

HANDBOOK
for
STUDY ABROAD PROGRAM DIRECTORS
COLLEGE OF CHARLESTON

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Assistant Provost for International Education

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The Planning Stage

Like any project, good planning can lead to successful results. You have probably considered offering a group study abroad program; you have a topic in mind that you think students will enjoy, and you know just the location in which it could be best taught. However you are not sure of what procedures you need to follow to make it all work.

The Center for International Education (CIE) can provide you with assistance as you formulate your plan. The staff will help you determine whether your ideas have the potential for reality as a study abroad program; whether the time-line you are considering is feasible and whether there will be sufficient student interest in the program. As with any academic program, you need to consider whether your proposed topic of study is too narrow or too ambitious and whether similar programs already exist; you also need to familiarize yourself with developing a program budget; and how to recruit applicants.

Faculty members have often been the best resource. **Faculty members** who have led group programs can tell you what has worked for them in the past and what they might do differently in the future. Their first-hand experience can be extremely helpful to you as you define your program and decide how to administer it. CIE can provide you a list of faculty who have been involved in organizing study abroad programs.

Early in the process, meet with **your department chair** to determine the level of support that will be available to you; your chair can explain in detail the type of courses that your department will approve to be offered abroad, the departmental program approval process and the salary issues.

Quite often, **students** who have had successful experiences abroad can help generate interest among other students. Talking with students will help you determine the level of interest that others would have in participating in a program such as yours, how much they would be willing to pay for such a program, and what sites they would like to see while abroad.

Determine program details

The location of the program, the time and length of the program will help you determine program costs. In some cases, the length and dates of your program will be determined by the academic calendar (terms, etc.). You will also need to consider how many different sites you wish to include in your program, how feasible it will be to move your group from one site to another (increased travel usually means increased cost), and how each of the sites might enhance your program objectives.

Conduct an initial site visit

If you are not already familiar with the location you are considering for your program, you must first conduct a site visit. You may apply for the Murray International Travel Scholarship or other funds from your department or school for such a visit. The site visit provides you with the opportunity to confer with colleagues or other contacts abroad. It also affords you the opportunity to see what will be available to you and your students as

far as lodging, meals, and transportation are concerned. You may also be able to determine the level of safety of the location you have selected.

Contacts abroad may include colleagues at other institutions, local service providers such as tour companies, or members of professional organizations related to your field of expertise. These persons may be able to provide valuable guidance relative to facilities available to you and your group for the program.

Determine course(s) and credits

In determining the course(s) and number of credits to assign to your course(s), bear in mind that study abroad programs must have the same academic rigor as on-campus classes. At least fifteen contact hours are required for each hour of credit; despite the fact that you will be with your students throughout the day, travel time does not count toward contact time. Contact hours may include any time the students are engaged in achieving course objectives: classroom time, tours directly related to the program such as museum visits, etc. Readings and other work assigned should be comparable to that assigned for an on-campus course of similar credit value. Consider assigning pre-departure readings, presentations, and/or projects, as these will enhance both the students' progress toward course objectives and their experience abroad.

To assign a course number for your program, use an existing College of Charleston course number from your department or a designated study abroad course number. If assigning a new course number, follow departmental and the College procedures for submitting course offerings. Note that all section numbers of CofC study abroad courses must begin with a "T" (e.g. ENGL 101.T01). Your department is responsible for scheduling your study abroad courses in the appropriate term. Enrollment limits for these courses must be set at zero.

Develop your budget

Develop a program budget, estimating costs for each aspect of your program. CIE can provide you with a template in Excel to help you determine your program fee. The **program fee** is the cost of the program as described in the program's brochure and/or other advertising. This generally covers airfare, lodging, some meals, excursions, ground transportation, and the Program Director's expenses. Note that **tuition is not included** in the program fee. Students must not take more than two courses (6 credit hours) in any given study abroad program during the summer.

Please note that the program fee you advertise is an estimate. However, it is important that your budget be as accurate as it can be. Transportation and housing can be affected by the number of participants (housing can also be affected by the male/female participant ratio) and currency exchange fluctuations. You must plan on a "contingency fund" of \$50-\$100 per student for unexpected occurrences (emergencies, opportunities that arise after you're in the host country, etc.). A revised final budget must be turned in to the Assistant Provost for International Education at least four weeks before the program departure date.

The number of students selected for your program will be a factor in determining your budget. Large groups of students will not be as easily moved in some locations as in others (buses might work well in London though not in a rainforest, for instance). Large groups might, however, help to keep cost-per-participant rates low; however, larger groups would also require having a second program director.

You will also want to determine the minimum number of participants you **must** have on your program in order to cover costs yet remain affordable for students. CofC requires a minimum of **10** enrollments in a study abroad program for faculty to receive a 7.5% of their base salary. Remember that there are costs to participants beyond the fee for your program. Students will also be assessed tuition and other designated fees (Student Activity Fee, Student Health Fee, etc.). Students will also have out-of-pocket expenses for passport, visas (if required), meals, and sometimes airfare (if not part of program fee), etc.

Beginning in 2008, ALL CofC students will be charged the same tuition for summer study abroad; non-resident students however will be assessed an additional 30% of the in-state tuition rate.

Program Approval and Responsibilities

Apply for program approval

All College of Charleston study abroad programs, whether new or already established, are required to apply for **approval**. Faculty must complete the program application form and present it together with proposed course syllabi and all other relevant material to the department chair for review and approval. When the departmental chair approves the proposal, it will be forwarded to the dean (all information attached) for review and action as appropriate. After review and approval, the dean will send the proposal and accompanying documents to the director of CIE who will determine whether the proposed budget is feasible and affordable to students considering the location of the proposed program.

