# FACULTY HANDBOOK

# STUDY ABROAD POLICIES AND PROCEDURES

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### Introduction

Thank you for your interest in offering a short-term study abroad program. The mission of the Office of International Programs is to offer programs that contribute to the College mission of combining "a rigorous curriculum and a rich co-curricular life to create a learning centered environment" and "to develop socially responsible citizens." The Office of International Programs strives to do this by providing and helping students and faculty participate in programs that are academically sound, logistically realistic, financially viable, and prudent with regard to personal safety.

In the SUNY System, Overseas Academic Programs (Study Abroad, Exchange Programs, etc.) are among the most heavily regulated programs. This is because these programs are university-wide programs that are administered and sponsored by individual state-operated campuses. In addition, study abroad programs are governed by campus policies and regulations.

This handbook provides policies, requirements, guidelines, and advice for faculty who develop and lead short-term study abroad programs.

### **Administrative Policies and Procedures**

### **Course Credits and Program Approval**

State University of New York regulations allow one credit to be awarded per week of Study Abroad [i.e., one 4-credit course for a 4-week program]. One credit usually is earned in 15 lecture hours (i.e., three hours of lecture per day, five days a week), with two or three hours of laboratory considered the equivalent of one hour of lecture. In addition, for every contact hour, students are expected to study for two hours. For study abroad courses, however, the definition of contact hours can be broadened to include activities in which students are engaged with the academic content and learning objectives of the course. If carefully justified in the program proposal and in subsequent annual evaluations, one or two additional credits may be offered for an intensive program. In order to uphold the academic standards of the College, readings and other assigned work should be comparable to that assigned for an on-campus course.

Faculty are constrained by the same logic and may offer only one credit per week of instruction, with the exception that one or two additional credits may be offered for a particularly intensive program of four or more weeks. This

means that faculty usually may not undertake directed studies during a study abroad program in which they are responsible for teaching a course. Students may request a directed study in order to be eligible for financial aid, but faculty should understand that students have other options that will bring them to the required number of credits in the summer. Please refer all such requests to the Office of International Programs.

All programs require departmental approval (or approval from the Office of the Dean for Interdepartmental courses) as well as approval from the Office of International Programs and, ultimately, the SUNY Office of International Programs. Programs that have not yet received SUNY program approval are restricted to Geneseo students. Faculty wishing to propose a new program should contact the Office of International Programs at least 18 months before they would like to run the program and must submit a program proposal.

For more information about developing a new program, please see the section on Program Planning and Administration.

**Please Note:** When faculty wish to run approved programs in subsequent years, they should submit a proposed budget, syllabus, and any changes to the brochure information to the Office of International Programs by early to mid-August, so that materials can be prepared for the Study Abroad Fair.

### **Faculty Appointments and Compensation**

For programs with up to 15 students, the Office of International Programs will provide a stipend and per diem for one faculty director. For programs with 16 to 25 students, the Office of International Programs will provide a stipend and per diem for a faculty director and a second faculty member/program administrator. For programs with 26 to 35 students, the Office of International Programs will provide a stipend and per diem for two faculty and a program administrator.

When a program has enrollments that warrant a program administrator or second faculty member, preference will be given to Geneseo faculty or staff with teaching experience, experience taking students abroad, or experience traveling abroad. If no Geneseo faculty or staff member is able/willing to serve as program administrator/second faculty member, a non-Geneseo employee with the appropriate experience may be hired for the position. In all cases, hiring will conform to the College Affirmative Action-Nepotism and Affirmative Action-Equal Employment Opportunity policies (Appendices C and D). The Office of International Programs offers

training for program administrators.

Per SUNY Geneseo policy, faculty salary payments are included in regular paychecks after the end of the program.

Faculty expenses during the program, including health insurance, airfare, local transportation, excursions, and accommodations are covered by the program fee. Souvenirs and personal items are not acceptable expenses. Faculty are responsible for the cost of flight deviations if they wish to remain abroad after the program ends, as well as any excess luggage fees. In addition, faculty are responsible for all the expenses of a spouse, partner, or family member accompanying them on the program. We suggest that the faculty director address this with students, who might otherwise believe that their program fees are paying for the faculty member's family vacation.

Per diem for meals and incidentals will be paid at 40% of the State Department rate, if no meals are provided as part of the program. If some meals are included, either as group meals or as part of the accommodations package, the per diem will be adjusted accordingly.

### **Program Viability**

The number of students required for program viability varies based on the geographic location and activities. As a general rule of thumb, a program will require at least 10-12 students to be financially viable; however, a faculty director may run a program with fewer students if he/she develops a budget that covers student and faculty expenses, and the Office of International Programs administrative costs at a reasonable cost to students. This will be determined through careful analysis of the program's proposed budget.

A program will be canceled if sufficient enrollment has not been reached by one week after the published deadline. The Office of International Programs will monitor enrollments and alert a faculty director one month before the deadline if a program has low numbers, so he/she will have time to recruit more students.

### **Health Insurance**

SUNY requires all students and faculty to be covered by international health insurance. Students and faculty are insured through the SUNY contract with HTH, which provides for treatment or hospitalization for any accident or injury, including pre-existing conditions, worldwide. HTH has agreements with English-speaking doctors and hospitals around the world.

The insurance also includes Medex, which covers medical and security evacuation and repatriation, as well as emergency medical care. Currently, the cost of health insurance for up to 16 days is \$44.63; for 17 days up to one month, the cost is \$83.00. These prices are subject to change. Students are charged for health insurance; faculty insurance is paid for out of the program fee.

### Safety and Liability

Study abroad has inherent risks. While Geneseo carries liability insurance that indemnifies faculty and staff who are acting within the scope of their employment (except in cases of willful misconduct or bad faith), liability can be reduced by the honest disclosure of risks. The Office of International Programs has developed policies and procedures to address safety and security issues, while recognizing that no plan can anticipate all possible contingencies. Liability issues also may arise in relation to a number of federal statutes, including the Title IX Prohibition Against Discrimination and Sexual Harassment, the Federal Education Rights and Privacy Act (FERPA), and the Americans with Disabilities Act (ADA). It is important to be aware of these statutes and their implications for study abroad.

