will be paid an honorarium) instructing the group? Will the program/trip need to rent classroom space?
- What sort of field trips/excursions will be planned? Do they include visits to sites – museums, galleries, parks, etc. – that require admissions fees?
- What is the cost of the ground transportation for these field trips or other travel (if this is a multi-site program/trip)?
- Will there be other group activities that are part of the course?
- What deposits (for bus rental, for housing, etc.) will need to be paid prior to the program/trip?
- Will the course require consumable supplies?

Also include other items that will need to be paid for as a group:

- It is recommended that the cost of the students’ accommodation also be included in the program/trip fee.

B. Items NOT INCLUDED in Program/Trip Fee

Item	Cost per student	Total Cost
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____
6. _____	\$ _____	\$ _____
7. _____	\$ _____	\$ _____
8. _____	\$ _____	\$ _____
9. _____	\$ _____	\$ _____
10. _____	\$ _____	\$ _____
11. _____	\$ _____	\$ _____
12. _____	\$ _____	\$ _____
13. _____	\$ _____	\$ _____
14. _____	\$ _____	\$ _____
15. _____	\$ _____	\$ _____

TOTAL: \$ _____

Suggestions:

Items NEVER to be included in the program/trip fee:

- Passports, visas, insurance premiums, immunizations, personal expenses, travel outside the program itinerary.

Other items costs that MIGHT BE EXCLUDED from the program/trip fee are:

- Textbooks, some (or all) meals, some (or all) local travel, the cost of travel to/from point of US departure, airfare to host country, exit taxes.

C. Administrative, planning, developmental and operational costs:

1. Faculty Director expenses:	
Stipend	\$ _____
Pre-program travel for planning	\$ _____
Program travel	\$ _____
Airfare	\$ _____
Housing	\$ _____
Meals	\$ _____
Visa	\$ _____
Immunizations	\$ _____
2. Administrative Costs:	
Secretarial assistance	\$ _____
Advertising and other promotional costs	\$ _____
Other items (phone calls, faxes, printing, etc.)	\$ _____

TOTAL: \$ _____

APPENDIX C: REQUIREMENTS FOR CMC-SPONSORED STUDENT TRAVEL

To: Faculty and Staff
From: Greg Hess
Re: Requirements for CMC-Sponsored International Study and Travel
Date: February 14, 2013

The purpose of this memo is to *remind and update* all CMC faculty and staff of CMC procedures for CMC-sponsored international study and travel. With the proliferation of international trips, courses, and programs, this memo serves as a review of the college's safety policies and guidelines for international study and travel. These policies apply to all *sponsoring departments, faculty, institutes, and offices that oversee student travel*.

This memo refers specifically to international travel. For information and guidelines for domestic travel (within the United States), please contact the Dean of Students Office.

As used in this memo, the term "CMC-sponsored" refers to the following activities that are organized, funded, and/or hosted by CMC departments, faculty, institutes, and/or offices: group or class trips, summer internships, study tours, off-campus courses and programs, athletic events, academic events, extracurricular events, and conferences.

The following procedures and policies for CMC-sponsored international study and travel have been approved by the offices of the Dean of Faculty and the Dean of Students. *These regulations only apply to student travel, and do not apply to faculty or staff travel unless accompanying students on a trip.*

The sponsoring department, faculty, institute, or office is responsible for ensuring that sponsored travel meets CMC's policies. Additionally, the faculty-led Off-Campus Study Committee will give final approval for international travel destinations based upon the approved travel policy (attached). **Please remember that CMC does not authorize student travel to destinations with a current Travel Warning.**

It is the sponsoring department, faculty, institute, or office's responsibility to identify an individual within the department to serve as the primary emergency contact for sponsored students abroad. The sponsoring organization at CMC is also responsible for distributing and collecting all required forms for students participating in sponsored travel and providing copies to the Center for Global Education.

Please follow these procedures:

1. The sponsoring or approving department, faculty, institute or office must send the following information to Kristen Mallory (kmallory@cmc.edu), Director, Off-Campus Study, and Mary Spellman (mspellman@cmc.edu), Dean of Students:
 - Name of sponsoring department, faculty, institute, or office.
 - Name(s) of participant(s) and destination(s).

- Date(s) of travel.
- Primary international contact information for this student/group/event, including name, email, and telephone number.
- Contact information (daytime and after-hours; name and telephone numbers) for the faculty or administrator of the sponsoring CMC center/department/institute/office who would serve as CMC's emergency contact and coordinator in case of an emergency (including evacuation, medical, or other) for student(s) on proposed funded program.
- Alternate after-hours emergency contact information including name and telephone number.

