Elizabethtown College

Short-term Faculty-Led Study Abroad Programs Handbook

2011-2012

International Programs Office
Nicarry 120
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This handbook has been adapted from materials found in similar handbooks from Towson University, Frostburg State University, The University of Illinois-Urbana Champaign, Michigan State University, Iowa State University, Rice University, Williams College, and University of St. Thomas.
I. Introduction

The following guidelines apply to all short-term Elizabethtown College faculty-led study abroad programs. These guidelines and attendant procedures are designed to help faculty run safe and rewarding educational programs and to ensure both academic integrity and thoroughness of preparation for all study abroad courses. All Elizabethtown College study abroad forms, guidelines and procedures described in this document have been authorized by the Study Abroad Policy Group, the College attorney, and the Provost.

Faculty-led study abroad is a group experience involving travel to a foreign location or locations and usually involving some type of instruction for credit. Such experiences may constitute the whole or part of a course, or may count towards an experiential or service-learning component of the Elizabethtown College degree. Whatever the case, study abroad as a College-sanctioned activity requires completion of the Elizabethtown College Study Abroad Forms detailed in the Appendices and described below.

This faculty handbook is intended for faculty directors who accompany and teach students abroad. It is designed to provide these faculty members with general assistance as they lead an Elizabethtown College Faculty-led Short Term Study Abroad Program. Faculty directors will find information outlining the responsibilities of both the faculty and the International Programs (IP) Office, procedures to follow in the event of emergencies, and other important topics.

A. The International Programs (IP) Office

Elizabethtown College is committed to incorporating an international study experience into the academic curriculum and into co-curricular and extra-curricular programs of every student who is interested. The International Programs (IP) office is charged with facilitating the administration of all programs abroad offered to Elizabethtown College students. All undergraduates participating in study abroad programs should work closely with the Director of International Programs, and any faculty member who wishes to direct a program overseas should work through the IP office in the development and execution of the proposed program of study. All other faculty and staff interested in developing non-credit experiences for students and staff are invited to utilize the services of the IP office as well. Faculty who elect to take non-College personnel overseas, or who wish to direct a tour in a foreign country that is unrelated to the Elizabethtown College curriculum must also work with the IP Director to make sure that the ‘Guidelines for Non-credit bearing Overseas Programs’ are followed.

The Director of International Programs manages all administrative matters pertaining to Elizabethtown College programs abroad. The Director provides guidance and support to Elizabethtown College students and faculty who wish to participate in credit-bearing programs abroad. The Director’s office also provides pre-departure orientation programs for students going abroad, and a network of support services for all our students overseas.

The IP office is pleased by your interest in leading a short-term program. We believe that a student’s study abroad experience can be one of the most enriching and inspiring learning experiences of her/his life, and we are committed to making this opportunity available to every qualified student.
B. Important Contact Numbers at the International Programs (IP) Office

Dr. Amy C. Simes, Director, International Programs
Nicarry 120
Telephone: 717-361-1347
Cell: 717-449-8646
E-mail: simesa@etown.edu

Ms. Kristi Syrdahl, International Student Advisor, International Programs
Nicarry 118
Telephone: 717-361-1594
Cell: 717-449-2517
Email: syrdahlk@etown.edu

Ms. Kay Wolf, Administrative Assistant, Center for Global Citizenship
Nicarry 121
Telephone: 717-361-1147
Facsimile: 717-361-3679
Email: wolfk@etown.edu

II. Guidelines for Program Development

A. Important Considerations Prior to Proposing a New Program

1. Frequently Asked Questions - Before beginning your proposal for taking students overseas, it is recommended that you consider carefully the following questions. If you have any concerns regarding these issues, contact the International Programs office.

   - Are you familiar with the area of the world where you are proposing to travel? Are you fluent in the local language? Will someone be available who is?
   - How many times have you traveled there yourself?
   - Are you familiar with local laws, transportation, hotels, restaurants, hospitals? Describe your sources for this information.
   - Do you have contacts there to help with logistical arrangements such as housing and meals?
   - Do you have academic contacts there who can help you with classroom/office logistics?
   - Are you familiar with emergency services and the crime rate in the area? Diseases? Describe your sources of information.
   - Would you send your own son or daughter on your program?
   - Have you discussed your proposal with the Chair of your department? If necessary, can someone teach your classes while you are away?
Have you thought about how your class will appeal to students? Will it only attract a small number of students in one field, or does it have broad appeal to many majors? Could you make the course interdisciplinary and perhaps work with other faculty to have it cross-listed across several subject areas? Are there too many prerequisites to attract many students? Is the coursework appropriate for the time allowed? Does your course incorporate a variety of aspects of the local culture? Have you thought about a post-arrival orientation?

Do you have time in your schedule to put together all the components of a study abroad program, including the budget, field excursions, local transportation, recruiting meetings, publicity, pre-departure meetings, syllabus and coursework tailored to the program? If not, are you willing to work with a third-party program provider recommended by the IP office?

Have you led a group of students overseas before? Are you prepared to be ‘on call’ 24 hours a day, seven days a week for the duration of the program (including those 2:00am counseling sessions whenever something goes wrong)? You will need to carry a cell phone so that students can contact you at all times. You will also be expected to stay in regular (= daily) email contact with the IP office.

Are you prepared to ensure that the program meets all study abroad health and safety guidelines as outlined by the NAFSA Committee on Health and Safety in Study Abroad (see Appendix F)? How will you handle drinking problems overseas? What if a student is injured or hospitalized? Are you prepared to deal with the death of a student?

Are you prepared to take full responsibility for the welfare of students overseas?

Are you prepared to work closely and regularly with the IP office as you recruit students and prepare for your departure?

Are you prepared to enlist colleagues in your department and elsewhere at Elizabethtown College (EC) to help recruit students for your program?

Are you willing to take part in activities promoting your program after your return to EC, including the Study Abroad Fair/International Festival, information meetings, and perhaps a special presentation on your program?

Have you thought about family logistics? There are specific rules about family members accompanying faculty on study abroad programs and EC does not cover family expenses.

Have you considered the practical aspects of leaving your home and car for several weeks? How will bills get paid? How will pets get fed?

2. Family Members/Companions Traveling with Faculty Leaders - The faculty director of a short-term program abroad wears many hats: teacher, dean, academic advisor, psychological counselor, financial advisor, tour guide, secretary, even, at times, janitor. The workload for programs abroad is thus much higher than that of teaching a similar course on the Elizabethtown College campus. For this reason, faculty must carefully weigh
the pros and cons of having any family members or other companions accompany them on the trip abroad during the time the program is in session. Faculty directors must remember that their first priority is to be available to the program students in any potential emergency (or perceived emergency) 24 hours a day, 7 days a week, when the program is in session. Non-involved visitors and/or the demands of family responsibilities can be a distraction and an unwelcome source of additional stress for the faculty member, causing conflicts that are to the serious detriment of the program.

Accompanying family members or companions, if not enrolled as full participants in the program, are not considered in any way to be participants in the program or representatives of Elizabethtown College or any institution affiliated with Elizabethtown College. There is no financial assistance available for family members or companions who are not directly involved in leading the program. Family members must sign waivers (parents sign on behalf of minor children) releasing Elizabethtown College from liability. In addition to the faculty leader, there must be one adult (preferably parent) for every two minor children.

3. **Middle States Association Guidelines for Study Abroad** - As an institution accredited by the Middle States Association, Elizabethtown College is obligated to comply with the Association’s Guidelines for Study Abroad Programs. A summary of the most important guidelines appear below and provide some general standards that will assist with program design (for a more thorough discussion, visit http://www.msche.org).

A Study Abroad Program should:

- be clearly related to the objectives of the sponsoring institution;
- have a well-defined rationale stating the specific nature and purpose of the program, and be accurately represented in the institution’s catalog and promotional literature;
- provide educational experiences related to the institution’s curriculum;
- be available to students carefully selected according to ability and interest;
- have a carefully articulated policy regarding the availability of financial assistance to students for programs accredited by the institution;
- have clearly-specified language proficiency requirements when appropriate, and clearly-defined methods of testing proficiency prior to acceptance in the program;
- provide adequate information to intended participants, honestly and specifically describing the program’s opportunities and limitations, indicating how and where instruction will be given, the relationship if any to a foreign institution, explaining grading practices, pointing out especially significant differences between a home campus experience and what can be expected abroad, including information about local attitudes and mores, and describing local living conditions and the extent of responsibility assumed by the program for housing participants;
- provide extensive orientation for participants prior to departure for and arrival in the foreign country with respect to the point immediately above, augmented with more detailed information related to the specific program;
- provide counseling and supervisory services at the foreign center, with special attention to problems peculiar to the location and nature of the program;
- guarantee adequate basic reference materials to offset any limitations of local libraries or inaccessibility to them;
- include clearly-defined criteria and policies for judging performance and assigning credit in accordance with prevailing standards and practices at the home institution, where several institutions are involved with a single overseas
institution or in a consortium, a common basis for determining grade equivalencies is essential.

B. Program Proposals

The following guidelines apply to all EC faculty-led study abroad programs. These guidelines and attendant procedures are designed to ensure the academic integrity and thoroughness of preparation for all study abroad courses. All EC study abroad forms, guidelines and procedures are authorized by the Study Abroad Policy Group, the College attorney, and the Provost’s Office. No study abroad program will have the sanction of the College unless all procedures have been followed and the IP Director has informed the responsible faculty member that the proposed program has been approved.

The Director of International Programs, in conjunction with the Director of the CGC and the Provost, is responsible for reviewing and evaluating the non-academic aspects of all new study abroad programs. The following criteria will be applied to proposals to create new study abroad programs as well as to proposals to teach new courses under existing study abroad programs.

The Director will forward the IP office’s recommendation for approval or non-approval of the study abroad proposal to the Provost and to the faculty member who has submitted the proposal. Final authority for approval rests with the Provost. The Academic Council will review proposals for new courses or revisions of current courses and will forward their approval to the Faculty Assembly.

Proposals for new summer or fall programs and/or courses should be received by the Director by the previous October 1. Proposals for new winter or spring break programs and/or courses should be received by the Director by the previous March 1. Your proposal should contain detailed information as outlined below (evaluative criteria), your ‘Notice of Intent Form’ (see Appendix G), and any supporting academic/excursion descriptions.

Evaluative Criteria:

1. **Timeline** – Proposals should lay out an approximate timeline of program development, including amounts of time for marketing, recruitment, making overseas arrangements, bookings, and pre-departure meetings.

2. **Itinerary** - Proposals should specify the duration of the study abroad experience, as well as approximate dates of departure and return. It is recommended that courses meet EC guidelines as they pertain to contact hours, although all ‘contact hours’ do not need to be limited to classroom contact. A standard guideline is to allow 15 hours of contact time for each credit hour.

3. **Syllabus** - Proposals should include a course syllabus/syllabi which follow EC guidelines set out in the EC Faculty Handbook and has been initially approved by the Academic Council (see above).

4. **Frequency** - Proposals should specify how frequently the program is projected to be offered (e.g., one time only, every spring semester, every other summer).

5. **On-site Considerations** – Descriptions of the following items should be included in your proposal:
a. **Transportation** - Proposals should include a description of mode of transportation (including names of potential carriers) between US and host country, and/or between the host country and other countries, if other international travel is involved in the program. Alternative modes of transportation should also be specified where they exist. Types of in-country transportation should be described as well as how any transportation companies were vetted for use.

b. **Host Institution/Contact Person** - Proposals should include the name, title, and contact information (e.g., address, telephone number, email address, etc.) of a responsible person at the overseas site.

c. **Housing** - Proposals should include the location of and a description of student accommodations; if accommodations are off-campus, a description of specific commercial accommodations or a description of screening agency approving host families should be provided.

d. **Health and Safety** - Proposals should include information about any health and safety concerns unique to the host country or region as determined by the Centers for Disease Control (www.cdc.gov), the Department of State travel advisories (travel.state.gov), the Overseas Security Advisory Council (www.osac.gov), and the Association for Safe International Road Travel (www.asirt.org). A copy of the most recent Department of State Consular Travel Advisory for the country or countries to be visited should be included with the proposal. (Please note that the IP Director will conduct a pre-departure meeting for all study abroad students and provide standard written materials about health, safety, culture shock, finances, and many other topics. You are expected to attend that meeting.)

6. **Marketing and Recruitment** – Please include in your proposal your plans for carrying out the following marketing and recruitment strategies:

a. **Program Flyer or Brochure** - A flyer or brochure is an easy and convenient way to highlight the features of your program and provide students with useful information. It should include the following: Location, dates, course(s) offered, activities, excursions, housing, cost, eligibility and application and deposit deadline. Your name and contact information should be included. Indicate where applications can be obtained (e.g., IP office) and where they should be returned (your office). Students should be told what the program fee includes as well as what it does not include.

