**Campbellsville Education Abroad**

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# Campbellsville Education abroad - SUMMER TERM COURSE POLICIES AND PROCEDURES

The procedures for Campbellsville Education Abroad- Summer Term (CUEST) courses require attention to detail by staff members in a number of offices, the CUEST Instructors, and students. Good communication among all the participants in the process is essential. Dropping a stitch can result in an unbelievable tangle. Please read the following carefully and ask questions about anything that is unclear. Make suggestions about changes that could improve the process.

Link to the application for all interested students to send this to the Education Abroad Office

# Instructor Duties and Responsibilities

1. Academic Content: Faculty in each program is responsible for the academic content of the Program; including the syllabus, book orders and printing, classrooms and lectures.
2. In-Country Travel and Logistical Arrangements: It is your responsibility to make all in country logistical arrangements, including accommodations, local transportation, meals and excursions. (The staff of the Education abroad office can help book your international air travel through our contacts and coordinate transportation from Campbellsville to the airport.)
3. Budget: You must abide by the budget that was approved for this CUEST course and turn in all documentation within 30 days of the end of the CUEST course.
4. Course descriptions: You are obligated to carry out the course as you described it within your course proposal that has been approved by your Department, and curriculum committee before proposing to our committee.
5. Recruitment for the Course. The education abroad staff will assist you in advertising the course through its Website, posters, and other appropriate means. However, you should expect to promote your Course to students and your peers, to visit classes and create printed and publications as needed.
6. Enrollment: Education abroad office coordinates the student enrollment process, including developing the application form. All students/nontraditional students are required to apply (the Abroad Office, by the dates specified by the office, typically in summer program or shorter February 15th each year, for Fall semester June 15th, Spring semester October 30th. The office will verify the eligibility of each applicant (including, but not limited to, probation status). You will select students, based on eligibility requirements, the application and other resources, including interviews and additional paperwork.

1. General Supervision of Students: You will supervise and direct students in the academic and intercultural goals of the Course both while in this country and while abroad. You are the primary adult responsible for the supervision and welfare of the students participating in the Course. Among other things, you are responsible for supervising and monitoring each student’s conformance to Campbellsville University policies, rules, regulations and standards of conduct. You should be familiar with the Behavioral Expectations and Disciplinary Procedures (4) a copy of which the Campbellsville University students sign when they apply for the course). You agree to **report any and all significant medical conditions within 24 hours of occurrence, as well as all emergency situations and hospitalizations, to the appropriate education abroad staff member** as indicated in the Education Abroad Emergency Protocolcontained in the Instructors’ Manual. You further agree to **consult with education abroad staff immediately prior to any student separating from the Course.**

# Cancellation

Campbellsville University reserves the right to discontinue this Course at any time before or after departure, at its sole discretion. Among the reasons for discontinuation and cancellation of this Course are safety and security concerns, failure of an instructor to comply with this Instructors’ Handbook, and insufficient enrollment. If this Program does not reach the minimum enrollment (of 7-10 students from CU campuses) by the application deadline, or drops down to below 5 prior to departure (due to students dropping out), it may be cancelled.

# Withdrawal

It is expected that you will not withdraw from the position of CUEST instructor for the Course, except in an emergency. If it is impossible for you to serve, you must immediately notify the education abroad staff and the Dean’s Office. Depending on the withdrawal date, the Course may be cancelled or a replacement instructor obtained.

# Collaboration with the Center for International Education

The education abroad office will act as a resource and help you as you carry out these duties. You must work in collaboration with the staff to deliver the highest quality Program. Because there are individual as well as shared responsibilities, you and our Staff must plan to communicate well and regularly.

**F-1 International Students in CUEST courses:**

Prior to applying for the CUEST course, F-1 international students must have a valid F-1 visa with a re-entry date of at least one month after the CUEST course’s return date.

F-1 international students must notify our International Student Advisor, Mrs. Mi Hyun “Kay” Bell, [mkbell@campbellsville.edu](mailto:mkbell@campbellsville.edu) in the office of Center for Global engagement, of their intent to apply for a CUEST course at least two weeks prior to the application deadline.

F-1 students should be aware that they will responsible for additional costs, such as visas, transportation for visa interviews, immunizations, etc.

**Non-Student Participants:**

Campbellsville University education abroad courses are intended to provide Campbellsville university students with a unique learning experience abroad.

