

SPRING 2018

**FAIRFIELD UNIVERSITY**

FACULTY-LED GUIDELINES



## Table of Contents

I. FAIRFIELD UNIVERSITY OFFICE OF STUDY ABROAD.....	3
II. GUIDELINES FOR SHORT-TERM STUDY ABROAD PROGRAMS .....	4
STUDY ABROAD FORMS .....	4
Study Abroad Program Proposal .....	4
Medical Release Form .....	5
Agreement and Release .....	5
Expense Report and Reimbursement.....	6
Study Abroad Evaluation .....	6
STUDY ABROAD PROCEDURES CHECKLIST .....	6
PROGRAM BUDGETS .....	7
III. PLANNING THE STUDY ABROAD PROGRAM .....	8
THE FACULTY LEADER.....	9
Program Design .....	9
Recruiting .....	9
Pre-Departure Planning.....	9
While Abroad.....	9
Upon Return .....	10
ADMINISTRATIVE SERVICES PROVIDED BY THE OSA .....	10
PUBLICITY AND RECRUITMENT.....	10
Program Postcard.....	11
Web Page .....	11
Class Visits .....	11
Study Abroad Fair .....	11
Past Participants.....	11
E-Mail .....	12
IV. APPLICATION AND ADMISSION PROCESS .....	12
APPLICATIONS .....	12
ADMISSION PROCESS .....	12
Disciplinary Record Disclaimer and Student Conduct Policy.....	13
REGISTRATION.....	13
V. FINANCIAL AID AND SCHOLARSHIPS FOR SHORT-TERM STUDY ABROAD PROGRAMS.....	13
VI. PRE-DEPARTURE RESPONSIBILITIES .....	13

Pre-Departure Orientation Meeting.....	14
Setting Academic and Behavioral Expectations for the Group.....	14
Health and Safety Issues.....	15
Program Finances .....	15
Program Expenses .....	15
Expense Reconciliation.....	16
Guidelines for accompanying family members .....	16
VII. EMERGENCIES ABROAD .....	16
What Is An Emergency?.....	17
How to Prepare For Emergencies.....	17
On-Site Briefing for Students.....	17
Responding To Emergencies .....	18
Medical Emergencies .....	20
Emergency Assistance:.....	20
Disciplinary Problems.....	20
Alcohol Use.....	21
Sending Students Home .....	22
Family Educational Rights and Privacy Act .....	23
FERPA Release Form.....	23
VIII. POST-PROGRAM ACTIVITIES.....	23

# GUIDELINES FOR FACULTY LED

## I. FAIRFIELD UNIVERSITY OFFICE OF STUDY ABROAD

The Office of Study Abroad at Fairfield University believes a student's study abroad experience can be one of the most enriching and inspiring experiences of his or her life, and we are pleased you have decided to join them on this journey. Leading a Fairfield University study abroad program will give you the opportunity to reach students in a unique way outside of the classroom. You will be spending much more time with your students, both inside and out of class, than you ever would on campus, and will likely serve as an adviser and mentor. By sharing this experience abroad with your students, you will see their perspectives broadened and their minds extended. The effect you will have on our students will last throughout their lifetime and will change the way they think forever.

The Office of Study Abroad (hereafter the OSA) is charged with the administration of all programs abroad offered to our students for academic credit. All undergraduates participating in studies overseas that carry academic credit must work through the OSA, and any faculty member who wishes to direct a program overseas that carries academic credit must also work through the OSA.

The OSA manages all administrative matters pertaining to Fairfield programs abroad. It provides guidance and support to Fairfield University students and Faculty Leaders who wish to participate in credit-bearing programs abroad. The OSA hosts program planning and risk management seminars for Program Administrators and Faculty Leaders in the Fall and Spring semesters. The OSA drafts budgets for faculty led programs based on the program proposal and works with the Faculty leader to finalize costs. The office also provides orientation workshops for students going abroad, and a network of support services for our students overseas.

This faculty handbook is designed to provide you with general assistance as you develop, and then lead, a Fairfield University Short-term Study Abroad Program. In it you will find information outlining the responsibilities of both the faculty and the OSA, travel guidelines, suggestions for dealing with behavioral problems, procedures to follow in the event of an emergency, and other important topics.