Dean Spellman will notify the sponsoring organization of any relevant DOS issues as they may relate to individual students.

2. The CMC-sponsoring organization must ensure that each student is entered in CMC's online Travel Registration database at <https://www.cmc.edu/surveys/travel/> prior to departure. The sponsoring organization should also ensure that all students have registered their travel with the U.S. Department of State (or with the student's home country embassy, for international students): <https://step.state.gov/step/>.
3. In addition to any forms required by the sponsoring department, faculty, institute, or office, sponsors must have students complete the following forms (attached and available through the Center for Global Education website: <http://cmc.edu/offcampus/faculty/default.php>). Sponsors should keep a copy and *submit one copy to the Center for Global Education prior to departure*:
 - a. *Assumption of Risk, General Release, and Indemnity Agreement* (releasing CMC from liability)
 - b. *Student Health Insurance Form* (to be completed by policyholder, usually the parent)
 - c. *Emergency Contact Information Form*
 - d. *Short-Term International Emergency Health Insurance* (iNext)
 - Students sponsored for international travel lasting **less than four (4) weeks** are required to purchase the **Basic insurance policy**. Students may upgrade as they wish.
 - Students sponsored for international travel lasting **four (4) weeks or more** are required to purchase the **Platinum insurance policy**.
 - e. *Print Screen of the Travel Registration database information input* (<https://www.cmc.edu/surveys/travel/>)
4. **Funds may not be disbursed and credit will not be approved until the Center for Global Education receives items a-e.** Upon receipt, a staff member of the Center for Global Education will notify the sponsoring department, faculty, institute, or office *and* Student Accounts *and/or* the Registrar that funds can be disbursed *and/or* that credit can be approved.

The Center for Global Education provides pre-departure, cross-culture, and safety meetings. Please contact the Center for Global Education at (909) 621-8267 for more information.

The above-mentioned forms, numerous international resources, and student health insurance policy information may be found on the Center for Global Education website: <http://www.claremontmckenna.edu/offcampus/faculty/default.php> as well as listed below.

Thank you for your attention to this matter.

Internet Links:

- Online version of this memo:
<http://www.claremontmckenna.edu/offcampus/faculty/IntlTravelPolicy.pdf>
- Assumption of Risk, General Release, and Indemnity Agreement:
<http://www.cmc.edu/offcampus/faculty/assumption-risk.pdf>
- Student Health Insurance Form: <http://www.cmc.edu/offcampus/faculty/insurance.pdf>
- Emergency Contact Information Form:
<http://www.cmc.edu/offcampus/faculty/contacts.pdf>
- Short-Term International Emergency Health Coverage (iNext):
<http://www.cmc.edu/offcampus/faculty/iNext.pdf>
- CMC Travel Registration: <https://www.cmc.edu/surveys/travel/>
- U.S. State Department Smart Traveler Enrollment Program: <https://step.state.gov/step/>

APPENDIX D: ASSUMPTION OF RISK, GENERAL RELEASE, AND INDEMNITY AGREEMENT

SHORT TERM INTERNATIONAL TRAVEL ASSUMPTION OF RISK, GENERAL RELEASE, and INDEMNITY AGREEMENT

THIS CONTRACT AFFECTS YOUR LEGAL RIGHTS. READ IT CAREFULLY BEFORE SIGNING IT. _____ (Faculty Director name), IS AVAILABLE TO DISCUSS OR ANSWER ANY QUESTIONS YOU HAVE REGARDING THIS CONTRACT. BEFORE SIGNING, YOU MAY, AT YOUR OWN EXPENSE, REVIEW THE TERMS OF THIS CONTRACT WITH AN ATTORNEY OF YOUR CHOOSING.

In this contract, the term “College” means Claremont McKenna College, a California non-profit corporation located in Claremont, California, along with its trustees, officers, agents, staff, employees, successors, assigns, and legal representatives.

I, _____ (full name), wish to participate in _____ (name of program), as a(n) _____ (type of participation i.e. “Intern,” “Student,” or “Research Assistant”), as a student of the college, sponsored by _____ (faculty, department or center name).

ASSUMPTION OF RISK

I acknowledge that I have voluntarily chosen to participate in the above-referenced program and that participation in that program is not a mandatory requirement of my course of study at the College. I understand that the program will be conducted in _____ (country and city of program). I also understand and agree that the College has not made, does not make, and cannot make any representations whatsoever regarding the suitability of the program for my participation, or regarding my personal safety or that of my property, while I am participating in the program. I understand and acknowledge my duty to educate myself regarding the risks that this program presents.