**Non-students (for example alumni, spouses, mature dependents …)** must receive prior approval from Education abroad office and Dean college director although exceptions are sometimes permitted on a case by case basis. If a CU instructor is considering allowing someone other than the enrolled Campbellsville University students to participate in any or all of the CU itinerary, he or she should contact the Director of the Education abroad office well in advance, and seek written permission. In such cases, the non-student participant must pay the full trip fee prior to the booking of flights or pay a non-refundable deposit, other expenses and no later than 90 days prior to the beginning of the CU course. For long term summer abroad, program “tag along” will not be allowed

**Financial Reporting:**

Campbellsville University requires complete financial reporting of all expenses incurred by the education abroad course. Below are in-depth details about how this should be done, but in general, you must obtain and then submit receipts for each expense, and your bookkeeping must be submitted to the Education abroad office within 30-45 days of returning from abroad.

**Travel:**

*Both CU instructors and all CU students should travel together from Campbellsville University to the destination country. They should remain together throughout the course. Both CU instructors and all CU students should travel back to the USA together.*

Concerning an exception to this policy for a student due to “Dismissal, Withdrawal or Departure”, see page 17 of this handbook.

**Student Dismissal, Withdrawal, or Departure:**

If a student in your BIST course needs to leave the group early and return home, for whatever reason, you must speak with the Education Abroad Adviser or the Director of the International

Education prior to the student departing from your supervision. Such students must sign a “Separation Form” prior to departing.

Concerning an exception to this policy for an instructor, he or she should submit a written request to the Dean of the Faculty and to the Director of Education abroad well before booking airline tickets. Please note that exceptions to this policy for an instructor are rarely granted. Also note that in no case can a proposed extension of an instructor’s time in the destination country after the CU course exceed the length of the CU course because of tax issues contained within IRS regulations. **“Free Time” and Independent Travel:**

BIST course itineraries should be designed to maximize in-country learning experiences. Since BIST courses are merely 21 days in-country, instructors should limit the amount of “free time” in their itineraries. Importantly, BIST itineraries should not include a “free weekend.” It is suggested that an itinerary place 4 to 8 hours of free time on approximately the seventh day and on the 14th day. During such “Free Time”, BIST students should, as a rule, remain in the same city / location as the instructors. Exceptions to this must be approved in advance by the BIST instructors by means of special agreement. Such special agreements must include the following: \* Students agree to travel together with at least two other students and remain together during their entire time away from the group. .

* Students must agree to not rent or drive cars, motorcycles, scooters, or other vehicles
* Students must agree to not visit any places with US Dept. of State travel warnings of level 3 or higher.
* Students must agree to not miss any program activities or assignments.
* Students must agree to return to the group’s location (or accommodation) by a specific time set by the instructors.
* Students must agree to abide by the rules and guidelines of the CU course while they are away from the group.

**Communication and Changes:**

It would be helpful for instructors to keep the Education abroad office up-to-date on any changes (or considered changes) to the enrollment. In other words, if someone drops and /or you are considering adding someone from your waiting list, please share this information with us by email via the distribution list in Outlook.

Any changes to the itinerary should also be shared with the staff by email via the outlook.

Requests for changes to the CUEST budget should be rare, since students’ planning and financial aid decisions are based on the published costs. In exceptional cases, requests to change the budget should be submitted to Dean’s Office via email to Susan Vaughn. Would this be Financial aid office or Tracy?

**General Procedures:**

1. The CU Instructors will send a list of the selected students**,** their student ID/B number, to the Education Abroad Adviser, Dr. Johana Perez Weisenberger. She will arrange for a check in Banner to ensure students are not on any type of probation and let the CU Instructors know if anyone is not eligible to participate in the course. (This could be done with a short list prior to the selection decision.) The final list of those selected will be sent to Student Financial Aid Services, to Student Accounts, and to the Residence Life Office.

1. Students who have been approved to participate in the course must sign a Commitment Form

**(2)** when selected to enroll in the course. The Commitment Form is handled by the CU Instructors. No deposits should be collected from students. All students must sign commitment forms before expenditures can be made on their behalf. Students are responsible for any costs incurred in their name (e.g. airline tickets, housing deposits). CU Instructors are responsible for submitting charges to the Student Accounts Office for students who have signed a commitment form and then withdraw after expenses have been incurred.

1. The account number (expense line) to be used for check requests and other expenses will be assigned by Susan Vaughn. All course related expenses including BIST Instructor expenses should be charged to the assigned expense line. The course fees paid by students will be directed to the course fee income line in the home ORG when assessed in January. Detailed reports of all account activity can be provided by the department chair of the home ORG of the BIST course.