To minimize costs, it is recommended that flyers rather than brochures be used for most recruiting. Remember, any costs of producing promotional materials must be included in the program budget. Note that all program flyers and brochures should be reviewed by the IP Director prior to posting. It is recommended that you also post flyers in and around your building, and send them to colleagues in other departments.

b. **Information Meetings** - An information meeting will give students a chance to meet you, hear about the program in more detail, and ask any questions they may
have about the program. They can provide you with a list of interested students
with whom you can keep in contact. It is a good idea to advertise your meeting
well in order to ensure good attendance.

c. **Web Page** - It is suggested that you develop a program website, complete with
pictures of the program destination and surrounding area and related links.
Remember that the IP office must approve all promotional materials, and this
applies to any website as well. The IP office is also happy to list the program on
its website; you should link your website to the IP website.

d. **Class Visits** Announce your program in classes. Share information with
colleagues in your department and ask them to make announcements in their
classes, or allow you to visit their classes to make the announcements.

e. **Study Abroad Fair** Participation in the annual Study Abroad Fair sponsored by the
IP office and usually taking place during the International Fest each September is a
good way to locate interested students.

f. **Past Participants** Returned study abroad students are effective recruiters for study
abroad programs. Make use of students who have previously studied abroad in the
region where your program will take place, or international students from that
country. If you have offered this program before, use past participants from your
own program.

g. **E-Mail** - E-mail can be used in several ways. You can send program information
in response to inquiries from students who have seen the other promotional
materials. You can set up your own program distribution list for past participants
and prospective students, allowing prospective students to have questions
answered by peers who have been there. A “nickname” list on your e-mail
software can make dissemination of program information and meetings
convenient, and can be easily updated.

h. **Keeping In Touch With Prospective Students** - One of the main reasons for
withdrawal from a program is lack of contact by the faculty director. Even after
students have signed up for the program, submitted an application and deposit, you
must maintain regular contact with them in order to keep their interest. Remember
that there are many other options, including other study abroad programs,
internships, jobs and travel that can grab students’ attention and cause them to
drop out of your program. To maintain your students’ interest and the necessary
minimum number of participants, hold regular meetings with them and update
them often via email.

7. **Budget** – All Elizabethtown College short-term study abroad programs are expected
to be wholly self-supporting. This means that all costs of offering the program,
including the faculty salary and expenses, must be covered by the tuition and program
fees charged to the participating students. Normally, Elizabethtown College tuition is
charged to all participants for short term study abroad programs that award credit. In
special cases where academic credit is not earned by participants a special fee may be set
for each individual short term study abroad program, depending on its operating and
overhead costs. All efforts should be made to keep such costs to a minimum without
jeopardizing the quality of the program. The IP office is available to handle the coordination of any special program fees and work with the Business Office.

a. **Instructions for Constructing a Budget** Once a program is approved, your department or the IP office will assist you in opening two accounts for the program: the *in-service* account (account number starts with 10-11) and the *agency* account (account number starts with 90-86). Tuition is deposited to the *in-service* account while the program fee is deposited to the *agency* account. Funds from each account may only be spent on certain items, so the faculty director is advised to work with the Business Office to determine these distinctions before making purchases and bookings.

Once you have calculated your expenditures and your tuition revenue, and accounted for any additional funding that you will have (e.g., from grants) the electronic Excel version of your budget (see next page) will automatically calculate the program fee for you. The IP Director will be happy to send you this Excel spreadsheet so that you can calculate your budget as you put together your program.

The total cost to the student will be the program fee plus any set tuition. Students should not be required to pay any other student fees. The funds for tuition and the program fee are collected separately, and therefore should be listed separately for clarity in any brochures. Students normally pay their tuition directly to the Bursar’s Office. Note that any faculty compensation besides tuition revenue must be approved by the Provost.

Current tuition rates can be found on the College website.

It is required that all students purchase some type of health insurance as well as the International SOS travel assistance card ($50), so this should be included in the price of your program (health insurance can vary, but generally allow for $1/day). Faculty are also required to purchase both health insurance and the SOS travel assistance card for themselves and any family members.

To assist with your calculations, an Excel spreadsheet is available from the IP Director. An example of this spreadsheet is copied on the next page. Please note that there are two variables – the exchange rate and the number of students (both in **bold**). Final costs to students will vary depending on these two numbers and your own expenses.

**Important! Do not purchase items for your program with your own funds! There is no guarantee that the College can reimburse personal costs.**

**Also, do not sign ANY contracts or make any verbal or written agreements requiring you or the College to deposit ‘non-refundable’ deposits or fees.**

**All financial matters should be discussed thoroughly with the IP Director prior to finalizing program details.**
### Sample Budget Spreadsheet

<table>
<thead>
<tr>
<th>Summer 2007</th>
<th>Spain</th>
<th>2-28 July</th>
</tr>
</thead>
<tbody>
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<tr>
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<td>Ex. Rate</td>
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</tr>
<tr>
<td>Airfare</td>
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<td>DC - Madrid –DC</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airport Taxes</td>
<td></td>
<td>Madrid-Salamanca-Madrid</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td>Madrid - (no meals)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Salamanca</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Madrid - (no meals)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Student ID/health insurance</td>
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<td></td>
</tr>
<tr>
<td>Cell Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOS Card</td>
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</tr>
<tr>
<td>Contingency</td>
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</tr>
<tr>
<td>Transport</td>
<td>Taxi: Barajas Airport - Hostel - airport</td>
<td>15.8</td>
</tr>
<tr>
<td>Sub-total</td>
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<td></td>
</tr>
<tr>
<td>Deposit</td>
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<td>Faculty Leader Costs:</td>
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<td>Airfare</td>
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<td>$ 755</td>
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<tr>
<td>Hotel</td>
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<td>$ 1,070</td>
</tr>
<tr>
<td>Per Diem</td>
<td>$25/day</td>
<td></td>
</tr>
<tr>
<td>Salary (if no tuition)</td>
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<td></td>
</tr>
<tr>
<td>Student Program Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition (2 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total charge per student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. **Faculty Reimbursement** In short-term study abroad programs which take place during the May or summer sessions, faculty are normally paid the standard full rate for teaching a May or summer course at Elizabethtown. For shorter programs offered during the winter or spring breaks, compensation will be determined case by case in conjunction with the IP office. The following travel and living expenses are also paid by the program:

- Roundtrip airfare from Baltimore, Washington, Harrisburg International, or Philadelphia, to destination site, at the group rate arranged for the program (unless this is paid by a partner program or third party provider – see Appendix D);
Faculty normally travel with the group although in special situations they may make separate arrangements. Reimbursement for such arrangements, however, can only be made up to the amount of the group rate for the program flight;

- Roundtrip ground transportation to and from the US departure airport;
- All ground expenses related to the program overseas;
- Room and board costs while overseas. It is understood that to minimize expenses, accommodations should be comfortable but modest, and meal expense per diem will normally be made at the EC rate.

The College is never able to reimburse faculty for any costs incurred for accompanying family members or any other persons not enrolled in the study abroad program.

The faculty director should work out the final program budget with the IP Director. All program budgets must be finalized with and approved by the IP Director. Once finalized, the budget cannot be changed except with the specific approval of the CGC Director or the VP for Finance. Any expenses incurred by the faculty director, which have not received prior approval, will not be reimbursed unless such expenses were the result of an emergency.

On return, the faculty director should meet with the Business Office to settle the travel expense account. Receipts must be submitted for all expenses other than those paid for in advance as part of the group (such as a flight), or the meal per diem. Expenses will not be reimbursed where there are no receipts submitted.

c. **Program Expenses** Program expenses can be defined as either fixed or variable. Fixed costs do not change based on the number of participants – e.g., tuition. Variable costs are dependent on the number of participants: for example, room and board costs. It is important to be aware of which operational costs are fixed and which are variable, because the fixed costs determine the minimum funding necessary to run the program, and will thus determine the number of participants necessary to make the program possible. Generally, the larger the group, the lower the cost of the program will be for each individual participant.

Participants must pay all tuition fees for the program directly to the Elizabethtown College Business Office. Faculty members should not collect fees from the students directly. Checks for all program fees should be written to Elizabethtown College and deposits paid directly to the Business Office using the deposit form found in Appendix D. Upon receipt of deposits and fees, the Business Office will notify the IP Director and the Faculty Director.

Other typical program expenses may include, but are not limited to the following types of expenses:

- On-site faculty salaries or tuition at the host institution
- Honoraria to lecturers and guides
- Classroom rental
- Educational materials for students
- Ground transportation costs
- Guides at museums and sites
- Admission costs at museums and sites overseas on excursions
• Tips to van drivers and guides
• Student housing
• Student meals
• Faculty salary
• Faculty travel
• Faculty housing
• Faculty meals
• Faculty participation in program activities
• Modest gifts to hosts
• IP administrative overhead
• Contingency fund

A modest contingency fund should range between $10 and $50 per student, depending on the cost of living at your destination. The electronic version of this Excel chart contains formulas so that you do not need to add up the rows and columns. Use only numbers in the cells designated for variable costs or the formulas will not function correctly. If you use the electronic version and add rows, be sure to verify that the formulas are still correct.

d. Issues of Reciprocity If you have not participated in international education previously, you will be amazed by the goodwill, support, and information sharing evidenced throughout the field. Events, opportunities, and developments are dictated by relationships. However, relationships are not always easy to maintain, and they are never free. For example, maintaining a relationship with a host university may entail:

• Fees to lease classroom and/or office space
• Requests for free exchange opportunities for the host university’s students at Elizabethtown College
• Gift-giving on arrival, upon departure, and at events
• Hosting dinners and parties
• Inviting host university faculty and staff to visit Elizabethtown College – and covering some of their costs.
• Forsaking relationships with other institutions in that same country

Remember: Elizabethtown College’s image is determined by the actions of individuals representing it. All dealings with universities abroad must be centrally coordinated to manage requests and commitments. Make no commitments yourself or for the College that have not been discussed in advance with the appropriate College official(s).

C. Final Approval of Your Program

Once received, all faculty-led program proposals are reviewed by the Director of International Programs and sometimes, if appropriate, by the CGC Director. Proposals should be submitted to the IP office at least nine months prior to the intended departure date, preferably one year in advance.
III. Guidelines for Program Administration and Implementation

A. Responsibilities Prior to Departure

1. Application Process - The IP Office has a standard application form available for your use (see Appendix B). It is required that you use this form for your program so that you can be assured of collecting all pertinent information that the IP Director is required to report to outside agencies. For this reason, all applications are made initially to the IP Office. The IP Director then copies application to the faculty leader. Normally required supporting documents are a current transcript, a judicial check form, and a statement of interest in the program. You may supplement this data if you wish. The IP office does not interfere in the screening of applicants, nor in selecting applicants for a waitlist. The IP Director will, however, maintain the applicant list and notify those on a waitlist of their status if requested to do so. Note that your process for selecting participants must be stated in your program proposal. Any eligibility requirements or preferences, such as minimum GPA, should be stated in your promotional materials.

The IP Office maintains files for all students who participate in overseas programs and will keep copies of student administrative paperwork in these files.

Before marketing your program, you should establish an application deadline (preferably March 1 for summer programs, October 1 for winter and spring programs).

It is recommended that you not consider wait-listing students until your enrollments have exceeded your maximum number by at least 10%. Experience shows that programs generally see a final count of about 10% less than the earlier, higher enrollments. If a waitlist becomes necessary, you should determine in advance how you will prioritize students. First-come-first served? Preference to seniors? Preference to particular majors? You must decide early and communicate your criteria to the students in order to avoid any confusion.

2. Payment Schedules - A non-refundable deposit of $250 is a reasonable amount to expect at the time of application. Experience has shown that this requirement ensures that all applicants are serious ones. The deposit is fully non-refundable. If the deposit is not received by a designated deadline, it is recommended that the student be dropped from the participant list and the space given to the first student on the waitlist. The faculty leader should use the Deposit Form (see Appendix D) to avoid confusion. Students can complete this form and either present it to the faculty leader or take it with them to the Business Office when they make payment. This also ensures that the student is aware of the non-refundable nature of the deposit.

Winter and spring break program students should be accepted by November 15 while May and summer program students should be accepted by April 1. After acceptance and registration (if for credit), the full balance of the program fee should be paid to Elizabethtown College. By this time, you would normally be making some payments to providers for the program. Should any student wish to withdraw from the program for any reason after registration, only recoverable expenses should be refunded according to the Study Abroad Policies (see Appendix A). All withdrawals must be in writing.

3. Financial Aid and Scholarships - Financial aid is generally not available for short-term programs. Students may be eligible to receive financial aid for a summer program if the
student completes at least 6 credit hours altogether over the summer. Students who wish to apply for aid for a summer program must work through the Elizabethtown College Financial Aid Office before submitting an application and show proof on the application that Financial Aid has been awarded via the signature of the Director of Financial Aid. Students may also be eligible to apply for additional scholarship funds from outside sources. The IP Director will make available information about external scholarships.