The Center for International Education will work with all study abroad program directors to ensure a successful planning and execution of all programs. However, the following deadlines are necessary in order to accomplish this mission. Programs that do not meet these deadlines will be cancelled unless other funds are available to cover the program expenses and the faculty understands and accepts the salary implications. Information has to be provided in writing to the Assistant Provost for International Education. **The deadlines for academic year 2007-2008 are the following:**

Summer 2008 programs:

Approved Program proposal: August 31

Student Application deadline with deposit of \$550: March 3

Final decision on all summer programs: April 11

Final payment: April 18

Fall 2008 programs:

Approved Program Proposal: January 18, 2008

Student Application Deadline with \$250 deposit: April 11

Spring 2009 programs:

Approved Program proposal: May 2, 2008

Student Application Deadline with \$250 deposit: October 17

Program Director Responsibilities

Directing a study abroad program entails additional responsibilities compared with the on-campus roles you play. Many of these responsibilities may be new for you.

Additionally, taking a group of students abroad becomes an institutional endeavor and becomes an extension of many critical functions of the institution. The situation is complicated by the fact that you become the representative of the institution, and all of this happens in the context of an international location far removed from the home campus.

One of the best strategies you can adopt is to gain a thorough understanding of the coordination necessary between you and the institution and to understand your role in this entire process. Typically, a program director performs the following responsibilities:

- Instructor and Advisor
- Program Developer
- Recruiter
- Financial Manager
- Institutional Representative (predominantly for Judicial Affairs and Counseling)
- Crisis Manager
- Parent/Guardian/Counselor
- Etc.

You are already experienced in the role of instructor and advisor, though you may find these roles changing markedly in the study abroad setting. The other key responsibilities lie outside the realm of usual faculty/staff functions, and there are many specific processes, requirements, and legalities that you need to learn.

Marketing and Recruitment**Plan your marketing approach**

In order to have a successful program, directors must develop a clear and aggressive recruitment plan. Program directors should prepare promotional materials that are both informative and attractive. Basic features of the program and courses (countries, dates, purpose, etc.); program fee and what it includes (lodging, transportation, meals, events, etc.); and availability of financial aid must be clearly presented. These programs offer

academic courses for credit and directors need to reinforce to students that they are enrolling to study and learn, not to sightsee. In fact directors should refrain from referring to the program as a "tour" or "study tour." Consistent use of a particular graphic or design is helpful, so that students can easily recognize materials from your program.

Brochures, flyers, and posters

Brochures, flyers, and posters are simple ways to reach potential program participants. These can be distributed in locations throughout campus or targeted toward specific groups. Brochures can be as elaborate as you choose to make them but regardless of graphics they must contain the main features of your program. Posters or flyers can be posted throughout campus on "general" bulletin boards and can be mailed to offices with restricted boards. CIE will provide up to 400 copies of program flyer per program. Additional copies will be charged to the program account.

Information meetings and word of mouth

Information meetings about your program is an excellent means for telling groups of students about your program, showing slides or video of the area to be visited, answering questions, gauging student interest in your program, and obtaining names of interested students for later follow-up. Post flyers or send emails to announce where and when the meetings will be held.

Classroom visits

Students in your own classes are potential participants. Contact colleagues and request a few minutes of their class time to briefly promote your program. Program directors may also target colleagues who share their vision and interests to help promote their programs. Keep a list of names and e-mail addresses of potential applicants and send periodic reminders about application deadlines, information meetings, etc.

Program Web site

Several program directors have created websites for their programs, and these range from simple to quite elaborate. In addition to the information contained in your brochure, you might consider adding photos and perhaps an e-mail link so that interested students can contact you. Information on all approved programs will be posted on CIE website.

Study Abroad Fairs

Every Fall semester, CIE holds a Study Abroad Fair that brings together several study abroad providers from all over the world. This is an excellent opportunity for CofC students to learn about study abroad options. Having a table at the Fair will enable you to reach students over the course of the day. CIE also hosts two study abroad fairs in the spring semester exclusively for College of Charleston summer and fall study abroad programs.

Student Application, Selection and Logistics

Participant application

The Study Abroad Application form is available at CIE; however, it can also be downloaded from CIE website by students and program directors. In general, applications for summer programs are due in March; the due date for fall programs is April, and October for Spring programs. You are free to set **earlier** deadlines for your program, depending on how much lead-time you need to make arrangements, secure group flights, visas, etc.

Students **must** submit their applications to CIE. CIE will make sure that all portions of the application have been completed and that all supporting documents have been attached. CIE will send you copies of all applications for your program right after your application deadline for review.

Participant selection criteria

As a general rule, study abroad programs at College of Charleston require students to have at least a 2.5 GPA. You, as Program Director, are free to set your own requirements in this regard; however, they should not be lower than the minimum 2.5 GPA. You may also determine whether to limit admission to a certain group: honors students, students in a particular major, only students from CofC, etc. You may wish to require letters of reference and/or an interview to ensure participants will interact well with you and the rest of the group. An interview with each prospective participant is recommended as the minimum screening tool. It is also advisable to have your screening criteria **in writing** and perhaps keep a graph or other sheet for comparing applications, in case a student later questions your decision.

You may also send a list of applicants' names to the Dean of Students and request that the disciplinary records of the students be reviewed. If a student's conduct record is such that you are not willing to accept the student on your program, please document your concerns and share them with the Director of CIE so that he can provide you with support if the decision is appealed.

