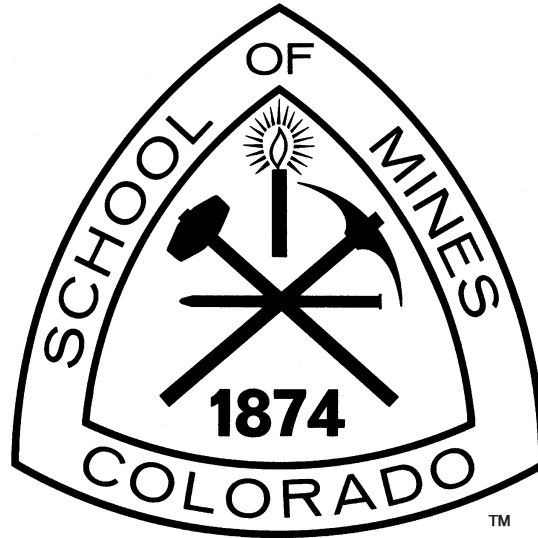


Academic Programs Overseas

A Guide for Faculty



Prepared by
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Introduction

This booklet is designed to provide guidelines for CSM faculty and staff who are considering taking students abroad for an academically based learning experience. It is meant to provide basic information for all overseas programs with the caveat that each program will also require specific information relative to the destination and objectives. We hope that you find the information in this booklet helpful. Your feedback is always welcome.

CSM International Programs Offices

The Office of International Programs (OIP) and the International Student and Scholar Services Office (ISSS) promote, support and foster the international and culturally diverse environment of the Colorado School of Mines.

ISSS provides orientation and assistance to incoming international students and scholars. It prepares and processes all of the visa paperwork necessary for an incoming student or scholar. It assists with the transition process to life in an American university in general and the CSM community specifically. It serves as a coordinating office for International Student organizations and sponsors, with those organizations, activities such as International Day and the International student celebrations.

OIP links the CSM community to the global community by facilitating education and work opportunities abroad. It serves as the resource center for scholarships and grants (Fulbright, Marshall, Rhodes, Churchill, Boren and Gilman, among others.) for faculty and students who wish to study or do research overseas. OIP coordinates activities that involve visiting dignitaries, the Denver office of the World Trade Center, and other seminars, colloquia, and outreach efforts. OIP also facilitates international research and other partnerships at the request of Departments/Divisions and Academic Affairs.

OIP works with faculty to develop partnerships with leading universities worldwide. Currently CSM has over 50 active partnerships with highly respected universities in Asia, Africa, Australia, Canada, Europe, and South America

In their roles as a clearinghouse for international projects and programs available to students, faculty and staff, as a community gathering place, the International Offices also:

- Support the educational mission of the Colorado School of Mines;
- Encourage access to international experiences;
- Build and maintain relationships within the University, local, regional and international communities;

- Provide information and resources to the CSM community; and,
- Recognize individual cultural differences while embracing common objectives.

Planning a Faculty Led Study Abroad Program

Where to go?

Program sites are most commonly chosen because of academic interests, prior collaboration with international colleagues or a unique opportunity for student learning. Before you decide to launch an overseas academic program, consider the following:

What are the valid reasons for taking a group to this location?

- What will the student learn that he/she could not learn at home?
- Does the location contribute to the learning experience in ways that could not be duplicated if the students stayed in Colorado or went somewhere else?
- Is what the student will gain "transferable" into his/her academic program?
- Is this a place that students will want to visit?
- Does this program/location compete with any other CSM programs?
- Does the location offer convenient access to other places of interest that enrich the learning experience by providing opportunities to explore during the students' free time?
- Is this site affordable? Excessive costs will deter students from participation.
- During the time you plan to visit this location, is there another major event, such as the World Cup Finals, major convention, or high tourist season? These types of events could increase the cost of the program and limit student access to the peripheral cultural and social activities of the region.
- Will you and your students be welcome in this city, country or region? If the native population harbors a significant grievance, the students will be uncomfortable, the environment may be strained, and learning objectives may be compromised.
- Is the region stable enough to insure the safety of the students, faculty and staff? In a politically or otherwise volatile region, the faculty must pay particular attention to the safety of the students.
- Check also on countries considered "high risk". Risk Management usually will not approve travel to a country that is under a U.S. Department of State Travel Warning that calls for the evacuation of all non-essential personnel.
- Is this a region with a high likelihood of communicable disease, sanitation problems, pollution or other health threat?