1. Both BIST Instructors should have chip-enabled P-cards (Berea College credit cards/ “purchasing cards”). If you don’t already have one, please apply for one at least two months before needing to make purchases for their course. Cheryl Hinkle, Accounts Payable Supervisor, can assist with an application and answer questions about using the P-card. Applicants will recommend the monthly spending limits and single purchase limits needed for the P-card. Applications need to be signed by the department chair and the V.P. Spending that will exceed the single purchase limit on the P-card (for instance, payments to local service providers) should be made by check or wire-transfer. If cash withdrawal capacity is desired, be sure that this is indicated on the application and a PIN number assigned. The charges on P-cards should default to the departmental expense line for the BIST course. If a BIST Instructor already has a P-card that defaults to another expense line the default should be changed once the P-card is being used for BIST course expenses. They should also request that the monthly spending limits and single purchase limits be adjusted and a PIN assigned.

1. BIST Instructors can make deposits or make any other expenditure required for program arrangements as soon as plans are finalized and students have signed their commitment forms. Payment can be made by Berea College P-card or by checks requested using the standard Berea College check request form. As a guideline for spending remember that the total amount expended for course expense should not exceed the total income expected from class fees (i.e. the cost of trip/class fee multiplied by the number of students who have signed Commitment Forms) plus the BIST Instructors’ expenses which will be transferred out of the account.

1. BIST Instructors expenses are funded from the Dean’s Office, not from the course fees charged to students through course registration. BIST Instructors must submit a travel expense report with receipts to the Dean’s Office (Jim Strand) for out-of-pocket expenses after returning to campus at the end of the course to be reimbursed. BIST Instructors’ expenses paid with course funds (housing, airfare, excursions) need to be tracked and recorded by the BIST Instructors themselves. Notify Jim Strand of that sum and the BIST Instructors’ expenses will be transferred out of the course account to the Dean’s account.

1. The income and expense lines should be equal by the time fees are assessed, the last charges have reached the course expense line and the BIST Instructors’ expenses are transferred to the Dean’s Office (See item (6) above). Within 30 days of returning to campus, BIST Instructors should submit a complete expense report and all receipts to the Dean’s Office (Jim Strand).

**Procedure for a student dropping out of the course:**

The selection process should be such that students are made aware that once they sign the commitment form, it will be difficult and costly for them to drop out. If a student does elect to drop the course after signing the commitment form, he or she should first speak with the instructors. Instructors should evaluate the reasons and inform the student how much money has been spent on his/her behalf that will be charged to his/her term bill. If the student still insists on dropping out, CU instructors should notify the Education Abroad Adviser.

# Student Responsibilities

1. Apply for the course and inform financial aid office at CU, and if accepted, complete the Commitment Form.
2. Apply for loan funds by the deadline published in the Summer Term Catalog. Applications are available in Office of Student Financial Aid Services.
3. Make sure their term-bills are paid down to under $100 by the time of registration for spring and summer courses.
4. Students must have their spring term student account balances paid in full before any financial aid funds (loans or travel grants) will be credited to their student accounts. The spring term charges must be paid by the last day of spring classes before final exam week.

# Education abroad office, Office of Student Financial Aid Services, and Student Accounts Responsibilities

1. Fees will be assessed and financial aid, including loans will be applied to the student accounts during the normal Term fee assessment process.
2. Financial Aid will determine eligibility for federal or loan funds.
3. Financial aid funds will be credited to the students’ accounts charges have been billed.
4. The SFAS will provide a list to the Student Accounts Office of students who need part of their loan funds for spending money. The Student Accounts Office will decide for those funds to be advanced to the students before the end of final exam week in the spring term.

# 2. PRE-DEPARTURE ADMINSTRATIVE DETAILS

Campbellsville education abroad Instructors are expected to act with reasonable care, subject to the limits of their authority, and the following Guidelines for international courses in planning and coordinating authorized student travel. The College always expects safety to be a primary concern. The following details, while not exhaustive, are intended to provide Campbellsville Instructors with general guidance aimed at enhancing the safety and effectiveness of the learning experience.

All Campbellsville Instructors who act with reasonable care pursuant to these guidelines and applicable College policy are entitled to indemnification in conformity with the College's By-Laws.