If you feel a candidate is not suitable for your program, you should discuss the matter with that student explaining why you feel participation in your program may not be in his or her best interest. You may be able to suggest other programs for the student; consider recommending a visit to CIE to seek other options. You are the best judge of what the physical rigors of your program will be, so it will be up to you to determine whether or not students with disabilities or medical limitations will be able to participate successfully. However, keep in mind that CofC and its programs are bound by the Americans with Disability Act not to discriminate against those with disabilities and Program directors are expected to make reasonable accommodations for all applicants. Ask the student what accommodations or modifications s/he may need, then determine whether or not these adjustments are feasible at your program location abroad.

International students participating in study abroad programs often have additional concerns regarding passport and visa requirements for travel to a third country. Refer them to CIE. They need to take care of necessary paperwork for visas as soon as possible after deciding to participate in the program.

After you have completed your selection process, inform **all** students of their status in writing. Please note that students who withdraw from a study abroad program after they have been accepted to the program will be subject to the financial penalties indicated on the Financial Agreement form.

Airline tickets and logistics abroad

Program directors have the option to include the airfare as part of the program fee or instruct each student to arrange his/her own travel. Separate travel arrangements, however, require a lot of coordination and can cause unnecessary confusion. If your program fee includes the airfare, you must follow College guidelines on purchasing tickets from a reputable consolidator. Whatever your choice, you must remember that every student on your program pays a portion of your airfare even when they are traveling on their own. You can either make the travel arrangements for your group or request CIE to help. If you want CIE to arrange your international air travel, you need to submit this request in writing after your program is approved.

Program directors are responsible for making lodging, travel and other logistical arrangements abroad. Some US travel agents can help arrange logistics abroad; CIE will assist as necessary and upon request. Written information on all logistical arrangements abroad must be provided to the Director of CIE for review and approval at least four weeks before departure. An invoice is required for any and all payments to service providers. **The invoice must be submitted to CIE at least seven working days before the payment is due.** Failure to comply with this may result in late payment and cancellation of your reservations or higher fares.

Preparing for departure

Complete Registration

As part of the Program Approval process a course and section numbers were assigned to your program. Submit a list with participants' names, student identification numbers, and course numbers and sections in which each student should be enrolled. Students from other institutions and the community must apply for “non-degree seeking” status in order to be registered for classes at the College of Charleston. The Office of Admissions should be contacted on this matter.

All students must be registered for credit in your program except when expressly exempted. An exemption must be stated in writing, releasing the institution of any liability, signed by the participant and the program director and notarized. CIE will

maintain a file on such cases. As a general rule students should not be permitted to participate in a program “just for the fun.”

Pre-departure Orientation

College of Charleston Program Directors have an obligation to provide participants with information regarding programs abroad. Student participants must be given clear and accurate information regarding what a particular program entails. The most important types of information address the following issues: program requirements, behavioral and itinerary expectations. Additionally, Program Directors have the responsibility to provide participants with safety and health information specific to the location or to program activity as well as information on local culture, cross-cultural communication, and cultural adjustment strategies. Program Directors are often most knowledgeable regarding specific cultural information for the location of the program. CIE staff assists in pre-departure orientations to provide general information regulations for study abroad including student conduct, safety, and health issues.

Program Requirements

All participants in your program must have a clear understanding of what the course requirements are and how their work will be evaluated and graded. You must distribute a syllabus and an itinerary that show both the course expectations for each day of the program and the destination for each day if the program moves from place to place. Hotel address, phone, and other contact information for each day must be given to all students in case a student becomes separated from the group. Please encourage your participants to share a copy of this itinerary/syllabus with their families or spouses, in case they need to be contacted during the course of the program.

You must ensure that students also understand what the course dates are, when and where to purchase course materials, when and where they will be expected to meet (if the group is not traveling together to the program site), when the program concludes, and when final projects are due. Clarify whether or not you will provide extensions for those who find themselves unable to complete work on time.

Program Directors must provide copies of their final itineraries and contact information as well as program requirements to CIE and their respective department chair at least two weeks before program departure. Program directors will not receive any cash advance or their per diem until these documents are received by CIE.

Consider the risks

Risk assessment is a vital part of program planning. Discuss any concerns regarding risk with the CIE. Be aware that this issue is closely monitored at all levels of the process and may result in your program not receiving approval. Issues of safety and health present the greatest exposure to liability for you and for the institution.

As you look over your proposed itinerary, determine what could possibly go wrong at each step along the way and how those issues would be dealt with. Lost baggage, missed

flights, the illness of a student or of the program director, and lack of transportation on arrival have all been known to happen, and you must be prepared to deal with them. If you make program arrangements yourself and directly contract with providers, every effort must be made to check on the reliability, reputation, and safety record of each service provider you are considering employing (bus companies, hotels, etc.). Service providers must have insurance that covers their operations.

Safety

Your responsibility to the participants is to provide them with a stimulating academic experience in as safe an environment as is feasible given the nature of your program. You are personally liable for participants' safety **only insofar as you put them at unnecessary risk, have not informed them of potential risk, or are not acting in your capacity as Program Director** (e.g., you are away from the group and unavailable for contact during the program).

Students remain subject to CofC's student conduct regulations even when they are off campus or out of the country on a College-sponsored program or project, and they need to be made aware of this. Your participants also need to be aware that they are subject to the laws of the host country. In many parts of the world, regulations regarding drugs, alcohol, driving, and general public behavior are far more severe than in the U.S. In addition, the legal age for alcohol purchase and consumption in many countries is lower than in the U.S. Explain to your students what the ramifications of drunkenness will be in relation to the host country law, to their personal safety, and to continuation in your program.

