



ST. JOHN'S  
UNIVERSITY



# FACULTY HANDBOOK FOR SHORT-TERM STUDY ABROAD PROGRAMS

OFFICE OF GLOBAL STUDIES

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## Welcome Message from the Provost

Dear Faculty,

The University's 2008–2013 Strategic Plan and 2011–2014 Repositioning the Strategic Plan documents emphasize the importance of incorporating an international perspective into our programs of study. It is particularly noteworthy that the repositioning document states that a critical aspect of defining the value of a St. John's education includes having our students "develop the knowledge, competencies, and experiences" that are needed "to enhance their personal growth as world citizens, gain an understanding of other cultures and nations, and succeed in today's global workforce."

The Office of Global Studies has embarked on a number of initiatives to provide international study opportunities combining academic and service components. Key to their success have been the inspired contributions of our participating faculty, whose creativity and ingenuity have ensured memorable learning experiences for our students.

I am pleased to encourage every member of the faculty with a desire to participate in this important initiative to submit a proposal for a new addition to our expanding study abroad programs. Completing the enclosed application is the first step. As an institution, we hope to create programs that meet our "Five Screens"—the five essential qualities of the St. John's study abroad experience:

- 1) Academically rigorous
- 2) Safe
- 3) Dynamic service opportunities
- 4) Affordable
- 5) Culturally rich

As provost, I am deeply aware that the success of our international programs depends on the meaningful participation of our dedicated, resourceful, and committed faculty. I hope you will take advantage of this unique opportunity to contribute to this major University initiative.

Thank you very much for your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "Robert A. Mangione". The signature is written in a cursive, flowing style.

Robert A. Mangione, Ed.D., R.Ph.

# Faculty-Led Programs Abroad

St. John's University (SJU) has sponsored a great variety of faculty-led programs over the years. We encourage faculty from all academic areas to develop new programs and continue or restart old ones. Programs usually take place during winter break or summer, but can take place at other times, too. Though destinations can be anywhere in the world, our locations in Rome, Paris, and Seville offer superior support.

**Rome:** In Rome, the ancient and the modern coexist on nearly every street corner. In the "Eternal City" you may encounter the remnants of Ancient Rome, like the Coliseum, before discovering sites of Renaissance Rome, like the breathtaking Trevi Fountain or the Spanish Steps. The Rome team will help you incorporate these wonders into your curriculum.

**Paris:** Use Paris as your classroom as you visit the wonders of this great city. Travel back in time to Haussmann's Paris as you stroll down the Champs-Élysées, explore the Place de la Bastille, or visit the breathtaking Eiffel Tower. The team in Paris will assist in making the "City of Light" part of your course.

**Seville:** With its strategic position just miles from North Africa, southern Spain has long been at the crossroads of Moorish (Islamic) and European cultures. Seville offers an extraordinary opportunity to experience a country where language, architectural styles, people, and customs mingle. Our on-location team can help make Seville your classroom.

Our campuses combine old-world architectural elements with modern presentation technology, wireless broadband Internet access, air-conditioned rooms, and 24-hour bilingual staff and security.

## Vincentian Traditions

Our Vincentian heritage continues to inform and inspire people throughout the University, including those who lead our study abroad programs. As a Vincentian University, St. John's is committed to following St. Vincent's teachings, which emphasize respect for the individual, service to the needy, human solidarity, and adherence to the belief that giving of one's self helps make the world a better place.

St. Vincent's teachings form the core of St. John's philosophy, which is driven by a passion for education and guided by a simple truth: Higher education is about more than getting a job, it's about learning how to make a difference in the world. Consequently, a St. John's education encompasses both academic study and direct, shared experience in helping those less fortunate. For example, our semester programs include academic service-learning opportunities in each location abroad, serving the needy and underprivileged wherever our students study. St. John's wants to actively involve students in volunteering, mentoring, and service-learning programs around the world, while providing them with an excellent education. Please don't forget that all programs abroad should aim to fulfill these humble traditions of service and learning.



# Roles and Responsibilities for Short-Term Programs Abroad

The various responsibilities and division of labor that faculty can expect when leading programs abroad are listed below.

Your program abroad will “report” to the Office of Global Studies (OGS). Faculty/program leaders and OGS will enter into this partnership equally. Details of these responsibilities are outlined in the responsibility contracts (Appendix VII). Below are listed some of the various responsibilities and the division of labor that faculty/program leader can expect when leading programs abroad.

## Faculty

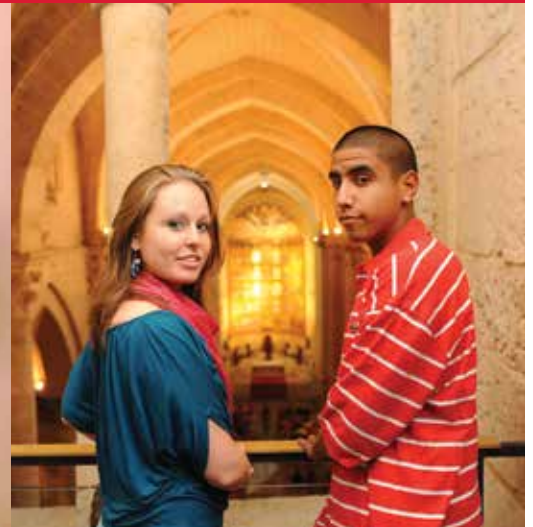
- SJU faculty who wish to create short-term programs abroad must first seek approval of the program (and course approvals if credit offered) by their respective chairs, followed by approval of their dean or higher supervisor.
- To guarantee the quality and strength of short-term programs abroad and allow adequate time for program preparation, OGS asks that faculty or staff submit proposals a minimum of one year prior to start dates. If OGS does not have sufficient lead time, it becomes much more difficult to obtain course approvals, set up applications in BANNER, prepare partners abroad, properly reserve the best facilities, and advertise and recruit students.
- Faculty should assist with administrative tasks that include the preparation of recruitment and publicity materials and the collection and disbursement of applications (if not completed online).
- Faculty should identify most of the partners, housing, and

vendors abroad needed to deliver the program, particularly if the program takes place outside Rome, Paris, or Seville.

- Faculty, supported by OGS, conducts a comprehensive site-specific predeparture orientation for the participants.
- Faculty, in addition to academic responsibilities, are expected to:
  - Recruit students, with assistance of OGS.
  - Submit a complete itinerary to OGS.
  - Submit detailed syllabi.
  - Maintain daily contact with program participants.
  - Contact OGS as soon as possible on any emergency related to, or injury to, a course participant or third party who might be considered to be SJU's responsibility. (Please refer to emergency protocols, pages 17–19.)
  - Enter final grades into system no later than 72 hours after program ends.
  - Return original receipts for all expenses incurred during the program.
  - Submit necessary faculty reports on the program abroad.

## Office of Global Studies

OGS oversees all proposals for faculty-led, short-term programs abroad. We welcome any faculty member with international contacts, experience, or interest to work with our office to develop a program.



OGS provides the following services:

- Assistance on how to develop a program, including this faculty handbook
- Facilitation of the location safety clearance from the Office of Public Safety
- Facilitation of the mandatory predeparture orientation for faculty and program leaders
- Management of the required forms for the establishment of the program, including program proposal forms
- Assistance with publicity and promotion
- Assistance with logistical planning
- Collection of the following mandatory forms from students (subject to change): assumption of risk and release, health disclosure, emergency contact information, flight information, and passport photocopy
- Production of University-wide study abroad promotional materials
- Approval of the program budget and determination of the final program fee
- Management of student registration for their courses abroad
- Provision of international cell phone
- Assistance with reimbursement forms
- Facilitation of general predeparture orientation and assistance to faculty with the site-specific predeparture orientation

OGS reserves the right to alter or cancel a program as deemed necessary due to low enrollment or for health and safety reasons.

### Student Participants

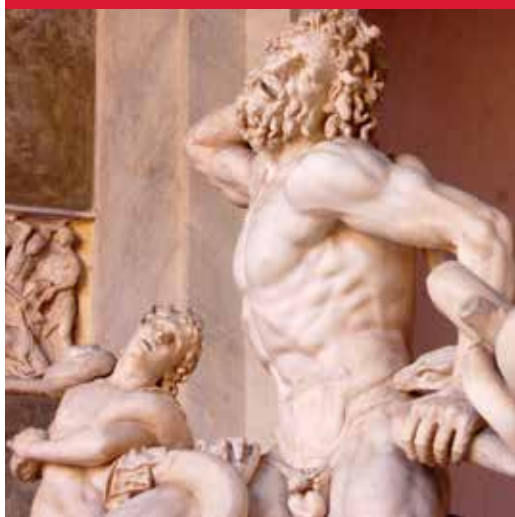
Students on SJU short-term programs abroad are regarded as ambassadors of goodwill and representatives of St. John's University, New York State, and the United States of America. Faculty should outline and make clear the students' role in the program and provide detailed expectations regarding academics and appropriate behavior.

In general, the basic expectations for student participation in any study program abroad are as follows:

1. Attend the mandatory predeparture orientation session(s).
2. Participate in all scheduled program events and lectures.
3. Complete all required written work by specified deadlines.
4. Diligently conform to the Student Code of Conduct and never behave in such a fashion as to cause harm to themselves or others, or harm the integrity or reputation of the program or University.
5. Arrive for scheduled activities or group travel on time and let leaders know when running late or of an impending absence.
6. Follow additional guidelines as determined by faculty and the group.