### **Important Contact Numbers at the OSA**

**Main Contact:** Patricia Pivarnik, Associate Director

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## II. GUIDELINES FOR SHORT-TERM STUDY ABROAD PROGRAMS

The following guidelines apply to all Fairfield University faculty-led study abroad programs. These guidelines and procedures are designed to ensure the academic integrity and thoroughness of preparation. All Fairfield University study abroad forms, guidelines and procedures are authorized by the Faculty Committee on Study Abroad and sanctioned by the Provost's Office. No study abroad program will have the approval of the Faculty Committee on Study Abroad unless all procedures have been followed. Upon confirmation from the corresponding Dean's Office, the Director of Study Abroad will inform the responsible faculty member that the proposed program has been approved.

The Provost Office confirms the faculty member's appointment as the instructor for the short-term program abroad and outlines the terms for compensation in the faculty contract.

### STUDY ABROAD FORMS

#### Study Abroad Program Proposal

In order to direct a short-term study abroad program, a completed Fairfield University Faculty Led Proposal Form must be submitted to the Fairfield University OSA by April 1 of the year before the dates of the proposed program.

Please note that late and/or incomplete proposals will be given lower priority than complete proposals submitted on time. Late submissions will be assessed based upon the circumstances thereof and the total number of proposals received. Faculty members interested in proposing a first-time faculty-led study abroad program should request a meeting with OSA prior to submitting the Program Proposal Form to the OSA. Faculty members interested in repeating a faculty-led study abroad program need only complete sections 1 and 3 in the Program Proposal Form before submitting to the OSA.

Program proposals that have the support of the chair(s) and dean(s) of the sponsoring Fairfield University department(s) and college(s) will be reviewed by the Faculty Committee on Study Abroad for approval. Faculty will normally be notified regarding the acceptance status of their program within one month of submitting a proposal.

In preparing the proposal, the following criteria must be met:

1. Fairfield University courses offered abroad must be of comparable academic rigor to courses offered on campus and offer significant enhancement to the on-campus offerings.
2. Course should have reference to the target location. Opportunities should be available for students to immerse themselves in the cultural richness and diversity of the foreign location. While realizing that short-term programs can offer only limited cultural immersion, opportunities for students to participate in the culture should be not only available, but also integrated into the curriculum. Strategies for how to incorporate such opportunities are encouraged to be discussed with the OSA.
3. If the course is imbedded all participants must be enrolled in the campus course.
4. All study abroad programs must be financially self-supporting, which means all costs of the program are met by charging the students the necessary fee. Program costs may not include donations or subsidies to in country partners. No material goods, supplies, equipment or provisions for in-country partners may be included. The program must not be designed in such a way as to make it too expensive for students from a variety of economic situations.

#### Medical Release Form

This form must be completed by all participants and submitted as part of a complete program application. In the event of an accident or injury while abroad this form is submitted to the medical personnel administering treatment. The form will be distributed by the OSA at the orientation meeting and students will be instructed to submit the completed form in a sealed and signed envelop to the Faculty Leader by the appointed deadline. The Faculty Leader, will verify receipt of Medical Release Forms with the OSA prior to departure and should have them on their person and readily available at all times throughout the duration of the program overseas. The Faculty Leader should also complete this form and carry it on his/her person in case s/he is involved in an accident or injured while abroad.

#### Agreement and Release

The Office of Risk Management requires that all students traveling abroad complete this form so as to protect the University against liability from risks that are inherent with the University's varied academic, research, and general business activities.

## Expense Report and Reimbursement

The faculty member must submit a completed expense report and original, legible, itemized receipts to the designated OSA staff member within one week after the end of the program.

## Study Abroad Evaluation

Online evaluation forms will be distributed to the participants by the OSA at the completion of the program. Results will be shared with the Faculty Leader and their department chairperson to aid in the planning of future programs.

Please keep in mind:

Participants must pay all fees for the program directly to Fairfield University through the OSA. Program deposits are submitted to the OSA at the time of application. Faculty members should not collect fees from students at any time.

All posters and flyers promoting the study abroad program must be produced by the OSA.