The "Conditions of Participation" form that your students sign must be reviewed with the group, with emphasis on the types of conduct that could lead to their being terminated from the program and sent back to the U.S. at their own expense, with forfeit of their tuition and program fees. Inform students of the disciplinary process, including verbal and written warnings, and expulsion from the program.

Students must be strongly discouraged from putting themselves at increased risk during the program. Explain to participants what responsibilities are yours for the duration of the program and where your responsibilities to them, and to the program, end. Specifically, be sure students are clear which events mark the start and end of the program.

Health

Inform your students about any health hazards in the host country (insects, drinking water, etc.). Check the Centers for Disease Control Web site (www.cdc.gov) and note if there are any required immunizations for the program destination. Be sure that students are advised of any other risks or hazards inherent in your program.

In general, uninformed students are a tremendous risk to you and your program, both for reasons of sanity and of liability. For instance, if students know in advance that they will be spending two nights in a tent on a riverbank, you will have less whining about the

living conditions while on the program and fewer chances of damage claims after you've returned to campus. Check the following key websites for health and safety information on all countries you will be visiting:

1. the U.S. State Department site at <http://travel.state.gov/>
2. the Canadian Department of Foreign Affairs site at http://www.dfait-maeci.gc.ca/travelreport/menu_e.html or
3. the U.K. Foreign and Commonwealth Office site at <http://www.fco.gov.uk/travel>
4. the Centers for Disease Control and Prevention issue advisories related to health issues on their site at <http://www.cdc.gov/travel/index.htm>

Check list

The program director must verify that each student has the following:

- valid passport (expiration date at least 6 months after program ends)
- valid visa (if needed)
- required immunizations (where applicable)
- International Student Identity Card
- a copy of the course syllabus
- a copy of the course itinerary (including each destination, hotel address, phone number, and schedule of events)
- the students' *Study Abroad Handbook* (from CIE)

The program director must verify that s/he has the following:

- valid passport (expiration date at least several months after program ends)
- valid visa (if needed)
- copies of provider contracts
- required immunizations (where applicable)
- a list of your in-country contacts (including medical, legal, local police)
- U.S. Consulate or Embassy telephone and fax numbers and e-mail address
- a photocopy of data page of each participant's passport
- a photocopy of each participant's Emergency Information/Medical History form
- Study Abroad Program Evaluation forms to distribute and collect before your group disperses)

The program director must provide the following to CIE:

- your complete itinerary
- your 24/7 contact information while abroad

- your health insurance and emergency contact information
- a copy of your in-country contacts list (including medical, legal, local police)
- copies of your passport and students passports (showing expiration date)

Program Cancellation Policy

Program directors, in consultation with CIE can cancel a study abroad program if the enrollments in such a program are too low to cover the projected costs. In such an instance, students will receive full refund for any and all recoverable fees. Health and safety concerns may also result in the cancellation of a program. Program directors must take into account any travel advisories issued by the U.S. State Department; they must also be in communication with their contacts in the host country and with other faculty who might be leading programs in the same target country/region.

Program directors must not decide unilaterally to proceed with a program. Situations can deteriorate between the time of program approval and the date of departure. Since study abroad is a college enterprise and any repercussions will have an impact that goes beyond a single individual, department or school, the decision to proceed with a program needs to involve the Assistant Provost for International Education and appropriate representatives of the central administration. In this way, a careful and considered opinion can be rendered that takes into account both student and program director welfare concerns and liability issues.

Naturally, program directors have the prerogative of canceling their programs if they have concerns about the welfare of the students, and it is best to err on the side of caution. However, when necessary, the Director will convene a special committee to review the situation.

This committee will convene when two of the following conditions are met:

- 1) A program director expresses concern and is seeking advice.
- 2) The U.S. State Department issues a travel warning for the target country.
- 3) Faculty or staff express concern for the target country or site location that is reasonably documented.

Rules and Regulations for Students Abroad

A College of Charleston Study Abroad Program provides the student(s) involved with an opportunity to pursue academic study for credit outside the United States. Students are expected to take advantage of the cultural opportunities involved and are responsible for their behavior during the program. As program director you must familiarize yourself with these regulations and be prepared to act accordingly.

General Student Conduct

A student participating in a CofC study abroad program assumes a dual status as a CofC student and a student of the host institution and/or host country. CofC students abroad are subject to, and should be familiar with, CofC student conduct policies as outlined in the *Student Handbook* as well as the laws of their host country and the academic and disciplinary regulations of the host institution or residential housing program (where applicable). Students should note that policies for students studying abroad may be different from CofC campus disciplinary policies because of the broader consequences of student conduct when abroad (e.g., student conduct may affect CofC's relations with the host institution and local community).

Misconduct by CofC students studying abroad can lead to immediate removal from the study abroad program and may, in addition, result in a decision by CofC to impose further sanctions, such as suspension or dismissal from CofC. Misconduct abroad refers to student actions that, in the judgment of the Program Director and/or staff of the Center for International Education, jeopardize the student's own welfare or that of fellow students and/or the program. Such actions include, but are not limited to, the following:

- Academic dishonesty;
- Obstruction or disruption of teaching or other university activities;
- Repeated unauthorized absence from class and/or other organized program activities;
- The use of, or threats of, physical violence;
- Violating the laws of the country in which the student is traveling or living;
- Violating the academic or disciplinary regulations of the host university or residential housing program where the student is studying;
- Openly abusing the customs and mores of the host community;
- Damage to, or destruction of, property of others;
- Alcohol or substance abuse.