While individual negative answers to each of these questions may not lead to cancellation, a majority of negative answers might put participants at risk. It is critically important to estimate the risk factor before developing the activity.

Will the Students be interested in my program?

Students choose to participate in a faculty-led study abroad program for various reasons. Sometimes they go because they are facing a difficult semester and see the faculty led course as an opportunity to focus on only one course and lighten the academic load for the next semester.

Some students with little overseas experience go because of the reputation of the faculty member preferring to go in the company of someone they trust.

CSM has a deservedly high reputation for teaching with both breadth and depth. Some students see a faculty led program as a safe way to gain skills and knowledge while exploring a new part of the world.

Some students expect to work internationally after graduation. A faculty-led program affords an opportunity to explore the outside world.

Novelty may be another factor. Why not study Dynamics with examples drawn from the bridges of Paris erected over the River Seine?

Finally some students will participate because they need a particular course and are having trouble fitting it into a crowded schedule.

PERSONNEL, Roles and Responsibilities:

I. The Program Leader and Associate Leader

The effort of the Program Leaders/faculty members, as organizer, guide, facilitator, mentor, negotiator and "mother and father" is the single largest determining factor in the success or failure of a study abroad program. Assuming this role will require a tremendous commitment of time and effort, patience and flexibility, diplomacy and administrative acumen plus humor and a genuine joy of working with students.

The Program Leader must be comfortable providing student counseling and be willing to take disciplinary action if necessary. The Director should be familiar with the country, its culture, its language, and its institutions.

The Program Leader is responsible for following all Colorado School of Mines policies, including those that do not specifically relate to the administration of a study abroad program (e.g., academic requirements).

If both male and female students are participating in the Program, CSM requires that there be both male and female responsible leaders.

II. Responsibilities while Abroad

While the group is overseas, the Program Leader and Assistant Leader are essentially **"on call" all day, every day**. Some of the perspectives contributing to this "on call" requirement are:

- Some of your participants will have never traveled outside the United States. Some may still live at home. A few may never have traveled on an airplane. These situations may be stressful for the first-time international traveler and may be tied to homesickness, culture shock, food differences, and little ability to communicate with host country nationals.
- Students who have consumed alcohol stealthily while underage in the States, may find themselves "legal" in the country you are visiting and consume an unhealthy amount and need assistance.

On campus, you usually do not have to concern yourself with students outside the classroom and office appointments. Abroad, this situation is dramatically different. You, the host institution, and CSM could be held legally liable for any misfortune that befalls a student on a trip that was organized and approved by CSM. Parents have the expectation that the program leader is providing personal attention to the student and available "in locus parentis" to problem solve.

- In case of an emergency, students need to know how to reach you at all times during the program.
- In case of your illness or death, the students should know who to call at CSM. OIP needs information on who to contact in the event of your illness or death or should an emergency arise in the family of one of your students.
- Over the years, some students have experienced emergencies, from the death of a family member to accidents and serious illness, requiring early repatriation. Fortunately, significantly more students study abroad without incident. This illustration is not meant to discourage, but to illustrate the additional responsibility that comes with leading a group abroad.
- Generally, CSM does not approve spouses or other family members accompanying the Program Leader. To consider that possibility, CSM needs to know what roles, if any, these members will play relative to the

program activities. Specifically, the presence of a family member must not interfere with your 24/7 responsibility for and to the students.

- While we want our students to develop independence and self-confidence, Program Leaders must be prepared to answer many questions and provide 24/7 guidance.