### Attendance Policy

In addition to policy set forth by the different colleges at St. John's, each professor should also explicitly state attendance policy in the syllabus. Students should be reminded that although studying abroad has distractions, they must regularly and promptly attend classes. In fact, due to the intensive,



Students should be reminded that although they are studying abroad with all the distractions and attractions that go with it, they must regularly and promptly attend classes.



short time frame of our summer and intersession programs, attendance standards may be stricter than in New York. Tardiness can be a problem abroad too. If your program incorporates any number of field experiences, a student who habitually arrives five–10 minutes late can severely affect the whole group. Transit schedules can be set back, relations with partners abroad will be adversely affected, and other students will be upset.

### Student Code of Conduct

When students join the SJU community, they agree to a standard of personal conduct that respects and protects others and maintains respect for the institution and the integrity of academic programs. When students go abroad, any misbehavior can result in penalties. In particular, conduct that may threaten the health and safety of the student or others will face grave consequences. Alcohol or drug abuse, assault of fellow students or others, failure to follow directions, harassment, or other willful misconduct can result in dismissal from the program and further discipline proceedings upon return to New York. For the Student Code of Conduct, please see Appendix I.

### Alcohol and Illegal Substances

Use of alcohol in programs abroad can become a problem, especially for some students who have “suddenly” become of legal drinking age due to different laws abroad. It is University policy to prohibit the unlawful distribution, dispensing, possession, or use of illicit drugs or alcohol on any of SJU’s campuses, whether in New York or abroad. Faculty leaders must also remember that the use of

illegal substances is prohibited on any SJU short-term program abroad. This should be made clear to students before and during their participation in the program. Additionally, students must be informed that penalties for using illegal substances abroad can be much stricter than in the United States and that there is nothing that a faculty leader or the US Embassy can do to assist a student who is caught breaking the laws of the host country. If it comes to the attention of the faculty leader that any student is using illegal substances, the student will be removed from the program immediately.

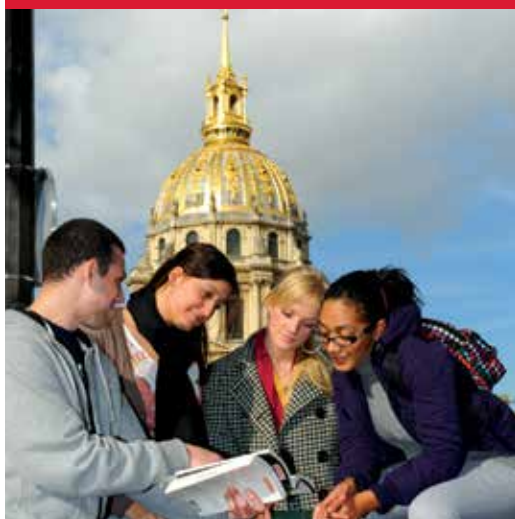
### Student Dismissals

Students may be dismissed from the program abroad for misconduct and violations of the Student Code of Conduct. Procedures are discussed thoroughly on page 19.

### Student Withdrawals

Circumstances arise where students must withdraw from the program. These vary from family emergencies and financial problems to serious illness or injury. If the withdrawal takes place before departure, the student may, upon petition, receive some refund, but the earlier any withdrawal occurs, the better.

When a student withdraws, OGS needs to know immediately. Our staff will then initiate the necessary communication with deans, advisors, and registrar.



Faculty leaders must remember that the use of illegal substances is prohibited on any SJU short-term program abroad.



# Program Planning Abroad

This section outlines what faculty should expect when creating or leading a program abroad, along with policies and best practices.

## I. Ideal Timeline for Developing a Short-Term Program Abroad

*(Please note these dates are guidelines and vary by program.)*

WHEN *	WHAT	WHO
One year prior	Meet with Office of Global Studies (OGS) to discuss program idea.	Faculty and assistant director of academics
11 months prior	Application to department for course approval. Course proposal to Curriculum Committee if needed.	Faculty, department chair, and OGS (and Curriculum Committee if needed)
10 months prior	OGS sends application to Public Safety for program approval.	OGS and Public Safety
Nine months prior	Once courses and safety approved, dean reviews for program approval.	Faculty, Public Safety, and dean
Eight months prior	Approved application to OGS. Detailed itinerary available for logistics and pricing.	Faculty, assistant director of academics
Seven months prior	Arrangements planned and budgeted. Program fee set.	Faculty, assistant director of academics, and director of business affairs
Six months prior	Marketing plan determined and activated.	Faculty, assistant director of academics
Three–Five months prior	Recruitment	Faculty, assistant director of academics
Three–Five months prior	Students apply.	Deans, advisors, Public Safety, faculty, and OGS
Six weeks	Program decision.	Faculty, assistant director of academics, and director of business affairs
One month prior	Program Leader PDO	Faculty, assistant director of academics, director of business affairs, and others
One month prior or less	Student orientations (general and site-specific)	Faculty and assistant director of academics
One week prior	Receive cell phones and advances	Student Services and director of business affairs
Program dates	Run program and give periodic updates to OGS.	Faculty
Three days postprogram	Submit grades.	Faculty
One week post	Submit receipts.	Faculty and budget director
Four weeks post	Submit final report/student evaluations available.	Faculty and OGS

\* *Without sufficient lead time, it becomes much more difficult to arrange timely course approvals and program fees; set up online applications; prepare partners abroad; properly reserve the best facilities; advertise and recruit; and inform advisors, etc.*

## II. Step-by-Step Guide For Short-Term Programs Abroad

### 1. Assess the need for a program.

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

1. Does the program fill a curricular need for the department?
2. Does the program enhance a University major?
3. Is there an existing program that already meets these needs?
4. Does the program offer something unique that cannot be accomplished on campus?
5. Will this program have a strong academic component?
6. Is there a specific reason that this program should take place in the specified location instead of New York? What is that reason?
7. Does the time of year when the program is planned appeal to students? Is the length of the program appropriate for the academic content?
8. Are seasonal costs, airfare, lodging, food, etc., higher or lower during the time this program will be offered?
9. Is the political/economic situation stable in the destination country?
10. Does the program include a service component?

### 2. When assessing the program, think about potential enrollment.

It is essential that there are enough students to sustain the program. If enrollment is low, budget considerations may cause the program to be cancelled. The faculty leader should consider:

1. How many majors are in the targeted major departments?
2. What are the current enrollments in related courses?
3. Will the program attract students outside the major department?
4. Does the course require prerequisites that could limit potential enrollment?

### 3. Draft a program proposal.

Submit a program proposal form, signed and approved by your chair and dean (Appendix Two). Also include a description of the program. **IMPORTANT:** Faculty leaders should meet with OGS to discuss the proposal guidelines. Give OGS an early copy, (even if not yet signed) of the proposal that includes the itinerary so we can start the vetting process with the Office of Public Safety.

### 4. Meet with Business Affairs.

The next step is to meet with OGS to discuss the program budget and determine a program fee. We are most interested in knowing the following:

- How many credits per course?
- What is the projected enrollment?
- What are your planned excursions and related expenses?
- Would you like special meal arrangements? (Typically, we provide breakfast and lunch four times per week on SJU campuses abroad.)
- What modes of transportation do you expect to use while abroad?
- What support personnel will help on the ground abroad, and how much will their services cost?



Faculty leaders should meet with OGS to discuss the proposal guidelines.



Essential components of the budget are:

### **1. Student Expenses**

- Accommodations
- Meals
- Ground transportation (e.g., chartered buses, public subways, buses, rental vehicles)
- Excursions (entrance fees, tours, guides, etc.)

Participants usually arrange for their own airfare and may eat some meals independently. Books and elective travel are also the responsibility of the participant. Generally, airfare, passport fees, visa fees, vaccinations, airport exit fees, meals, and excursions outside of those planned by the program are not included in the program budget.

### **2. Instructor Expenses**

- Airfare
- Ground transportation
- Accommodations
- Meals
- Excursions, including entrance fees
- Miscellaneous

Normally, faculty expenses can only be paid for the scheduled dates of the program. For any additional days before or after the program, faculty should plan on covering the costs themselves.

### **3. Instructional/Administrative Expenses**

- Classroom space
- Technology rentals
- Books
- "Helper" costs

### **4. Payments and Receipts**

To the maximum extent possible, arrangements for

goods and services needed for our programs should be paid directly to the vendor via a wire transfer or a check from St. John's University. There are, however, situations where payment for goods and services abroad must be rendered at the time they are acquired. In these situations, program leaders may request a cash advance in order to make payments while abroad.

The cash advance request must be made using "Purchase Order – Payment Request Form." Please contact us for the most up-to-date version or any special OGS instructions for expensive purchases. The cash advance is considered a personal loan from the University until reimbursed and the recipient is personally responsible for the cash advance requested. Therefore, it is advisable that the employee deposit the funds in his/her bank account and withdraw money using an ATM card as needed to avoid carrying cash. Expense management should stick strictly to the assigned budget. Over-budget items may be considered personal items and may not be reimbursed.

### **5. Promote your program.**

The first thing you need to do to promote your academic courses is to make a short-term study abroad unassailably academic. For nonacademic service programs, strongly emphasize the service goals abroad. That is, nothing about either type of these programs should seem like a vacation or a junket. The program should be marketed as a valuable part of the curriculum and St. John's experience and as an opportunity for a student to continue to enhance their studies or service, going beyond the classroom.



As a faculty leader, you have to make a personal commitment to get students to join your program. Your experience, enthusiasm, and expertise about the topic or service destination is your strongest marketing tool. Students trust you and look to you for advice on how they can enhance their undergraduate experience. Therefore, hearing about the advantages of studying abroad directly from their professor helps students make a more informed decision.

Naturally, students also find faculty-led programs appealing for other nonacademic and personal reasons. Students crave the idea of connecting with faculty and other students. Short-term study abroad programs are ideal for developing faculty-student engagement. Moreover, a structured program not only delivers a quality academic or service experience; it provides students an opportunity to bond with each other.