For example, in relation to Title IX, it is advisable not to spend time alone with a student in his or her residence, and it is important to take any sexual harassment claim seriously and report it to the Office of International Programs. Faculty leading study abroad programs are bound by FERPA just as they are on campus. That is, you are not permitted to release any information about a student's participation in the program to parents, family, or friends of the students without the student's written consent. Under the ADA, programs may not refuse to accept or discourage from applying students with disabilities. On the other hand, do not make promises regarding your ability to make accommodations while abroad that are unrealistic.

Please see the section on Emergency Protocols for further information on handling and reporting emergencies.

### **Alcohol and Drugs**

Program faculty are prohibited from providing alcohol to or purchasing alcohol for students or themselves with program funds on study abroad programs. If students individually purchase alcohol in the presence of program faculty, or if alcohol is included in the accommodations package,

faculty are responsible for discouraging excessive consumption of alcohol. All College policies regarding illegal substances apply to students on study abroad programs. Drug use or excessive drinking are prohibited and may lead to a student being expelled from the program at the student's expense. Please note: the HTH health insurance policy is void if the injury or hospitalization is determined to be due to the overconsumption of alcohol or illegal drug use, and if a student is arrested for drug purchase, consumption, or sale, the College cannot provide legal defense.

### **Contact Information**

Every study abroad program must provide the Office of International Programs with a detailed itinerary and on-site contact information, including a cell phone number, prior to departure (see Appendix B). International cell phone service can be obtained in a number of ways, either by renting a phone or adjusting your phone's service package. The cost for this should be included in the program budget. If contact information changes during the course of the program, you must notify the Office of International Programs immediately.

### **Budget Development**

Program faculty and the Office of International Programs work together to develop a budget, but the Office of International Programs has sole authority to determine the final budget and program cost. The budget must specify: faculty and student expenses, including housing, transportation (international and on-site), excursions and entrance fees, classroom rental, incidental program expenses (i.e., tips and gratuities), and meals, if provided. Faculty are responsible for getting accurate cost estimates from providers in the development of program budgets.

The Office of International Programs is largely self-funded; that is, administrative fees and a portion of the tuition and fees generated by programs are used to cover faculty fringe benefits, SUNY administrative overhead charges, wire transfer charges, CAS administrative charges, and to fund Office of International Programs operations, including creating posters and brochures, organizing study abroad fairs, hosting visiting international faculty, program development and maintenance, student scholarships, and self-insurance in the event of a serious emergency. Therefore, the final program cost will be based on estimated program expenses, plus an administrative fee to cover overhead charges, fund office operations,

and ensure that programs with a minimum number of students generate sufficient income. The Office of International Programs will provide faculty directors with a budget worksheet to assist in the development of a viable budget (Appendix F).

It is important to remember that faculty expenses are borne by the students, which is why each program must have an estimated minimum number of students for financial feasibility. If the actual enrollment is lower, the faculty must modify the program or the course may be canceled. If the enrollment is higher, thereby reducing the per-student cost, a portion of the surplus can be used to fund additional educational activities connected to the study abroad program, determined in consultation with the Office of International Programs.

### **Financial Management**

Program fees are deposited into the CAS Study Abroad Account and a portion of the money is transferred to the CIEE account for wire transfers. Faculty directors should arrange to pay as many of the program expenses as possible ahead of time, in order to avoid difficulties in making payments while abroad. An invoice and the appropriate banking information must be provided for the Office of International Programs to wire money to vendors and other service providers. If a vendor or service provider will not accept a wire transfer, faculty may pay with a credit card and submit a receipt for reimbursement, or we can provide a CAS check (US dollars only).

Faculty directors will be given a check to cover local expenses that cannot be paid ahead of time (based on itemized estimates), as well as approximately \$1,000 for minor emergencies and currency fluctuations. Receipts must be provided for *all* such expenses, including speaker fees, honoraria, group transportation, entrance fees, or meals. Receipts for group dinners must be itemized and list the number of students and names and affiliations of guests. (Remember, these funds must not be used to purchase alcohol.) In case a receipt is not available from a vendor, faculty must take a receipt book with them, fill out the receipt and have the vendor sign it. Receipts in languages other than English should be annotated in English. Any money that is not accounted for must be returned to the Office of International Programs.

If you distribute cash to students for food, entrances, or other program expenses, they must sign for the money on a Student Cash Receipt Form (Appendix G).

In order to avoid theft, it is advisable not to carry large amounts of cash with you. The recommended approach is to deposit the local expenses cash advance in a bank account and use an ATM card. Since daily withdrawals are usually limited, you may want to ask your bank to temporarily increase your daily withdrawal limit. You also should inform them that you will be traveling abroad.

### **Final Report and Evaluation**

Upon your return, you will need to enter your grades into Banner, as you do for on-campus courses, within five days after the last assignment is due. If you have assignments that students are expected to finish after their return, please inform the Office of International Programs so we will know when to expect the grades to be turned in. You also must provide the Office of International Programs with a list of the grades for non-Geneseo students so we can send a transcript to their home campus. All College policies regarding grades and grading apply to Study Abroad Programs.

At the end of the program, faculty must submit a Final Report and Evaluation of the program that addresses travel, accommodations, unforeseen problems, and recommendations for changes or improvements in the program. Students will complete a program evaluation as well.

Within three weeks of the end of the program, faculty must submit the program accounts along with all receipts and cash disbursement forms. If a faculty director fails to turn in reports or grades in a timely manner, he or she may not be hired again.

### **Program Planning and Administration**

### Responsibilities of the Faculty Director

- Develop program content and itinerary, including academic and cultural activities and excursions.
- Ensure that the Office of International Programs print and web marketing materials are accurate.
- Recruit students.
- Select students, in consultation with the Office of International Programs.
- Provide a copy of the syllabus and itinerary before departure (new programs must have courses approved by the appropriate department).