# Budget

Provide students with a budget including estimate of personal expenses and all other costs of participating in the program. (**1**) The budget should show which charges are to be included in the course fee and which charges are optional. (For instance, some students already have passports so passports are in the optional section of the budget.) Included in the course fee are all program costs that you will be paying for all participants (airfare, housing, transportation in country, some food, insurance, etc.) Students are permitted to apply for loans up to the total cost to participate in the course (course fee plus optional expenses).

Check with collegiums for the cost of summer housing for the days you plan to spend on campus prior to departure or after travel. Be sure to budget for meals during that time. Since students might be able to arrange for off-campus housing, the housing charges should be in the optional section of the budget.

# Deposit/Commitment Form

In place of a deposit or other payment prior to the billing for the course fee, students need to sign a commitment form with a schedule for the expenditure of funds for program expenses. These forms should be signed soon after accepted students have been notified. Once signed, if the student withdraws, he or she is responsible for non-recoverable expenses incurred on their behalf prior to the date of withdrawal (**2)**.

**VISAS:**

If possible, visas should be acquired prior to booking flights. The general pattern concerning visas for Campbellsville students is that the Campbellsville instructors lead the process of their students getting visas. In some cases, this means the instructors have collected passports and sent them off together for visas. Costs arising from visas for the entire group generally come out of the CUEST budget.

In some cases, where a personal interview is necessary (usually for non-US citizens), Campbellsville instructors have organized trips to Chicago or Atlanta or D.C. (depending on where students need to get their visas). At times instructors have gone with the students, but other times they have sent the students on their own.

The Education abroad office provides information and advice. Communication about what Campbellsville instructors are planning is helpful because occasionally some students from different courses need to go to the same city for visas and can share the transportation costs. Costs arising from visa applications (including transportation, etc. for visa interviews) for non-US citizens should *not* come out of the budget, but rather it is the responsibility of those students who require it.

# Travel Arrangements

Approximately 6 months prior to travel, (and once you have a Commitment Form from each student), communicate with the Education abroad office about your flight preferences. The education abroad office will collect each course travel preferences.

Once air tickets are confirmed and your departure and return dates and times are known, the education abroad office can or will work to arrange your transportation to and from the airport. If possible, the college bus will be used to transport you. If it is unavailable, motor vans may be used. If neither of these options is available, the education abroad office will help to arrange transportation with a commercial (charter) bus company.

# Responsibility and Insurance Form

Provide a Responsibility and Insurance statement to be signed by the student. This form also collects information on an emergency contact person and indicates the type of insurance coverage the student has. The form can be modified to fit your needs but should include the legal language found in the body of the sample (**3)**. A copy of the page that shows the students emergency contact information and insurance coverage should be sent to the Education Abroad Office to keep on file while you are traveling. You should also take a copy with you.

# Behavioral Contract

Use the ‘boiler plate’ “Behavioral Contract and Cultural Expectations”. Feel free to add your own additional expectations for behavior by participants on your program. This form must be signed by your students. Take the signed copies with you for any discussions arising from disruptive behavior whileabroad. (You could combine this contract with the Responsibility and Insurance Form, making only one document that needs to be signed. (**4**))

# Insurance

In most cases the insurance coverage mentioned below requires that the student pay in advance (cash or, in some cases, credit card) for health services received while abroad and then apply for reimbursement. They should bring home all receipts. If they are on their parents’ plan they should be instructed to check about how they would make a claim if something happened while abroad.

In most countries it is useful to have **International Student ID Card** (or International Teachers ID Card), as there is some minimal insurance coverage with it and also a medical assistance number. In addition, the *ISIC provides $500 replacement coverage for documents such as passports and visas*. All Campbellsville students should fill out the ISIC application at the student orientation in February. Instructors should also obtain an International Teacher ID card. Cards are $25 per person charged through the Program account line (**6**).

A statement about insurance should be distributed to your students (**8**).

# College Housing

If your students will be in college housing (before departure or upon their return), please provide

Residence Life with a list of your student names and the days they will be in College housing by Feb. 15. The housing costs for any pre-departure time on campus should be included in the budget (course fee) and is not optional (whether or not the student actually resides on campus during the pre-departure period).

# Health Issues

Please contact Dr. Griffin Tucker at the Tiger Clinic, to tell him where you will be traveling so he can make provision for appropriate inoculations. He can let you know the cost so you can include that information in your budget. Discuss with him whether or not health assessments can be included in one of your orientation sessions

To get information about medical facilities where you will be traveling, go to usembassy.state.gov and select the nearest embassy or consulate. Most have extensive lists of medical facilities and health professionals.

Before you seek medical care while abroad, call CSA Travel Protection –see details in Insurance section above.