4. Other Necessary Forms

a. **Waivers** – All Elizabethtown College students are required to sign a standard waiver, found in Appendix C (non-student participants will also be required to sign a similar waiver, provided by the IP Director). These waivers provide legal protection for both the faculty director and the College in the event of a serious mishap or crisis. They also set out in clear terms the responsibilities of both the program provider and the program participant. Copies of these waivers will be available to students in their pre-departure materials so that they are aware of what they have signed. By signing these waivers, students are agreeing to abide by the Study Abroad Policies found in Appendix A.

b. **Health insurance/SOS Card** – Students are informed (through the waiver and the Study Abroad Policies) that they are responsible for purchasing health insurance that will cover them for all medical needs overseas, including emergency medical evacuation and repatriation of remains. A list of recommended insurance companies is provided to students by the IP Director at the pre-departure orientation meeting. You should require students to show you proof of their insurance coverage as part of your pre-departure requirements (make copies of insurance cards). Students will also be required to purchase the SOS International Travel Assistance Card ($50). This card provides an array of services to students overseas, but is not health insurance. Faculty should also plan to acquire an SOS card (at no cost) and insure that they have adequate health insurance. (Refer to Appendix I for more information about SOS)

c. **Medical information** – During the IP office pre-departure orientation, students will be provided with the most recent updates from the Centers for Disease Control (CDC) in Atlanta pertaining to their host destinations. Faculty directors should also familiarize themselves with this site, as well as the International SOS site, and keep abreast of travel warnings and outbreaks of disease. Students are required to seek medical advice from their family doctor prior to departure and to obtain all necessary immunizations at their own expense. Please be aware that some countries will not issue visas to visitors who have not obtained required immunizations. All participants are required to produce important medical information and sign the ‘Release of Medical Information’ form found in Appendix H. **This form is signed only after acceptance to the program!**

d. **Passport and visas** – Students should be advised to apply for a passport if they don’t already have one well in advance of the trip. The IP office can assist with passport applications. Passports normally take between 4-6 weeks to process. Please advise your students to make sure that their passport will not expire at least six months after they return to the US. Some countries require individuals to purchase visas, even for a short stay, while others do not. This information is available from the country’s embassy. Please consult with the IP Director for
more detailed information about applying for visas, especially if your program will visit more than one country.

5. **Pre-departure Responsibilities** - Program orientation begins when students first read your program flyer, and continues at information sessions throughout the admission process. Because of this – and also because all materials and oral presentations insinuate contractual agreements – all distributed information about your program needs to be clear and accurate.

An orientation meeting should be held for your program participants as soon as is practical after the students for your program have been selected. It is recommended that the IP Director participate in this meeting with you. The meeting will address the key issues of your program. You should be prepared to discuss with students the course outline, academic expectations, excursions, the host country and site. The IP Director will be available to discuss with students logistical matters such as money, travel documentation, travel arrangements, and health and safety issues. Towards the end of the semester, the IP Director will hold general pre-departure orientation meetings for all students traveling abroad on short-term programs. At this meeting, students will be provided with a study abroad orientation handbook containing general information on issues such as health, safety, money matters, culture shock, gender/sexual and racial differences abroad, medical matters, and how to respond in an emergency. You should plan to attend this meeting.

It is also recommended that you hold additional meetings with your students prior to departure. This will allow for the students to get to know you and to bond with each other. It will also give you more time to discuss with them their expectations and motivations for participating in the program.

Students, their families, and the IP office should all be given a copy of the final itinerary which should include detailed flight information, contact numbers, names and addresses of homestay families, hotels, residence halls, and hostels. It should also contain your cell phone number, email address, and your passport number (or picture page). If you are able to, the itinerary can be posted on your program website. The IP office must also be provided with copies of the picture page of all participant passports.

6. **FERPA Considerations** - FERPA, or the Buckley Amendment, which addresses the privacy of student records, may conflict with the desire of parents and others to be fully briefed on both student progress and on-site emergencies. If you believe that certain information must be disclosed for a participant’s well being without his/her consent, first contact the IP Director, who will seek the advice of the CGC Director and, if necessary, legal counsel. In rare cases when that is not possible – in cases of a serious and urgent medical emergency, for example – the best guideline is to act in the way which will be of most benefit to the student. Remember to document all emergencies thoroughly and to communicate with the IP office about the situation. It is generally inappropriate to communicate with parents about a particular student’s grades, personal relationships, or cultural adaptation without prior permission from the student. It is equally inappropriate, however, to withhold vital information from either the CGC staff or the student’s parents when such information may affect the well being of the student or other students/individuals. **Please note that by signing the student waiver, all short-term program students automatically waive their FERPA rights.**
B. Logistical Considerations and Assistance

In some instances, the faculty director will require assistance in booking airline tickets and overseas accommodations. The IP Director will be able to assist in directing the faculty director to sources for making such arrangements. In some instances, the faculty director may choose to work directly with a third-party program provider, such as IEP or AIFS, that can design custom-made programs for faculty, thus relieving the faculty director of worrying about logistical arrangements. A listing of such providers can be found in Appendix F.

IV. Guidelines While Abroad

A. Communications with the IP Office/Elizabethtown College

Maintaining regular contact with the IP office and/or other EC officials is vital. Even though you may feel that everything is fine and your program is running smoothly, you may not realize that parents who do not hear from their sons or daughters for several days when they are that far away begin to worry, especially if there are stories on the news that are cause for concern. You are asked to check in regularly (at least once every few days) either by email or phone to let those back in Elizabethtown who have to respond to nervous parents know that all is well.

1. Cell phones on site – Either the IP office will provide the Faculty Director with a cell phone to use while overseas, or one should be purchased or rented upon arrival in the host country (and the CGC will reimburse the cost). Normal US cell phones will usually not operate overseas, so a cell phone with a local or international SIM-card is required. You should provide your cell number to each student and ask them to keep it with them at all times.

2. Immediate responses – In the event of a serious emergency (see below) involving natural disasters, acts of terrorism, serious flight disruptions, or other crises, the IP Director will contact you – most likely by email – to find out how everyone in the group is and to issue emergency instructions. As a faculty leader, therefore, you will need to check your email or phone messages as often as possible, preferably every day. It is also a good idea to check the Dept. of State Travel Advisories in the event of a serious situation in your host country (http://travel.state.gov), and follow any recommendations or advice for travelers.

B. On-Site Responsibilities

1. Upon Arrival – The faculty director should be prepared to fulfill the following duties on-site:

- Provide an initial on-site orientation to introduce the students to their host site and culture.
- Register the students at the nearest US Embassy or Consulate if that is required (it usually is not). You will need information from the information page of their passports to do this.
- Notify the College through the IP Director immediately if any students do not arrive with the group or get lost.
- Notify the College through the IP Director immediately if any student leaves the program, is injured, is a victim of crime, or suffers a serious illness.
- Be responsible for maintaining fiscal records, copies of passports and visas, the academic aspects of the course, coordinating class activities, and responding to any emergency situations which may arise.
- Act as liaison between the students and any individuals providing services to the program.
- Decide on the limits of your academic role with the students and communicate these limits clearly to the students.
- Itemize any usage of the contingency fund and collect receipts which should be turned into the Business Office at the program’s end.
- Meet with students regularly throughout the program to discuss non-academic issues such as cross-cultural adjustment, personal activities, inappropriate behavior, etc.
- Be aware of possible indicators of culture shock. These can include: feelings of helplessness, loneliness, alienation, sleeping more than usual, depression, getting angry easily, decline in flexibility, stereotyping of host culture; increase of physical ailments, eating problems, inability to concentrate, and uncontrollable crying. Most students experience some level of culture shock. The concrete indicators of culture shock vary greatly from individual to individual.
- Assist students who are ill and who may have emergencies abroad by accompanying them to the hospital/doctor/embassy, contacting International SOS and their health insurance company, contacting the IP Director and the student’s family, if necessary. Do not abandon the student! If the situation is serious enough, and there is no additional non-student participant available, the CGC will send a staff member to assist.
- Cooperate with other on-site faculty members or staff regarding the program objectives.
- Establish that non-program participants are not allowed to accompany the participants on program-sponsored excursions or activities.
- Never loan students program or personal funds unless it is an extreme emergency.
- Refer to the Elizabethtown College Emergency Response Manual for all emergencies and follow the steps outlined. Document as much as you can!

2. Safety Briefings and Regular Meetings - As the faculty director of a short-term program abroad, you may find yourself facing an emergency involving one of more of the students who are in your care, or an emergency of your own.

While it is impossible to plan for all contingencies, you should be prepared to follow procedures that will allow us to respond when emergencies do arise. You need to provide in a consistent and predictable way for the safety and well being of your students. You also need to take reasonable and prudent measures to limit the College’s legal liabilities.

As the faculty director of a Elizabethtown College program, it will be your responsibility to follow the procedures outlined in Section D below and be sure to inform the students in your group about these procedures when you arrive on-site.

a. Safety Briefings for Students - The faculty director should meet with the students first thing after arrival at the program site. At this meeting, you should explain to the students that they are required to inform you immediately about any medical emergency, and that you in turn are required to contact the IP office to inform the College about the emergency. Inform the students that this information will be
treated with the strictest confidentiality, and that it will be shared only on a “need to know” basis.

Where the local Consulate or Embassy requires it, you must have each of the students fill out any registration forms provided by Embassy personnel. The students should be encouraged to stop in at the Embassy or Consulate before and during any travels away from the program site to get updated information about each additional country they plan to visit.

Students must be advised to avoid travel to or through any location where tensions exist and travel may be dangerous. Prohibit travel to any country or region for which the US State Department has issued a warning or travel advisory.

b. *Driving While Overseas* - Faculty Program Directors must be aware of the risks associated with driving a motorized vehicle in a foreign country. It should be clearly communicated to all students that they are not permitted to drive any vehicles overseas. The student must also be told that in the event that a student disobeys this policy, Elizabethtown College assumes no liability for death, injury, damage, loss, accident, or delay resulting from a student operating a motor vehicle while abroad.

Faculty directors should not assume responsibility for driving students. All program-related transportation must be provided by a licensed, insured vendor that has been vetted prior to use. Transportation of students during a planned excursion that requires driving a motorized vehicle should be arranged with a reputable company. In emergency situations (e.g., medical, instructional, security, etc.) where renting a vehicle overseas is strictly necessary, faculty directors must abide by local insurance regulations as well as all local laws. As a general rule, full insurance coverage is understood to include: collision, medical expenses for driver and passengers, loss of vehicle by theft, theft of the contents inside the vehicle, road assistance, comprehensive liability to others, and uninsured motorist.

Under no circumstances should student participants be permitted to operate a vehicle for program-related travel or transportation of other program participants. Faculty and staff hired overseas (who are not professional drivers) who reside or have resided in the location where the driving will take place, may normally transport individual students for academic purposes only provided that their driving records and vehicles have been vetted prior to use (vetting process will be discussed in detail during the program proposal stage).

C. Academic and Behavioral Expectations of Students

1. *Disruptive behaviors* - If you experience disciplinary or behavior problems with students, they should be dealt with immediately, because if allowed to continue they may adversely affect the atmosphere and morale of the entire group. During and after the situation takes place, keep detailed notes of what occurred and who said what. These notes may need to be shared with the Dean of Students, the CGC, and others. An incident report form is available from the IP Director.
Depending on the circumstances, you should discuss the problem individually with the student(s) concerned and possibly discuss it openly during a general non-academic meeting with the group. If the behavior persists after discussion, the faculty director may need to consult with the IP Director for guidance. Should the inappropriate behavior persist, you should consult first with the IP office about dismissing the student. Assuming that all parties are in agreement, and that the situation has been fully reviewed by both the faculty director and the IP office staff, the IP office will fully support your decision to dismiss the student(s) from the program.

The College, through the IP office, should be notified immediately about any serious disciplinary problems with any student in the program, whether or not the local authorities become involved. In less serious cases, mediation may be required. The IP office stands ready to assist you to perform this function. In serious cases, where the student is dismissed from the program and sent home, no credit will be awarded and no refund granted to the student or his/her family.

Damage control may be necessary at the host site and within the local community. The faculty director should make amends for inappropriate behavior in a culturally appropriate way. Elizabethtown College will generally be willing to reimburse the faculty director for expenses incurred, and when appropriate, the student’s account will be billed for such fees.

In cases of arrests abroad, Elizabethtown College assumes no financial responsibility for legal aid to students. However, it is appropriate for the faculty director, in conjunction with the IP office and the Dept. of State, to assist students in contacting their families and appropriate government or legal assistance.

Students found using or selling illegal substances should be immediately dismissed from the program, with no credit awarded and no refund paid.

2. Alcohol use – The subject of alcohol policies is frequently debated in international education. Contention usually revolves around the question of whose rules are in effect, given that laws concerning alcoholic beverages vary greatly from country to country, and that in many countries abroad it is legal for students to purchase and consume alcohol in their overseas locations.