Feel free to use these “nonacademic” factors to appeal to students too, without making it seem like a vacation.

Become acquainted with the recruitment, publicity, curriculum, and administrative practices of your department’s or college’s previous study abroad offerings, particularly those of the previous year. If a previous program was successful, which of its elements should be duplicated? If a program was canceled due to insufficient applicants, what could have been done differently?

**Here are some great ways to recruit for your program:**

#### *Program Description*

Provide a program description for the OGS website. OGS will notify you about timing and details. Remember that students are the target audience and they are most

concerned with issues of cost, value, uniqueness, and attractiveness as it fits with their degree requirements, personal needs, and interests.

#### *Photos*

Photos can enhance the promotion of your program in printed materials, at information meetings, and at study abroad fairs. Ask returning students permission to use their best photos (they will be flattered!) and select photos of students (identifiable as SJU students, if possible) in a variety of locations and in learning/intercultural settings.

#### *Class*

Announce your program in your own classes and those of colleagues. Share information about the program with colleagues to make a push in their classes.

#### *Advisors*

Inform and work with academic advisers who advise the target student audience. Advisor support can greatly boost student knowledge of the program and reach an audience outside your own classes.

#### *Publications*

Make sure your program is featured in your college/department communication and publications (e.g., e-bulletins, newsletters, magazines).

#### *Information Sessions*

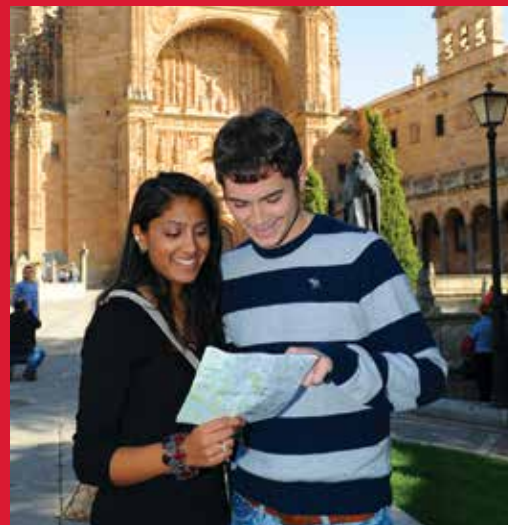
Offer and promote an information session to draw in potential applicants and start the get-acquainted process among the students early.

#### *Promotional Material*

OGS produces all promotional material in collaboration



The program should be marketed as a valuable part of the curriculum and St. John’s experience and as an opportunity for a student to continue and enhance their studies or service, going beyond the classroom.



with the faculty leader. OGS will create a basic half-sheet with important program information. Faculty leaders should create any additional flyers and send to OGS for printing or distribution within the OGS office, study abroad fairs, etc. Some important information to communicate in the flyer should include:

- What is the course? Is there a requirement equivalent?
- Program dates
- What fees and tuition will be charged? What is included vs. NOT included in the program fee?
- What sets your program apart from the others? Some important program features/ trips/excursions?

### *Past Participants*

Returning students who have studied and lived abroad in the region where your Study Abroad program takes place or who have participated in your program make effective new student recruiters. They are especially useful in evoking interest when they speak about their experiences in class or student organization visits and in the development of orientation materials.

### *Keep in Touch with Applicants*

Students may drop out of a Study Abroad program because of lack of continued contact with the faculty leader prior to departure. This contact should be maintained on a regular basis even after the applicant has filled out an application and confirmed their enrollment. This is necessary to preserve student enthusiasm and interest.

Keep in mind that there are many other competing options, including other study abroad programs, internships, and jobs. Hold their interest through occasional meetings and e-mail updates. OGS will provide weekly updates of student applicants.

## **6. Conduct student orientations.**

### *Site-Specific Pre-Departure Orientation*

OGS and the leading faculty together host a comprehensive site-specific predeparture orientation that all students are required to attend. If non-SJU students or those already studying abroad cannot attend, alternate arrangements can be made on a case-by-case basis. OGS will work with the faculty to set a mutually convenient date and time, and OGS will handle the logistics.

The OGS portion of the orientation provides students with important general information topics regarding international travel, expectations, safety, packing, and many other relevant topics. It also gives students a chance to meet their fellow travelers and the faculty member leading the program. OGS will deliver health and safety information during orientation and again just prior to departure. When necessary, caution students against taking unnecessary risks. OGS will remind students to inform OGS ahead of time about any medical or other conditions they may have that may require accommodation abroad.

The faculty member's portion of the orientation should include an overview of the program's academics. Please be ready to review the syllabus and details of the course including relevant excursions. Book lists and first assignments should be provided at orientation.



The orientation provides students with important general information regarding international travel, safety, packing, and many other topics. It also gives students a chance to meet their fellow travelers.



Additionally, please share your expectations and requirements about behavior.

Faculty will also inform the students about basic program logistics to help alleviate their anxieties. Take time to provide an overview of housing, food, accommodations, and local transportation details. Give them monetary guidelines, including an estimate on how much they are likely to need. When necessary, give students a cultural orientation encompassing the kinds of behavior and language considered rude in their overseas destinations. Describe the different norms, including wardrobe, as it is an important topic to discuss, especially if certain items need to be brought with the student. Make sure that everyone is well-prepared for what they will encounter and any contingencies.

### *On-Site Orientation*

In Paris, Rome, or Seville, these orientations should be in consultation and coordination with the on-site staff. Otherwise, they will be conducted or supervised by accompanying faculty and staff. **On-site orientations should, among other things, include:**

- Repeating as necessary any materials from earlier orientations. This would include program rules and expectations, syllabi, and basic logistics.
- Discussing any health precautions and risks present. Strictly avoid giving any medical advice.
- Reminding everyone of the different norms and morés and how to conform to them. Appropriate clothing, drinking behavior, and public protocols should be discussed.
- Detailing the different laws and regulations and their

potential penalties. Risky behaviors should be strictly discouraged or banned.

- Cautioning students about dangers present and how to avoid them—pickpockets, thieves, unrest, unsafe modes of transportation, risky leisure activities, etc.
- Detailing how the transportation system works, including night buses and taxis for any late-night activities. Make sure everyone knows how to stay out of trouble on buses, trams, and trains.
- Reviewing road culture and what should be done or avoided to stay safe. Pedestrian and vehicle accidents are the leading cause of death for Americans abroad.
- Providing details on how to change money or use ATMs. Students should know how to take necessary precautions with their money.
- Providing details on how to use any meal plan and where to find restaurants or groceries. Any necessary food precautions should be reemphasized.
- Instructing students on how the phone systems work, as well as how to use Internet networks and computers.
- Providing details on safe places to enjoy cultural offerings, socialize, and have a good time. Make sure everyone knows of any unsafe neighborhoods so they take necessary precautions.
- Providing a roster of emergency numbers, both with program staff and local emergency personnel.
- Knowing the local contingency plans, including meeting places and what to do when they lose an excursion group.



Caution students about taking unnecessary risks. Encourage them to inform you and OGS ahead of time about any medical or other conditions they may have that could require accommodation abroad.



## 7. Prepare to managing a program abroad.

This section describes the various areas faculty must manage when they lead a program abroad.

### *Community Building*

Seasoned Global Studies faculty members often report that their biggest challenges stem not from public transportation strikes, fluctuating currencies, or language barriers, but from student behavior problems. They advocate discussing appropriate behavior overseas during the predeparture orientation as well as upon arrival.

Emphasize that study abroad is an academic experience and therefore academic responsibilities have priority over personal interests. This helps to combat the occasional notion that it is merely a recreation opportunity. Similarly, refrain from referring to the experience as a trip. Instead use the word “program” since it distinguishes academic study abroad from a vacation.

Reinforce the concept of students as “cultural ambassadors” and emphasize that their conduct will be seen as a reflection of the United States, the University, and the University’s local colleagues. Participants need to understand that offensive or indifferent behavior resulting in negative evaluations by colleagues abroad could lead to the cancellation of the program.

Consider creating a student-faculty contract tailored to your program. You can create one in advance or employ a version of community-building similar to that used in the residence halls (see Appendix III). Ask students to identify acceptable and unacceptable behaviors and create a contract. Have the students sign it on-site. In addition to such routine guidelines as not being late for bus or train departures, ask students to decide on actions to avoid such situations. For example, students

can agree to check that everyone is awake at a certain time and volunteer to call classmates after their alarm rings. Students should agree upon consequences and/or group response to repeated offenses. They should also be informed of the procedure to follow if they experience negative consequences (for instance, if they are left behind because they missed the field trip departure). Though there is no need for complete agreement, consensus should be the desired goal.

It may be more important to emphasize what students should do, rather than what they should not do. For instance, if a student sees another student displaying inappropriate behavior (excessive drinking, tardiness, risky behaviors, etc.), the former should step forward to stop this behavior. Students with leadership skills can be particularly helpful here.

If your students exhibit excessive complaining, one solution is to set aside specific times during the day when complaining is allowed. No complaining should be permitted during the rest of the day. This may seem extreme but it does work.

**Ask students to discuss how personality conflicts can undermine the atmosphere of the program. Although it may seem like common sense, you may need to regularly remind students to:**

- Be polite and listen to one another.
- Respect each other, leaders, and local people affiliated with the program.
- Honor diversity and differences within the group.
- Fight fair and attack the problem, not people.
- Look for compromise.

Require students to determine procedures and methods



Emphasize that study abroad is an academic experience and therefore academic responsibilities have priority.



for dealing with personality conflicts.

You may wish to address dating among program participants as well as with locals. Predeparture discussion regarding the local culture's receptivity to public displays of affection and other issues may help to alleviate misunderstandings.