Academic Issues

As the Program Leader and faculty member in charge of a study abroad program, you must be especially vigilant in the area of academic quality and integrity. Some faculty-developed activities will be designed only to change the venue from Golden to another place to provide our students with international exposure. Others will introduce new concepts, ideas and problem-solving skills because of the venue. Some faculty will teach a standard course overseas while others will develop a course that takes particular advantage of the environment and its resources. All will require adaptation to teaching and learning settings that are different from the norm. Some issues to be considered include:

- Courses taught abroad should have a similar number of contact hours and comparable course content to their on-campus equivalents.
- Learning outcomes should be similar to on-campus courses.
- Because students sometimes have the tendency to think that study abroad is an invitation for adventure and freedom, they should receive a syllabus that clearly explains the requirements for successful course completion, reading requirements, homework assignments and the grading policy just as if they were on campus in Golden. If requested, OIP will provide an orientation to overseas travel and learning that prepares students for success in a new cultural environment.
- All student participants must be enrolled for credit during the period of the course to participate in an approved study abroad program.
- The program should include enough free time for the participants to explore the area and the culture, with the caveat that you, as leader, know where they are going, when they will return, and who is a member of the group. Students should never be allowed to go off on their own unless you have given approval.
- The proposed course must have the approval of the Department Chair and College Dean before submission to the Study Abroad Committee

Orientations

Orientations help prepare students for the experience of going abroad and prepares them to maximize the experience through venues visited, contact with host country students and field trips. Pre-departure orientation meetings held by the OIP help ease the adjustment process, avoid serious culture shock, and prepare the student to take full advantage of the time abroad. Attendance at the pre-departure orientation is mandatory for students. Faculty is urged to attend to answer student questions.

Other information covered in the orientation meeting(s):

- Contact information: complete itinerary with phone/fax numbers for each place the group will stay.
- US Travel Advisory and Smart Traveler Program
- Warning about the use of drugs in foreign countries and the severity of penalties.
- Warning about alcohol consumption where the legal drinking age is younger than in the United States.
- CSM Health Center consultation for information on immunizations, potential risks, etc.
- Insurance issues

- Currency and exchange rates.
- Flight information (itinerary, when tickets will be distributed, luggage limitations).
- Visa information (if applicable).
- Housing and food information (Are vegetarian meals available?).
- Clothing/ shoes/workgloves, etc.
- Weather: rainy, hot – sunscreen, bug repellent.
- Transportation in-country.
- Introduction to professor(s) and courses.
- Specific rules of behavior relative to the place of travel.
- What to do in an emergency.

Insurance Issues

All active employees of Colorado School of Mines are covered for accidents occurring anywhere in the world in the course of "business travel". "Business travel" means travel on assignment by or at the direction of CSM for the purpose of furthering or conducting business. Coverage begins when you leave home or CSM on a trip, whichever occurs last, and ends when you return to your home or CSM, whichever occurs first. For more information on this policy, contact Human Resources at ext. 3250.

CSM, under workers' compensation laws would cover employees injured within the course and scope of employment. This includes employees leading study abroad programs. However, employees are urged to check with their personal medical insurance agent for information on international medical coverage. Under the CSM coverage, normal medical evacuation and repatriation costs are covered. It is helpful if the CSM faculty members provide insurance information to OIP prior to departure.

Students enrolled in the CSM student health insurance, on a CSM sanctioned trip, are covered in an emergency. Students without CSM insurance must provide proof of insurance coverage while abroad, including medical evacuation and repatriation coverage.

All students must purchase or have a valid ISIC Card.

Manage your travel risks:

- Verify your insurance coverage and coverage for all participants. What is covered while overseas and how does one access coverage?
- Non-employees participating may be asked to sign an "Assumption of Risk" waiver. Non-employees, acting as volunteers, must register with Human Resources and be placed on a non-remuneration contract for the duration of the trip.
- Monitor international events for travel risks: use State Dept. advisories.
- All participants must register with the Smart Traveler Enrollment Program (<https://step.state.gov/step/>)
- Discuss potential travel dangers with the participants (loss of luggage, pickpockets, loss of passport, etc.).