As consideration for the benefits I am to receive from participating in the above-referenced program as a student of the College and in consideration for taking part in that program, I ACKNOWLEDGE AND AGREE THAT I ASSUME ALL RISKS ASSOCIATED WITH THE PROGRAM. I AM VOLUNTARILY PARTICIPATING IN THIS ACTIVITY WITH THE KNOWLEDGE OF THE RISKS INVOLVED AND I HEREBY AGREE TO ACCEPT ANY AND ALL RISK OF INJURY, DEATH, AND/OR PROPERTY DAMAGE WHETHER FORESEEN OR UNFORESEEN, KNOWN OR UNKNOWN. I understand that the risks may include but are not limited to: (1) travel to, from and around the location of the program, including traveling by automobile or other motor vehicles while abroad; (2) participation in any form of athletic or recreational activities; (3) the use of alcohol or any form of illegal drugs or controlled substances; (4) war, insurrection, rebellion and riot; (5) unfamiliarity with local laws, culture or customs; (6) exposure to sickness, disease and allergic reaction; (7) unavailability or sporadic availability of adequate medical assistance and health care facilities; (8) difficulty in passing through customs; (9) terrorism and terrorist acts.

Initial

FULL AND GENERAL RELEASE – AGREEMENT NOT TO SUE

Initial

As consideration for being permitted by the College to participate in the above-referenced program, I RELEASE THE COLLEGE FROM ANY AND ALL CLAIMS related to any loss, injury or damage that may be sustained by me, including loss of life, personal injury or property damage, WHETHER CAUSED BY THE NEGLIGENCE OF THE COLLEGE OR OTHERWISE, or by my negligence in combination with that of the College while I am participating in the program.

Initial

I AGREE THAT NEITHER I NOR MY LEGAL REPRESENTATIVES, including my family, spouse, heirs, assigns and personal representative, WILL SUE, MAKE A CLAIM AGAINST, OR ATTACH THE PROPERTY OF THE COLLEGE FOR ANY INJURY OR DAMAGE TO MY PERSON OR PROPERTY ARISING OUT OF THE NEGLIGENCE OF THE COLLEGE OR OTHERWISE, or arising out of my negligence in combination with that of the College while I am participating in the above-referenced program.

Notwithstanding the foregoing release, nothing in this contract shall be interpreted to release the College from liability for any acts or omissions by the College which constitutes gross negligence, willful and intentional wrongdoing, or criminal conduct.

I understand and agree that, except as excluded in the preceding paragraph, this release extends to all claims and demands referred to in this contract, of every kind and nature whatsoever, whether known or unknown, suspected or unsuspected, and that I expressly waive all rights under Section 1542 of the Civil Code of California.

Section 1542 of the Civil Code provides as follows:

“A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor.”

INDEMNITY

Initial

I will reimburse the College for any costs it incurs on my behalf because of my participation in the above-referenced program. I AGREE TO INDEMNIFY AND HOLD THE COLLEGE HARMLESS for any injuries, losses, damages, liabilities, claims, causes of action, penalties, judgments, costs and expenses (including reasonable attorneys’ fees) which arise AS A RESULT OF MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION while I am participating in the above-referenced program.

ADDITIONAL PROVISIONS

I understand and agree that the College does not stand *in loco parentis* (i.e., in place of my parent or parents) for purposes of the above-referenced program. If I am under the age of eighteen (18)

years at the time I sign this release, my parent(s) or legal guardian(s) must also execute this release.

Should any portion or clause of this release be found or declared by a court of competent jurisdiction to be unenforceable, unconstitutional, or otherwise invalid, such finding shall not affect the enforceability or validity of the remainder, and the unenforceable portion shall be severed from this document without affecting the validity of the remainder.

This release shall be governed and controlled by the laws of the State of California, and jurisdiction as to all matters under this release shall be vested solely in the Superior Court of Los Angeles County or the United States District Court in said county.