## STUDY ABROAD PROCEDURES CHECKLIST

- OSA offers a workshop on developing and leading short-term Study Abroad programs in November and February each year. It is encouraged, but not obligatory, for faculty to attend before submitting a program proposal.
- Faculty member submits the Faculty Led Proposal Form to the Study Abroad Office by April 1 of the year before the program.
- The Faculty Committee on Study Abroad reviews proposals and determines programs it will approve during the following fiscal year by May 1 of the year before the program.
- OSA assesses proposals for logistics, costing and risk management and submits assessment with proposals to corresponding Office of the Dean for final approval.
- Faculty member collaborates on detailed travel arrangements in cooperation with the OSA by July 15 of the year before the program.
- Program budget is finalized by the OSA by August 15 of the year before the program. OSA circulates final list of all approved Study Abroad programs to relevant faculty, department chairs, and deans in August of the year before the program.
- OSA prints flyers and advertisements by August 31 of the year before the program.
- New Faculty Leader attends pre-departure training in November or in April (for summer programs). This training session is mandatory for new Faculty Leaders.

If faculty cannot attend they must set up an individual meeting with Study Abroad staff.

- OSA holds student pre-departure orientation meetings in November (Intersession and Spring Break) or in May (for summer programs).
- Faculty Leader attendance is mandatory at pre-departure meeting.
- Faculty member submits travel expenses to OSA within one week after the program return date
- Study Abroad Program Report due by faculty member to the OSA within 30 days after the end of the program.

## PROGRAM BUDGETS

All Fairfield University short-term study abroad programs are wholly self-supporting. This means that all costs of offering the program, including the faculty salary and expenses, must be covered by the program fee charged to the participating students. Regular Fairfield University tuition and fees are NOT charged for short-term study abroad programs; instead, a special fee is set for each individual short-term study abroad program, depending on its costs. All efforts must be made to keep such costs to a minimum without, of course, jeopardizing the quality of the program.

Faculty are paid a fixed rate for teaching a short-term study abroad program. The rate is based on established University pay rates.

The following travel and living expenses are also paid by the program:

- Roundtrip airfare from New York/CT/NJ airports to destination site, at the group rate arranged for the program. It is required that the Faculty Leader travel with the group on the designated group flight.
- Roundtrip ground transportation to and from the U.S. departure airport. An allowance of \$75 each way is allocated for flights to/from LGA or BDL and \$100 each way for flights JFK or Newark. All ground expenses related to the program overseas as determined in the program budget.
- Room and board costs while overseas as per the program budget. It is understood that to minimize expenses, accommodations will be comfortable but modest. Per diem will be approved on a case by case basis depending on meal arrangements and accommodations prescribed in the program.

Program expenses can be defined as either fixed or variable. Fixed costs do not change based on the number of participants – for example, classroom rental. Variable costs are dependent on the number of participants - for example, room and board costs. It is important to be aware of which operational costs are fixed and which are variable, because the fixed costs determine the minimum funding necessary to run the program, and will thus determine the number of participants. Generally, the larger the group, the less the cost of the program will be for each individual participant.

Typical program expenses may include, but are not limited to:

- Honoraria to lecturers, guides
- Classroom rental
- Ground transportation costs
- Guides at museums and sites
- Admission costs at museums and sites
- Tips to drivers, guides and for meals
- Student housing
- Student meals
- Faculty salary
- Airfare
- Faculty housing
- Faculty meals
- Faculty participation in program activities
- Local cell phone costs for faculty
- Health insurance
- OSA administrative overhead

The OSA develops the final program budget based on consultation of program details with the Faculty Leader. All program budgets must be finalized with and approved by the Director of the Study Abroad Office. Once finalized, the budget cannot be changed except with the specific approval of the Director. Any expenses incurred by the Faculty Leader which have not received prior approval will be subject to review and reimbursement is not guaranteed.

On return, the Faculty Leader must meet with the designated OSA staff member to settle the travel expense account. Receipts must be submitted for all expenses other than those paid for in advance as part of the group (such as a flight, U.S. ground transportation, or the meal per diem). Expenses incurred for which there are no receipts will be reviewed and may not be reimbursed.

### III. PLANNING THE STUDY ABROAD PROGRAM

Once the study abroad program proposal is approved, the Faculty Leader will work with the OSA and a meeting will be scheduled to discuss the planning and implementation of the program.