- Provide program-specific pre-departure orientation.
- Provide cultural orientation on-site.
- Take reasonable steps to ensure student safety.
- Handle student issues and emergencies according to Office of International Programs procedures.
  - Identify on-site health and emergency services.
  - Report violations of University policies, academic or behavioral.
- Maintain clear and accurate financial records and receipts.
  - Submit receipts and records within 3 weeks of return.
  - Return all unused funds to the Office of International Programs.
- Keep the Office of International Programs informed of any issues, or program changes, that arise on-site.
- Provide the Office of International Programs with contact information.
- Must travel with the group to the program site (if not returning with the group, accompany students to airport and see that they board the plane).
- Maintain appropriate confidentiality regarding students, i.e., follow FERPA and HIPPA regulations (if in doubt, contact the Office of International Programs or Dean's Office).
- Participate in all activities included in the program cost, i.e., excursions, field trips, orientations, etc.
- Provide academic counseling and personal assistance.
- Manage the budget and finances for the program.
- Submit an end-of-program report.

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

- Coordinate program development.
- Approve program proposals.
- Approve program budgets and determine program costs.
- Maintain web page.
- Organize and attend study abroad fairs to promote programs.
- Edit and produce program flyers and brochures.
- Assist faculty with marketing and promotion.
- Process applications and student paperwork.
- Maintain student/program files.

- Manage financial billing and disbursement of funds.
- Register students in courses.
- Enroll students and faculty in HTH insurance.
- Provide general pre-departure student orientation.
- Provide general student re-entry program.
- Provide faculty training.
- Provide faculty with packets of student information.
- Conduct post-program evaluations.

### **Proposing a Course**

Faculty who wish to offer a short-term study abroad program must submit a *Study Abroad Course Proposal* that includes:

- Rationale for the program.
- Course description.
- Explanation of site visits, excursions, and activities that enhance learning objectives.
- Description of previous site experience.
- Tentative budget.
- Approval by the department chair.

Decisions on which programs to run, usually will be made by July 1 of the previous year for summer and spring break programs, and by February 15 for the following year's January programs. This is not only to insure time for final development and making of arrangements, but also to give sufficient time for recruitment of students.

Before investing a lot of time in course development, you should first make sure that your program does not duplicate an offering from another SUNY school. Other questions to consider include:

- Does the program offer something unique that cannot be accomplished on campus?
- Does the program satisfy a General Education or major requirement?
- If the program will satisfy a major requirement, how many majors are in the department? Will the course attract majors outside the department?
- Are pre-requisite courses required?
- Can you relate the course content to the proposed location?
- What is the political/economic situation in the proposed location?

- Is the length of time appropriate for the academic content?
- Is the program sustainable (i.e., are you or other faculty willing to continue to lead the program in the future)?
- Does the program compete with, or complement, existing programs?
- Is the projected cost similar to other programs on campus and programs in similar locations?

### **Course Planning Guidelines**

These guidelines will assist in the development of solid programs that are both academically strong and feasible abroad.

Academics and Program Structure. All Geneseo study abroad programs are legitimate university-level courses, delivered in concentrated form abroad, and should embrace the same academic standards as are found in regular semester-length programs at home. At the same time, the program should include elements of cross-cultural experience. Since short-term programs cannot provide cultural immersion, cultural encounters should be incorporated into the course. One way is to make use of on-site learning resources, including local universities, government agencies, non-governmental organizations, cultural institutions, and the local people.

The syllabus should resemble the syllabus for an on-campus course (specifying learning outcomes, readings, assignments, and grading criteria) with the addition of the excursions and other non-classroom educational activities that are part of the program. Reading assignments should take into account the fact that students have limited time during the program. If possible, consider distributing the syllabus prior to departure, so that students have the option to do some reading before the trip begins. Assigned work should take into account the living and travel conditions.

You will need to allow for some unstructured time to prevent student exhaustion and information overload, but too much unstructured time can jeopardize the academic integrity of the course. One option is guided free time in which students are given assignments that help them explore the culture of the location, such as attending a local event or visiting a museum on their own or in small groups. If weekends are free for students to undertake independent travel, faculty must take steps to ensure students' safety by reviewing safety guidelines and reinforcing expectations for behavior. It is important to find a balance between instructional time, site visits and excursions, and unstructured time. Students wishing to travel on

their own during a course must inform the faculty director of their destination and provide contact information.

Logistics and Travel Planning. Unless you are very familiar with the site abroad, you may wish to work on these issues with a travel agent. You may also decide to use the services of a tour operator or on-site service agent. At some point you will need to make decisions about what parts of your arrangements are best done by a travel agent and what parts you may prefer to set up yourself. The Office of International Programs uses the services of a travel agent to set up group flights; this travel agent can also coordinate other travel arrangements in Europe. Here are some questions to think about as you plan the course, including field trips and excursions:

- How will you get to your site abroad?
- How will you exchange money?
- What arrangements can be made for students with particular dietary needs?
- What accommodations are there for people with disabilities?
- Where will you stay? Hotel? Hostel? University residence halls? Apartments?
- How will you get there from the airport?
- What needs will the group have for classrooms, technology, internet access, and printing?
- Will meals be included in the accommodations? If not, where will people eat?
- Will public transport be sufficient and convenient enough, or do you need to hire a bus for any part of the program?
- Do you want to schedule guided tours to particular locations?
- Will students need a visa to travel to the location?
- Are vaccinations or medications required?
- What resources exist at that location for health care and police protection?
- What are the political and economic conditions?

**Program Dates.** Exact program dates are critical for student interest, flight arrangements, the cost of health insurance, and other logistical arrangements. The start date is the date of departure from the U.S. (this may be the day before arrival in-country); the end date is the date of arrival in the U.S. Plan to allow a day on-site before classes begin in order to allow for recovering

from jet lag and orientation activities. If you will require class time on campus before departure, or have assignments due after return, you must inform the Office of International Programs and include this in marketing materials and the syllabus. Questions to consider regarding program dates include:

- Do the dates fall during the high season and thus entail higher costs?
- Do the dates include major holidays in the country?
- Do the dates take into account seasonal weather conditions in the country?
- Do the program dates (or length) limit the number of potential participants?