I HAVE CAREFULLY READ THIS *ASSUMPTION OF RISK, GENERAL RELEASE, AND INDEMNITY AGREEMENT*. I UNDERSTAND THAT THIS IS A RELEASE OF LIABILITY WHEREBY I GIVE UP MY RIGHT TO SUE THE COLLEGE (EXCEPT FOR ACTS OF GROSS NEGLIGENCE, WILLFUL WRONGDOING, OR CRIMINAL ACTS), INCLUDING MY RIGHT TO SUE THE COLLEGE ON A NO-FAULT BASIS. I FURTHER AGREE TO INDEMNIFY (REIMBURSE) THE COLLEGE FOR DAMAGES AS A RESULT OF MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION WHILE I AM PARTICIPATING IN THE ABOVE-REFERENCED PROGRAM. IT IS MY INTENT TO ASSUME ALL RISKS AND TO WAIVE AND GIVE UP MY RIGHTS TO SUE. I DO SO KNOWINGLY AND VOLUNTARILY.

SIGNED: _____

DATED: _____

PRINTED NAME: _____

DATE OF BIRTH: _____

If a minor, parent or guardian must sign below.

PARENT OR GUARDIAN SIGNATURE

DATED: _____

PRINTED NAME: _____

APPENDIX E: INSURANCE AUTHORIZATION FORM

**INSURANCE AUTHORIZATION FORM for
CMC Hosted Short-Term Programs**
(To be completed by parent/guardian or policyholder)

Student's Name:

_____ (Last) _____ (First)

CMC ID # _____ Date of Birth: _____

Program Location:

Claremont McKenna College requires all students to have health insurance. Please indicate below your health insurance information and whether it covers you in the countries you will be visiting.

Name of Insurance Company: _____

Policy # _____ Telephone #: _____

Address: _____

I hereby certify that my student is adequately covered by our personal insurance and my student will be covered while participating in this CMC-hosted international program.

Signature of Policyholder

Date

Printed Name

Relationship to Student

Return this form to: _____
CMC Sponsoring Organization

Program Contact Name

Phone Number

APPENDIX F: EMERGENCY CONTACT FORM

Short-Term CMC-Sponsored International Travel
Emergency Contact Information

Student's Name

_____ (Last) _____ (First)

Mother

Last _____ First _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home: () _____ Work: () _____

Cell: () _____

E-Mail: (H) _____

(W) _____

Father

Last _____ First _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home: () _____ Work: () _____

Cell: () _____

E-Mail: (H) _____

(W) _____

Guardian, Relative or Other (indicate relationship)

Last _____ First _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home: () _____ Work: () _____

Cell: () _____

E-Mail: (H) _____

(W) _____

In case of an emergency whom should we notify? Please check:

Mother ()

Father ()

Guardian/Relative/Other ()

Describe any other precautions that you would like for us to take if necessary:

Return this form to: _____

CMC Sponsoring Organization

Program Contact Name

Phone Number

APPENDIX G: SHORT-TERM INTERNATIONAL EMERGENCY HEALTH COVERAGE FORM



SHORT-TERM INTERNATIONAL EMERGENCY HEALTH COVERAGE (iNext)

CMC requires emergency health insurance through iNext Insurance for every student funded by or sponsored through CMC. If you already have an iNext card that is valid through the end of your summer or short-term program abroad, please indicate the expiration date below.

iNext will email you. Using the emailed instructions, log-in, input information, and upload an ID-size photo. iNext will then mail your card within 10 days. You are covered by your iNext insurance whether or not you have your card with you.

Personal Information

Name: _____
(last name) (first name)

Email address: _____

CMC ID #: _____

Cell Phone: () _____

School Name: Claremont McKenna College

Sponsoring Faculty or Dept: _____

Date of Departure from U.S.: _____ (or date you would like coverage to begin.
(The international emergency health coverage is effective for one year after this date).

_____ **iNext Basic Plan**—\$29.00
(for trips less than 4 weeks)

_____ **iNext Platinum Plan**—\$82.00
(for trips 4 weeks or longer)

Note: your iNext Coverage is good for one year from the date issued. However, State law in Oregon and New York prohibits the offering or purchase of annual travel insurance plans. Residents of these states should be enrolled in the corresponding Single Trip plan.

My permanent address is in the state of _____

Method of payment:

_____ Check made payable to CMC;

_____ The sponsoring faculty or department will pay. (OCS must receive verification from the sponsor with the account number to be billed.)

I hereby certify that this information is true and I understand that any false statements on my part may result in forfeiture of the benefits associated with this card.

Signature of Cardholder: _____

Date: _____

APPENDIX H: INCIDENT REPORT FORM

CMC International Program/Trip Incident Report

Student and program names will be kept confidential.