Furthermore, address your concerns for alcohol misuse and abuse.

### ***Relationships with Partners Abroad***

Faculty, as well as students, are considered representatives of St. John's University when abroad. To maintain program integrity and retain the ability to repeat program activities, you must maintain smooth relations with our foreign partners. This means observing group plans, appointments, and activities whenever local partners participate. Similarly, student behavior needs to be monitored so that no one inadvertently offends our hosts and helpers. Meeting partner expectations is important for credit-bearing academic activities as well as non-credit-bearing service activities.

### ***Finances***

#### **Preapproval**

Prior to departure, faculty must meet with OGS to review and approve your Travel and Entertainment Reimbursement Form (T&E). Forms and guidelines are accessible on the "Employee Travel Resources" page at [stjohns.edu/about/administrative-offices/operations/business-affairs/employee-travel-resources](http://stjohns.edu/about/administrative-offices/operations/business-affairs/employee-travel-resources).

#### **Petty cash**

This operating advance is used for expenses that will need to be paid while in a foreign country. As you can imagine,

depending on group size, this can add up to a sizable amount of cash. As a result, we do not advise faculty leaders to choose this option, if at all possible. Credit and ATM cards are the safest and most convenient method for conducting transactions.

The cash advance request must be made through a Purchase Order–Payment Request Form. Please contact OGS for the most up-to-date version or any special instructions for expensive purchases. The cash advance is considered a personal loan from the University until reimbursed and the custodian is personally responsible for the cash advance requested.

We advise leaders to give a simple description of the expense on the receipt or in a separate location. Final accounting is much easier if the faculty leader organizes all receipts at the end of each day. Expense management should strictly stick to the assigned budget. Over-budget items may not be reimbursed.

### **Money Handling/Security While Overseas**

Faculty leaders should exercise caution when carrying cash overseas. We recommend the following:

- Avoid traveling alone, especially at night.
- Exercise caution when approached by someone trying to sell something or offering to act as a guide.
- Beware of groups of children who create distractions so they can pick your pocket. A cute, sweet-looking child or even a woman with a baby can pick your pocket. Beware of groups of children who create distractions so they can pick your pocket.



Ask students to identify acceptable and unacceptable behaviors from which the group can agree upon and create a contract. Have the students sign it on site.



- Try to seem purposeful and confident when traveling.
- Be careful when using an ATM machine. Try to use only those ATM machines that are well-lit and in a seemingly safe location. Withdraw only as much cash as you need in the near future. Try to use ATM machines that are equipped with a “swipe” feature in order to avoid your card being eaten by the machine.
- Keep cash in a secure location. If carrying large amounts of cash, use an undergarment money belt or neck purse.
- Make sure credit cards are returned after each transaction. Know where your credit card is at all times.
- Make a note of the credit card number and issuing bank, in case of theft or loss.

Be discreet when paying a bill. Do not flash large amounts of cash.

#### Reconciliation

A travel reimbursement form, along with all original receipts, must be submitted to OGS within 30 days of program completion. If you need assistance in completing your T&E, please do not hesitate to contact the OGS staff. Over budget items may be considered personal items and may not be reimbursed.

#### 8. Accompanying guests are not permitted.

Spouses, partners, and other family members are not permitted to accompany faculty on short-term programs abroad. Because of the intense nature of the short-term programs, leaders are expected to focus on the

students as a first priority. Faculty need to be available 24/7 when the program is in session. If a spouse or child became ill abroad, taking care of them would present an unnecessary conflict of interest. In addition, family members/companions are not protected by University liability insurance abroad. (Please see attached Human Resources policy, Appendix VIII).

For similar reasons, students cannot invite nonparticipating friends or family along on any part of the program. They present an unnecessary liability risk and could distract registered students from giving their full attention to the course.

#### 9. Prepare for contingencies.

**This section reviews standard preparations for possible situations abroad.**

##### Phones

Faculty and staff leaders must be reachable at all times. To that end, OGS provides faculty with cell phones for business-related calls. OGS has contracted with PicCell Wireless to provide faculty with a useable phone. This PicCell supersedes any other personal calling plan you may have. This number should be shared with students and any others who need to know. If students have cell phones or phones in their rooms, leaders should make sure to collect their numbers.

The cell phone must be charged and turned on at all times; if it does not work, a new phone must be purchased abroad and the number shared with OGS immediately.

The faculty leader will receive their phone directly from



The cash advance is considered a personal loan from the University until reimbursed and the custodian is personally responsible for the cash advance requested.



OGS. OGS will reach out to schedule a final meeting with the faculty leader prior to their departure. If travelling prior to the start of the program, please be sure to let OGS know so they have enough time to receive and prepare the phone.

### **Redundant Contact Information**

It is important that OGS have as many ways as possible to contact faculty and staff abroad. So be sure that OGS has your hotel contact information as well as that of partners and helpers abroad. Also supply the private numbers of other phones carried, including individual student numbers.

### **Local Helpers**

Faculty leaders abroad may need to tap local help when unforeseen emergencies arise. Consider bringing an extra faculty member or making an arrangement with a local resident willing to help you handle such emergencies. Keep in mind that in addition to caring for the student who is sick, injured or otherwise afflicted, you will also need to continue routine leadership duties. Please note that local staff is in place at our Rome, Paris, and Seville campuses.

#### **Local helpers offer certain advantages:**

- They tend to have superior local knowledge and connections needed to deal with any contingency that comes up.
- Their assistance is usually less expensive since SJU doesn't pay for their airfare or housing.
- In addition, they can help form a cultural bridge for the students to the local society.

Local help is best when it comes from people slightly older than the students in the program. Ideally, they should have good English skills, be resourceful, and have friendly personalities. Regular engagement with the students eases any emergency interactions since they will not be strangers.

### **Documents**

We recommend that program participants and the faculty leader carry the first page of their passport and airline ticket. This is helpful in the event of a lost or stolen passport or airline ticket. Similarly, copies of ATM and credit cards can be useful if these items are stolen.

### **Contingency Plans**

Faculty leaders should share their contingency plans as needed with the students, local staff, and OGS. Students should know what to do when they become separated or lost from the group while on an excursion. Students should know about central meeting places where the group would gather if something came up. Plan and share. Emergency evacuations of individuals or the group are possible. Please know how to contact CISI insurance for their assistance.

## **10. Cultural Insurance Services International (CISI)**

When on a University-approved program, faculty and students are enrolled in CISI insurance. CISI provides worldwide insurance and emergency assistance services 24 hours a day, designed to supplement and integrate with SJU's services, procedures, and policies. You should always



Faculty and staff leaders must be reachable at all times. To that end, OGS will provide faculty with cell phones for business-related calls.



attempt to reach the SJU emergency contacts. In order to use any of the CISI medical, security, or travel services, contact a CISI assistance provider from anywhere in the world by calling directly. For short-term programs, you as the faculty may need to act as the liaison between the student requiring assistance and CISI.

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

- Name, location, age, sex, and nationality
- Your identity as a staff member or student of St. John's University
- CISI membership number
- The telephone number from which you are calling (in case you are disconnected)
- Relationship to the member (if someone else calls for you)
- Name, location, and telephone number of the hospital or clinic (if applicable)
- Name, location, and telephone number for the treating doctor and where the doctor can be reached (when applicable)

### Program Benefits

- Emergency evacuation
- Pre-trip information on travel health issues
- Medical referrals
- Medical expense guarantee, cost review, and payment (fees apply)
- Travel services
- Emergency dental coverage
- Prescription coverage
- Security evacuation assistance
- Repatriation of mortal remains

Faculty and students should carry the CISI membership number at all times. It includes the telephone numbers of the CISI Assistance Center.

Though CISI will guarantee and pay all costs associated with the medical care, students and staff may need to pay up front and submit for reimbursement. If it is an ongoing medical condition, SJU can work with CISI to set up direct billing.

**To reach CISI, please refer to the membership or emergency contact card.**



Regular engagement  
with the students  
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interactions,  
since they will  
not be strangers.



# Crises Abroad

Student crises abroad are relatively rare, but can happen. Because all program leaders should be prepared to deal with any eventuality that could come up, they are required to attend a Program Leader Predeparture Orientation prior to holding their site-specific student PDO.

## Emergency Definition

An emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of program participants. Emergencies include, though may not be confined to, the following types of events and incidents:

- Serious illness, physical or emotional
- Significant accident and/or injury
- Robbery
- Hospitalization for any reason
- Physical assault
- Sexual assault or rape
- Disappearance or kidnapping of a student
- Terrorist threat or attack
- Local political crisis that could affect student safety or well-being
- Arrest or questioning by the police or other security forces
- Any legal action (lawsuit, deposition, trial, etc.) involving a student

## Liability

Student participants are informed of the risks involved with study abroad programs and are required to read and sign an Assumption of Risk and Release form and submit medical forms, emergency contact information, and a flight itinerary.

OGS maintains all necessary program documents for short-term program abroad participants.

## Handling Emergencies

In any situation that arises, there are certain universal concerns to be addressed:

- What is the current physical and psychological condition of affected participant(s)?
- Is the lead faculty member or resident director now in close contact with all affected participants?
- What is the proximity of the event to all program participants?
- What is the imminent risk to participant(s) if they remain where they are?
- Are all program participants, whether directly involved or not, aware of the emergency? How are they responding to the emergency?
- Is adequate food, water, and medical attention available?
- Is adequate and secure housing available? How long will this housing be available? What other



appropriate housing options are available as a backup, if needed?

- Should students be evacuated or is it safer to stay put?

### Emergency Protocols

As part of the comprehensive program leader PDO, how to handle a potential emergency will be covered in depth. OGS also has an administrator on-call 24 hours to assist should an emergency arise.