**Health, Safety and Communication.** You will need to know the locations of local hospitals and emergency rooms, as well as other medical services and pharmacies. You should locate local providers listed by our medical insurance carriers HTH Worldwide. You should also satisfy yourself that the location of the program is safe—consult <a href="www.travel.state.gov">www.travel.state.gov</a> for country descriptions and travel advisories. Also, know how you will communicate with home, especially when outside urban areas. Please consult the Emergency Protocols (Appendix A).

**Budget and Other Money Matters.** Use the budget template (Appendix F) to help you put together a realistic budget. The Office of International Programs is available to help you plan your budget.

### **Planning Timelines**

### Spring Break and Summer Programs:

By April 1	Construct your plans for the new course. Evaluate the
	program's viability. Talk to your department chair and the
	OIP

Before May 1 Submit your Study Abroad Course Proposal.

By July 1	Decisions on offerings for spring break and summer
	programs.

By August 15 Submit any changes in your program budget estimate.

By August 25 OIP completes program brochures and cost sheets, and begins to post information on the Study Abroad website.

First day of Classes	Recruitment opens.
September -	Geneseo Study Abroad Fair.
October	Begin recruitment efforts.
November	Intensify activity so students can take home information and enthusiasm, and talk to parents and families about your wonderful opportunity.
November 15	Deadline for spring break and summer Humanities course applications and deposits.
December 1	OIP issues letters of acceptance and first orientation packet to students for Humanities and spring break programs.
February	Geneseo Study Abroad Fair. Orientation meetings for spring break courses.
February 15	Deadline for student applications and deposits for all other European summer programs (non-Humanities).
March 1	OIP issues letters of acceptance and first orientation packet to students for European summer programs.  Deadline for student applications and deposits for non-European summer programs.
March 15	OIP issues letters of acceptance and first orientation packet to students for all other summer programs.
Late March and early April	General orientation sessions for students on summer programs.  Specific program orientations on the course and the site.
May - August	Summer programs abroad.

### January Programs:

By

Construct your plans for the new course. Evaluate the Bv January 15 program's viability. Talk to your department chair and the OIP. Submit your Study Abroad Course Proposal to the Office of

International Programs. February 15

March 1 Decisions on offerings for the following winter break available. March 15 Recruitment opens. Begin recruitment efforts. OIP issues program brochures and begins to post information on the Study Abroad website. Submit any changes in your program budget or brochure. August 15 Geneseo Study Abroad Fair. September -October Deadline for student applications and deposits for January October 15 programs. November 1 OIP issues letters of acceptance and first orientation packet to students. General orientation sessions for students on January Early **December** programs. Specific program orientations on the course and the site. January programs abroad. Late December -**Mid-January** 

### Recruitment

You are the primary recruiter for your program. Your enthusiasm and expertise about the program are essential to attracting students. The Office of International Programs will work with you to develop brochures, which will be made available in the Office of International Programs and on the Study Abroad website.

The Office of International Programs also organizes two Study Abroad Fairs each year, one at the beginning of the fall semester and one at the beginning of the spring semester. Faculty should plan to attend both events, which are well attended by students.

Other ways to market a program include:

- Post flyers on appropriate departmental bulletin boards
- Hold information meetings
- Presentations in classes
- Email prospective students
- Presentations to relevant student groups

### **Application and Admissions Process**

Students submit the standard SUNY Study Abroad application form, available from the Office of International Programs and webpage, to the Office of International Programs by the published deadline, accompanied by a \$600 deposit. (This deposit is refundable if the student is not accepted or withdraws his/her application.) The Office of International Programs reviews applications to ensure they are complete and checks GPAs or other academic admission requirements. The Office of International Programs also sends the signed waiver regarding student disciplinary record to the Dean of Students and informs faculty if the report includes significant or pending disciplinary actions.

You may monitor and review applications in the Office of International Programs, so that admission decisions can be made quickly once the deadline has passed.

Once you have made admissions decisions, in consultation with Office of International Programs staff, we send acceptance packets to the students. These packets include:

- Study Abroad Student Policy and Procedures Handbook
- Admission Reply Form
- Pre-Departure Checklist
- Health Checklist
- Health and Insurance Forms
- Permission for Emergency Treatment Forms
- Access Form (waiver for FERPA/HIPPA)
- Financial Aid Arrangements Form
- International Student Card application
- Judicial Review waiver

Students usually are given two weeks to reply to the offer of admission. Students who wish to accept the offer of admission are asked to submit a copy of the biographic page of their passport (which must be good for 6 months after the program completion date and must be signed) along with the Admission Reply Form. If they have not yet obtained a passport, they are told they must do so immediately and submit the copy of the biographic passport page as soon as possible. The Office of International Programs keeps one copy of the passport and makes a copy for faculty to take with them.

The Office of International Programs collects all paperwork and payments, ensures that students turn in all required forms, maintains files for all programs, and registers students in courses. Once students are registered, faculty may use MyCourses just as they do for on-campus courses.

### **Orientation and Pre-Departure Activities**

In late spring, the Office of International Programs organizes a general orientation for all students who will be studying abroad in the summer and following fall. As a faculty director, you are expected to conduct at least one pre-departure orientation for your program that addresses logistics, academics, cultural, and safety issues. Do not assume that students have any prior knowledge: some may not yet have a passport or know what a visa is; they may not know that water is unsafe to drink in some areas of the world. If you have led the program before, consider having a former student attend the orientation as well.

Preparing students for studying abroad, through orientation programs that adequately cover health and safety precautions, can go a long way towards preventing emergencies or crises from happening on-site.

### Logistics

- Explain the need for passports, visas, and other required documents and describe the process of getting a passport.
   Remind students who have passports to check the expiration date and make sure they are signed.
- Describe the travel arrangements and the security procedures at airports.
- Describe what is included in the program fee and give an estimate for how much additional cash they should bring.