Preparing for an Emergency overseas

- Establish a contingency plan in the event of emergency.
- After securing the safety of your students, your first call should be to CSM!
- Obtain a cell or Satellite phone (if you will be in an area without normal mobile coverage) and provide the contact number to OIP along with a detailed itinerary.
- Obtain student cell phone numbers and provide students with your cell phone number
- Know laws of country, embassy telephone, contacts, CSM telephone numbers and students' emergency contact numbers.
- Make a list of 'what if's': injury, illness, robbery, coup, lost person, etc. and determine who will do what in these situations.
- Designate a **primary meeting place** in the event of an emergency.
- Designate a **secondary meeting place**.
- Maintain communications with CSM in the event of a medical or national (local) emergency.
- Protect the student's right to medical privacy

Overseas Safety information

- U.S. State Dept. Travel advisory: http://travel.state.gov/travel_warnings.html
- Overseas Citizen Services Office: 1-202-647-5225
- Foreign airline safety (FAA ratings): 1-800-322-7873
- Center for Disease Control Prevention Intl Traveler's Hotline: 1-404-332-4555
- Assn. for Safe International Road Travel: 1-301-983-5252
- CSM Public Safety: (001) 303 273-3333

Violence or misbehaviors:

Student aggression: The US Bill of Rights and law gives everyone freedom of expression; however, disruptive or aggressive behavior is unacceptable. The Program Leader may sanction an excessively disruptive or aggressive student but the student must be provided with due process, including notification of charges against him/her.

Faculty responsibility: Community standard of conduct means the overall University standards expected for classroom conduct, not the individual professor's expectations. For example, if you would not provide alcohol to an underage student on campus, you should not provide alcohol to that same student while overseas.

Strategies for Preventing Disruptive or Aggressive Behavior:

- Respond to student rudeness by taking the initiative to eliminate the behavior.
- Establish rules about drinking. Students who may not be legally allowed to drink in the U.S. may be legally allowed to drink in the country of destination.
- Remind students about the penalties for the use of illegal drugs.

- Issue a caution or warning - confront the behavior.
- You have the right to ask the students to leave the "classroom". Inform students what behavior would constitute an immediate dismissal and trip home.

International Student Identity Cards (ISIC)

The Colorado School of Mines requires students participating in a study abroad program to purchase the International ID card. This card provides discounts throughout the world, including discounted airfare. In addition, the card provides supplemental health and accident insurance. THIS CARD DOES NOT RELIEVE STUDENTS FROM OBTAINING MEDICAL INSURANCE FOR THEIR INTERNATIONAL PROGRAM, but is meant to help with unforeseen problems.

International ID cards are available for both students and faculty through OIP, online or through STA Travel. The price is \$25.00.

Organizational Checklist:

Course Development:

Prepare a Syllabus (if a course the faculty already teach, please adapt to the time/days abroad)

Identify population of student participants: Who will take this course? What skill levels are expected? Undergraduate, Graduate or both?

Inform students that they must be enrolled in your overseas course to participate.

Deposit (non-refundable after a certain date) \$300.00

Develop tentative itinerary and calendar:

- How long will the trip last? Is jet lag likely to be a problem? What places will you visit?

Research travel and logistical costs

Develop a budget:

: Allowable Program Fees

Never covered:

- Purchase of alcohol including receptions and group dinners.
- Expenses for visitors and family.
- Overseas health insurance: covered by the student.

Fees paid by students over and above the program fee

- Passport and/or visa costs
- Physical examination/immunizations/medications
- Incidental expenses: laundry, souvenirs, entertainment
- some meals

- **Airline tickets generally must be purchased through a Colorado state-approved agency with an approved travel authorization.**

- **Exception: The leaders may opt to have the course start on a date certain, telling students they need to arrive at the location on a particular day and by a particular time. Students may also opt to travel at the conclusion of the course. Students will need to sign a waiver if traveling to/from the course location on their own.**

- Research insurance/liability costs
- Contact the Student Health Center or the County Travel Clinic for information on immunizations.
- Research and develop a housing plan
- Collect contact names/affiliation/phone/fax/email
- Develop operational budget
- Determine charges to students
- Prepare a Travel Authorization form as required by the Travel Office.
- Provide students with the OIP paperwork required before travel is authorized.
- Determine the need for a cell/satellite phone and arrange to have one for the duration of the trip