***Substance Abuse:** many countries have very harsh laws on the possession and/or consumption of controlled substances. Students caught with illegal drugs are subject to local laws of the country in which the student is traveling or living. In addition, personal involvement or association with others involved with drugs of any kind will be considered misconduct abroad and a violation of the "Conditions of Participation."

Disciplinary Procedures

Students should note that CofC disciplinary procedures are more compressed than campus procedures due to the short duration of many CofC programs, the need to address disciplinary matters more quickly while traveling abroad, and the limited resources that are available in the host country to resolve disciplinary issues.

1. Reporting Misconduct: When an act of misconduct is observed or reported, an investigation will be conducted by the Program Director immediately to determine the validity and nature of the alleged misconduct.

2. Investigation: The Program Director is responsible for carrying out the investigation of all alleged student violations of the College of Charleston Student Conduct Code. Normally, this investigation should consist of interviews with the reporting party, witnesses, and the person alleged to have violated the regulation or standard of conduct. The person alleged to have violated a regulation or standard of conduct must be informed of the nature of the allegation, the regulations or policy allegedly violated, his/her right to respond, and the procedures to be followed. At the conclusion of the investigation, the Program Director should complete the Incident Report Form.

3. Sanctions: If after the investigation the Program Director believes that disciplinary action is appropriate, s/he is empowered to take such action. Disciplinary action may take one of three forms:

- Verbal Warning: An official, although oral, warning to the student that his/her conduct is in violation of the Rules and Regulations of the College of Charleston;
- Written Warning: An official written notice to the student stating that failure to meet expected behavior or repeated violations may result in termination from the study abroad program; or
- Termination from the Study Abroad Program: This sanction is permitted when either a student receives repeated Written Warnings or commits such a serious violation of expected behavior that it is contrary to item 3 of the "Conditions of Participation". Certain behaviors will lead to immediate termination from a study abroad program. These include but are not limited to: academic misconduct, eviction from housing on grounds of inappropriate conduct, exceeding the number of unexcused absences from class allowed for the program, drunkenness, willful destruction of property, posing a safety hazard to one-self or others, criminal conduct.

Disciplinary action should be taken in consultation with the Assistant Provost for International Education, and other College of Charleston and/or host institution officials as appropriate. Termination can only be imposed after the Program Director has consulted with, and gained the approval from the aforementioned entities. Every written warning and notification of sanctions or termination must be communicated to the CIE, whenever possible within 24 hours of the occurrence.

Consequences of Termination

If a student is terminated from the program he/she shall be required to vacate the premises used by the program immediately and return to the United States at his/her own expense. Termination of a student's participation shall not eliminate or otherwise affect the student's obligation to make any and all payments to College of Charleston. A student who is terminated from a study abroad program will receive a grade of "F" in all course work in progress. In addition, the student will not be entitled to a refund of any program fees, may be required to reimburse College of Charleston for financial aid received, and is responsible for all non-recoverable costs incurred by the program or host

institution, as well as personal financial obligations, e.g., utility bills, rent. College of Charleston may place a hold on the student's registration until all such financial obligations and/or disciplinary actions have been met.

Termination from a study abroad program does not constitute dismissal from the College of Charleston. However, if the student's conduct is also in violation of the College of Charleston Student Disciplinary Regulations, the Judicial Affairs Board may undertake disciplinary action, including imposing sanctions of suspension or expulsion from the College of Charleston pursuant to proceedings under Student Disciplinary Regulations.

On-site emergencies

Definition of Emergency: Emergencies are those situations that pose a genuine and sometimes immediate risk to, or that have already disturbed, the safety and well-being of study abroad program participants. Emergencies include those situations involving a single program participant, multiple program participants, or all program participants. Specific guidelines for assessing emergencies are attached in Appendix I. Emergencies include:

- Accident/injury
- Medical emergency (physical or mental)
- Physical or sexual assault
- Missing person
- Death
- Incarceration
- Political/civil unrest
- Terrorist activity or threat
- Natural or human disaster (earthquake, flood, hurricane, fire, nuclear incident)

Operating principles:

- 1) All responses to an emergency will be governed by the highest concern for the safety and well-being of students, faculty, and staff participating in a CofC-sponsored study abroad program.
- 2) All reasonable and prudent measures will be taken to gather information necessary about the emergency.

- 3) The CIE will exercise caution and restraint in deciding how information about an emergency should be shared.
- 4) The CIE will respond to emergencies by following the response guidelines and procedures except when otherwise dictated by circumstances or agencies outside the College's control.

Precautions

In the event of an emergency, it is the first responsibility of the Program Director to provide for the immediate safety and security of all participants. At program sites where no staff is specifically hired to manage the program, the local institutional contact can act as a resource. Precaution should be taken in order to respond adequately in any emergency situation. Hence program directors should anticipate and prepare accordingly for any eventuality.

1. On-site Program Directors serve as the first line of contact during an emergency. It is imperative that the on-site Program Director be accessible by telephone 24 hours a day for the duration of the program.
2. Upon arrival (or just prior to), the Program Director should register all participants at the nearest US Consulate by fax or email.
3. One photocopy of page one of each participant's passports should be kept in a central program file with the Program Director.
4. A photocopy of each participant's Health Insurance Verification/Medical History and Emergency Information/Emergency Treatment forms should be kept in a central program file with the Program Director.
5. On-site orientation should be provided to all participants that will include information on personal safety and instruction in the procedures to be followed in case of an emergency.
6. The contact information for a designated on-site emergency liaison will be distributed to all participants. If the Program Director is incapacitated, the emergency liaison provides temporary management of the program and of the participants and communicates with the CIE.
7. The Program Director will develop and test a rapid communication system with all participants.
8. All participants will be reminded of the need to leave an itinerary and contact information with Program Director for any overnight stay away from the program site.
9. The Program Director will identify all alternative means of communication with the U.S. that may be available at the program site.