- Provide packing recommendations; suggest that they pack and then walk at least 100 yards with the fully loaded suitcase—if it is too heavy, they need to pack less.
- Describe the phone and email services that they are likely to find.

### **Academic Policies**

- Provide a syllabus and talk about your academic expectations.
- Describe your grading policies.

### Health, Safety, and Legal Issues

- Tell students about any necessary vaccinations or medications they will need.
- Explain how medical emergencies will be handled and ask them to be honest in disclosing any medical issues that might affect their participation.
- Provide information about how to deal with jet lag.
- Talk about the risks of being sexually active with other students or local people during the program.
- Discuss the policy on drug and alcohol use.
- Explain the health insurance coverage, noting that it is void if an accident or illness is due to the overconsumption of alcohol or illegal drugs.
- Remind students that the health products and prescriptions they are used to purchasing in the US may not be available overseas.
- Suggest that students take an extra pair of glasses or contact lenses, as well as a lens prescription.
- Remind students to bring copies of medical prescriptions with generic names of the drugs.
- Address ways to avoid food, and waterborne diseases, which are the primary cause of illness in travelers.
- Explain that students should dress in ways that do not attract attention, should avoid displays of affluence, and should carry important documents securely (not in fanny pack or back pack).
- Encourage students to learn a few phrases in the language of the host country and to know the appropriate emergency telephone numbers.

 Warn students not to travel alone, especially at night; not to walk on poorly lit streets; to avoid scam artists; to be aware of pickpockets; to look purposeful, even if lost; to be wary of strangers when using ATM machines; not to carry large amounts of cash; and not to accept food or drinks from strangers

### Cultural

- Provide information about the culture, history, and people of the study abroad location.
- Encourage students to purchase travel guides and to think about where they are going.

### **Discipline**

- Review code of conduct and your expectations for behavior.
- Explain grounds for expulsion.

### **Overseas Responsibilities**

If you are the only faculty member leading a program, you will be wearing many hats: teacher, advisor, financial manager, counselor, travel guide, among others. Having another faculty member or program administrator will allow some division of responsibilities; however, many roles will be shared. Flexibility is key when leading a study abroad program.

**On-site Orientation.** Once you have gotten the group to the site, you will need to provide students with an on-site orientation, which can set the tone for the entire program. Orientation topics should include:

- Program calendar—when classes begin and end, when excursions will take place, when exams will be held.
- Money and banking—what the local currency is, what it looks like, how and where students can exchange currency, where the closest bank is, where the local Western Union office is.
- Telephone, post office, internet access—where they can purchase phone cards, how they can make a call home, where the local post office is, where they will find internet access.
- Transportation—provide students with maps of the area, describe how they should get from their accommodations to the classroom, and the forms and hours of public transportation.

- Health and Safety—remind students that HTH has a listing of local medical services that speak English; give them the phone numbers for local emergency services and the local US Consulate; remind them that they are only as safe as their decisions (i.e., the decision to walk alone late at night) and must be aware of their safety at all times; review rules of student conduct and the policy on alcohol and drugs.
- Accommodations—describe the rules and regulations regarding noise, parties, curfews, overnight guests, responsibility for damages, and housekeeping arrangements.
- Food—what meals will be provided, what the options are for eating out, what kinds of food they can expect to find, and differences in shopping for food.

After that, teach your class, participate in the excursions and field trips, share a meal or two with your students, and have fun!

**Crisis Management.** There are any number of crises that could affect your program, from the global to the personal: natural disaster, political unrest, crime, health or mental health problems, or disciplinary issues. In each case, the Office of International Programs is ready to assist and support you, and your students.

Please refer to the Emergency Protocols (Appendix A) for more information about the ways you can prepare to prevent or deal with a crisis, as well as the support provided by the Office of International Programs.

### After the Trip

Upon your return, you will need to enter your grades into Banner, as you do for on-campus courses, within five days after the last assignment is due. If you have assignments that students are expected to finish after their return, please inform the Office of International Programs so we will know when to expect the grades to be turned in. You also must provide the Office of International Programs with a list of the grades for non-Geneseo students so we can send a transcript to their home campus. All College policies regarding grades and grading apply to Study Abroad Programs.

Also, you are expected to submit your financial accounts with receipts and an end-of-program report within three weeks of your return in order to provide the Office of International Programs with feedback and suggestions regarding your program. If you have a program-specific evaluation that you ask students to complete, please submit a copy to the Office of International Programs.

We encourage you to organize a meeting with your students after returning to campus in the fall to discuss the program and what they learned. Such a meeting will not only allow you to gather their input and improve the program, but also can help students integrate what they have learned and readjust to US culture.

### APPENDIX A

# SUNY GENESEO OFFICE OF INTERNATIONAL PROGRAMS

### PROCEDURES FOR EMERGENCY RESPONSE

### What is an emergency?

The safety of participants on Geneseo Study Abroad programs is of paramount importance to us in the administration, organization and operation of our programs. Concern for participants' safety informs all our decision-making, from the choice of a group flight carrier to the locale of the program. Any circumstance that endangers the life, health, or well-being of a participant or a staff member is an emergency and participants can expect to receive whatever assistance is possible from the Office of International Programs. In the event of such an emergency, participants on Geneseo programs should call or email the Office of International Programs as soon as is practical.

This document seeks to offer guidance for site directors and participants who may experience a genuine emergency. Several common categories of emergency are covered, however, since the unexpected is, by definition, unexpected, we may not have anticipated everything.

An effective response to a genuine emergency involves getting the facts, knowing your policies, developing options, communicating effectively and making decisions collaboratively. A calm and professional response will instill confidence in the group and lead to the best possible outcome.