Questions to consider:

- Is the location safe and can the program function there?
- Can you reasonably expect to enroll 13-18 students? (a minimum of ____ is required (established by the Department))
- Are costs affordable for students?
- Would first-time travelers be comfortable at the teaching venue?
- Is the course more interesting because the venue offers opportunities not offered at home (field trips, for example)?
- Are you, the faculty member, familiar with the proposed location? Do you have colleagues in the region? Are you fluent in the language? Have you lived there?
- Are you willing to recruit students to take part in this class?
- Does the course abroad meet the academic standards of the same course taught in Golden?
- How will this course be assessed?
- Provide a calendrical outline of teaching/studying/tests and free time.

Cancellation Policy

- Low enrollment: Programs that do not attract sufficient enrollment at the enrollment deadline date, will be cancelled.
- The Program will be cancelled at the deposit deadline if deposits drop below the minimum enrollment.
- The Program will be cancelled if the U.S. State Department issues a travel warning.

Approval Process and Deadlines

Proposals for either inter-term or summer study abroad must be approved one semester before the program is scheduled to occur. The following persons must approve study abroad proposals:

1. Heads of departments in which courses are to be offered.

2. Director of the Office of International Programs
3. The Office of the Provost in Academic Affairs
4. Others if requested by the Provost.
5. Faculty-led programs must have a minimum enrollment of students, established by the Department Head or Dean and/or the Provost.

Procedures for developing a study abroad proposal:

1. Describe the program to the Department Head(s) and seek their approval to proceed.
2. Meet with the OIP Director to discuss the proposal and clarify the procedures and expectations for a study abroad proposal.
3. Develop a draft proposal. Have draft reviewed by Department head(s) and OIP Director. Make revisions as necessary.
4. Submit the final proposal to the Study Abroad Advisory Committee, along with signature approval forms.
5. Programs are initially approved for one year. At the conclusion of the pilot year, the program will be evaluated by the Administration, Faculty member(s) and, students. Upon the recommendation of the Department Chair, Dean and Provost, the program will be approved for a 3 year cycle, with appropriate evaluations conducted after each trip.

Once Approved: Preparing for travel:

6. Prepare and submit a travel authorization (TA).
 - Distribute and collect completed student information packets, including supporting documents.
 - All student participation forms
 - Copies of all passports
 - Letters from the students' health insurance carriers attesting to their coverage of the student.
 - Detailed itinerary with contact information
7. Prepare a letter for all students informing them of payment deadlines (if any), document requirements, and general logistical information.
8. Order airline tickets through a State of Colorado approved travel agency.
9. Schedule a mandatory orientation meeting for all participants.
10. Make sure all students complete registration requirements.
11. Arrange for the CSM Health Center or a Travel Clinic nurse to be present at the orientation to advise students on vaccination and other medical requirements.
12. Conduct, with OIP, a pre-departure orientation.
 - a. Distribute syllabus and course materials.
 - b. Review travel itinerary with the students, including where and when the group will meet for departure.
 - c. Make sure students have passports (and visas, if required) or appropriate identification.

- d. Establish a meeting location prior to departure.
- e. Provide copies of all documents to OIP

12: The Faculty Travel File for emergencies

- f. Make list of names and phone numbers of people to contact in an emergency. (CALL CSM (001) 303 273-3333 or 001 303 619-5762 before calling a student's family!)
- g. Know the local equivalent of "911" and seek local assistance if necessary.
- h. Obtain copies of passports and health insurance cards.
- i. If appropriate, make a record of known allergies, prescription use by participants and other pertinent medical information.
- j. Prepare final itinerary including contact information at each destination.
- k. Provide students with the current travel advisory to which is attached a copy of the passport and insurance card. Instruct student to read the document and then place it in the bottom of a suitcase in case the passport is stolen.
- l. Pack a copy of the CSM emergency contact information in your suitcase.
- m. Advise students of the procedure they should follow in the event of an emergency in which the Program Leader is ill, injured or deceased.