Emergency Contact Information

In an emergency, the program director on location should contact the Assistant Provost for International Education immediately. If the Director cannot be reached immediately, the program director on location should contact the Associate or Assistant Director or the main office line. [If none of the staff of CIE is available, contact Public Safety to request assistance] The CIE staff member who begins management of a reported incident will gather as much information as is necessary to determine what risks, if any, are facing study abroad participants. In assessing these risks, appropriate people and organizations may be contacted.

Assistant Provost & Director: Dr. Andrew Sobiesuo

(843) 324-1862 (mobile)

(843) 953-5537 (office)

Associate Director: Dr. Gerhard Mack

(843) 953-7822

Assistant Director: Sarah Simmonite

(843) 953-7059

Center for International Education

(843) 953-7661

College of Charleston Dept of Public Safety

(843) 965-5611

Response Guidelines and Procedures

The CIE is charged with the responsibility of coordinating the management of emergencies affecting participants in credit-bearing study abroad programs that CofC sponsors. The safety and well-being of students, faculty, and staff who are participating in CofC programs abroad is of the highest importance, and all reasonable actions are, and will be taken to accomplish this.

While recognizing that incidents taking place outside the United States are unique in nature and require management by professional staff trained in the field of education abroad, CIE recognizes the importance of establishing, in advance, policies and procedures that are designed to safeguard the safety and well-being of study abroad participants.

These guidelines outline the steps that the Center for International Education (CIE) staff at the College of Charleston and study abroad program participants will follow in the event of a study abroad emergency.

A. If the emergency affects all participants:

1. The Assistant Provost for International Education or the CIE representative will consult with on-site personnel, and other contacts as appropriate, to decide what action will be taken in response to the emergency.

2. The Director will communicate with the on-site director or staff. This communication will contain a description of the course of action to be followed in responding to the program emergency. Participants will be provided with verbal or written instructions appropriate to the situation. The Director may request that the on-site director or staff have all program participants acknowledge receipt of any written instructions.

3. The Director will communicate the incident and response strategy to the following:

- Office of Academic Affairs
- Dean of Students
- College Relations and Media Communications

4. All media inquires to the CIE will be referred to the Office of External Relations.

B. If the emergency is particular to an individual participant:

1. The Assistant Provost for International Education or the CIE representative will discuss with on-site personnel how the situation will be handled. The participant will be made aware that the family/emergency contact that they provided will be notified.

2. The Director will notify the family/emergency contact. Information and advice will be provided to the family as the family decides how the individual emergency will be handled.

3. The CIE staff will facilitate the family's plan to the extent possible.

C. Response in a specific case: the death of a participant

1. Upon notification by the on-site director, the Assistant Provost for International Education will notify the Office of Academic Affairs, the Dean of Students and the Office of External Relations.

2. Notification of the participant's family/emergency contact is handled by the appropriate College of Charleston designee.

3. The Director will communicate with on-site personnel regarding how the situation will be handled.

D. If the situation is NOT an emergency but requires advice and management

1. The Assistant Provost for International Education should be notified at the next available opportunity during regular office hours.

2. The CIE staff will continue to manage the situation by staying in contact with the on-site director or staff, making appropriate referrals, and gathering information helpful to the situation at hand.

3. During regular office hours, CIE staff resources may be contacted for consultation or for their direct involvement.

Other Valuable Contact Information

Government Agencies:

- The U.S. State Department Desk Officer of the country affected or a consular officer at the U.S. Embassy or Consulate nearest the program site (www.state.gov) or call 202-647-4000 or 202-663-0533.
- The U.S. State Department Overseas Citizen Services (deals with serious illness, death, financial crisis due to theft, or arrest), (toll-free in the U.S. 1-888-407-4747, outside the U.S. 317-472-2328, 8 a.m. – 8 p.m., after hours 202-647-4000, ask for the Overseas Citizen Services Duty Officer).
- For long-standing crises, the U.S. State Department sometimes creates special Task Forces to monitor them; for background information on such crises, call the U.S. State Department Operations Center Office of Crisis Management 202-647-0900.
- For information concerning a terrorist threat or action, call the U.S. State Department’s Counter-Terrorist Office 202-647-9892.
- Study abroad offices at other institutions and universities with programs in the same location.
- If disease outbreak-related, check the Centers for Disease Control (www.cdc.gov or 1-800-311-3435 or 404-639-3311).

Following your return

- Submit your final financial report to CIE within four weeks after the conclusion of your program.
- Include a statement of the program’s total expenditures showing breakdown of expenses by category.
- Complete a travel reimbursement form showing breakdown of expenses by category.
- Submit receipts for all expenditures (these must be pasted on plain white paper)

Appendix I: A-Z on Assessing Emergencies.

A. For widespread emergencies affecting or potentially affecting all program participants:

- What is the proximity of the event(s) to program participants?
- Is the group presently in danger?
- Is there imminent risk to participants if they remain where they are?
- Are all program participants, whether directly involved or not, aware of the emergency?
- How are participants responding to the emergency?
- Are adequate supplies and/or resources available (food, water, medical attention)?
- Is adequate and secure housing available? For how long? What housing options are available as a back-up?
- Has the U.S. Embassy issued any advisory for US citizens at the location?
- Have all participants been made aware of Embassy advisory?
- Are all participants following the advised precautions?
- Have local authorities issued a curfew?
- Is travel in or out of the location/country being restricted?
- Who or what is the target of any unrest?
- Are security and other public safety personnel present?
- Is airlift a viable option?