In orientation, discuss health issues about your travel location. All Campbellsville students are required to visit the Tiger Clinic prior to November 30. This entails a brief checkup and insures that they talk with a health professional about any allergies, medication or chronic conditions. Campbellsville Instructors should not be in the position of dispensing medicine. Remind students to take a supply of all medications they use regularly as well as a prescription in generic terms for any essential medication. See that a student who is ill goes to a doctor if treatment is needed. However, a medical kit of some over-the-counter health supplies can be useful. It might include Band-Aids, Ace bandage, Tylenol/ aspirin, anti-diarrhea medication, Neosporin, antifungal cream, thermometer, Caladryl, tweezers, needle (for slivers), laxative, antacid, and aloe vera, among other things. The phone number at the Tiger Clinic is (270)789-6112 if you want to talk with one of the doctors.

**Keep a log of all care given—date, time, who required care, who administered care, chief complaint, what was administered, follow-up** (**10**).

# Passports

Students who are accepted into your CUEST should be applying for US Passport before the end of the fall term. Information on passports and passport application forms are available at the Education abroad Office (**11**).

If students need a loan for their passport, they can go to the Office of Student Financial Aid and apply for an Emergency Loan. This is only true if they wait until the spring semester.

**A government-issued birth certificate with a raised seal or some other indication that it is a certified original is required; photocopies will not do**. Students who were born in Kentucky can request a birth certificate from the Bureau of Vital Statistics (502-564 4212).

# Itinerary

Provide your students and the Education abroad office with a detailed itinerary including phone numbers for the places you will stay at least 4 weeks prior to departure (**12**). It is important that parents have a copy of the itinerary as well. Consider sending them a letter explaining the course and including the itinerary. In the itinerary advise parents or significant others that, in the event of an emergency, they can call the Education Abroad office, who will try to contact you on their behalf.

# Copy of passport

By March, students must PDF a photocopy of their passport to the appropriate enrollment form in the Education Abroad Office. The Education abroad office will print those emails and make each Campbellsville course a set of copies. You should carry your set of photocopies with you in case a passport goes astray. If a passport does get lost or stolen, procure a police report if at all possible, to document the loss. The Education abroad office will be able to email you a copy if necessary. Missing passports need to be replaced by going to the nearest U.S. Embassy or consulate. Having a copy of the passport will expedite matters a bit.

# Registration with Embassies

Education abroad office will register all program participants (i.e., both students and Campbellsville Instructors, as well as any family members accompanying the group) with the US Embassy or Consulate in your destination country through the STEP Program. This registration notifies consular officials of your presence in the country and makes it possible for them to contact you in the event of an emergency. Please note that Education abroad office will be asking your students to confirm some minimal information prior to departure in order to speed up the process.

Also, check http://usembassy.state.gov/ for the address and phone number of the US Embassy or Consulate in your destination country. Carry this contact information with you, in case you need to contact consular officials for assistance (e.g., lost/stolen passport).

Finally, be sure to check the US State Department website (http://travel.state.gov/) periodically for the latest travel advisory information—both before your departure and while you are abroad.

# Checklist

Develop a checklist that will guide your students through the various steps they need to take to complete the administrative requirements for your program (**13**).

**3. ORIENTATIONS**

# Student Orientations

Because the Campbellsville education abroad course is an intense group experience, whose success depends on good group dynamics and clear expectations, you are required to schedule two (2) pre-departure orientation meetings through zoom during the fall semester and two (2) in person orientation meetings Spring Term (unless you are teaching a 1/2 credit class in the Spring Term that will include orientation materials). In addition, students from all the Campbellsville courses and you (the instructors) will be required to attend a three-hour general orientation on the first Saturday in March (or earlier as schedules allow, in the Ransdell Chapel. At this orientation, Education abroad office will provide a general overview of Campbellsville University Education Abroad policies (including the emergency protocol), funding and other financial aid (in collaboration with Student Financial Aid Services), health and safety (in collaboration with Tiger Clinic and Counseling and Psychological Services), and intercultural adaptation. This information is not intended to replace the culture- and country-specific guidance for which you are responsible. Naturally, your own course content and expertise in the country where the CUEST course takes place will be central to the Program’s success. The Education abroad office is happy to help you plan successful orientation sessions.

Your CUEST course must also have an on-site orientation, conducted during the first two days after arrival. This on-site orientation must include site-specific information about safety and security reminders (for example: “avoid the street to the west of our hostel” or “you may not walk the streets alone after 11:00 PM”), as well as a refresher of the emergency protocol.