It is not expected that the entirety of Elizabethtown College’s policy on alcohol will be enforced overseas. In general, it is wise to follow the principle that students will be informed about legally and culturally appropriate behavior regarding alcohol, as well as about the consequences of inappropriate behavior. They also should be made aware that alcohol abuse will not be tolerated on Elizabethtown College study abroad programs. Violation of local laws and/or program policies (see Appendix A) may result in immediate dismissal from the program. Remind them of the alcohol policies as outlined in the short-term ‘Study Abroad Policies’ which they have agreed to follow by virtue of signing the ‘Study Abroad Agreement’.

Responsible use of alcohol is required on the part of the faculty director as well as each program participant. Responsible use of alcohol means that all participants are expected:

- to abide by the laws of the country and/or countries visited,
- to be respectful of others sharing the same housing,
- to avoid congregating in loud groups for social purposes,
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- not to miss scheduled events because of the effects of alcohol consumption,
- not to become ill due to the effects of alcohol consumption,
- not to engage in inappropriate behavior towards others,
- not to engage in behavior that is destructive of property,
- not to engage in behavior that causes embarrassment to other members of the group or to the in-country hosts,
- not to facilitate, encourage, or ignore a fellow participant who is abusing alcohol, and
- not to transport quantities of alcohol to program sites with the intent of sharing it with the other members of the group.

Faculty may not drink with students unless it is part of a course activity, and it is recommended that faculty directors consume alcohol apart from student participants during free time activities. **Under no circumstances should a faculty director ever purchase alcohol for a student.**

3. **Sending students home** - On rare occasion a student may need to return to the US early. You may decide to send individual students home in response to:
   - Criminal activity on the part of the individual: arrest, drug use, physical or sexual assault, etc.
   - Inappropriate behavior on the part of the individual: a continuing pattern of culturally inappropriate behaviors which does not improve with advising and which endangers the program’s relationship with the host institution and/or community; or behavior which is insensitive to other group members and/or damaging to the program group’s morale.
   - An emotional crisis, which greatly affects the individual
   - Death of a program participant, death or serious illness in the family
   - Serious illness, either physical or psychological

The faculty director, in consultation with the IP Director, may decide to cancel the program in response to:
   - Death or serious injury to a program participant
   - An outbreak of highly infectious disease at the host site (assuming the area is not quarantined by the authorities)
   - A natural disaster
   - A political or civic emergency, including a terrorist act or threat
   - Serious illness or injury suffered by the faculty director

The decision to send students home, even when made for the best reasons, may result in negative responses and difficulty in re-establishing the program in future. It is therefore essential, when contemplating an expulsion or an evacuation, to consult immediately with CGC staff who will in turn consult with other appropriate offices on the Elizabethtown College campus.

**Generally, no program participant should ever be sent home unaccompanied! Program cancellation or evacuation is always carried out in consultation with the IP office staff, the Crisis Response Team, and International SOS.**
D. Emergencies and Risk Management Overseas

The safety and well being of students and faculty participating in an Elizabethtown College study abroad program is of highest concern. As the faculty director of a study abroad program, you may find yourself facing an emergency involving one of more of the students who are in your care, or an emergency of your own. Participants can and do become ill, suffer accidents, are the victims of muggings, thefts, and assaults, find themselves caught up in potentially violent political situations, or fail to return on time to programs after a weekend. While it is impossible to plan for all contingencies, we need to follow procedures that will allow us to react in a responsible and levelheaded way when emergencies do arise. We need to provide in a consistent and predictable way for the safety and well being of our students. We also need to take reasonable and prudent measures to limit the College’s legal liabilities.

The IP Director is responsible for coordinating the College’s management of emergencies affecting participants in EC study abroad programs. As the Faculty Director of an EC program, it will be your responsibility to follow the procedures outlined in this handbook and in the Elizabethtown College Emergency Response Manual for Overseas Study (which will be provided to you prior to departure). Be sure to inform the students in your group about these procedures when you arrive on-site.

1. What constitutes an emergency? - For our purposes, an emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well being of the program participants. Emergencies include, though are not limited to, the following:
   - physical assault
   - disappearance or kidnapping of a student
   - robbery
   - sexual assault or rape
   - serious illness, physical or emotional
   - significant accident and/or injury
   - hospitalization for any reason
   - terrorist threat or attack
   - local political crisis that could affect the students’ safety and well being
   - arrests or questioning by police or other security forces
   - any legal action involving a student

2. How to Prepare for an Emergency - Health and medical care are important topics to be discussed with the students and should be incorporated into the orientations and discussed at other points throughout the program. Students should be reminded to notify you immediately about any health problems that may arise. The need for hospitalization can often be prevented by prompt treatment.

The program’s location is a major factor in health risks and available medical care. You should do appropriate research to compile a list of reputable local medical clinics or hospitals. International SOS assists with this research (http://www.internationalsos.org).

If the students are to be housed with local families, the families should be notified that they are required to notify you immediately of any emergency involving the student(s) in their care. If the students are housed in a residence system or rented house, the local housing supervisor must be similarly informed. If students are housed in a hotel, you should keep with you a list of room assignments.
If you are not being housed with the students, the students must be given the address and phone number of where you are staying. They should carry this with them at all times. It is essential that you have a cell phone while overseas and give students your number for emergencies.

3. **On-site Briefing of Students** - You should meet with the student first thing after arrival at the program site and then again every few days afterwards to make sure that all students are well and are not suffering any crises. At these meetings, remind the students that they are required to inform you immediately about any medical emergencies, and that you are, in turn, required to contact the IP office as soon as possible to inform the Director about the emergency. Inform the students that this information will be treated with the strictest confidence, and that it will be shared by the directors only on a “need to know” basis.

4. **Responding to Emergencies** - Emergencies range from the irritating but benign (a lost or stolen passport, for example) to the imminently dangerous (motor vehicle accidents; political coups). Each situation must be assessed in its own context. In a serious emergency, maintain daily contact with the IP Director and with host country informants. Members of the host culture may be best able to assess the seriousness of any given situation, and able to give excellent advice.

In an emergency, your first responsibility is to safeguard the safety and well being of the program participants. You should do whatever is necessary to ensure this, whether this means obtaining prompt and appropriate medical attention, US Embassy intervention, or police protection. All expenses relating to the management of an emergency will of course be reimbursed.

When all that has been done to reasonably ensure the students’ well being, the **IP office should be contacted immediately, and the Director or her/his representative fully informed about the situation.** If it is outside normal office hours, you should phone Campus Security collect at 717-361-1111/1263 and request that they contact the IP Director at home. The Director will then phone you. During an on-going crisis, keep the IP Director informed on a regular basis through telephone or e-mail, until the crisis has passed.

Notify the local US Embassy or Consulate about the crisis, if advised, and follow whatever procedures they may require. If there is a continuing risk to the students (during a terrorist threat, for example), ask the appropriate Embassy or Consulate official to advise you on a regular basis about the evolution of the crisis, and about how you and the students should respond.

In a medical emergency, contact the students’ overseas health insurance provider and International SOS so they may coordinate the necessary arrangements. Note that in most medical emergencies, you will be required to pay in cash up front and then be reimbursed after returning to the US. Plan to have contingency cash on hand and save all medical receipts. You should also contact the local International SOS office for advice and assistance. Be sure to have the EC SOS policy number with you at all times (see Appendix J).

In any other sort of emergency – and only if you, the IP Director, and the Embassy feel it is appropriate – contact the local police; then follow the procedures the police may require of you and/or the student.
During a political crisis or some other emergency during which foreigners in general or US citizens in particular may be at risk, tell the students to keep a low profile. They should avoid demonstrations, avoid behavior that could call attention to themselves, avoid places where Americans are known to congregate, and avoid using luggage tags and wearing clothing which identifies them as Americans.

It is highly unlikely that participants will need to be evacuated from a site abroad. In many situations, it is much safer to remain at your host location than to draw attention to the group through an evacuation process. The IP office will, however, bring students and faculty directors home if a situation were to deteriorate to the point where the degree of potential risk to participants was deemed unacceptable. If this unlikely event were to happen, the IP Director, in consultation with the faculty director, the US Embassy and State Department, International SOS, and the appropriate individuals on campus, would develop an evacuation plan in as much detail as possible. The plan would be transmitted to the faculty director in confidence, and officials on the home campus would work closely with the faculty director throughout the evacuation process.

In general, follow these guidelines when communicating with the students during and emergency situation:

- **Share information**: give students as much, and as accurate, information as possible. Document the situation and communicate with the IP Director on a daily basis.
- **Assess the situation**: how long will it last? Is it an inconvenience or a threat?
- **Keep calm, and keep others calm**: Do not panic. Discourage students from gossiping and thus escalating the situation.
- **Give students choices**: in a serious emergency, allow students whenever possible to make their own informed decisions about whether to leave the program or to stay. Remember that this option is only ethical when students have enough information to make a reasonable choice. Normally, the group is advised to remain together until the IP Director makes a decision about whether to evacuate or not. Make sure that students realize that if they choose to leave before an official College decision to evacuate has been made, this may affect their refund.
- **Do NOT talk to the media**: In the event of a serious emergency overseas or a tragedy involving a student or students, a member of the EC College Relations office is assigned to handle all enquiries from the press. If you or your students are confronted by curious media, politely refer them to the EC College Relations office.

5. **The EC Emergency Action Plan** - All short-term study abroad directors should familiarize themselves with the Elizabethtown College Emergency Action Plan, found on the web at: [http://www.etown.edu/EmergencyActionPlan.aspx](http://www.etown.edu/EmergencyActionPlan.aspx). Another highly recommended site is the Loyola Marymount University’s Center for Global Education study abroad site ([http://www.globaled.us/](http://www.globaled.us/)) which contains a wealth of information about health and safety overseas for both students and faculty. This is a link that we ask Elizabethtown College students to familiarize themselves with before going abroad, so you should also familiarize yourself with this site. You should also become familiar with the International SOS site ([http://www.internationalsos.org](http://www.internationalsos.org)).
V. Returning to the US/De-Briefing and Re-entry Programs

As soon as you have returned home you should:

- Submit your grades via the web. If you are having your students submit papers after their return, award all students an initial grade of Incomplete, which you will then have to change later.
- Contact the Business Office to schedule an appointment to settle your travel expenses and submit your receipts.
- Contact the IP Director to report on the program.
- Submit a report on your program to the IP Director as soon as you can after returning to campus, so that the insights, suggestions and criticisms can be incorporated into the planning for the next year’s program.
- Organize a meeting with your students after everyone has returned to campus to discuss the program with hindsight. Invite the IP Director to this meeting. Collecting these student comments and responses is very helpful for planning future study abroad programs.
- Maintain contact with your students. Assist them with their readjustment and possible reverse culture shock.
- You may want to hold several ‘de-briefing’ classes a few months after returning to the US; students often take quite some time to process everything they have experienced abroad.
- Reassure your students that it can be just as difficult to adjust to returning home as it was adapting to a new culture.
- Remind them to take time to re-acclimatize. Ask them to help you recruit for future study abroad programs – remember, they will be your best advocates!
VI. Appendices

Study Abroad Policies for Short-term Programs

Students and non-student participants are subject to the following policies as a condition of acceptance to any short-term, faculty-led study abroad program that is an approved Elizabethtown College (EC) program. Please read carefully.

A. Administrative Policies

1. Students who will enroll at an overseas institution during their short-term program must complete a course approval form prior to departure so that all credits will transfer back to EC. This form should be submitted to the International Programs (IP) office. The EC Registrar has ultimate authority when granting the transfer of credit from an overseas institution.

2. Students and all non-student participants are responsible for obtaining comprehensive health insurance which will provide coverage during their entire overseas stay. The policy must include coverage of emergency medical evacuation and repatriation of remains. Elizabethtown College will not be responsible for covering medical expenses of any nature for students or non-student participants while they are overseas. (*Please note: purchase of the SOS card from the IP office provides travel assistance only and not health insurance. All participants in short-term study abroad programs are required to purchase the International SOS card.*)

3. Students who are expecting to graduate the semester after an overseas program must apply for graduation prior to departure if the application due date will occur during the students’ absence from campus.

4. All participants are required to provide the IP office with copies of their passport and flight itinerary prior to departure (the Faculty Leader may collect these and present them to the IP office). Participants who alter flight itineraries or overseas contact information (address, phone, email) must immediately notify the IP office.