1. **Health and Safety First:** In an emergency, your first responsibility is to protect the safety and well-being of program participants. Do whatever is necessary to ensure this, whether that means obtaining prompt and appropriate medical attention, embassy intervention, or police protection.
2. **Communication:** In serious emergencies, the first call should be to local emergency personnel. However, the Office of Global Studies must be informed of any incident involving the physical or mental health, or conduct of a student within 30 minutes. This is true regardless of how minor or serious an incident seems. OGS and the University might appear irresponsible or negligent if a parent calls our office to inquire about their child before we are aware of the incident.
3. **No medical advice:** For liability reasons, it is important that staff do not give any medical advice (e.g., recommending a hospital; providing medicine, over the counter or otherwise; or giving treatment recommendations).
4. **Stay with student(s):** Program leaders should accompany any students experiencing medical emergencies to the hospital. However, unless the circumstance is dire, do not drive the student there yourself. Nonmedical emergencies may also require staff to stay with the student. During any emergencies, make sure that the rest of the group is well taken care of and that there is as little disruption to the planned program as possible.
5. **Use CISI:** St. John's has a contract with CISI, which has a staff of doctors and nurses who will supervise and arrange for appropriate medical care. CISI, as well as OGS, should be your primary contacts for dealing with a medical emergency.  
  
CISI will recommend an appropriate hospital. The St. John's contract with CISI covers travel assistance and evacuation services, including up to \$1 million in emergency medical evacuation coverage. However, for most medical services the student must pay and submit for reimbursement. CISI also provides direct billing for ongoing or large medical costs. CISI cards will be provided to all program leaders and participants prior to departure.
6. **Report to SJU:** To report an incident, first call the Office of Public Safety on the Queens campus. They will know how to reach additional St. John's administrators depending on the type and severity of the issue. If you are staying on the Rome, Paris, or Seville campuses, you can also call the local Admin on-call number that is provided during your on-site orientation. Finally, you can call the New York City admin on-call number given to you on your program's emergency binder.
  - **Public Safety:** 1-718-990-5252
  - **NYC Admin On Call:** 1-888-844-7037



The St. John's contract with CISI covers travel assistance and evacuation services, including up to \$1 million in emergency medical evacuation coverage.



7. **Refer to the emergency binder** containing a detailed phone list, emergency contacts and numbers, along with pertinent medical information about their students. To ensure the program leader is well-informed, all disclosed student medical information will be discussed prior to departure. Always keep this binder handy, as well as a copy of the Faculty Handbook.

### Program Dismissal

Students displaying disciplinary or behavioral problems should be dealt with immediately. Please contact OGS promptly and make a record of your concern, as discussed in the program leader PDO. If allowed to continue, this behavior may negatively impact the atmosphere and even endanger crucial group or institutional relationships abroad.

**There are certain conditions when SJU will dismiss a student from a study abroad program. The following behaviors are among those that should result in immediate dismissal from the program:**

- Any behavior that endangers another person or property.
- Conduct that is undesirable and in violation of the University's Code of Conduct, including the policies on drugs and alcohol. (See Appendix I)
- Conduct that is in violation of the laws, rules and regulations, and customs of the host country, community, institution, or program

- Behavior, whether academic or social, that constitutes a danger to the health or safety of persons or property or threatens the future viability of the program
- Physical or sexual assault; harassment; unlawful possession, use or distribution of illegal drugs; alcohol abuse; setting a fire or possession of explosives; possession of a weapon, including BB guns and knives; theft
- Conduct that brings disrepute to St. John's University or threatens relationships with foreign partners or with program integrity

### Dismissal immediately results in the following:

- Eviction from the program housing
- Loss of all benefits the program provides, including excursions and meals
- First available flight home

In the case that a flight is not immediately available, the student will take up residence elsewhere at their own expense until they can return home. For any period of time that a dismissed student remains on location, the program leader and local staff may continue to have responsibility for his or her health and safety.



If you are staying on the Rome, Paris, or Seville campuses, you can also call the local Admin On-Call number.



# Postprogram Activities

## Grading

Please submit grades within 72 hours of the program completion. This can be done online like all other University courses. Don't forget to tell the students when the final assignment is due and when you will issue grades.

## Program Reports

We request that faculty submit a written report about their program abroad. This helps OGS better evaluate the services we provide as well as to document programs and incidents abroad. Appendix IV explains in detail. Here are a few items we like to know:

- What you did in preparation and delivery?
- What worked/didn't work?
- Suggestions for the next program

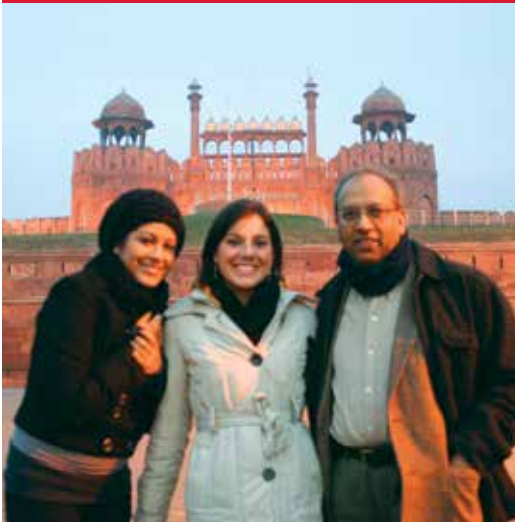
## Maintain Contact with Students

Your mentoring and professional relationship may be among the most significant one your student has experienced at the University. Assist them with their readjustment and help process their time abroad.

Suggest they actively participate in the Global Ambassadors group of returned study abroad students on campus. They can contact OGS for more information.

Other ways students may use the interests and skills they gained while abroad:

- Talk with students from the program or others who have studied abroad.
- Develop a website for the program.
- Share experiences by working as a student worker in OGS.
- Talk about their study abroad experience to clubs and groups of which they are a member.
- Volunteer to share their international experience/interests in local schools.
- Be a 'buddy' to an international student.
- Join international organizations and clubs.
- Continue foreign language training.
- Continue studying the host country by taking related courses, reading international papers, viewing films and videos, writing research papers, etc.
- Volunteer to work in the community or on campus. Help organizations that support community service and development. Look for groups working with immigrants, refugees, or the aged that can use the skills of listening, patience, and empathy.



# Useful Links

**US Department of State**  
[travel.state.gov](http://travel.state.gov)

**US Centers for Disease Control**  
[cdc.gov](http://cdc.gov)

**CIA World Factbook**  
[cia.gov/cia/publications/factbook](http://cia.gov/cia/publications/factbook)

**SJU Office of Global Studies**  
[stjohns.edu/globalstudies](http://stjohns.edu/globalstudies)

**CISI**  
[culturalinsurance.com/stj](http://culturalinsurance.com/stj)

**Currency Conversion**  
[xe.com](http://xe.com)

**International Country Calling Codes and  
World Time Zones**  
[countrycallingcodes.com](http://countrycallingcodes.com)

**NAFSA: Association of International Educators**  
[nafsa.org](http://nafsa.org)

**Toolbox of Intercultural Interactions**  
[unr.edu/oiss/nafsa](http://unr.edu/oiss/nafsa)

**What's Up with Culture? On-Line Cultural  
Training Resource for Study Abroad**  
[pacific.edu/sis/culture](http://pacific.edu/sis/culture)

**Newseum: Today's Front Pages**  
[newseum.org/todaysfrontpages](http://newseum.org/todaysfrontpages)

# Acknowledgements

We gratefully acknowledge the University of Illinois Urbana Champaign, Portland State University, and Michigan State University for allowing us adapt parts of their faculty handbooks to ours. Additionally, this handbook is a compilation of ideas from the Office of Global Studies staff members.

We also wish to acknowledge the following resource:

*The Guide to Successful Short-Term Programs Abroad, Second Edition*, NAFSA: Association of International Educators



# Appendix I: Student Code of Conduct

The Student Code of Conduct shall apply to conduct that occurs on University premises, at University-sponsored activities and off-campus conduct. The Code applies to any setting wherein the student is present as a representative of St. John's University. Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The following behaviors do not meet the expectations of a student or student organization at St. John's University and are therefore considered violations of the Student Code of Conduct and are subject to disciplinary action:

**1. Alcohol**

The sale, use, distribution, consumption, or procurement of alcoholic beverages on University premises is prohibited. The sale, use, distribution, consumption, or procurement of alcoholic beverages for anyone who is under the age of 21; being in the presence of alcohol on University premises; suspicion of alcohol intoxication; the use of false identification to procure alcohol. Students are expected to abide by all federal and state laws regarding alcohol.

**2. Assault**

Intentionally inflicting bodily harm upon any person; taking reckless action that results in harm to any person; or threatening by any means of transmission the use of force to harm or injure any person.

**3. Civil/Criminal Law**

Any student who is found responsible for violating any state, federal, or municipal law may be subject to disciplinary action for said offenses.

**4. Compliance**

Failure to comply with the directions or requests of a member of the University community acting in the performance of his or her duties.

**5. Compliance with Emergency Regulations**

Failure to comply with specific emergency regulations and evacuation procedures for buildings on University premises.

**6. Compliance with Student Conduct Process**

Failure to complete the sanctions imposed on a student who previously participated in the student conduct process.

**7. Complicity**

Attempts to commit acts prohibited by the Student Code of Conduct or encouraging others to commit acts prohibited by the Student Code of Conduct may be addressed to the same extent as completed violations. A student may be found complicit if he or she is aware of a violation of the Student Code of Conduct and has the ability to report the violation, but fails to do so or fails to remove oneself from reasonable proximity of the violation.