B. For illness or injury:

- What medical treatment has been received?
- Where has the participant been taken?
- Does the attending physician speak English?
- What is the diagnosis?

- What is the prescribed treatment?
- What is the prognosis?
- Are other participants at risk?
- Does the participant want to return to the U.S.?
- What are the consequences of returning to the U.S.?
- Is the participant aware of these consequences?
- What is the contact information for any attending physician (name, address, phone, fax, e-mail)?

C. For assault or rape:

- What has the on-site response been?
- Where has the participant been taken?
- Is counseling available? In English?
- Has the participant been taken to a medical facility or professional?
- If rape, have tests been conducted (STDs, AIDS, pregnancy, DNA)?
- What is the medical diagnosis?
- What is the prescribed treatment?
- What is the prognosis?
- Has local law enforcement been notified?
- Does the victim indicate a desire to pursue legal action against the perpetrator?
- Has the US Embassy been contacted?
- Does the participant want to return to the U.S.?
- What are the consequences of returning to the U.S.?

D. For a missing participant:

- When was the participant last seen?

- Does anyone have information regarding where the participant might have gone?
- If the student left and was expected to return, what were the date and time of the expected return?
- Have local authorities been notified? Is there a case number?
- Has the U.S. Embassy been contacted?
- Are search and rescue services available on-site?

E. For an arrest:

- Where has the participant been detained?
- Has the U.S. Embassy been notified? What has their response been? What is the advice?
- What agency made the arrest (names, addresses, phone numbers)? Is there a case number?
- What are the charges?
- Is the participant able to contact anybody?
- Is bail available?
- Is legal counsel available?

F. For an incapacitated Program Director:

- If the program does not have a secondary Program Director, is the pre-determined emergency liaison now managing the on-site situation and the other program participants?
- What is the status of the Program Director?
- Is the incident of limited nature such that, when the immediate emergency is resolved, the Program Director will be able to continue for the duration of the program?
- Is the incident such that it is unlikely that the program will continue?
- Is a substitute Program Director feasible?

Appendix III: Study Abroad Application Packet and Agreements

COLLEGE OF CHARLESTON
STUDY ABROAD APPLICATION

| |
|------------------------------------------------|
| Program name: _____ |
| Country: _____ Semester(s)/Year: _____ / _____ |

Participant Information

Name: _____ Gender: M / F SSN: _____

Local address: _____ Phone: () _____
street city/state/Zip

Permanent address: _____ Phone: () _____
street city/state/Zip

Birthdate: ____ / ____ / ____ e-mail: _____
mo/da/yr

Academic status: fr / so / jr / sr / grad Major: _____ Minor (if applicable): __

GPA (cum): _____ GPA (major): _____ Expected graduation date: ____ / ____

****Have you ever been subject to disciplinary action by the College of Charleston? This information will be verified through the Office of Student Affairs. YES NO**

Previous international experience: list country, purpose (study, travel, etc.), and length of stay.

List the courses for which you hope to register:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

I certify that, to the best of my knowledge, the information in this application is correct.

Signature

Date

Conditions of Participation

All applicants are asked to review and sign the following statement that constitutes conditions for participation in all College of Charleston sponsored study abroad programs.

1. I understand and agree that, as a participant in a College of Charleston sponsored study abroad program, I am subject to the student conduct regulations described in the Student Handbook and in the Rules and Regulations of the College of Charleston. I further understand that, if I am attending a foreign university as part of a College of Charleston program, I am also subject to the conduct regulations of that institution.
2. I agree to participate fully in all portions of the program and agree that any deviation I will make from the program design must be approved in advance in writing by the program director.
3. I agree that the program director may terminate my participation in the program at any time if: 1) I engage in actions endangering to myself or others, or 2) my conduct is considered to be detrimental or incompatible with the best interest and welfare of the program. I further agree, if expelled from the program, to be responsible for all expenses incurred in returning to the United States.
4. I understand that I am subject to the laws of the host country and agree to abide by those laws. It is further understood that College of Charleston may be limited in its ability to provide assistance in the event of arrest and may also institute disciplinary proceedings.
5. I am aware of the nature and the cost of the program and will guarantee that all financial obligations will be met in the time specified.
6. I agree to notify the program director if I am planning extended individual travel during the program. Where possible, I will provide the director with details of the proposed trip including plane, bus, and train schedules. I understand that the College of Charleston will not be held liable in any event.
7. I understand that College of Charleston reserves the right to cancel programs in the case of insufficient participation or for other reasons deemed appropriate. College of Charleston also reserves the right to make changes to the program (such as program director) or alterations in the program's proposed schedule and itinerary. I further understand that should the program, or any portion of the program, be cancelled, College of Charleston shall have no responsibility beyond the refund of all recoverable funds paid to College of Charleston by participants. Minor alterations in the programs will not result in refunds.
8. I understand that any responsibility that College of Charleston has for students participating in College of Charleston sponsored programs terminates once the program is finished.
9. I understand that students participating in College of Charleston programs need to be willing to learn about their host cultures and be open to new ideas even though they may be culturally challenging. Consequently, I will demonstrate a respect for the host culture even though I may not agree with all aspects of that culture, and I understand that behavior that is inconsistent with this statement may lead to my removal from the program.

I have read and understand the conditions governing my participation in College of Charleston study abroad programs. I further understand the possible actions that will be taken should I act in a manner that is inconsistent with these conditions.

Participant's signature

Date

Emergency Information

The following information is needed to help the program director assist you effectively should an emergency situation occur. Be sure to inform the program director of any changes.