5. Cancellation and Withdrawal Policy: The following policy applies only to EC study abroad programs in which EC courses are taught, and only to those specific EC courses. Students and non-student participants who participate in any other type of study abroad program must follow the Cancellation and Withdrawal Policy of that program.

   a) The College shall have the right to cancel the study abroad program without penalty, and reserves the right to make academic alterations, deletions or modifications to the program as deemed necessary by the College. The College will make every effort to notify students and non-student participants in writing of significant program alterations or cancellations within a reasonable time period. The College will not be held responsible for any program alterations, deletions or modifications made by the Host Institution about which the College has not been notified in writing.

   b) In the event of the program’s cancellation prior to the commencement of classes, the College shall refund any monies paid the College for participation in the
program, **excluding** any application or administrative fees and any other non-refundable program-related fees. In the event of the program’s cancellation following the commencement of classes, the College shall issue a refund according to the tuition and fees refund policies stated in the College catalogue (p. 20) and in accordance with the federal and state financial aid regulations, if applicable. All withdrawals must be made in writing to the IP office.

c) Students and non-student participants who withdraw from the program prior to the commencement of classes shall be refunded any monies paid to the College according to the tuition and fees refund policies stated in the College catalogue (p. 20) and in accordance with the federal and state financial aid regulations, if applicable. The refund **excludes** any application fees and any other non-refundable program-related fees. All participants must notify the IP office in writing to officially withdraw (see address below), and to avoid receiving a grade of ‘WF’ (for EC courses) on their transcripts.

d) Students and non-student participants who withdraw after commencement of classes shall be refunded on a **pro rata** basis dependent upon the date of withdrawal, **excluding** any application fees and any other non-refundable program-related fees. All participants must notify the IP office in writing to officially withdraw (see address below), and to avoid receiving a grade of ‘WF’ (for EC courses) on their transcripts.

e) Students who are unable to complete their classes may be allowed to complete the course work at a later date, **provided such arrangements can be made with the program’s faculty director.** In such cases, students must provide documented evidence of illness, injury or circumstances beyond their control which required them to discontinue classes. Students who cannot complete the work due to documented cases of illness, injury or because of verifiable personal problems or circumstances beyond their control, should notify the IP office in writing for instructions and guidance.

f) Students and non-student participants dismissed for disciplinary reasons are not entitled to any refund of monies, and will receive failing grades for all courses.

6. Students and non-student participants are responsible for obtaining a passport, visa, and any other required documentation prior to departure.

7. Students and non-student participants are responsible for making payment arrangements with the Business Office and/or with any external agencies, and for ensuring that all required payments are made on time. Any anticipated payment difficulties or delays should be reported to the IP office immediately. Students and non-student participants will not receive credit for work completed overseas until all outstanding payments have been settled with the host institution and/or program provider, including, but not limited to, payments for damages incurred while overseas, outstanding library or parking fines, or any outstanding program or tuition fees.

8. Alcohol and Drugs: Students and non-student participants should be aware that whereas in the US the legal drinking age is 21, it may by higher or lower in other countries. It is the responsibility of the participant to know the laws of the host country and to obey them. Most controlled substances which are illegal in the US are also illegal overseas, including marijuana, LSD, cocaine, heroin, and ecstasy. Individuals found possessing, using, and/or selling these
substances are subject to stiff penalties which may include fines, imprisonment, deportation, and possibly death. If you are uncertain whether a drug is legal or illegal in your host country, please check with the IP office and with the embassy for your host country. In some foreign countries certain prescription medicines may be illegal.

Students and non-student participants who are of legal drinking age in a host country in which a study abroad program takes place are permitted to drink in that country according to the laws of that country. However, the following policy applies:

The College will not tolerate disorderly or disruptive conduct which substantially threatens, harms, or interferes with College personnel or orderly College processes and functions. A faculty member may require a student or non-student participant to leave the classroom when his or her behavior disrupts the learning environment of the class. A student or non-student participant found to be responsible for disruptive behavior in the classroom may be administratively withdrawn from the course. Students and/or non-student participants who are administratively withdrawn from any EC study abroad program will be sent home at his/her own expense and will receive no refund.

The following statements are the official EC policies on drugs and alcohol, as stated in the EC Student Handbook:

"College regulations governing the use of alcohol are designed first and foremost to ensure the personal health and safety of each member of the Elizabethtown College community. In addition, College policies and procedures are intended to foster an environment that promotes sound judgment, respect for the rights of others, and acceptance of personal responsibility for one's behavior. It is the duty of all students to conduct themselves in a manner consistent with College regulations and to help others do likewise. In allinstances, students are considered fully responsible for their own actions and personal well-being. Students also are encouraged to be mindful of the well-being of others. Any behavior which puts health or safety at risk or which infringes on the rights of others shall not be condoned. The College recognizes that the decision to consume or not consume alcohol is made by the individual in accordance with her/his personal beliefs. The College supports those individuals who choose to abstain from consuming alcohol. Further, the College encourages all students to consider carefully the potential dangers of alcohol consumption and reminds students that they are responsible for abiding by all state laws and institutional polices relative to the possession and consumption of alcohol." (p. 58)

"The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees is not permitted by Elizabethtown College. The College adheres to the Drug-Free Schools and Communities Act Amendments of 1989. (p. 64)

"All members of the Elizabethtown College community are expected to behave toward one another with civility and respect for the rights of others. Such actions as lying, stealing, cheating, drunkenness, physical or verbal violence and abuse, harassment, and the willful destruction of property constitute unacceptable forms of behavior in the Elizabethtown College community. Consequently, individuals involved in violating the Elizabethtown College community standards in letter or spirit can be removed from the community, either permanently or for a specified duration. Upholding the Elizabethtown College standards of conduct, citizenship, and behavior is
the responsibility of all members of the College community. All members are expected to uphold these standards in their own conduct and by confronting the unacceptable conduct of others.” (pp. 46-7)

*Any student or non-student participant who uses drugs or alcohol illegally or abusively while taking part in an Elizabethtown College study abroad program will be administratively dismissed from the program and sent home at his or her own expense without refund of monies.*

**B. Academic Policies**

1. Students should be full time, degree seeking candidates for at least one semester before participating in a study abroad program.

2. Acceptance into a study abroad program will take into consideration the student’s grade point average. Students should therefore be in good academic standing.

3. Students and non-student participants who enroll in short-term programs that award EC credit must pay EC tuition to cover those credits during the semester or term they will be participating in the short-term program.

4. Transfer credit for any non-EC courses taken abroad as part of a short-term program must be approved in writing by the Registrar prior to departure. Students are required to complete a ‘Course Approval’ form through the IP office for any non-EC courses.

5. Students and non-student participants must attend all scheduled lectures and tutorials, and must complete all assigned work, projects, essays and examinations by the due date determined by their Host Institution or EC faculty supervisor.

6. Students and non-student participants may not make individual or private arrangements with their faculty director(s) to substitute alternative work for regular class assignments, nor may they make special arrangements to hand work in late or to submit alternative assignments for final examinations. Final exams must be taken according to the exam schedule determined by the faculty director or host institution. Any exceptions to this rule must be approved by the faculty director and the Director of the IP office and normally must include written proof of serious illness, injury, or a death in the immediate family.

7. Students and non-student participants are responsible for settling all personal accounts, library fines, phone bills, damage payments and outstanding residence charges before leaving any overseas Host Institution. Outstanding payments will delay the release of EC transcripts and in most cases will be charged to the student’s EC account. For non-student participants, any outstanding charges will be billed to the participant directly.

Any questions or concerns regarding these policies should be directed to:
Please note that by signing the EC 'Short-term Study Abroad Agreement' form, you are agreeing to these study abroad policies.

10/2009
B. Study Abroad Short-term Application Form

INTERNATIONAL PROGRAMS
Short-term Faculty-led Study Abroad Application Form

A. Personal Information Date: _____________

Name: ___________________________________________  Student ID: _____________

(First) (M I)

Birth Date: _____________  Birth Place: __________________________  Citizenship ___________________

Email: _________________________  Campus box number: _____ Phone: __________________________

(cell or campus)

Local Address (Residence Hall, Room Number): ________________________________________________

Home / Permanent Address: _________________________________________________________________

Home Phone: ______________________________

Please provide the name, address and relationship of the person who should be notified in the case of an emergency:

(Name) (Relationship to you)

Address: ____________________________________________________

___________________________________________________________

Home phone: __________________________ Office phone: __________________________

Email address: __________________________ Cell phone: __________________________

B. Program Information

Name of Program: ____________________________________________

(Example: ‘May term in China program’)

Dates of Program: ____________________________________________

Name of Instructor: __________________________________________

Are you participating in this program for credit? ____ yes ____ no  How many credits? ________________

Do you plan to apply these credits towards your:

Major ______ Core ______ Not for credit ______

Minor ______ Electives ______
C. Academic Information

Class Standing: _______________________      Major/Minor: ____________________________________________
(freshman, sophomore, etc)
Cumulative GPA: __________  Cumulative credits: _________  Transfer credits: ______________
Name(s) of other institutions attended: ___________________________________________________________
Name of Advisor: ___________________________________________ Expected Date of Graduation: __________
(name and department)

D. Relevant Information

Have you traveled outside of the US before? If so, where have you traveled? _______________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Please describe any special needs or services you will require during your stay overseas: ________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Please list any dietary restrictions (include vegetarian/vegan): ________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Please indicate whether we should be aware of any medical, physical or psychological conditions which may affect
you while you are overseas: ________________________________
Please note that the release of confidential information is strictly voluntary and will not affect your acceptance to this program, however failure to alert the International Programs office at Elizabethtown College of any serious medical or psychological conditions which may require special accommodation overseas, or which may result in serious injury to either yourself or others, could lead to your dismissal from the study abroad program.

As part of the application process, the International Programs (IP) office routinely forwards the names of students planning to take part in a study abroad program to the Dean of Students Office. The DoS Office informs the IP office, in confidence, whether any applicants are currently under judicial sanction. Whereas a disciplinary sanction does not necessarily preclude a student’s participation in an EC study abroad program, such information is taken into consideration by the Director of International Programs. Your signature below signifies your willingness for this information to be released.

_________________________       ____________________________
(Signature)                  (Date)

Please return this application along with all other required items to your faculty director or to:
International Programs
120/121 Nicarry Hall
Email: wolfk@etown.edu

OFFICE USE ONLY
____Application     ____ Deposit    ____ Balance of Payments    ____ Passport
____Reference      ____ Photos (2)   ____ Statement of Purpose   ____ Visa(s)
____Transcript     ____ SOS card    ____ Medical Form
____Language Requirement   (language)   ____ Judicial Check

10/2009
C. Study Abroad Waiver for Short-term Faculty-led Programs

SHORT-TERM STUDY ABROAD AGREEMENT

I, ________________________________ am a student at Elizabethtown College (the “College”) and have agreed to participate in one of the College’s Study Abroad Programs (the “Program”) during (term/year) __________________________. I am not required to participate in the Program. My participation is wholly voluntary. In consideration of the College’s agreement to permit me to participate in the Program, the receipt and sufficiency of which is hereby acknowledged, I agree as follows:

1. Recognition and Acceptance of Risks of Study Abroad: I understand that participation in the Program involves risks not found in study at the College. These risks include: traveling to and within, and returning from, one or more foreign countries, foreign political, legal, social, and economic conditions; different standards of design, safety, and maintenance of buildings, public places, and conveyances; different standards for and availability of medical and health care; and other matters which may be described in the brochures and other written information concerning the Program which I have received and reviewed. I have made my own investigation and am willing to accept these risks.

2. Promise to Adhere to Instructions: Because of the risks and dangers of participating in this program, I recognize the importance of following instructions and agree to follow such instructions and act in the safest possible manner while involved in this program and any related activities. By signing this waiver, I verify that I have read, understood, and agreed to abide by all terms stated in the College’s ‘Study Abroad Policies for Short-term Programs’.

3. Release of Responsibility and Indemnification: I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to release, hold harmless, and indemnify the College, its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys’ fees, which arise out of, result from, occur during or are connected in any manner with my participation in the Program and/or any travel incident thereto.

4. Health Insurance Policy: I represent and warrant that I will be covered throughout the program and throughout my absence from the United States by a policy of comprehensive health and accident insurance which provides coverage for illnesses or injuries I sustain or experience while abroad, including emergency medical evacuation and repatriation of remains. I hereby release and discharge the College of liability for any injuries, illnesses, medical bills, charges or similar expenses I incur while I am abroad. My policy is with ________________________________ and my policy number is __________________________. I agree to report to the College’s International Programs office any physical or mental condition I have that may require special medical attention or accommodation during the program at least thirty (30) days prior to departure.

5. Insurance for Risk Sports and Activities: Further to the above statement, I hereby agree to take out any additional insurance necessary for risky sports or activities in which I may engage during my overseas stay, including rock climbing, whitewater rafting, hang gliding, sky diving, bungee jumping, caving, scuba diving, skiing or any similar activities which may involve risk of serious injury or death. I understand that most health insurance policies do not cover risky activities and I take full responsibility for purchasing additional coverage if I choose to participate in such activities.

6. Changes in Program Arrangements: I understand that although the College will attempt to maintain the Program as described in its publications and brochures, it reserves the right to make changes to the Program, including the itinerary, travel arrangements or accommodations, at any time and for any reason, with or without notice, and that neither the College, nor the employees and agents of the College, shall be responsible or liable for any loss whatsoever to participants by reason of any such cancellation or change. The College is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes, regardless of whether the participant or the College makes a flight arrangement. Any additional expense resulting from the above will be paid by the participant. The College reserves the right to substitute hotels or accommodations or housing of a similar category at any time.