What to do in the event of an emergency

Preventing "accidents" from becoming "INCIDENTS"

It is understood that each emergency is unique, and thus requires an action plan specific to the circumstances. However, some basic steps help in assessing the situation and developing an appropriate course of action. These basic steps are:

- 1. Determine if the emergency is real or perceived.**
 - Confirm that the information is correct and from a reliable source before reacting.
 - Communicate with CSM and maintain communications.
- 2. Assure the safety and security of all participants.**
 - Make sure each participant is safe and secure.
 - Use common sense: talk to participants and offer reassurance; let them know CSM has a plan to handle emergencies.
 - Delay calling home until the situation is clear: do not create undue alarm.
 - Discuss with participants the implication of calling home without an action plan.
 - Elicit participants' cooperation in dealing with the situation at hand.
- 3. Gather all pertinent information.**
 - What is the specific situation?
 - Is anyone still in danger? Is everyone safe?
 - What day and time did the event occur?
 - Who is involved?
 - What is the impact on CSM students, faculty or staff?
 - What action has already been taken?
 - What other information is critical?
 - Who has already been contacted?
 - What additional information do you have which will contribute to the decisions?
 - Names and phone numbers of pertinent people.
 - Seek local assistance as required (embassy, local 911, host personnel)

4. Contact CSM.

- Once you have pertinent data and have assured the safety and security of all participants, call CSM Public Safety immediately. [001 303-273-3333] Public Safety will contact other CSM officials who will develop an action plan.
- The 24/7 Emergency number currently is 001 303 619-5762 (Kay)
- Establish a communication system among the program participants.
- **DO NOT TALK TO THE MEDIA.** Refer media inquiries to the designated person identified by the CSM emergency team.

5. Campus Actions.

- OIP staff person will convene the CSM emergency team to discuss the situation. You will participate in the meeting via telephone, if possible.
- OIP may call the US Department of State, overseas embassies, medical personnel, and travel organizations specializing in emergencies, security staff and/or international aid offices.
- You and the on-campus emergency team will develop an appropriate course of action.
- Action plan will be implemented immediately.

Emergency Phone numbers:

Public Safety Office: (001) +303 273-3333

Office of Intl Programs: 303 384-2121 or 303 384-2120

24-hour contact:

Central Campus Emergency: +1 +303 273-3333

K. Godel Gengenbach: (home) +1 +303 964-0875 (cell) +1+ 303 619-5762

State Dept Regional or Country Desk officers: 202 647-4000

State Dept. Overseas Citizen Services: 202 647-5225

State Department Operations Office for Crisis Mgmt: 202 647-0900

US Embassy/Consulate Abroad: _____

Host Country Embassy in U.S. _____

Part II: Specific situations

Program Leader: Illness, injury or death

1. Students should have received emergency information at the trip orientation on what to do or who to call in the event of the incapacitation of the Program Leader.

Student: Illness, injury or death

1. Student becomes ill or is injured and the injury does not result in more than two days of missed class/participation, a doctor visit or hospitalization, the following is recommended:
 - Program Leader consults with student, documents nature of illness or injury.
 - Assists student with medical treatment, if necessary.
 - Program Leader notifies OIP (OIP needs to be aware of the situation if a family member calls or if we need to contact a family member).
 - DO NOT leave the area if a student is hospitalized.
2. Student becomes injured or ill requiring more than two days of missed participation, a doctor visit or hospitalization (Serious problem)
 - Program Leader consults with student, documents nature of illness or injury.
 - Assists in seeking medical treatment.
 - Advises OIP of nature of problem and course of action.
 - OIP notifies campus authorities who will advise parent or contact listed on student's contact sheet.
 - Program leader and students stay in the area until an appropriate plan is approved.
3. Pandemic or other outbreaks requiring hospitalization or quarantine
 - Program Leader consults with local authorities and U.S. Embassy personnel.
 - Notifies CSM authorities.
 - CSM notifies parents and outlines a plan of action.
 - CSM maintains contact with Program Leaders and families.

4. Death of a student

- Advise CSM/OIP of death.
- OIP will notify CSM Emergency Team who will then contact parent or student's contact.
- Program Leader discusses continuation/termination of Program individually with students.
- Conference call with campus representatives to discuss termination or continuation of program, logistics of returning deceased student's remains to the US, and other matters.
- Program Leader and/or OIP arrange return of group to USA if appropriate.
- OIP arranges for family of student to travel to country if requested.