Actions you can take to help in dealing with emergencies while abroad include:

- Reading this document
- Giving your cell phone number to students and the Office of International Programs
- Ensuring that you and your students know the local emergency numbers
- Asking students for their cell phone numbers and creating a student phone tree

- Implementing a "buddy system."
- Sharing known risks and covering safety precautions during predeparture and on-site orientations
- Designating a primary and secondary emergency meeting place

### **Insurance Coverage and Support**

Regarding insurance, there are no exceptions, waivers or exemptions from the requirement that students have health insurance coverage during the time that they will be a student in a Geneseo Study Abroad Program. If the health insurance policy covering the participant does not provide this coverage in the minimum amounts in the Student Policies and Procedures Book, appropriate health and accident insurance must be purchased from SUNY. If the health insurance policy covering the participant does not provide for "medical evacuation" or "repatriation of remains," these must be purchased from SUNY. Proof of insurance coverage must be provided on company letterhead with a description of what coverage is available. Parents of dependent students are responsible for all bills, co-pays and currency exchange relating to health care abroad. Students are also responsible for evaluating the quality of care received.

The standard policy offered to participants through SUNY provides a variety of services for on site assistance including medical evacuation, security information, political evacuation, and transportation after a security or political evacuation, medically necessary repatriation, repatriation of remains and family airfare expense. Subscribers may obtain these services 24/7/365 from:

### **MEDEX Assistance Corporation**

8501 LaSalle Road, Suite 200 Towson, MD 21286

Telephone: 1.800.527.0218 or 1.410.453.6330

Email: www.medexassist.com

### Emergencies related to ill health and injury

Physical illness, injury or mental health:

It is the responsibility of participants to obtain all required inoculations (if any) for entry to the country in which their program is located and for return

to the United States. These requirements change frequently, and it is the participant's responsibility to keep informed about them.

The Office of International Programs recommends that all participants in Geneseo study abroad programs consult their family physicians, county health departments, and the website of the National Center for Disease Control and Prevention (wwwn.cdc.gov/travel/contentStudyAbroad.aspx) to determine what vaccinations and inoculations are most appropriate for them and what health precautions need to be followed. We advise every participant to read and heed the "Travel Health Tips for Students Studying Abroad" on that website.

Participants should travel with adequate supplies of necessary medications and copies of their prescriptions containing the generic name of the drug. Commercial marketing labels change from country to country but the generic names are universal. The loss of necessary medication may constitute a genuine emergency for a participant. The replacement of those medications may require a generic prescription.

Site Directors for each program should obtain current contact information for the local emergency medical facilities in the program locations. These numbers can be listed below for convenience and institutional memory:

Name:	Phone Number:	
	<del></del>	

### Pandemic:

The Office of International Programs will monitor official communications from the U.S. State Department, The Centers for Disease Control and Prevention and other appropriate governmental agencies to track any incidence of pandemic which might affect those locations where we conduct our programs. A useful web reference at the CDC can be found at wwwn.cdc.gov/travel/contentStudyAbroad.aspx.

Reports of pandemic in our program locations will require contact between

the Office of International Programs and the Site Director to decide upon appropriate strategies to protect our students from infection. Depending upon the specific circumstances of the outbreak, the safe choice may be to evacuate or to remain in place. That decision will be made by the Site Director in consultation with the Office of International Programs. The Office of International Programs will provide advice from the appropriate health authorities to the Site Director for communication to the participants. The Site Director and the Office of International Programs may jointly or individually avail themselves of the resources of the MEDEX Assistance Corporation.

### **Emergencies related to crime**

Site Directors for each program should obtain current contact information for the local law enforcement authorities in the program locations. These numbers can be listed below for convenience and institutional memory:

Name:	Title:	Phone Number:

### Petty Crime:

The Office of International Programs recommends that all crimes be reported, however, with regard to petty theft, pick-pocketing, etc. the victim may use personal discretion in deciding the appropriate course of action given the prevailing circumstances. The Office of International Programs does not accept responsibility for personal property lost or stolen during a study abroad experience.

Crime resulting in personal injury or abduction:

All crimes involving personal injuries or abduction must be reported to the local law enforcement authorities as well as to the Office of International Programs and the Dean of Students. The Office of International Programs will cooperate with any and all criminal investigations relating to our participants.

### **Emergencies related to political or social unrest**

In the event of political or social unrest and/or acts of terrorism, the participants must seek out the Site Director for instructions as to how to proceed and the Site Director must seek out the students. The Site Director will communicate with the Office of International Programs and local authorities to coordinate a safe response. The Office of International Programs will seek the necessary information and services from governmental and non-governmental sources, as well as appropriate offices at SUNY Geneseo. The Site Director and the Office of International Programs may jointly or individually avail themselves of the resources of the MEDEX Assistance Corporation.

### **Emergencies related to natural disaster**

In the event of a natural disaster, the participants must seek out the site director for instructions as to how to proceed, as the Site Director must seek out the students. The Site Director will communicate with the Office of International Programs and local authorities to coordinate a safe response. The Office of International Programs will seek the necessary information and services from governmental and non-governmental sources as well as appropriate offices at SUNY Geneseo. The Site Director and the Office of International Programs may jointly or individually avail themselves of the resources of the MEDEX Assistance Corporation.

### **Emergencies related to student conduct**

Students participating in a program sponsored by the Geneseo Office of International Programs are expected to comply with all aspects of our college's Student Code of Conduct which states:

"Individual honesty and integrity, respect of oneself and others, concern for the physical well being of oneself and others, and concern for the community are values that are fundamental to the development of self-awareness and interpersonal competence that characterizes a liberally educated person."

This statement and the rest of the Student Code of Conduct, in its entirety, apply to students who study abroad in our programs.

In addition, students representing Geneseo study abroad are required to consider how these principles apply within in the context of the extraordinary circumstances of living abroad and conduct themselves appropriately. Bad behavior, or outright misconduct, can place students in danger of suffering harm. Such harm could manifest itself in the loss of time, money and opportunity. It could place our students in physical danger. It could damage the reputation and partnerships which bring us benefits now and in the future.

Evidence of misconduct could result in the immediate termination of a student's participation on the recommendation of the Site Director or an official overseas partner responsible for our program on site. In cases of such termination, no refunds will be made and the terminated student will be responsible for all expenses incurred in returning to the United States.