**8. Computing and Cyber Harassment**

Using information and communication technologies as means of intimidation, harassment, or unwarranted interruption. This includes, but is not limited to, e-mail, social networking sites, the Internet, cellular phones, and video recorders. The procurement and/or transmission of videos or photographs of another individual without his or her expressed permission are prohibited.

**9. Core Values**

Any conduct which is inconsistent with the Core Values of St. John's University. Please refer to the Statement on Core Values for more information.

#### **10. Damage to Property**

Damaging property of the University or that of a member of the University community, a campus visitor while on University premises, or the property of a local resident.

#### **11. Disorderly Conduct**

Engaging in behavior that is destructive, dangerous, harmful, obstructive, or disorderly. Conduct that is unreasonable in the time, place, or manner in which it occurs.

#### **12. Drugs**

The use (or being in the presence of the use), possession, distribution, or manufacturing of narcotic or dangerous drugs or any illegal or controlled substances, except as expressly permitted by law or those prescribed by a physician and kept in their labeled containers. Being in the presence of narcotic or dangerous drugs and/or illegal or controlled substances on University premises or off-campus is prohibited. Use, possession, distribution, or the manufacturing of plants or chemicals to induce an altered state of consciousness is prohibited. Students are expected to abide by all federal and state laws regarding illegal or controlled substances.

#### **13. False Information**

Knowingly furnishing false information in any form to a member of the University community.

#### **14. False Reporting of an Emergency**

Intentionally making a false report of a bomb, fire, attack, or other emergency.

#### **15. Fire Safety**

Tampering with or misusing fire alarms or obstructing the functioning of fire alarms, fire exits, fire-fighting equipment, smoke/heat detectors and sprinkler systems on University premises. Additionally, causing or creating a fire; the use of all open flame devices such as (but not limited to): incense, candles, kerosene lamps, hibachis, and barbecue grills; the use of natural trees or wreaths; and the use of any and all fireworks.

#### **16. Forgery/Fraud**

Forgery, alteration, or misuse of University documents, records, or identification.

#### **17. Gambling**

Gambling in any form is prohibited on all University premises.

#### **18. Harassment**

Any behavior (verbal, written, or physical) that abuses, assaults, intimidates, demeans, victimizes, or has the effect of creating a hostile environment for any person.

#### **19. Intimate Partner Violence**

Intimate partner violence refers to any physical, sexual, or psychological harm against an individual by a current or former partner or spouse of the individual. In addition, this policy includes any willful intimidation, battery, or sexual assault committed by a family member, household member, domestic partner, or intimate partner and is prohibited. This policy also includes harm against individuals in heterosexual and same-sex relationships, but does not require sexual intimacy between the individual and such partner/spouse.

#### **20. Hazing**

Hazing means an act that as an explicit or implicit condition for initiation to, admission to, affiliation with, or continued membership in a group or organization, (1) could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; (2) destroys or removes public or private property; (3) involves the consumption of alcohol or drugs or the consumption of other substances to excess; or (4) violates any University policy. Individuals who witness hazing while not actively participating may be held accountable for their actions or inactions.

#### **21. Keys**

Unauthorized possession, duplication, or use of keys or StormCards to University facilities.

## 22. Misconduct

Misconduct means any conduct that adversely affects the student's suitability as a member of the academic community or that is inconsistent with the Mission Statement of the University. This includes, but is not limited to, suspicion of or admission to previous drug use; the possession of any type of paraphernalia analogous with the use, distribution, or sale of illegal substances/narcotic drugs (e.g., scales, bong, gutted cigars, rolling papers, pipes, glassine baggies, etc.); the possession on University premises of any type of paraphernalia analogous to the consumption of alcohol (e.g., beer bong, keg taps, etc.); possessing alcohol containers on University premises.

## 23. Pets

All pets are prohibited on University premises with the exception of service animals previously approved through the standard accommodations process.

## 24. Retaliation

Retaliation for reporting any allegations of student misconduct is in itself a violation of the Student Code of Conduct. Incidents of retaliation should be reported to the Office of Student Conduct immediately.

## 25. Sexual Misconduct

Sexual misconduct can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships. The consumption of alcohol or the use of illegal substances does not constitute a mitigating circumstance when it contributes to a violation regarding sexual misconduct. Sexual misconduct includes the behaviors described below.

***Sexually Inappropriate Conduct:*** Unwelcome sexual conduct that may not rise to the level of sexual harassment or sexual exploitation, but that is sexual in nature. Examples include, but are not limited to, posting or showing sexually explicit or offensive material; an isolated occurrence

of obscene or sexually offensive gestures and comments; lewdness; exposure of one's self to another person without that person's consent.

***Sexual Exploitation:*** Any act whereby one person violates the sexual privacy of another or takes sexual advantage of another who has not provided consent. Sexual exploitation also includes recording, photographing, transmitting, viewing, or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved, and observing others who are engaged in intimate or sexual situations without permission.

***Sexual Harassment:*** Unwelcome sexual advances, requests for sexual favors and other gender-based verbal or physical conduct that is severe, persistent, or pervasive enough to unreasonably interfere with an individual's educational experience or living conditions. Sexual harassment also occurs when submission to or rejection of such conduct denies or limits someone's ability to participate in or benefit from any University educational program or activity; or by creating an intimidating, hostile, or offensive environment for another person.

***Nonconsensual Sexual Contact:*** Any intentional sexual contact with another person, however slight, that occurs without that person's consent. This includes oral or genital contact not involving penetration; contact with the breasts, buttocks, or genital area, (including over a person's clothing); removing the clothing of another person without consent; or kissing without consent. Sexually touching another individual by the threat of force, or intentional contact of a sexual nature with a person who is incapacitated at the time, is also considered nonconsensual sexual contact.

***Nonconsensual Sexual Penetration:*** Any act of vaginal or anal penetration by a person's penis, finger, body part, or an object without consent; or oral penetration by a penis without consent. Any such act involving force or duress, or that occurs with an incapacitated individual, will be deemed especially egregious.

## **26. Smoking**

Smoking is prohibited in all University buildings. Smoking is prohibited outdoors within 30 feet of building entrances and open windows. Students must follow smoking regulations for all University premises.

## **27. Solicitation**

Soliciting for donations, soliciting for business, advertising or selling items without receiving written authorization from an authorized member of the University community.

## **28. Stalking**

Stalking refers to occasions where an individual willfully and repeatedly engages in a knowing course of conduct directed at another individual that reasonably and seriously alarms, harasses, torments, or terrorizes the victim. Such behavior is prohibited regardless of the relationship between individuals. Any behavior or activity that places another individual in fear of personal harm and/or is intended to cause emotional distress to another individual may be considered stalking behavior.

## **29. Theft**

Theft of property of the University or that of a member of the University community or campus visitor while on University premises or at University-sponsored activities. Theft includes taking, removing, or retaining property from any campus location which is not immediately brought to the Public Safety Command Center.

## **30. University Facilities**

The unauthorized entry to or use of University facilities including opening windows or locked doors to allow the entry or exit of unauthorized students or guests.

## **31. University Identification**

The misuse or transfer of University identification, the StormCard. This includes (but is not limited to) transfer of the StormCard to use the meal plan; to gain entry to University buildings; or to use

any of the accounts on the StormCard in order to procure University services. StormCards must be carried at all times on University premises. Lending a StormCard to anyone or failure to present it when requested by a member of the University community are considered to be violations.

## **32. University Name and Related Graphics**

Students of the University, whether individually or collectively, shall not use the name of St. John's University or the names of its units for any activity outside the regular work of the University without written consent of the appropriate member of the University community. The crest and seal of St. John's University are the exclusive property of St. John's University. The use of the crest and/or the seal is prohibited except with the expressed permission of the secretary of the University.

## **33. Weapons and Explosives**

The University expressly prohibits on University-owned or controlled property or at University-sponsored functions the possession, display, use, or distribution of any weapon to include any firearm (including air- or gas-powered firearms), pistol, revolver, shotgun, rifle, assault weapon, ammunition, explosive, firework, stun gun, switchblade, and other automatic knife, and other deadly or dangerous weapons, such as are defined in NY Penal Law Article 265. This prohibition extends to imitation firearms and other objects that can be construed or used as weapons, and to items that pose a potential hazard to the safety or health of others; and unauthorized hazardous materials or chemicals. Exceptions to this policy, particularly for educational or performance purposes, must receive specific, written authorization from the vice president of public safety.

## **34. Residence Hall Policies and Procedures**

Resident students must also refer to the Residence Life Handbook from their campus for a specific list of policies and procedures with which they are to comply.

# Appendix II: Program Proposal Form

## Instructions

To help guide you through the planning process, please follow the checklist below.

- ☐ Complete the Program Proposal Form.
- ☐ Review the OGS faculty handbook and expectations, which can be found on the faculty page ([stjohns.edu/global/study-abroad/faculty](http://stjohns.edu/global/study-abroad/faculty)).
- ☐ Attach a syllabus, which should include information on how you will complete the following New York State Education Department (NYSED) Requirement:

*The NYSED requires that there be 15 hours of instruction and 30 hours of supplementary assignments for each course credit. For example, a typical three-credit course would have 45 hours of instruction and 90 supplementary hours, for a total of 135 hours. Three-credit graduate courses that meet for two hours per week meet for 30 contact hours. These courses are therefore required by NYSED to have 120 hours of supplementary assignments for a total of 150 hours. Please indicate the suggested distribution of students' time spent on the supplementary assignments (e.g., for a three-credit graduate course that meets two hours per week, the distribution might be 40 hours for an in-depth term paper, 40 hours for a research project, and 40 hours for readings). Mini-session and summer session courses, including those offered as part of study abroad, must also meet this requirement.*

- ☐ Complete a draft itinerary—sample is included.
- ☐ Submit all material to your chair and then your dean. (*Kindly submit the original proposal to your dean listed below and send a copy of all material to Jessica Stevens.*)  
Once you have received chair/dean approvals, send to **Jessica Stevens, Office of Global Studies, Sun Yat Sen Hall.**

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St. Johns College of Liberal Arts and Sciences – Dean Jeffrey Fagen, Ph.D.