Today's Date: _____

Student Name: _____

Student ID#: _____

Program Name: _____

Date and Time of Incident: _____

Location of Incident: _____

CMC Staff/Faculty Completing Report and Contact Information:

Others Involved:

Please check the appropriate box to indicate the nature of the incident:

- | | | | |
|---|--|---|-------------------------------------|
| <input type="checkbox"/> Alcohol/Drugs | <input type="checkbox"/> Theft | <input type="checkbox"/> Assault of Student | <input type="checkbox"/> Behavioral |
| <input type="checkbox"/> Injury/Illness | <input type="checkbox"/> Arrest of Student | <input type="checkbox"/> Other, please specify: | |

Please describe the incident. Be as specific as possible, including all details. Use additional sheets if necessary.

APPENDIX I: INCIDENT RESPONSE LOG

Incident Response Log

Should an emergency arise involving CMC students, faculty, and/or staff, all action taken abroad and on the CMC campus must be recorded as specifically and accurately as possible. Be sure to include names of persons spoken to, dates, and times of conversations, and all subsequent actions taken and by whom. **Use additional sheets if necessary.**

Names of those involved:

When incident took place:

Where incident took place:

Description of incident:

Date: _____ Time: _____ Spoke with: _____ Action Taken:
--

Date: _____ Time: _____ Spoke with: _____ Action Taken:
--

APPENDIX J: SAMPLE POST-PROGRAM EVALUATIONS

CMC Study Abroad Post-Program Evaluation

Name:

Major(s):

Program/Country:

Term Abroad:

Program/Host Institution

1. Please describe your host institution/program. Did they provide you with adequate information prior to departure, an appropriate orientation on arrival, sufficient support while you were there, and appropriate re-entry guidance?
2. What were the positive aspects of your program?
3. What were the drawbacks to your program, if any?

Academics

4. Describe your courses abroad. How was the educational style different from CMC? (size of classes, teaching/learning styles, classmates, type/quantity of homework /tests/papers/other assessment, language of instruction)
5. Were you able to fulfill any major elective or GE credits abroad? If so, which ones?
6. What was the availability of extracurricular activities (clubs, volunteering, internships)?

Location

7. What aspects of the study abroad location and country did you find particularly enjoyable or interesting?
8. What were the greatest cultural and social challenges of adjusting to life in the host country?
9. Please tell us a little bit about in-country logistics that would be useful for future participants to know (food, accessing money, transportation, etc.).

Cross-Cultural Experience

10. How did your program help facilitate integration into the host society and interactions with local people? Please share other efforts you made on your own to meet people and understand the local culture.
11. Did your living arrangements contribute to your understanding of the culture and your ability to meet people from the host country? If so, how?

Goals

12. What were you hoping to accomplish (culturally, personally, academically, professionally) while you were abroad? Were these goals fulfilled? Please elaborate.
13. In what ways, if any, has your time abroad enhanced or otherwise impacted your personal, academic, or professional goals and pursuits?

Final Reflections

14. What are your recommendations for enhancing the Off-Campus Study Office and the services provided (information meetings, advising, pre-departure orientation, in-country support, etc.)?
15. Please describe your final thoughts, advice, and reflections for prospective study abroad students.

CMC Washington Program Evaluation

1. What did you appreciate about the Washington Program experience?

2. What did you find difficult about the Washington Program experience?

3. If you could change anything about the Washington Program, what would it be?

Iowa State University Study Abroad Program Evaluation for Faculty-Led Programs

When did you study abroad? (circle one, indicate year)	Summer	Fall	Winter Break	Spring	Spring Break
Program name and location?					
Classes:					
How was local expertise utilized?					
How did the field trips fit into the program?					
What did you learn on this program that you couldn't have learned on the ISU campus?					
Culture:					
What techniques did you use to adjust to the new culture?					
Which of your own cultural biases did you have to face?					
How will you stay connected with friends you made in the host culture?					
Food and Housing:					
How satisfied were you with the housing arrangements?					
How satisfied were you with the food quality and selection?					
What local foods were you able to experience?					
Program Administration:					
How informed and organized was your ISU Program Director?					
How accessible and helpful was your ISU Program Director?					
How did your ISU Program Director relate to the students?					
How well did your Program Director work with the staff in the host country?					
General Satisfaction:					
How satisfied were you with your study abroad experience?					
How would you rate your experience? (1 is high, 5 is low)	1	2	3	4	5
What was the best part about being abroad?					
What were the highlights of your study abroad program?					
What are some things you would change about this program?					

Retrieved from www.studyabroad.iastate.edu/Students/faculty-led%20programs.doc