SUNY Geneseo is not responsible for bail money or the cost of legal defense for participants.

Here are some examples of unacceptable conduct for a student studying abroad:

- Violation of the host country's laws, especially with regard to controlled substances.
- Consumption of alcohol or another substance that results in loss of judgment or self –control.
- Culturally inappropriate or insensitive behavior towards residents of the host country.
- Conduct that interferes with the safety and efficiency necessary for a group to travel together.

All misconduct that fits the above description must be reported to the Office of International Programs and the Dean of Students.

### **Notification protocols for emergencies**

Site Directors will establish emergency communication plans for the group of participants that are appropriate for the type and location of the program and the resources available. This plan could include an email distribution list, cellular phones and/or a buddy system. In the event that the Site Director declares a state of emergency, the participants will follow the instructions of the Site Director. Failure to cooperate with the Site Director in an emergency could be considered a breach of conduct by the participant.

All emergencies must be reported first to the Assistant to the Provost for International Programs, the Faculty Fellows for International Programs, or the Secretary of the Office of International Programs. The Office of International Programs will notify the President of the college and other appropriate offices.

Please use the incident report form at the end of this document.

In the case of an emergency or situation that receives media attention, all inquiries should be referred to the Office of College Communications.

### Contact list

All numbers dialed from overseas must contain the prefix: 001

Rebecca Lewis <u>lewis@geneseo.edu</u>

**Assistant Provost for International Programs** 

Office phone: 585.245.5546 Home phone: 585.584.3229 Cell phone: 585.969.0611 Fax: 585.245.5032

Wes Kennison <u>kennison@geneseo.edu</u>

Faculty Fellow for International Programs

Office phone: 585.245.5546 Home phone: 585.243.1226 Cell phone: 585.703.6681 Fax: 585.245.8610

Emily Froome <u>froome@geneseo.edu</u>

Study Abroad Advisor

Office phone: 585.245.5546 Cell phone: 585.301.8616

Que Palacz <u>palacz@geneseo.edu</u>

Secretary for the Office of International Programs

Office phone: 585.245.5546

In the event that no one from the Office of International Programs may be reached, please contact:

Savi Iyer <u>iyer@geneseo.edu</u> Dean of Curriculum and Academic Services

Office phone: 585.245.5032 Home phone: 585.730.4320 Cell phone: 585.333.3927

All emergencies involving student conduct must be reported to the Dean of Students:

Leonard Sancilio <u>sancilio@geneseo.edu</u>

Dean of Students

Office Phone: 585.245.5706 Cell Phone: 585.429.0784

In the event of an emergency that attracts media inquiries, refer the press to the Office of College Communications:

Tony Hoppa

Assistant Vice President for Communications

Office Phone: 585.245.5516

Fax: 585.245.5526 thoppa@geneseo.edu

David Irwin

Media Relations Manager Office Phone: 585.245.5516

Fax: 585.245.5526 Irwin@geneseo.edu

### **Privacy**

The privacy of the student on a Geneseo study abroad program is guaranteed by U.S. Federal law ("The Family Educational Right to Privacy Act of 1977" or FERPA). It is the policy of the Office of International Programs never to discuss or release confidential information about students or their participation in our programs without explicit permission in writing. This includes parents (custodial and noncustodial, alike), spouses (estranged or otherwise), children, aunts, uncles, cousins, other relatives, best friends, former (or current) roommates, members of the media, etc.

The Office of International Programs regards the following information as confidential:

- Courses and grades (at home or abroad)
- Addresses and telephone numbers (at home or abroad)
- Circumstances of housing and placements (academic or otherwise)
- Participation in extracurricular activities
- Dates or itineraries of field trips, excursions or vacations
- Participant's activities and/or travel outside of the program

It is important that this policy is clearly understood by a student's family and friends: The Office of International Programs will not respond to any inquiries about the student made by members of a student's family unless the student has authorized us to release that information by explicitly waiving his or her privacy rights. That may be done with the "Office of International Programs Permission for Access" form.

All participants are required to complete the "Health, Safety and Acknowledgement Packet." The packet contains a "Student Health Information Form," "Agreement and Release Form," and the "Physician's Statement." These forms will travel with the Site Director for reference in the event of a health emergency.

### **Study Abroad Incident Report**

Please fill out this form as completely as possible. In the event of any legal action this form will serve as the basic official college record of what transpired and what actions were taken by responsible college officials at the scene of the incident. Attach extra sheets as necessary and any documentary evidence. Fax a copy of your report to SUNY Geneseo Study Abroad at 585-245-5032 as soon as possible. Submit the complete original report and all supporting materials to SUNY Geneseo Study Abroad, Erwin 106, upon your return to the United States.

Date of incident	Location of incident
Time of incident	Were you present?
Name of student involved (p	please use a separate form for each student):
Names of other students inv	olved:
Brief description of what ha	ppened:
Who provided this description names):	on if you were not a witness (please list all
If you were not present, who	en were you informed?
What actions did you take?	
If the student was transported	ed to a hospital or clinic, please provide complete

name of the facility, its phone and fax numbers, and address:

Names and phone num student:	nbers of all physicians who examined or treated the	What U.S. or relevant en	mbassy was notified:	
Dr.	Phone:			
Dr.	Phone:	Name and number of re-	sponsible consular officials	s involved in this incident:
packaging/inserts):	edications prescribed to the student (please keep <u>all</u>	Dates/times of contact v	with Office of International	Programs and/or parents:
Rx:				
Rx:				
Rx:				
Was the student conscious and capable of making informed judgments about his or her medical treatment?				
nis of her medical trea	unent!	Signature	Date	Time
If the student was not decisions?	capable of making medical decisions, who made any			
What, if any, follow-u	p care was recommended?			
Were the police or leg scene?	al authorities notified of the incident or present at the			
Names and phone num case:	nbers of responsible legal authorities in charge of the			
Case #:				

### APPENDIX B

# **Short Study Abroad Programs Instructor Contact List** (Please attach a copy of your itinerary) Name of Program/Course Name of Instructor Time and Date of Departure from U.S. Time and Date of Return to the U.S. Instructor e-mail/cell phone while overseas Mailing Address overseas Phone numbers where you can be reached/a message left (hotel, residence hall, office of host institution) with applicable dates Fax number where you can be reached overseas with applicable dates

### **APPENDIX C**

### **Affirmative Action - Nepotism Policy**

### **DEFINITION**

For the purpose of maintaining a policy regarding nepotism, a family member is defined as any domestic partner, relative, or relative in-law of an employee, regardless of residence or any persons with whom an employee has been making his or her home.