The School of Education – Dean Jerrold Ross, Ph.D.

The Peter J. Tobin College of Business – Dean Victoria Shoaf, Ph.D., C.P.A.

College of Pharmacy and Health Sciences – Dean Russell DiGate, Ph.D.

College of Professional Studies – Dean Kathleen Vouté MacDonald, Ed.D.

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### A Note about Program Costs

As you consider the course itinerary—and ways to keep the program affordable—please keep in mind that short-term program costs consist of three elements:

- Program fee (housing/meals/excursions, etc.)
- + Tuition for a three-credit course
- + Airfare

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Total Cost to Student

Unfortunately, there is no financial aid available for winter intersession programs and limited financial aid for short-term summer programs. For further information, please refer to [stjohns.edu/admission-aid/tuition-and-financial-aid](http://stjohns.edu/admission-aid/tuition-and-financial-aid). For scholarship opportunities, please visit [stjohns.edu/global/study-abroad/financial-aid/grants-scholarships](http://stjohns.edu/global/study-abroad/financial-aid/grants-scholarships).

# Office of Global Studies

**PROPOSAL DEADLINE** (please see page 10 for full list of deadlines)

WINTER AND SPRING PROGRAMS: MARCH 15

SUMMER AND FALL PROGRAMS: AUGUST 15

## Short-Term Program Proposal Form

### PERSONAL INFORMATION

Name	
School	Department
E-mail	Extension
Mobile Tel	Date

### GENERAL PROGRAM INFORMATION

Program Type    New ☐ (complete full proposal)    Recurring ☐ (submit this page with an updated syllabus and itinerary)

### PROGRAM INFORMATION

Location (City and Country)	
Course (Course Name and Number)	
Partner Institution (if applicable)	
Program Arrival and Departure Dates	
Targeted Student Population	

### SIGNATURES

Your Signature	Print Name	Date
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Chair's Signature	Print Name	Date
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*Chairs, please describe how this program fits with your department's internationalization goals:*

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Dean's Signature	Print Name	Date
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**Please return this form to the Office of Global Studies in Sun Yat Sen Hall along with the syllabus and draft itinerary.**

*Please contact Jessica Stevens at ext. 1951 or [stevenj4@stjohns.edu](mailto:stevenj4@stjohns.edu) with questions.*

# Program Planning Form

<i>Academics</i>	
What makes this program a good academic fit for St. John's University? List or describe the academic strengths.	
How is the proposed location relevant to the course?	
What is your experience in the proposed region? Note your connection to and interest in the proposed location.	
Do you speak the local language? If not, how do you anticipate leading a tour through this country/region?	
How will the local environment and resources be integrated into the academic experience?	
Classroom necessities (i.e., technology needs, blackboard, etc.).	

## Program Planning Form *continued*

<b>General Information</b>	
Will anyone else lead the group?	
Are there any factors that would limit the size of the program (e.g., bus or boat size, housing)?	
<b>Travel Information</b>	
Will your group require round-trip airport transfers?	
Are visas required? If so, do you plan to work with a travel agent who could assist students in securing visas?	
<b>Housing</b>	
Students: dorms or hotels? <b>Note:</b> For Rome and Paris, students will normally be housed at the St. John's campuses	
<b>Meals</b>	
Typically, we provide two meals a day, four times a week. Do you wish to include additional meals?	
<b>Local Transportation</b>	
Will the group need public transit passes?	
How will students travel to excursion and service sites?	
How will students travel to classes?	
<b>Excursions</b>	
<p>What excursions are planned?</p> <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Tour guides</li> <li>• Entrance fees</li> </ul> <p>If there are overnight excursions, what accommodations will be provided?</p> <p>Please list sites to be visited:</p>	

## Program Planning Form continued

Will you organize site visits or would you like OGS to handle this?	
Do you have contacts or helpers in the host country that will provide you with assistance? If so, please provide contact information.	
<b>Service</b>	
How might this program fulfill the Vincentian mission of St. John's University?	
<p>Explain what possible service learning activities are available to students that would allow them to work with underserved local community members.</p> <p>List service sites:</p>	
Please note that Public Safety will vet all program locations through the Department of State. If you have any other information that you would like to share regarding the safety of your proposed location, please indicate it here.	

## Please submit your itinerary in the following format:

### *Sample itinerary*

Date	Activity
May 14	<p>Arrive in Paris</p> <p>3 p.m. .... Students assemble in cafeteria for orientation</p> <p>7 p.m. .... Welcome dinner at Café Rouge</p>
May 15	<p>7–9 a.m. .... Breakfast – Paris campus</p> <p>9 a.m.–Noon ..... Class</p> <p>Noon–1 p.m. .... Lunch at student's expense</p> <p>2–4 p.m. .... Seine Boat Tour</p> <p>Evening is free.</p>
May 16	<p>7–9 p.m. .... Breakfast – Paris campus</p> <p>9 a.m.–Noon ..... Class</p> <p>Noon–1 p.m. .... Lunch at student's expense</p> <p>2–4 p.m. .... Neighborhood walking tour</p> <p>6 p.m. .... Dinner at Chateau Chat</p>
May 17	<p>7–9 a.m. .... Breakfast – Paris campus</p> <p>9 a.m.–Noon ..... Class</p> <p>Noon–1 p.m. .... Lunch at students' expense</p> <p>Afternoon free</p> <p>5 p.m. .... Service at soup kitchen, La Mie de Pain</p>
May 18	<p>7–9 a.m. .... Breakfast – Paris campus</p> <p>9 a.m.–7 p.m. .... Day trip to Mont St. Michel via bus–Lunch provided</p> <p>Evening is free.</p>
May 19–20	Weekend free

# Itinerary

Date	Activity

## FOR OFFICE USE ONLY

Academics ☐    Excursions/Integration ☐    Finance ☐    Safety ☐    Service ☐  
 Copies to:    Dean's Office ☐    Office of the Provost ☐

# Appendix III: Developing Student Conduct/Expectation Contracts

Please consider developing a group contract (see sample below), which outlines acceptable group conduct, behavior, and expectations. One possible way to conduct this exercise is to begin a discussion during an on-site orientation session. It is important that all members of the group, as well as the faculty leader, are present when this exercise is conducted.

On a whiteboard, the faculty leader can draw a large circle. The leader then asks the group the following, **"What do students need to be part of our group?"** All suggestions can be discussed with the group members and then each will be placed inside the circle on the whiteboard. Possibilities may include any of the following: flexibility, respect, good communication, organization, tolerance, etc.

Next, the faculty leader can ask **"What do we need to not be a part of this experience?"** Participants then suggest a variety of behaviors that are not needed to have a successful overseas program. These behaviors are listed on the outside of the circle. Possibilities may include any of the following: poor hygiene, selfishness, illegal behavior, cliques, whining, etc.

The faculty leader can then begin a discussion on what everyone thinks of the characteristics that have been placed on the whiteboard. If a consensus is reached on the previously articulated characteristics, the faculty leader can then place within the circle the words **"OUR CONTRACT."** This can then become a self-enforcing process. Faculty leaders can photocopy and distribute the "contract" to each student participant in the group. Students can then reflect on the "contract" throughout the program.

In the event that a conduct issue surfaces, faculty leaders can use this "group contract" as a way to help the group get back on track. Faculty leaders can periodically pull the contract out and ask the group, "How are we doing?"; "Do we need to make changes?"; "Are we sticking to our contract?"; "Do we need to add or remove anything?" and so forth.

This is one way to talk about and determine acceptable group behavior. When behavior is discussed early in the group setting, each member can be prepared to act in a responsible manner while on a short-term education abroad program.

Drunkenness

Complaining

Poor hygiene

Selfish behavior

Skips group activities

## OUR CONTRACT

Inclusive nature

Flexibility

Respect

Tolerance

Punctuality

Good communication

Curiosity about host culture

Illegal behavior

Cliques

Negativity

Whining

Compulsive shopper

# Appendix IV: Faculty Report Guidelines

For each of the following topics, please describe:

- What you did this year
- What worked/didn't work
- What suggestions you have for next year's program

## 1. Recruitment and Publicity Efforts and Outcomes

## 2. Program Preparations

On-site preparations, predeparture orientation, student arrival and orientation, etc.

## 3. Academic Program Courses offered, number of credits, collaboration with host institutions and faculty/presenters, field trips, etc.

Please include a statement about the integration of the study abroad program into the departmental/college curriculum.

## 4. Assessment of on-site logistics and support

Student housing, classroom space and equipment, housing staff, meals, transportation, excursions, field placements and volunteer opportunities, special events, etc.

## 5. Health and safety issues

What, if any, preventive safety measures do you recommend? Were there any health-related incidents such as accidents, serious illness, and mental health issues? Were health care facilities satisfactory? What, if any, steps

need to be taken to make program sites safer? What political, social, cultural, environmental developments on site warrant special attention for next year's program? Report any crimes that affected students during the program.

## 6. Student Issues

Could satisfactory solutions be found to most student problems? Was there a specific incident that administrators need to be aware of? How could such problems be avoided/minimized in the future? What could be done in the future to enhance the cross-cultural learning component of the program? Which aspects of the culture did students react to negatively/positively? Were issues of cultural adjustment and readjustment discussed with students? Was there a special event marking the end of the program?