7. Cancellation of Program: The right is reserved by the College, in its sole discretion, to cancel the Program or any aspect thereof prior to departure; and, in the College’s sole discretion, to cancel the Program or any aspect
thereof after departure, requiring that all participants return to the United States, if the College determines or believes that any person is or will be in danger if the program or aspect thereof is continued. Details of financial compensation, if applicable, are outlined in the College’s ‘Study Abroad Policies for Short-term Programs.’

8. **Health and Safety Risks:** I understand that, although the College has made every reasonable effort to assure my safety while participating in the Program, there are unavoidable risks in travel overseas, and I hereby release and promise not to sue the College, or the employees and agents of the College, for any damages or injury (including death) caused by, deriving from, or associated with my participation in the Program, except for such damages or injury as may be caused by the gross negligence or willful misconduct of the employees or agents of the College.

9. **Standards of Conduct:** I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use, and behavior. I recognize that behavior violating those laws or standards could harm the College’s relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the program. I will comply with all rules and regulations issued by the College, faculty directors, or any coordinating institution. It is within the faculty director’s discretion to determine that my violation of such rules and regulations warrants my termination from the Program. **In that event, I may be sent home at my own expense.** I agree that the College has the right to enforce its rules and regulations, in its sole judgment, and that I will be subject to sanctions, up to and including expulsion from the Program, for violating these rules and regulations or for any behavior detrimental to or incompatible with the interests, harmony, and welfare of the College, the Program, or other participants. I recognize that due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the College do not apply. If I am expelled, I consent to being sent home at my own expense with no refund of fees. I acknowledge that my expulsion may result in the loss of academic credits. I also agree that I will (a) not buy, sell, or use illegal drugs at any time, (b) not engage in abusive use of alcohol, (c) participate in all classes and scheduled activities unless ill, and (d) abide by dress and cultural codes suitable in the countries visited.

10. **Independent Activity:** Although the College is sponsoring this course, I understand that neither the College nor any of the faculty directors or travel arrangers will be supervising me at all times. I will have the opportunity and the right to independently leave the group periodically, subject to the faculty director’s requirements for participation in and attendance at classes and other activities that are a required part of the Program. Therefore, I will be responsible for my own safety and cannot hold the College liable for any injuries to my person or property or any other losses.

11. **Early Departure:** If I decide to leave the Program before completing my course of study, I will provide the College with advance written notice of my intention to leave the Program. If I leave the Program prior to its completion, the College has no liability to provide or arrange for transportation, housing, dining or other services to me in connection with my early departure.

12. **Institutional Arrangements:** I understand that the College does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the Program. I understand that the College is not responsible for matters that are beyond its control. I hereby release the College from any injury, loss, damage, accident, delay, or expense arising out of any such matters.

13. **Dismissal from Program:** The College reserves the right to decline to accept or retain me in the Program at any time should my actions or general behavior impede the operation of the Program or the rights or welfare of any person. Similarly, if my conduct violates any policy or procedure of the College, I understand that I may be required to leave the program at the sole discretion of the College’s representatives and agents, and may be referred to the appropriate College officials for further disciplinary or other action. In such an event, no refund will be made for any unused portion of the Program and my return costs to the US will be my own responsibility. I acknowledge that my dismissal may result in the loss of academic credits.

14. **Waiver of FERPA Rights:** I authorize and consent to the release of information in accordance with the Family Education Rights and Privacy Act (FERPA) for the duration of the Program. Such information includes serious illness, accident, disappearance, failure to show academic progress, or any other situation warranting the concern of the Program leader(s), host institution, host family, or the College. I release the College from any and all liability that may result from the College's compliance, or attempts to comply, with this authorization.

15. **Legal Procedures:** I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law, such adjudication will occur, irrespective of any international law
principles or treaties of the United States or any foreign country, in the courts of, and be determined by the laws of, the Commonwealth of Pennsylvania in which Elizabethtown College and its agents are situated. I further agree and consent to the jurisdiction of the Lancaster County Court of Common Pleas as the exclusive jurisdiction and forum for any such disputes. I agree that if any portion of this Agreement is held invalid by a court of competent jurisdiction, that any other provision of this Agreement shall continue in full legal force.

16. **Statement of Current Standing:** I represent that I am at least eighteen years of age or, if not, that I have secured below the signature of my parent or guardian as well as my own. I also verify that I am not currently on academic or disciplinary probation.

*In signing this document I acknowledge that I have had an opportunity to ask any questions I have about this document, that I have read it, that I understand it, that I have signed it knowingly and voluntarily, and that I accept and intend to be legally bound by its terms.*

Signature: _______________________________ Date: ___________________

Print Name: ____________________________________________ 10/2009

*Please share this form with your parents or guardians.*
D. Non-Student Waiver for Short-term Study Abroad Programs

SHORT-TERM STUDY ABROAD AGREEMENT (Non-Student Participants)

I, ______________________________, have agreed to participate in one of Elizabethtown College’s (the “College”) Study Abroad Programs (the “Program”) during (term/year) _____________________. I am not required to participate in the Program. My participation is wholly voluntary. In consideration of the College’s agreement to permit me to participate in the Program, the receipt and sufficiency of which is hereby acknowledged, I agree as follows:

17. Recognition and Acceptance of Risks of Study Abroad: I understand that participation in the Program involves risks not found in study at the College. These risks include: traveling to and within, and returning from, one or more foreign countries, foreign political, legal, social, and economic conditions; different standards of design, safety, and maintenance of buildings, public places, and conveyances; different standards for and availability of medical and health care; and other matters which may be described in the brochures and other written information concerning the Program which I have received and reviewed. I have made my own investigation and am willing to accept these risks.

18. Promise to Adhere to Instructions: Because of the risks and dangers of participating in this program, I recognize the importance of following instructions and agree to follow such instructions and act in the safest possible manner while involved in this program and any related activities. By signing this waiver, I verify that I have read, understood, and agreed to abide by all terms stated in the College’s ‘Study Abroad Policies for Short-term Programs’.

19. Release of Responsibility and Indemnification: I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to release, hold harmless, and indemnify the College, its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys’ fees, which arise out of, result from, occur during or are connected in any manner with my participation in the Program and/or any travel incident thereto.

20. Health Insurance Policy: I represent and warrant that I will be covered throughout the program and throughout my absence from the United States by a policy of comprehensive health and accident insurance which provides coverage for illnesses or injuries I sustain or experience while abroad, including emergency medical evacuation and repatriation of remains. I hereby release and discharge the College of liability for any injuries, illnesses, medical bills, charges or similar expenses I incur while I am abroad. My policy is with ______________________________, and my policy number is ______________________________. I agree to report to the College’s International Programs office any physical or mental condition I have that may require special medical attention or accommodation during the program at least thirty (30) days prior to departure.

21. Insurance for Risk Sports and Activities: Further to the above statement, I hereby agree to take out any additional insurance necessary for risky sports or activities in which I may engage during my overseas stay, including rock climbing, whitewater rafting, hang gliding, sky diving, bungee jumping, caving, scuba diving, skiing or any similar activities which may involve risk of serious injury or death. I understand that most health insurance policies do not cover risky activities and I take full responsibility for purchasing additional coverage if I choose to participate in such activities.

22. Changes in Program Arrangements: I understand that although the College will attempt to maintain the Program as described in its publications and brochures, it reserves the right to make changes to the Program, including the itinerary, travel arrangements or accommodations, at any time and for any reason, with or without notice, and that neither the College, nor the employees and agents of the College, shall be responsible or liable for any loss whatsoever to participants by reason of any such cancellation or change. The College is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes, regardless of whether the participant or the College makes a flight arrangement. Any additional expense resulting from the above will be paid by the participant. The College reserves the right to substitute hotels or accommodations or housing of a similar category at any time.

23. Cancellation of Program: The right is reserved by the College, in its sole discretion, to cancel the Program or any aspect thereof prior to departure; and, in the College’s sole discretion, to cancel the Program or any aspect
thereof after departure, requiring that all participants return to the United States, if the College determines or believes that any person is or will be in danger if the program or aspect thereof is continued. Details of financial compensation, if applicable, are outlined in the College’s ‘Study Abroad Policies for Short-term Programs.’

24. **Health and Safety Risks:** I understand that, although the College has made every reasonable effort to assure my safety while participating in the Program, there are unavoidable risks in travel overseas, and I hereby release and promise not to sue the College, or the employees and agents of the College, for any damages or injury (including death) caused by, deriving from, or associated with my participation in the Program, except for such damages or injury as may be caused by the gross negligence or willful misconduct of the employees or agents of the College.

25. **Standards of Conduct:** I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use, and behavior. I recognize that behavior violating those laws or standards could harm the College's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the program. I will comply with all rules and regulations issued by the College, faculty directors, or any coordinating institution. It is within the faculty director's discretion to determine that my violation of such rules and regulations warrants my termination from the Program. In that event, I may be sent home at my own expense. I agree that the College has the right to enforce its rules and regulations, in its sole judgment, and that I will be subject to sanctions, up to and including expulsion from the Program, for violating these rules and regulations or for any behavior detrimental to or incompatible with the interests, harmony, and welfare of the College, the Program, or other participants. If I am expelled, I consent to being sent home at my own expense with no refund of fees. I acknowledge that my expulsion may result in the loss of academic credits. I also agree that I will (a) not buy, sell, or use illegal drugs at any time, (b) not engage in abusive use of alcohol, (c) participate in all classes and scheduled activities unless ill, and (d) abide by dress and cultural codes suitable in the countries visited.

26. **Independent Activity:** Although the College is sponsoring this course, I understand that neither the College nor any of the faculty directors or travel arrangers will be supervising me at all times. I will have the opportunity and the right to independently leave the group periodically, subject to the faculty director’s requirements for participation in and attendance at classes and other activities that are a required part of the Program. Therefore, I will be responsible for my own safety and cannot hold the College liable for any injuries to my person or property or any other losses.

27. **Early Departure:** If I decide to leave the Program before the departure date, I will provide the College with advance written notice of my intention to leave the Program. If I leave the Program prior to its completion, the College has no liability to provide or arrange for transportation, housing, dining or other services to me in connection with my early departure.

28. **Institutional Arrangements:** I understand that the College does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the Program. I understand that the College is not responsible for matters that are beyond its control. I hereby release the College from any injury, loss, damage, accident, delay, or expense arising out of any such matters.

29. **Dismissal from Program:** The College reserves the right to decline to accept or retain me in the Program at any time should my actions or general behavior impede the operation of the Program or the rights or welfare of any person. Similarly, if my conduct violates any policy or procedure of the College, I understand that I may be required to leave the Program at the sole discretion of the College’s representatives and agents, and may be referred to the appropriate College officials for further disciplinary or other action. In such an event, no refund will be made for any unused portion of the program and my return costs to the US will be my own responsibility. I acknowledge that my dismissal may result in the loss of academic credits.

30. **Waiver of Privacy Rights:** I authorize and consent to the release of information for the duration of the Program to College officials requiring such information during an emergency. Such information includes serious illness, accident, disappearance, failure to show academic progress, or any other situation warranting the concern of the Program leader(s), host institution, host family, or the College. I release the College from any and all liability that may result from the College's need to remain informed of such personal information in the event of a crisis or emergency.

31. **Legal Procedures:** I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law, such adjudication will occur, irrespective of any international law principles or treaties of the United States or any foreign country, in the courts of, and be determined by the laws
of, the Commonwealth of Pennsylvania in which Elizabethtown College and its agents are situated. I further agree and consent to the jurisdiction of the Lancaster County Court of Common Pleas as the exclusive jurisdiction and forum for any such disputes. I agree that if any portion of this Agreement is held invalid by a court of competent jurisdiction, that any other provision of this Agreement shall continue in full legal force.

32. **Statement of Current Standing:** I represent that I am at least eighteen years of age or, if not, that I have secured below the signature of my parent or guardian as well as my own.

   _In signing this document I acknowledge that I have had an opportunity to ask any questions I have about this document, that I have read it, that I understand it, that I have signed it knowingly and voluntarily, and that I accept and intend to be legally bound by its terms._

Signature: ___________________________________________ Date: ___________________________

Print Name: ____________________________________________

_Please share this form with your family members._ 10/2009
E.: Student Deposit Form (sample)

Deposit Form
Elizabethtown College

Short-term Study Abroad Program: _________________________________

In order to confirm your intention to take part in the __________________________ program, you are required to make an initial deposit of $_____________ by _______________ (date). This deposit will be applied towards the overall cost of your program. The remaining program fee of $______________ will be due by ________________(date).

Name:

Student Number:

Deposit Amount:

Date Due:

I understand that my participation in this program is only confirmed once this deposit has been received by the Business Office. I also understand that this is a non-refundable deposit.