Student: Victim of a crime/imprisonment

1. Non-violent

- Conference with student to discuss and document nature of the crime.
- Contact the Duty Officer in the US Embassy, if appropriate
- Advise local authorities and, if appropriate, other students.
- Advise OIP.
- If robbery and student requires additional funds, you may make a loan or contact the embassy which will provide emergency funds in many cases.

2. Violent crime

- Conference with student to discuss and document nature of the crime.
- Advise local authorities and, if appropriate, other students.
- Advise OIP and US Consulate.
- OIP notifies campus authorities who will advise parent or contact listed on student's contact sheet.
- If student decides to terminate participation,
 - Credit/non-credit decisions will be made by Academic Dean and Program Leader based on work completion.
 - Refund decisions will be minus expenses at minimum and will be determined by Academic Affairs.
 - Program Leader makes travel arrangements for student after consultation with local authorities.

Student: Accused of a Crime

- Conference with student to discuss and document nature of the crime.
- Advise local authorities and, if appropriate, other students.
- Advise OIP and US Consulate/Embassy.
- OIP notifies campus authorities who will advise parent or contact listed on student's contact sheet.
- Conference call with CSM authorities for advice of counsel.
- If student is detained by authorities, Program Leader will remain with student until released by authorities or student contact arrives.

Faculty accused of a crime:

- Notify embassy and arrange for someone to be with the students until a CSM representative either arrives or makes arrangements for students.
- Advise OIP.
- OIP notifies campus authorities.

Appendix A: Format for Study Abroad Proposals

Required for all NEW (not usually taught on campus) Courses

When preparing a proposal for either an inter-term or summer study abroad proposal, the following suggestions might be helpful.

1. Describe the nature and purpose of the program.
2. Describe the academic component including the type and number of credits to be awarded, eligibility requirements, number of contact hours, and method of evaluation, course title and number.
3. Faculty leadership (Male+ female)
4. Projected number of student participants.
 - a. Student eligibility requirements: prerequisites, GPA,
 - b. Cancellation and withdrawal procedures/deadlines/participant contract
 - c. Cancellation Deadlines established
5. Program budget, including cost to each student.
6. Impact to the CSM community, e.g., staffing and financial costs during absence.
7. Travel and accommodation arrangements
8. Amount and source of faculty compensation
9. Information on host institutions, service providers, etc.
10. Travel itinerary with contact information
11. Security arrangements and concerns.
12. Pre-departure meeting schedule and on-site orientation meeting

Appendix B: Pre-Departure Checklist

Three months prior to departure:

Faculty member has filed an updated course information sheet or syllabus, per the Faculty Handbook

- ✓ Overseas portion of the course has been approved by the Academic Dean, OIP Director and the Office of Academic Affairs.
 - Host institution identified and arrangements made for classrooms, housing, etc.
 - Field trips: museums, site visits, museums – reservations?
 - In-country transportation? Public bus/tram/bicycle/private vehicles
 - Guest lecturers – paid or unpaid, gifts to hosts?
- ✓ Itinerary and overseas travel requirements have been discussed with the Office of International Programs (OIP).
- ✓ Student Application to participate completed and signed by students.
- ✓ (Contains waivers, FERPA release, medical information, emergency contact information, etc.).
- ✓ Student has applied for a passport.

One month prior to departure:

- ✓ Student participants have pre-enrolled in a CSM course for the period of overseas travel and study.
- ✓ OIP and faculty member have obtained copies of letters from the students' health insurance carriers confirming that the students will have coverage for the period overseas.
- ✓ Students have received passports or other travel documents if required by the host country and have provided copies to OIP and Program director..
- ✓ Students have obtained international student identity cards through either the OIP or STATravel.
- ✓ Students have been provided with the U.S. Department of State Travel Advisories and other pertinent information before departure. (Pre-departure orientation)
- ✓ All participants have registered in the SMART Traveler Program of the U.S. Dept. of State (<https://step.state.gov/step/>).