Your CUEST application form and CUEST Commitment Form should specify that all students who are accepted into your CUEST course are required to attend all of the orientation meetings. Specify the exact dates, times and locations. Keep in mind that orientation meetings are a great way to begin building healthy group dynamics.

Things to include in your fall/spring Orientation meetings:

* Emphasize the attitude required for making the most out of this cross-cultural learning experience. Consider bringing a student from the country/ies where the CUEST will take place to one of the orientation meetings.

* Provide students with information on program **housing and food**. Talk about the role food plays in learning about another culture—McDonald’s won’t teach them anything they don’t already know.

* Talk about **packing light**. Remind students that they will be carrying their own luggage everywhere; therefore, they should pack no more than they can carry. (You might suggest that students pack a bag they plan to take and then walk around the Quadrangle

so, they get the idea.) They should also leave some room in their luggage for purchases made while abroad. Airlines have begun to enforce weight limitations and will charge substantial fees for overweight luggage. While it varies from airline to airline, the general rule for international flights is two pieces of checked luggage weighing up to 70 pounds each, one carry-on bag and one personal item (e.g., laptop computer, purse, briefcase, etc.). Carry-on bags and personal items must fit under the seat or in an overhead bin. While this is the general rule for international flights, a few airlines— especially on domestic flights, impose a limit of one checked bag weighing no more than 50 pounds. When you book your group’s flight arrangements, check with each airline to verify its luggage weight limits.

* Review with students the **clothing** you think is appropriate for the trip, pointing out the weather they can expect, the occasions on which they may need to dress up a little, and the cultural norm for dress in the cities where you will be. Suggest that they leave anything valuable or fragile at home.

* Point out that luggage sometimes goes astray. Suggest that students pack a **carry-on bag** (e.g., backpack) with medications and prescriptions, change of underwear, toiletries, a book (to stave off boredom during downtime), and a sweatshirt or sweater. Federal guidelines that cover which items are and are not allowed past security checkpoints often change in response to actual or identified threats; therefore, consult the Transportation Security Administration website (http://www.tsa.gov/) for updates.

* Tell students what **laundry** opportunities will be available.

* Talk about how students can best access **money** while traveling. Plastic works most places these days. Since some students do not have credit or debit cards, you may want to talk about how useful they can be (if this is the case where you will be). Those with an ATM/debit or credit card should consult with the issuing bank to be sure it is approved for ATM use abroad (e.g., some students may have a 5-digit PIN that cannot be used abroad) and to inform themselves about fees for international withdrawals. Students will need to find an ATM machine that displays the logo shown on the back of the card.

Point out that there will be exchanges in the departure airport and again once they arrive abroad, so they do not need currency for the destination country prior to beginning the journey.

* Remind students that international **phone calls** are very expensive. Have them prepare their parents and significant others to expect few calls. If you know the availability of computers for e-mail, let them know what to expect.

* In addition to required course materials, provide a **reading list** of other books and articles

(movies may be helpful as well) about the destination country/region. (At the end of the Forms section of this notebook are some materials you could share with them, too.)

* Go over all **health and safety** information for your location, as well as any travel away from the site. Give encouragement for questions on these topics at every orientation session. Bring students up to speed on anything happening in the region where you are headed, in terms of both security and health (http://travel.state.gov/ and http://www.globaled.us/safeti/ are helpful websites).

During at least two of the orientation sessions, discuss health and safety issues including cautions about food, water, excessive alcohol, going off alone without letting others know, and abiding by suggested curfews.

Invite a physician from Tiger Clinic to an orientation session to do health assessments and to talk about health issues. If special inoculations are needed, students may need to go to Tiger clinic instead. In that case, invite the physician to a session to talk about health issues for your country.

* Discuss your **behavioral expectations** and point out that the same disciplinary procedures apply for the course abroad as on campus. Serious infractions will be reported to the Office of Student Services for appropriate judicial proceedings. *Very serious infractions or continuing disruptive behavior will necessitate that you send the student back to the US.* Any added expense in changing the student’s air ticket or other travel costs will be at his/her own expense. There will be no refund of the course fee. They will have to arrange with a parent or responsible adult to meet them at the airport in the US, and you will need to be told who that will be before escorting them to the airport abroad. Let the Education Abroad Adviser know what the travel arrangements will be.