______________________________________________  ___________________
(Student’s Signature)  (Date)

Please take this form with your payment (checks made out to ‘Elizabethtown College’) to:

Business Office
Zug Memorial Hall 212
One Alpha Drive
Elizabethtown, PA 17022

Phone: (717) 361-1417
Fax: (717) 361-1485

Business Office: Please copy this form to Amy C. Simes, Nicarry 120.

10/2009
F: Logistical Support/Partnership Programs

Many third party study abroad program providers offer some type of partnership program for faculty who direct short-term study abroad programs. Such institutions assist faculty with the design and implementation of a customized short-term study abroad program, leaving the faculty director free to concentrate on the academic portion of the program. With study abroad sites and personnel throughout the world, these providers can offer a variety of services to develop an academically challenging, safe and unique experience for both faculty and students. They will provide the following to all faculty and program participants:

- pre-departure information
- instructions for obtaining visas
- emergency evacuation and travel assistance service
- airport transportation to and from the program site
- on-site orientation
- accommodations and meals
- excursions and activities
- health, safety and emergency management procedures
- lectures by local or visiting faculty
- an on-site group leader
- a group flight
- comprehensive academic program design and services
- marketing, recruitment on this campus and, if desired, at other institutions as well.

Some of the many organizations who can provide such services include:

- International Education Programs (IEP)  www.iep.com
- Brethren Colleges Abroad (BCA)  www.bcaabroad.com
- American Institute for Foreign Studies (AIFS)  http://www.aifspartnerships.com/
- Institute for Study Abroad (ISA)  http://www.studiesabroad.com/advisorsAndFaculty/document/customPrograms
- Cultural Experiences Abroad (CEA)  http://www.gowithcea.com/advisors/school_services/group_program.html
- Institute for the International Education of Students (IES)  https://www.iesabroad.org/IES/Customized_Programs/customized.html

Before beginning to customize a program with a third-party program provider, please consult with the study abroad office (Nicarry 120) on campus.

*Faculty leaders should never sign partnership contracts or any other type of agreement with a third-party provider. This is normally carried out by the International Programs Director.*
Appendix G:

NAFSA: Association of International Educators

Responsible Study Abroad: Good Practices for Health & Safety

by the Interorganizational Task Force on Safety and Responsibility in Study Abroad

The Interassociational Advisory Committee on Safety and Responsibility in Study Abroad (formerly the Interorganizational Task Force on Safety and Responsibility in Study Abroad) was formed as a joint venture among a number of professional organizations and study abroad providers. One outcome of this task force was the creation of "Responsible Study Abroad: Good Practices for Health and Safety."

Statement of Purpose

Because the health and safety of study abroad participants are primary concerns, these statements of good practice have been developed to provide guidance to institutions, participants (including faculty and staff), and parents/guardians/families. These statements are intended to be aspirational in nature. They address issues that merit attention and thoughtful consideration by everyone involved with study abroad. They are intentionally general; they are not intended to account for all the many variations in study abroad programs and actual health, safety, and security cases that will inevitably occur. In dealing with any specific situation, those responsible must also rely upon their collective experience and judgment while considering their specific circumstances.

1. Responsibilities of Program Sponsors

The term "sponsors" refers to all the entities that together develop, offer, and administer study abroad programs. Sponsors include sending institutions, host institutions, program administrators, and placement organizations. To the extent reasonably possible, program sponsors should consider how these statements of good practice may apply. At the same time, it must be noted that the structure of study abroad programs varies widely. Study abroad is usually a cooperative venture that can involve multiple sponsors. Because the role of an organization in a study abroad program may vary considerably from case to case, it is not possible to specify a division of efforts that will be applicable to all cases. Each entity should apply these statements in ways consistent with its respective role.

In general, practices that relate to obtaining health, safety, and security information apply to all parties consistent with their role and involvement in the study abroad program. Much of the basic information is readily available and can be conveyed to participants by distributing it and/or by referring them to—or using materials from—recognized central sources. Statements of good practice that refer to the provision of information and the preparation of participants are intended for parties that advise, refer, nominate, admit, enroll, or place students. Statements of good practice that suggest operating procedures on site apply to entities that are directly involved in the operation of the overseas program.

It is understood that program sponsors that rely heavily on the collaboration of overseas institutions may exercise less direct control over specific program components. In such cases, sponsors are urged to work with their overseas partners to develop plans and procedures for implementing good practices.

The use of letters is provided for ease of reference only and does not imply priority.

Program sponsors should:

A. Conduct periodic assessments of health and safety conditions for their programs, and develop and maintain emergency preparedness processes and a crisis response plan.

B. Provide health and safety information for prospective participants so that they and their parents/guardians/families can make informed decisions concerning preparation, participation, and behavior while on the program.
C. Provide information concerning aspects of home campus services and conditions that cannot be replicated at overseas locations.

D. Provide orientation to participants prior to the program and as needed on site, which includes information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures.

E. Consider health and safety issues in evaluating the appropriateness of an individual’s participation in a study abroad program.

F. Determine criteria for an individual’s removal from an overseas program, taking into account participant behavior, health, and safety factors.

G. Require that participants be insured. Either provide health and travel accident (emergency evacuation, repatriation) insurance to participants or provide information about how to obtain such coverage.

H. Conduct inquiries regarding the potential health, safety, and security risks of the local environment of the program, including program-sponsored accommodation, events, excursions, and other activities, prior to the program. Monitor possible changes in country conditions. Provide information about changes, and advise participants and their parents/guardians/families as needed.

I. Hire vendors and contractors (e.g., travel and tour agents) that have provided reputable services in the country in which the program takes place. Advise such vendors and contractors of the program sponsor’s expectations with respect to their role in the health and safety of participants.

J. Conduct appropriate inquiry regarding available medical and professional services. Provide information about these services for participants and their parents/guardians/families, and help participants obtain the services they may need.

K. Develop and provide health and safety training for program directors and staff, including guidelines with respect to intervention and referral that take into account the nature and location of the study abroad program.

L. Develop codes of conduct for their programs; communicate codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that participants are in violation.

M. In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know.

N. In the participant screening process, consider factors such as disciplinary history that may impact on the safety of the individual or the group.

O. Provide information for participants and their parents/guardians/families regarding when and where the sponsor’s responsibility ends and the range of aspects of participants’ overseas experiences that are beyond the sponsor’s control.

In particular, program sponsors generally:
A. Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.

B. Cannot monitor or control all of the daily personal decisions, choices, and activities of participants.

C. Cannot prevent participants from engaging in illegal, dangerous, or unwise activities.

D. Cannot assure that U.S. standards of due process apply in overseas legal proceedings, or provide or pay for legal representation for participants.

E. Cannot assume responsibility for actions or for events that are not part of the program, nor for those that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.

F. Cannot assure that home-country cultural values and norms will apply in the host country.

2. Responsibilities of Participants

In study abroad, as in other settings, participants can have a major impact on their own health and safety through the decisions they make before and during their program and by their day-to-day choices and behaviors.

Participants should:

A. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.

B. Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).

C. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.

D. Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.

E. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.

F. Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.

G. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.
H. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.

I. Accept responsibility for their own decisions and actions.

J. Obey host-country laws.

K. Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.

L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.

M. Follow the program policies for keeping program staff informed of their whereabouts and well-being.

N. Become familiar with the procedures for obtaining emergency health and legal system services in the host county.

3. Recommendations to Parents/Guardians/Families

In study abroad, as in other settings, parents, guardians, and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.

Parents/guardians/families should:

A. Be informed about and involved in the decision of the participant to enroll in a particular program.

B. Obtain and carefully evaluate participant program materials, as well as related health, safety, and security information.

C. Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.

D. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.

E. Be responsive to requests from the program sponsor for information regarding the participant.

F. Keep in touch with the participant.

G. Be aware that the participant rather than the program may most appropriately provide some information.
Appendix H:

Faculty-led Short-term Study Abroad
Notice of Intent Form

Department __________________________ Date __________________________

Faculty Director ______________________________________________________

Telephone __________________________ E-mail __________________________

Title and Number of Proposed Course __________________________ Credits ______

Destination(s) ______________________________________________________

Dates of Proposed Trip __________________________ Frequency _____________

Proposed Cost (Exclusive of Tuition) __________________________

Other Sources of Funds besides Tuition/Fees __________________________

Number of Students Intended to Participate __________________________

Will you accept non-credit participants? Yes _____ No _____

Instructor Signature __________________________ Date ______________

On a separate sheet, provide a course syllabus or a detailed explanation of the academic content of the course. Be sure to include any pre-departure activities, content of the discipline in which the course is offered, credit content of the course, applicability of the course to the major or other requirements, academic work required, and academic standards applied: methods of assessment, grading system, etc. Please also include a list of possible field trips and excursions, describing how they will enhance the academic content of the course.

Submit this form, course syllabus, and program proposal as outlined in Section II of the ‘Short-term Faculty-Led Study Abroad Program Handbook’ to the following individuals for approval:

Department Chair: __________________________ Date: ______________

Director, International Programs: __________________________ Date: ______________

Provost: __________________________ Date: ______________

10/2009
Appendix I:

Short-Term Faculty-Led Study Abroad
Release of Medical Information

Name of Participant: ___________________________________________  Student ID #: ____________

Elizabethtown College requires you to have supplemental health and accident insurance in addition to your International SOS Travel Assistance card while you are participating in a study abroad program. There are a number of reliable insurance providers that the International Programs office can recommend. Ultimately, you are responsible for purchasing your own health insurance and providing this information to your Faculty Director prior to departure.

Participant’s Address:
__________________________________________________________________________

Date of Birth _____________________________  Blood Type *(if known) _____________________________

Emergency Contact Name: ____________________________ Relationship to you: _______________

Emergency Contact Telephone Number(s):
Home: ___________________________________  Work: _________________________________

Cell: ___________________________________  Email: _________________________________

Do you have any known reactions to *(please check all that apply and give details below)*:

Medications ____  Insect Bites ____  Food ____  Plants ____

Do you suffer from any other health conditions? If yes, please indicate the known conditions and/or reactions:
____________________________________________________________________________________

If you will be taking any medication(s) during the program, please indicate here: __________________
____________________________________________________________________________________

STATEMENT:
I(we) __________________________________ do state that in case of an emergency and I(we) cannot be reached, I (we) do hereby grant permission for Elizabethtown College’s representative to authorize necessary medical treatment and/or medication for ________________________________________
I (we) do further agree to release Elizabethtown College, its directors and instructors from any liabilities which may result from authorizing necessary medical treatment and/or medication for the above-named participant.

Student’s Signature: __________________________________________  Date: ________________

Parents or Guardian’s Signature: __________________________________________  Date: ________________
*(if applicable, or if student is not of legal age)*  10/2009
Appendix J: International SOS Materials

Dear Students and Parents,

I’m writing to let you know that, effective August, 2006, Elizabethtown College has contracted with a company called International SOS (SOS) to provide worldwide assistance and evacuation services for all study abroad participants.

Please note: Important instructions for activating these services are included with this letter. We ask that students and parents please keep a copy of the letter and make sure that it is accessible at all times during the overseas program. The wallet card, which contains the Elizabethtown College group membership number and the Alarm Center phone numbers, should be carried by students and faculty at all times when they are overseas.

The services provided by International SOS range from telephone advice and referrals to full-scale evacuation by private air ambulance. The SOS network of multilingual specialists operates 24 hours a day, 365 days a year from SOS Alarm Centers around the world. Your SOS membership, provided by Elizabethtown College, protects you against a variety of difficulties that could arise while you are abroad. The coverage is designed to supplement the policies, procedures and support staff, which Elizabethtown College already has in place.

It is important to understand that, although International SOS will offer our students travel, medical and security advice and services, as well as on-line access to information which many insurance companies do not offer, International SOS is NOT health insurance. Elizabethtown College continues to require all students attending our programs to maintain health insurance coverage that meets the standards set forth by the College’s Student Health Service and to make certain that their policies cover them while abroad.

Whenever you are traveling or living abroad, you can access up-to-date reports on more than 170 countries worldwide on health issues, medical care and vaccination requirements via the International SOS website—your home page for travel health and safety information (located at http://www.internationalsos.com). The International SOS website also contains an on-line Personal Locator form for inputting travel and destination information. We strongly encourage all travelers to complete the form so that this information is available to International SOS and Elizabethtown College on-call staff should you need to be located in the event of a crisis or emergency.

While you are abroad, your first contact should always be the director of your overseas program, as instructed during your orientation. If you are traveling, and/or in a situation where you are not able to reach that person, you should contact the Elizabethtown College Campus Security Office at 717-361-1263/4 (Emergency Line: 717-361-1111) or International SOS who will work to meet your needs immediately and will contact the Elizabethtown College on-call staff in the United States while coordinating services with the College. Please be aware that some of International SOS’s services outlined on the following pages carry additional charges. These services have been marked so that you are aware of them. Should you request a service which has an additional charge, International SOS will inform you in advance and will require a credit card number in order to activate the service. Also, please be aware that any event occurring when an expatriate student is within the territory of his/her home country or, in the case of U.S. citizens within the territory of the United States, is not covered.