Two weeks prior to departure:

- ✓ Faculty participant has arranged for a cellular or satellite phone and provided the OIP with the phone number in case of an emergency.
- ✓ Final itinerary with accommodation information provided to OIP.
- ✓ Final Roster of participants submitted to OIP with ID number, emergency contact information including phone numbers.
- ✓ Confirm that students are registered and have paid tuition charges and/or program fees.

Appendix C: Responsibilities of Faculty Leader Checklist

- ✓ Complete and submit New Program Proposal Process
- ✓ Budget development
- ✓ Coordinator of Program Logistics (housing, meals, transportation) with support of OIP
- ✓ Arrange and manage program academic requirements: syllabus, textbooks, international partners, guest lecturers, etc.)
- ✓ Review applications and select participants
- ✓ Facilitate pre-departure orientation with OIP
- ✓ On-site orientation upon arrival in country.

- ✓ Respond to student misconduct, behavioral/personal problems
- ✓ On-call 24/7 to emergency response procedure
- ✓ Submit a post-travel summary report to AA, OIP, Dean of the College describing success, problems, failures, recommendations.
- ✓ TA/TE reconciliation

Appendix C: Statement of Responsibility

Leadership Statement of Responsibility

In consideration for being permitted to work as a Faculty Leader, support Faculty or Program Assistant on a Study Abroad Program, I am responsible for managing a safe living and learning environment while leading students in an international learning experience.

1. I understand that the designated Faculty Leader of the program or activity has primary responsibility for the following:
 - Supervising all aspects of the program with the goal of fulfilling academic and support functions that promote the development, learning, health and well-being of the participants.
 - Developing the program content and itinerary, preparing course syllabi and setting academic standards for the program, recruiting student participants and overseeing financial details of the program
 - Directing the program content and itinerary, ensuring compliance with academic standards, resolve disciplinary issues and respond to emergencies in consultation with the Office of International Programs and others in accordance with CSM policies and procedures.
 - Submit a detailed Program itinerary to OIP, including details of all scheduled in-Program activities, planned group transportation and location and contact information for all Program housing and venues
2. I will be covered for the duration of the Program by a comprehensive health and accident insurance policy that provides coverage for injuries and illnesses I may sustain while abroad, specifically in the Program country and those countries in which I will be living or traveling for the duration of the program or activity.
3. I will provide OIP with several ways to reach me while abroad, including local numbers, mobile or satellite phone numbers that can accept calls from the U.S. at all times.
4. I will provide the OIP with the contact details for at least one emergency contact who OIP can reach in the event of an emergency.
5. As a Faculty Leader, I acknowledge the importance of a mandatory, in-person, orientation with all participants prior to departure and a similar all-participant meeting once in the designated venue. At the pre-departure meeting, in addition to answering questions by the participants, OIP recommends discussing the following:
 - Remind participants to register in the STEP program (step.state.gov/step)*
 - Remind students to check-in with their family members before they leave*
 - Discuss the current political climate and remind students to avoid demonstrations.*
 - Review any known risks, including parts of the area that are forbidden or that students should avoid.*
 - Review the local transportation system.*
 - Remind students of the CSM 24/7 emergency number at +1 303 619-5762 or +1 303 273-3333.*
 - Inform students of program rules and behavioral expectations, including consequences for violations.*
 - Discuss expectations and cultural norms regarding the use of alcohol.*
 - Provide the local emergency numbers and location of the nearest medical facility*
 - Distribute 24/7 contact number for the Faculty directors, as appropriate*
 - Collect contact information of Program participants.*
6. Because study abroad poses a unique set of circumstances, and added vulnerability of students in off-campus locations, it is imperative that I am attentive to CSM school policies regarding non-discrimination, non-harassment and non-retaliation, the policy governing amorous relationships and policies governing individuals with disabilities.

I hereby acknowledge that I have read, understand and will abide by the terms and conditions outlined in this Statement and that I have had the opportunity to consult with the advisor, counselor or attorney of my choice before signing this Statement of Responsibility.

Name _____ Signature _____ Date _____