* Check to be sure that all students have provided their parents or loved ones with an **itinerary** (**13**) that includes phone number where the group can be reached while abroad (or get the name of a parent to whom you can mail the itinerary along with a letter about your course; students can address their own envelope). Check to make sure you have provided Education Abroad Office with that same itinerary and contact information.

* Remind students that they will be in **another culture**. Suggest that they observe how those around them dress and behave and take their cues from these observations as to how they can blend into the setting and gain a new perspective on the country they are visiting. Discuss social interactions and how various behaviors will be interpreted in the country you will be visiting. (You may wish to distribute *CultureGrams*, which are available for most countries.)

* Try to emphasize that your cautions about safety are based on spending time in an **urban setting**, as opposed to a small town. One of your goals is to have them interact with people where you are headed, not fear them. Just ask them to imagine they are in Chicago, Washington DC or New York; the same cautions apply—keeping track of their belongings and going off on side ventures. Point out that trains are just moving urban settings.

* If there is a **homestay** or other hospitality involved, discuss taking appropriate gifts.

# 4. THINGS TO PROVIDE TO THE EDCUATION ABROAD OFFICE

* By Nov. 3 e-mail the Education Abroad office a complete list of those students whom you have selected for your CUEST course. Simply take the Excel spread sheet which was sent to you with all applicants and delete those who you have not selected. Be sure to include 3 to 6 alternates. It is paramount that this list be kept current (monthly updates), as it is used for probation checks.
* A copy of the page of the Responsibility and Insurance Form that has emergency contact information and insurance information.
* If you want the Education Abroad Office to call family members when your group arrives abroad, provide a list of *one person to call for each student* (name, phone number, e-mail, relationship), at least one week prior to departure.
* A copy of the itinerary complete with phone numbers for each place you will stay overnight at least four weeks prior to departure.
* Send copies of forms you develop to the Education Abroad Office as attachments by email so that they can be shared with faculty developing Spring or summer Term courses in the future. Your creative efforts will be appreciated as they become models of good practice for future courses abroad.

# 5. WHILE ABROAD Financial Recordkeeping

Campbellsville Instructors should devise a method for recording expenses. There should be a hard copy, such as a notebook, even if you use Excel or some other computer software. Be sure to collect all receipts. For expenses such as tips, record the amount on a slip of paper, sign it, and have the other Campbellsville instructor add his or her signature to yours.

# Keep Written Records

If there is a health problem, disciplinary action, or an emergency of any kind, please keep written records of the action taken, contacts made, and the outcome. In the case of a behavior that may lead to disciplinary action, write a statement about the incident including a description of your interaction with the student. Ask the student to read the statement and then have him/her sign the statement, attesting to its accuracy **(10)**.

# Health Problems While Traveling

Keep a log of all care needed or given—date, time, who required care, who administered care, chief complaint, what was administered, follow-up, etc. (**10)**

Campbellsville Instructors should not be in the position of dispensing medicine or treating injuries. See that a student who is ill goes to a doctor if treatment is needed. The phone number at the Tiger Clinic is (270) 789-6112 if you want to talk with one of the doctors. **Report any and all significant medical conditions within 24 hours of occurrence, as well as all emergency situations and hospitalizations, to Education Abroad Office.**

While abroad, **CSA Travel Protection provides ISIC cardholders with 24-hour medical, legal and travel assistance**. Call (202) 974-6480 collect for assistance before you seek medical care for students or faculty who have the ISIC/ITIC. In some cases, CSA Travel Protection can arrange direct payment to a member of their preferred medical network, saving the time and paper work associated with reimbursement of medical expenses. CSA Travel Protection can also provide information about the nearest English-language medical facilities.

# Loaning Money to Students

If a student needs an emergency loan and you are able to make the money available, use the Term Abroad Emergency Loan Form (**14**). Explain to the student you will be giving the loan form to Student Accounts upon your return to campus and the amount borrowed will be charged to the student’s account. It will need to be repaid in the same way other charges for the term are paid.

**Student Dismissal, Withdrawal, or Departure:**

If a student in your BIST course needs to leave the group early and return home, for whatever reason, you must speak with the Education Abroad Adviser or the Director of the International

Education prior to the student departing from your supervision. Such students must sign a “Separation Form” prior to departing.

**6. UPON RETURN TO CAMPUS**

# CUEST Evaluations

Inform your students that they must complete CUEST Evaluations once they return to campus. All Campbellsville students also complete a CUEST on-line evaluation. The Education abroad office uses this information to assess each CUEST course and work on improvements. Students complete these on-line with 2 weeks of returning to campus.