Country of citizenship: _____ If U.S. Permanent Resident, visa number: _

Passport number and issuing office: _____

Parent/guardian/person to contact in case of an emergency:

Name:

Telephone: ()

Fax: ()

E-mail:

I give my permission to College of Charleston and its agents to contact the person I have identified as my emergency contact in the event the program director or agents of College of Charleston deem such action necessary. I further grant permission for information about the program and my participation in the program to be disclosed to my parent/guardian/spouse.

Signature

Date

Medical History

Because overseas study programs can be both physically and emotionally demanding, we ask that you provide a candid evaluation of your health. This information will not be used as part of the selection process.

- 1) Rate your overall health: Excellent / Good / Fair / Poor
- 2) Do you have any dietary restrictions or known food allergies? YES / NO
If YES, please explain:
- 3) Have you ever had:
 - A major surgical operation or been advised to have one? YES / NO
 - Treatment in a hospital or mental institution? YES / NO
 - A major illness (rheumatic fever, etc.)? YES / NO
 - Allergies to medication, plants, animals, insect stings, etc.? YES / NO
 If you answered YES to any of the above questions, please explain:
- 4) Are you currently undergoing treatment or taking medication? YES / NO
If YES, please explain:

I understand the need for health insurance and will, if not already covered, purchase a policy and provide the necessary information to the program director before I am allowed to participate in the study abroad program. I certify that this policy will be maintained for the duration of the study abroad program. I further certify that the information I have provided is correct.

Signature

Date

Financial Agreement

Social Security Number: _____ Name: _____

I, THE UNDERSIGNED (DEBTOR), HEREBY ACKNOWLEDGE my indebtedness for program expenses in the amount of \$_____ that I will incur as a result of my intention to participate in the following College of Charleston study abroad program: _____. I promise to pay this sum, as well as tuition, fees, and all other charges to College of Charleston before the program departure. If I applied for financial aid, I understand that it will be applied to my payment when it is released for the relevant term.

I understand and agree that there are penalties for withdrawing from this study abroad program and these will appear on my College account. Depending on the date my withdrawal notification is received by the Center for International Education, these penalties are:

| | |
|-----------------------------------------------|---------------------------------------------------|
| Sixty-one days prior to departure or earlier: | \$50 plus expenses already incurred on my behalf |
| Thirty-one to sixty days prior to departure: | \$100 plus expenses already incurred on my behalf |
| One to thirty days prior to departure: | \$500 plus expenses already incurred on my behalf |
| Date of or after departure: | Full program fee |

Further, I understand that in those instances when airline tickets and/or other services have been purchased by College of Charleston on my behalf, I will be responsible for any cancellation penalties arising out of my withdrawal from the program. I further understand that I will be responsible for negotiating directly with the appropriate agencies regarding any penalties or refunds caused by my withdrawal from the program.

I also understand and agree that if I do not make timely payments:

- A hold will be placed on my records. Therefore, I will be prevented from graduating, registering for future semesters, and/or securing an official transcript until the amount is paid in full along with any other charges which may occur in the meantime.
- College of Charleston may report this delinquency to a credit bureau.
- My account will be placed at a collection firm and/or litigation will be pursued if my entire indebtedness is not paid by the above indicated deadline date, in which case I will pay all collection firm fees, attorneys' fees, and other costs and charges necessary for the collection of my debt.
- I shall immediately inform the College of Charleston Treasurer's Office of any address changes.
- I consent to communications by College of Charleston with my spouse, parents, and/or other references concerning this transaction.
- I hereby assign my current or prior semester student financial aid, including Stafford Direct Loan proceeds, yet to be received, as satisfaction toward my indebtedness.
- I agree that College of Charleston may use any funds or other monetary credits which may come due to me to reduce my indebtedness.

I certify that I have read, fully understand, and agree with the entire contents of this financial repayment agreement. I hereby acknowledge receipt of a copy of this financial agreement.

Student's signature

Date

Waiver of Liability and Hold Harmless Agreement

Please read this statement carefully. It affects any rights you may have if you are injured or otherwise suffer damages on a College of Charleston study abroad program.

WHEREAS I, (indicate full name) _____ am about to participate in the College of Charleston study abroad program called _____ and I acknowledge that I understand that in consideration for my being permitted to participate in said study program, I do hereby, for myself, the members of my family and spouse if I am alive, and my heirs, assigns, and personal representatives if I am deceased, acknowledge and assume the risk of participation in the program and do hereby RELEASE AND FOREVER DISCHARGE the State of South Carolina, Board of Trustees, College of Charleston, and all their officers, faculty, or employees (hereinafter referred to as "Releasees") whether accompanying said program or otherwise, from any and all claims, demands, actions or causes of action on account of any injury to me or my property or on account of my death which may occur from any cause during the said study program, or any continuances thereof; and I do hereby expressly covenant and agree to refrain from bringing suit or proceedings at law or in equity or otherwise as provided by law, against any of said bodies or persons on account of any and all such claims, demands, actions or causes of action.

I further AGREE TO INDEMNIFY AND HOLD HARMLESS THE RELEASEES from any loss, liability, damage or cost, including court costs and attorney's fees that they may incur due to my participation in said program.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements apart from the foregoing written agreement have been made; I am at least eighteen (18) years of age and fully competent (if not eighteen, my parent(s) or guardian(s) agree with the terms of this document and sign it as such); and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Participant signature

Date

****Must be signed before a Notary Public:
My signature below attests that I have read and I understand and agree with the terms of this application to participate in the study abroad program.**

Participant signature

Date

Signature of Notary Public

Date