Should you have any questions about the coverage, please contact me by emailing me at simesa@etown.edu or visiting the International Programs office, Nicarry 120.

Sincerely,

Dr. Amy C. Simes
Director, International Programs

10/2009
Using the SOS Program

Medical, Security and Travel Services

In order to utilize any of the medical, security or travel services listed under Program Benefits, contact an SOS Alarm Center from anywhere in the world by calling directly, calling collect, or by calling the toll-free number. While we have designated the Philadelphia center in the United States as our primary contact, any of the SOS alarm centers will assist you.

To ensure a prompt response when calling, you should be prepared to provide the following:

✔ Your name, location, age, sex, and nationality

✔ The program with which you are associated:
  i.e., Elizabethtown College study abroad program in ______.

✔ Your International SOS membership number: 11BSGC000055

✔ The telephone number from which you are calling (in case you are disconnected)

✔ Your relationship to the member (if the person calling is not you.)

✔ Name, location, and telephone number of the hospital or clinic (when applicable)

✔ Name, location, and telephone number for the treating doctor, and where the doctor can be reached (when applicable)

Program Benefits

Medical Services

- Emergency evacuation
- Medically-supervised repatriation
- Companion ticket
- Additional travel and accommodation arrangements after medical evacuation
- Repatriation of mortal remains
- Return home of minor children
- Medical monitoring
- Inpatient admission and identification of receiving physician
- Emergency and routine medical advice
- Pre-trip information on travel health issues
- Medical and dental referrals
- Outpatient referrals
- Outpatient case management
- Claims assistance
- Outpatient medical expense guarantee and payment (Fees will apply.)
- Inpatient medical expense guarantee, cost review and payment (Fees will apply.)
- Dispatch of medication and medical supplies (Fees will apply.)
- Travel Services
- Legal referrals
- Emergency message transmission
- Translations and interpreters (Fees will apply.)
- Lost document advice
- Ground transportation and accommodations for accompanying family Members (Fees will apply.)
- Emergency personal cash advances (Fees will apply.)
International SOS Clinics
Security Services
Security evacuation assistance
Online travel security information
Access to security crisis center

Q: What is the role of International SOS?
A: International SOS provides you with worldwide quality health care and emergency assistance services 24 hours a day designed to supplement and integrate with Elizabethtown College’s services, procedures and policies. You should always attempt to contact Elizabethtown College and/or your program’s on-site emergency contacts first, who will assist you. If they are not available, then proceed to contact International SOS.

Q: How can International SOS help?
A: International SOS provides you and your parents with peace of mind. One phone call connects you to the International SOS network of multilingual specialists for immediate help in an emergency. International SOS services are designed to help you with medical, personal, travel, security information and legal referrals when away from home. Call International SOS at any time to speak with a physician or security specialist about simple or critical matters.

Q: How does it work?
A: You will be provided with an International SOS membership card. Carry the International SOS membership card with you at all times. It includes the telephone numbers of the three major worldwide International SOS Alarm Centers. In the event of an emergency, call one of the emergency phone numbers listed on the card.

Q: What do I need to do to use the program?
A: In order to utilize any of the medical or travel services listed under contract, call any SOS Alarm Center from anywhere in the world by calling directly, calling collect or calling the toll-free number. To ensure a prompt response when calling, you should be prepared to provide the following:

- Your name, location, age, sex, and nationality
- The program with which you are associated: Elizabethtown College study abroad program in ________.
- Your International SOS membership number: 11BSGC000055
- The telephone number from which you are calling (in case you are disconnected)
- Your relationship to the member (if the person calling is not you.)
- Name, location, and telephone number of the hospital or clinic (when applicable)
- Name, location, and telephone number for the treating doctor, and where the doctor can be reached (when applicable)
Q: What if I have pre-trip questions about my travel destination or questions about the current status in that location?

A: In addition to calling the Alarm Center for any pre-trip questions you may have, you can access Country and Security Guides from this website: http://www.internationalsos.com

Use your membership number, 11BSGC000055, as your member login. In addition to the information covered at the pre-departure sessions and on-site by your program, the SOS comprehensive guides provide both medical, security and general travel advice, such as information on the standard of health care, how to pay for medical care, the availability of medications, safety of the blood supply, embassy/visa information, dialing code information, cultural etiquette and financial and voltage/plug information.

Q: Do I need to activate my membership?

A: No, your membership is already active. Simply carry the card at all times while traveling. Whenever you need service, contact one of the emergency phone numbers listed on the back of the card. You do not need to report specific trip dates to International SOS each time you travel. However, you can create a personal on-line account with SOS into which you can save medical, family and emergency information. Unless you input your information into an account, it will not be available for staff. Medical and personal information can only be accessed by an SOS doctor.

Q: What are Email Alerts?

A: You have the option to sign up for Email Alerts. You can choose to sign up for medical and/or security alerts by logging on and signing up. Medical alerts are issued when there is an unusual health risk that, in the opinion of the SOS Medical staff, may negatively impact travelers or expatriates visiting a country. Security alerts are issued when SOS Security professionals have identified a security risk in a specific country.

Q: What if I need a doctor?

A: You should first activate the on-site emergency support network for your location. If you are traveling, or in a situation where you cannot contact the on-site program staff or Elizabethtown College, you should then contact SOS. The International SOS Alarm Centers are listed on the back of your card. Call the International SOS Alarm Center that is nearest to you for a referral to a doctor who speaks your language.

Q: What if I need a lawyer while overseas?

A: Call the nearest International SOS Alarm Center for legal referrals. If you are in a situation where you require legal assistance, your off-campus program director should be informed of this immediately.

Q: What if I need prescription medication?

A: If you require a prescription that a local physician cannot obtain, or you need to replace lost, stolen or depleted medication, International SOS will, when permissible by local law, send the needed medication to you. (Additional Fees for the Medication Apply)
Q: What if I am hospitalized?

A: In most cases, Elizabethtown College staff should be able to assist you via our on-call emergency staff. However, if you are in a situation or location where you cannot reach the program director, other on-site staff or Elizabethtown College, call the nearest International SOS Alarm Center. International SOS will immediately take steps to evaluate the care you are receiving and determine what actions must be taken to ensure your safe and speedy recovery. International SOS will notify Elizabethtown College immediately if you have not already done so.

Q: What if local medical facilities are not adequate for my specific requirements?

A: If you are hospitalized in an area where adequate medical facilities are not available, International SOS will obtain approval from Elizabethtown College to evacuate you to a medical facility capable of providing the required care. A physician supervises evacuations, and when necessary, a medical specialist or nurse will accompany you during the evacuation. An air ambulance will be used when required.

Q: What happens when I am released from the hospital and still need help?

A: When your condition is stabilized and International SOS has determined that it is medically advisable to bring you home or to a facility near your permanent residence, International SOS will again obtain approval from Elizabethtown College and arrange the repatriation under medical supervision.

Q: Will International SOS pay my medical bills?

A: After a line of credit is opened in your name, International SOS will guarantee and pay all costs associated with your medical care. **You are responsible for the costs of medical care. This is why we require you to have health insurance coverage that will cover you while abroad.** International SOS will also medically monitor and evaluate your condition and ongoing medical expenses during your hospitalization. In situations where medical care is critical, by activating SOS you authorize medical care as necessary, and acknowledge that you will be billed for such care.

Q: How can International SOS assist in the event of death?

A: International SOS will render all assistance possible to the College to obtain clearances and arrange transportation for the return of mortal remains. In such an event, the College will be the point of contact for the family in this situation.

Q: What should I do in the event of a security emergency?

A: Call an alarm center listed on the back of your membership card, and a security specialist will assist you.

Q: What is security evacuation assistance and coordination?
**A:** The SOS Security Division will assist the College in the event of threatening situations such as civil and/or political unrest, insurrections, revolution or similar situations by providing information, guidance and resources in the event personal safety and security can no longer be assured.

**Q:** How do I access up-to-the-minute information about security alerts, warnings and the latest situations?

**A:** You can visit the website below:
http://www.internationalsos.com/members_home/Security/

### SOS 24-Hour Alarm Centers

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philadelphia, PA</td>
<td>1-215-942-8226 (call collect where available)</td>
</tr>
<tr>
<td></td>
<td>1-800-523-6586 (Within U.S.A.)</td>
</tr>
<tr>
<td>London, England</td>
<td>44-20-8762-8008 (call collect where available)</td>
</tr>
<tr>
<td>Singapore</td>
<td>65-6338-7800 (call collect where available)</td>
</tr>
</tbody>
</table>

Additional Alarm Center and Clinic contact information can be found at the SOS website at www.internationalsos.com/world-network

Should you have any questions, please do not hesitate to contact the International Programs division of the Center for Global Citizenship at 717-361-1147 (main reception) or the Director, Dr. Amy C. Simes, at 717-361-1347. During holidays, breaks and after hours, please contact Campus Security at 717-361-1263.

### Center for Global Citizenship
International Programs

**Website:** [http://www.etown.edu/oip](http://www.etown.edu/oip)

**Primary Contacts in any Emergency:**

- **Dr. Amy C. Simes** 717-361-1347 simesa@etown.edu  
  Director, International Programs (Study Abroad)

- **Ms. Kristi Syrdahl** 717-361-1594 syrdahlk@etown.edu  
  International Student Advisor, International Programs (International Students)

- **Ms. Kay Wolf** 717-361-1147 wolfk@etown.edu  
  Administrative Assistant, Center for Global Citizenship
The following form is signed by the student/participant and sent to the Business Office (please note that there is also a purchase form for non-student participants):

PURCHASE AGREEMENT
STUDY ABROAD
INTERNATIONAL SOS TRAVELER ASSISTANCE

International SOS is an organization that provides international travel, health, and security assistance to its customers. The purpose of this organization is to provide timely, efficient, and expert assistance to customers whether they are planning a trip or are in an emergency health or security situation. The assistance is available 24/7, 365 days a year and can be accessed via www.internationalsos.com for pre-planning health, security, and cultural information, or via a toll-free telephone call for status checks or emergency assistance while on site.

While International SOS provides services in 170 countries for medical and security assistance, it is not a health insurance plan. Individuals traveling through Elizabethtown College are required to purchase health insurance coverage in addition to SOS coverage that will apply in the country or countries where they will be traveling. Health insurance should cover such items as: emergency evacuation, medical coverage, and repatriation of remains.

I understand that Elizabethtown College requires the above traveler assistance program for all students studying abroad through one of the College’s approved overseas programs or short-term faculty-led study abroad programs.

I also understand that International SOS coverage is restricted to the specific dates of my overseas program including travel to and from my overseas destination. If I choose to travel overseas independently before or after these dates, or if I choose to withdraw from the program early, or leave the Elizabethtown College group to travel without permission of my group leader, my SOS coverage may be discontinued.

My signature below indicates I have read the above information and authorize Elizabethtown College to charge my campus account the $50.00 fee for International SOS Traveler Assistance.

I also acknowledge that this fee is non-refundable.

Name (please print) ____________________________  ID# ________________

Signed ____________________________  Date ________________

SOS Card # ____________________________

10/2009
Appendix K: Disability Form

Elizabethtown College
Disability Services, Center for Student Success
Baugher Student Center 226

REQUEST FOR DISABILITY SUPPORT SERVICES ABROAD

Elizabethtown College ensures equal access to College services, programs, and activities in accordance with the American with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state, and local disability anti-discrimination laws.

For any student who wishes to study abroad and who has a documented disability, it is the responsibility of the student with the disability to submit this form to the Director of Disability Services (DDS), Kristin A. Sagun, 216 Baugher Student Center, 717-361-1227. In response the DDS will send to the student the “General Guidelines for Documentation of a Disability”. It is then the responsibility of the student to provide documentation for the disability. The documentation needs to comply with the guidelines and support the reasonable accommodations being sought in the study abroad program. After the documentation is received and reviewed by DDS, the student will sign an “Authorization to Release Accommodations Form.” The DDS will then send a letter to the International Programs office requesting accommodations sought by the student studying abroad and supported by the documentation.

The International Programs office will then consult with the host institution about availability of accommodations sought. By signing below, the student acknowledges that this is a request only and that the host country and/or host institution may not accommodate the student’s needs.

____________________________________________________________________________

Please cut along this line and retain the top portion of this form for your reference.

Name:__________________________________________  Disability/Impairment:  
Disability Services, Center for Student Success, Baugher Student Center 216

Address:__________________________________________  □ Visual
City/State/Zip:______________________________________  □ Hearing
Telephone:__________________________________________  □ Mobility
Student #:__________________________________________  □ Speech
□ Medical
Study Abroad Country/Program:  
□ ADHD
□ Psychological
□ Learning Disability
□ Other___________

Study Abroad Enrollment:  
Fall: _____ Winter: _____ Spring: _____ Summer: _____

Send Form to:  
Disability Services, Center for Student Success, Baugher Student Center 216
One Alpha Drive, Elizabethtown College, Elizabethtown, PA 17022

10/2009