### **POLICY**

The College prohibits family members from participating in employment decisions regarding each other.

### **PROCEDURE**

### I. General Procedure

On the occasion when an employee is in a supervisory position to another employee (or to a person seeking employment) and that person meets the definition of "family member," any employment decisions must be delegated to someone else or to a committee.

### **II. Employment Decisions**

Employment decisions are personnel actions which include, but are not limited to hiring, discipline, performance, evaluation, promotion, tenure, demotion, transfer, discharge from employment, layoff, conditions of work, rates of pay, or similar financial decision and selection for training, terms, conditions, or privileges of employment.

### APPENDIX D

### **Affirmative Action - Equal Employment Opportunity Policy**

### **POLICY**

The State University of New York College at Geneseo does not discriminate on the basis of race, sex, color, creed, age, national origin, disability, gender predisposition, marital status, military status, or status as a disabled veteran or veteran of the Vietnam era in the recruitment of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal and state laws and regulations.

Additionally, discrimination on the basis of the sexual orientation in the provision of any services or benefits by State agencies and in any matter relating to employment is prohibited by Governor's Executive Order No. 28 and §296 of the New York State Executive Law. The policy of the State University of New York Board of Trustees also requires that personal preferences which are unrelated to performance such as sexual orientation shall provide no basis for judgment of such individuals.

The College has developed and published, and periodically updates, an Affirmative Action Plan which specifies the procedures followed with respect to implementing its stated policy of providing equal opportunity for all persons, and which sets hiring goals and time tables where appropriate to the objectives of affirmative action. Copies of the Plan are available for public review in the Affirmative Action Office.

### **PROCEDURE**

### I. Responsibility and Delegation of Authority

The overall responsibility and authority for developing and implementing the Affirmative Plan rests with the President of the

College, as chief administrative officer. The immediate and continuing responsibility and authority for implementing the Plan has been delegated by the President to the Director of Affirmative Action at the College.

### II. Division Responsibility

The Provost and Vice Presidents are responsible within their divisions for overseeing the policy of equal employment opportunity at the College. However, all persons with supervisory and hiring responsibilities are also obliged, individually and collectively, to adhere to a policy of non-discrimination, and to assume affirmative action outreach duties in the identification, recruitment, and selection of members for employment.

### **APPENDIX E**

### **Sexual Harassment Policy**

Sexual harassment is a form of illegal discrimination. It is any unwanted verbal, written, or physical sexual advance, request for sexual favor, sexually explicit statements, or sexually discriminating remarks made by someone in the workplace or classroom, which

- · are offensive or objectionable to the recipient, or
- · cause the recipient discomfort or humiliation, or
- · interfere, or results in interference, with the recipient's job or academic performance, or
- · creates an intimidating, hostile, or offensive work environment

### **Policy**

It is the policy of Geneseo to maintain an academic and work environment free of sexual harassment. Harassment on the basis of sex is a violation of the law (Sec. 703 of Title VII of the Civil Rights Act as amended, Title IX Education Amendments of 1972, and the New York State Human Rights Law) and will not be tolerated.

The College will not condone actions, writings, publications, and words which a reasonable person would regard as sexually harassing. It is the responsibility of every administrator, supervisor, and faculty member to create and maintain an environment that is free of discrimination and allows full access and opportunity for participation to all members of the College Community.

Further, SUNY Geneseo does not condone retaliation. Retaliation is against the law and will subject the perpetrator to sanctions.

### **Procedures**

### I. Report of Incidents

Alleged incidents of sexual harassment are appropriately addressed through the SUNY Internal Discrimination Complaint Procedure. Forms are available from the Human Resources Affirmative Action

Office in the Human Resources Office or on the Human Resources website, at http://hr.geneseo.edu.

### **II. Disciplinary Action**

Should disciplinary action be found necessary, the appropriate procedures in current collective bargaining agreements, or campus judiciary regulations, will be followed.

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### **APPENDIX F**

## BUDGET WORKSHEET FOR SHORT-TERM STUDY ABROAD PROGRAMS

The purpose of this worksheet is to assist us in producing cost estimates that will be used in promoting and planning this program. We acknowledge that these numbers may change later in the process when reservations are booked. We acknowledge that there may be fluctuations in exchange rate prior to departure. Our goal is to project estimates as accurately as possible so that faculty directors, students, and Office of International Programs staff may plan effectively.

# Course Information: Program Director: Preferred Phone Number: Preferred Email: Program Assistant: Preferred Phone Number: Preferred Email: Preferred Email: Number of credits to be granted:

39 What degree requirements are fulfilled by	this course?
Destination(s) to be visited:	
Proposed dates: Dep	parture:/
Retu	urn:/
Proposed Budget:	
Estimated airfare per student:	
To and from the United States:	\$
Other airfare (specify)	\$
Residential Expenses per student per day:	
Housing:	\$
Food: Breakfast Lunch Dinner	\$
Ground Transportation (report in lump su	ms):
Foreign airport pick-up and return	: \$
Didactic Excursions:	\$
Other ground transportation:	\$
Academic Expenses (report in lump sums)	:
Administrative Costs on Site:	\$

Required Pro-requisites:

Classroom Rental:	\$	
	40	
Guest Lecturer(s):	\$	
Museum Fees:	\$	
Other:	\$	
Exchange Rate (if any) used to	report these figures:	
One dollar equals		
	Amount	Currency
Signature:		Date:

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### APPENDIX G

### **Student Cash Receipt Form**

Name	A	Amount	Date