## 7. Program Benefits

How has being involved in this program enhanced your professional development? How does the program enhance participating students' academic/intellectual, personal, professional, and cross-cultural learning?

## 8. Finances/Budget

What, if any, adjustments need to be made to the budget to improve the program and/or to reflect cost realities in the host country/countries?

# Appendix V: Short-Term Program Deadlines

## Winter and Spring

• Approved program proposal	March 15
• Brochure text (blurb) and website information	June 30
• Finalized itinerary (to build out the program budget/student program fee)	July 15
• Program fee set	August 31
• Faculty-created flyer	September 15
• Student applications due	November 1
• Student deposits due	November 15
• Program confirmed to run	six weeks prior to program departure

\*\*FYI: Student billing varies each semester, but generally takes place in mid-November.

## Summer and Fall

• Approved program proposal	August 15
• Brochure text (blurb) and website information	October 30
• Finalized itinerary (to build out the program budget/student program fee)	November 1
• Program fee set	December 1
• Faculty-created flyer	January 15
• Student applications due Summer pre-session and session 1 Summer session 2 and post-session	March 15 May 1
• Student deposits due Summer pre-session and session 1 Summer session 2 and post-session	April 1 May 15
• Program confirmed to run	six weeks prior to program departure

\*\*FYI: Student billing varies each semester, but generally takes place as follows:

- Summer Pre-Session: early May
- Summer Session 1 and 2: mid-May
- Summer Post-Session: early August

# Appendix VI: Short-Term Program Checklist

## PROGRAM APPROVAL

- ☐ Completed proposal received with appropriate signatures
  - Form
  - Itinerary
  - Course information and syllabus
  - Connection to location
  - Budget information
- ☐ General location vetted by Public Safety
- ☐ Ensure space available on campus (Rome and Paris)
- ☐ Policies given to program leader
  - HR Family Policy
  - Reimbursement
- ☐ Discussed deadlines checklist

## MARKETING AND STUDENT APPLICATION

- ☐ Website updated
- ☐ Application live
- ☐ Course option sheet created
- ☐ Course CRNs created with registrars
- ☐ Program fee finalized
- ☐ Program fee attached to CRN
- ☐ Information sessions scheduled for \_\_\_\_\_
- ☐ Received flyer from faculty
- ☐ Invitation to participate in Study Abroad Fair on \_\_\_\_\_

## LOGISTICS

- ☐ Budget grid created
- ☐ Updated sales force for Rome and Paris programs
- ☐ Finalized itinerary agreed upon with program leader
- ☐ Final itinerary approved by Public Safety
- ☐ Received faculty flights info
- ☐ Accommodations arranged
  - Faculty
  - Student

- ☐ Transportation arranged
  - Airport pick-up/drop-off
  - Metro cards
  - Bus/train
- ☐ Meals arranged
  - Group restaurant reservations
  - Meal tickets, cafeteria reservation
- ☐ Excursions planned
  - Admission tickets
  - Guides booked
  - Tours booked

## PREDEPARTURE

- ☐ "green-light" e-mail sent to students
  - Flight info: recommendation or group flight
  - PDO time and location
- ☐ Students completed all required forms
- ☐ Program Leaders sent country fact sheets: State Dept. CDC and Standards
- ☐ Program Leader PDO on \_\_\_\_\_
- ☐ Student PDO on \_\_\_\_\_
- ☐ Program Leader cell phones ordered
- ☐ Register students for approved course(s)
  - Six-credit tuition discount
  - Audited to ensure accuracy
- ☐ Emergency number wallet cards ordered
- ☐ Binders created—collaborate with Student Services
- ☐ Course rosters requested
- ☐ Binder, course roster, cell phone, and wallet cards given to faculty on \_\_\_\_\_

## POST PROGRAM

- ☐ Audit registrations for add/drops
- ☐ Collect cell phones from faculty
- ☐ Ensure faculty submitted grades
- ☐ Schedule and invite faculty to "Welcome Back" luncheon
- ☐ Assist with program leader T&Es
- ☐ Faculty Leader grid updated

# Appendix VII: Faculty Contract of Key Roles of a Short-Term Faculty-Led Program

## 1) Developer

- Requires an investment of time and energy before the program begins, including completion of a comprehensive proposal, course syllabus, program itinerary, and budget information
- Academic side of programming including curriculum, course, contact hours, excursions, etc., including the submission to and approval from the department and college
- Be actively involved in planning stages by being responsive, adhering to deadlines, make adjustments as necessary
- Willing and able to assume administrative and financial responsibilities on site
- Demonstrate knowledge and understanding of the program details as well as what is included as part of the student program and fee

## 2) Recruiter

- Represent the fundamentals of the program, OGS and SJU
- Students will have the opportunity to interact with the faculty prior to departure
- Be actively involved in the recruitment process by adhering to deadlines, initiating student contact, being responsive and participating in OGS events as needed/required

## 3) Administrator and Financial Manager

- Confirm logistical arrangements as agreed
- Make payments as necessary, including the submission for cash advance, if needed

- Keep clear financial records and submit GERS within 30 days
- Handle enrollment changes when necessary and act as liaison when making changes upon agreement

## 4) Institutional Representative

- Establish and maintain institutional relationships
- Govern participants' behavior
- Uphold institutional policies
- Implement disciplinary sanctions as necessary in collaboration with OGS and the Office of Student Conduct
- Act as the main line of communication back to OGS and SJU

## 5) Facilitator

- Establish leadership role
- Build positive group dynamic
- Provide assistance and referrals when student is in need

## 6) Crisis Manager

- Take actions to prevent and avoid crisis situations as much as possible
- Display strength, level-headedness, direction, communication, and good judgment in an emergency situation, as students will rely on program leader
- Continuous communication with OGS and SJU

# OGS Contract of Key Roles of a Short-Term Faculty-Led Program

## 1) Developer

- Assistance as needed to complete the program proposal, program itinerary, and budget information
- Help facilitate conversation for the academic side of programming, including collection of approved and signed proposal forms and course creation
- Provide necessary information to Public Safety to ensure that the location and itinerary have been properly vetted for safety
- Be actively involved in planning stages by being responsive, adhering to deadlines and making adjustments as necessary
- Demonstrate knowledge and understanding of the program details, as well as what is included as part of the student program and fee

## 2) Recruiter

- Represent the fundamentals of the program, the faculty leader, OGS, and SJU
- Students will have the opportunity to interact with OGS prior to departure
- Be actively involved in the recruitment process by adhering to deadlines, initiating student contact, being responsive, and facilitating OGS events as needed/required including information sessions, study abroad fairs, global awareness events, predeparture orientations
- Maintain up-to-date program information on our website and in our mailings (both paper and e-mail)
- Provide faculty leader with weekly enrollment updates and student contact information

## 3) Administrator and Financial Manager

- Confirm logistical arrangements as agreed upon
- Work with the varying parties to set a student program fee

- Take on as many financial responsibilities as feasible by paying with office purchasing card, completing wire transfers and check requisitions
- Register students in their approved courses
- Handle enrollment changes when necessary and act as liaison as needed to make changes upon agreement

## 4) Institutional Representative

- Establish and maintain institutional relationships
- Assist faculty with the management of participants' behavior
- Uphold institutional policies
- Implement disciplinary sanctions as necessary in collaboration with the faculty leader, OGS, and the Office of Student Conduct
- Act as the main line of communication between faculty leader and SJU departments while abroad

## 5) Facilitator

- Provide faculty with necessary information to build positive group dynamics and establish their leadership role
- Provide assistance and referrals when student is in need

## 6) Crisis Manager

- Assist faculty leader in the prevention and avoidance of crisis situations as much as possible
- Assist the faculty in providing students with direction, communication, and good judgment in an emergency situation
- Continuous communication with faculty leader on site, OGS, and SJU
- Maintain clear, effective communication with student's emergency contact

# Appendix VIII: St. John's University Human Resources Policy Manual

## Family and Visitors on Employee-Led Programs Abroad

Section: **Employment**

Policy Number: **128**

Responsible Office: **Office of Global Studies**

Effective Date: **04/10/11**

### SCOPE

This policy applies to all staff and administrators who lead or help to administer programs abroad for St. John's University students.

### POLICY

Employees and faculty who lead a group of students internationally have a significantly broader responsibility for the students than do faculty who teach a course on campus. This responsibility involves 24/7 availability to the program's students while the program is in progress, in case of emergency or other needs. The employee leader's first priority must be the safety and well-being of the students in his or her program.

The University expects the full and complete commitment of the employee leader to the program and its students. The presence of family members or visitors during an employee-led program abroad could result in a divided commitment for the employee leader; therefore, the University does not permit employees who are directing a program abroad to be accompanied by family or visitors while the program is in progress. Further, for reasons of liability, only students who are enrolled in the program and employees of the University are permitted to join in excursions and travel with the program. In the case of certain service or ministry programs held abroad, it may be appropriate for a family member to participate in the service experience, and in this case an exception may be granted by the vice president for university ministry.

In situations where the employee's responsibility is limited to the teaching of a course and the employee is NOT otherwise responsible 24/7 for the students in a program, the University does not expressly prohibit family members or visitors from accompanying the employee abroad. All applicable University policies still apply. Family members or visitors who are not enrolled in the course or employed by the University cannot represent the University in any official capacity.

Employees are encouraged to consult directly with a member of the Office of Global Studies should they have any questions regarding this policy.

### NOTICE OF FOREIGN TRAVEL

Prior to traveling abroad on University business, employees should provide the Department of Public Safety with the following information: 1) Full name; 2) Passport information; 3) Dates of travel and flight information; 4) Location(s) of stay while abroad; 5) Global cell phone number or other local contact phone number; and 6) Updated emergency contact information.