**Incident Log**

Turn in your Campbellsville incident log to the Education abroad office within seven (7) days or your return.

# Financial Accounting

The income for student course fees and expenses for the things you have paid for should be equal by the time fees are assessed, the last charges have reached the course expense line, and the CUEST Instructors’ expenses are transferred to the Dean’s Office. Within 30 days after returning to campus, Campbellsville Instructors should submit the bookkeeping and receipts to Education Abroad Office: [educationabroad@campbellsville.edu](mailto:educationabroad@campbellsville.edu)

# Sharing the Experience

Plan an event that can be attended by the campus community, telling about your course**.** There

are a variety of ways to do this—during the International week, during the Wednesday chapel or through an event you arrange. Please let the Education Abroad Office know what support you need (e.g., food, room reservation, etc.). If you would like to display photos from your course in the window outside the Education abroad office/Foreign language bulleting, please collect photos from your students and let the Education Abroad office know.

# 7. PROTOCOL FOR REPORTING EDUCATION ABROAD EMERGENCIES

Campbellsville Instructors accompanying students on programs abroad should communicate with the College immediately if an emergency occurs. Students traveling independently or in programs through other institutions should also contact the College.

Some of the types of situations that could be classified as emergencies are:

1. Serious illness, accident, unexplained absence from the program, or death of a student;
2. Political crisis or natural disaster in a country where students are studying;
3. An event or situation that could have liability implications for the college.

The campus contacts for Campbellsville students and Instructors while abroad is the Education Abroad office. The adviser’s name and phone number, both at work and at home, are provided to CUEST Instructors and to students going abroad and their parents. If immediate contact is necessary but the Education Abroad Adviser is unavailable, students or CUEST, Office of Academic Affairs

During an emergency or crisis situation, the CUEST Instructors should make detailed notes to record how the emergency is handled. When informed of an emergency, campus administrators should also make notes about the steps being taken on the scene and on campus to alleviate the emergency.

When contacted by a CUEST Instructor or a student about an emergency situation abroad, the Education Abroad Office (or Public Safety) contact the Director of International Education.,who, depending on the nature and severity of the emergency may inform the Provost, the Dean or the Administrative Committee. Other administrators and campus offices, and the Tiger Clinic will be informed as needed.

A *Campbellsville University International Programs Responsibility and Insurance Statement* will be completed by each student and CUEST Instructor traveling abroad. On this form University travelers indicate the name and phone number of an emergency contact person and provide information about their insurance coverage. Depending upon the nature of the emergency and the reliability of available information, the contact person may need to be informed. The form gives permission for urgent medical treatment if the emergency contact person cannot be reached. The form should be carried abroad by the CUEST Instructors and copies kept on file by the Education Abroad Office and in the Dean’s Office.

In event of serious injury or illness when immediate medical treatment is required a CUEST Instructor overseas should first try to reach the emergency contact person and then inform the Education Abroad Office. If the CUEST Instructors cannot reach the emergency contact, the Education Abroad Office will continue trying to reach the contact.

Before travel, the CUEST Instructors must prepare a list of the most reliable medical services available in the cities where the program will be based. They will also have contact information for the nearest U.S. consulate or embassy.

If a call comes to Campus Public Safety after working hours concerning a situation with a Campbellsville University student or CUEST Instructor abroad, the public safety staff member taking the call should record as much information as possible including a way to reach the caller. Then the public safety staff member should call the Education Abroad Office. If not able to reach the Education Abroad office, Public Safety should call the Dean’s Office.

**PHONE NUMBERS:**

# Dr. Johana Perez Weisenberger

|  |  |  |  |
| --- | --- | --- | --- |
| **Cell** | | **+1-270-403-6094** | |
| Office (T-R, 09:00-9:30, 12:15 pm – 1:45 pm & 4:45-5:30 Eastern Time): | | +1-279-789-5040 | |
|  | |  | |
|  | |  | |
|  | |  | |
| **Security Office** (24 hours a day)  **Tiger Clinic** | **+1(270) 789-5555** | |
| For insurance information or to speak with a doctor:  **CSA Travel Protection/ISIC Help Line or Insurance** | +1-270-789-6112 | |
| Call collect:  **US Department of State**  Contact the Duty Officer at the US Embassy | +1-202-974-6480 | |
| or Consulate in your host country: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

(see Country Specific Information for above number)

If unable to reach in-country Duty Officer, call the Duty Officer

at Overseas Citizens Services in Washington, DC: +1-202-647-1512

(24 hours a day)