By agreeing to direct a program abroad faculty will have the opportunity to enjoy many of the benefits of overseas travel, but along with these are responsibilities that are not usually a part of regular teaching duties on campus. The following outlines the responsibilities of the Faculty Leader of a short-term study abroad program as well as the administrative services the OSA will provide to support these efforts.

## THE FACULTY LEADER

### Program Design

- Identify appropriate course with the department chair or dean.
- Set admissions criteria.
- Work with OSA to determine partner institutions abroad and provide OSA with contacts (if any).
- Work with OSA to determine program excursions and field trips, including possible experiential learning opportunities.
- Work with OSA to determine program budget and number of students.

### Recruiting

- Review program promotion and webpage created by OSA.
- Recruit participants on campus. ***If open to Non-Fairfield Students, promote to off campus contacts and institutions.***

### Pre-Departure Planning

- Provide OSA with any course-specific pre-departure materials which should be provided to the participants.
- Coordinate with relevant academic departments for cultural preparation (e.g. Foreign Languages).
- Read and be familiar with the contents of the Fairfield University International Travel Policy and Procedures: <https://www.fairfield.edu/undergraduate/study-abroad/international-travel-policy/>
- If not working with a Fairfield Center abroad, the Faculty Leader must provide to OSA a completed New Vendor Add/Change form and a signed written document stating the International Banking resource (IBN, EIN, SWIFT) the invoice can be paid with a wire transfer through.
- Participate in Faculty Leader training (if first time leader) arranged by the OSA at predetermined dates, times, and locations each November and April.
- Participate in pre-departure orientation arranged by the OSA at predetermined date, time, and location.
- Meet with the designated OSA contact to arrange for any approved travel advance and to sign the faculty contract.

### While Abroad

- Confirm the group's safe arrival with the OSA by email within first 24 hours.
- Accompany students, participating in all scheduled activities.
- Teach the course and coordinate with any overseas staff/lecturers.
- Act as Resident Director in charge of the overall well-being of students.
- Resolve any housing issues that may arise on-site.
- Supervise excursions, making additional arrangements if necessary.
- Hold regular office hours/meeting times with students.
- Evaluate the students' work.

### Upon Return

- Settle the program/travel account with the OSA within one-week of return.
- Submit a written report of the program to the OSA Associate Director within 30 days of return.

### ADMINISTRATIVE SERVICES PROVIDED BY THE OSA

- Investigates and evaluates program location and activities as required by the Office of the Provost.
- Supplements student recruiting through normal OSA recruiting mechanisms.
- Meets with Faculty Leaders to aid and prepare them with their overseas programs.
- Makes arrangements at host site for logistics such as housing, meals, ground transport, excursions, etc.
- Arranges for group rates on flights to program destination through Fairfield University sanctioned travel agency.
- Serves as resource for Faculty Leader on all issues relating to study abroad.
- Consults on risk issues such as travel warnings, student health, insurance, and safety.
- Prepares program budget.
- Collects and evaluates applications based on acceptance criteria set by Faculty Leaders.
- Sends out acceptance emails to students.
- Registers students for study abroad programs under term in which program takes place.
- Prepares financial aid budget for students.
- Collects program deposits and forwards them to the program account.
- Arranges mandatory pre-departure orientation session at a predetermined date, time, and location.
- Registers participants with the U.S. State Department.
- Enrolls student and Faculty Leader in international health insurance program.
- Prepares and distributes online study abroad evaluation forms to students.
- Arranges for payments to all program providers.
- Processes credit for non-Fairfield University students.
- Serves as University communications point while students and Faculty Leader are overseas; staff member reachable through emergency number at all times.

### PUBLICITY AND RECRUITMENT

Recruiting participants for the short-term program is one of the primary responsibilities as Faculty Leader. In general, a minimum number of 10 participants must be enrolled in the course for the program to run. The minimum and maximum number of participants are also determined by the program content and budget limits. Another way to increase

participants might be to open the program to Non Fairfield students. Below are some ideas and methods the OSA suggests you implement to market your program:

#### Program Postcard

A flyer or brochure is an easy and convenient way to highlight the features of the program and provide students with useful information. All program flyers and brochures will be designed by the OSA. The OSA will print and send program flyers to Faculty Leaders as soon as the details of the program have been finalized (dates, price etc.). Postcards will be distributed to academic and administrative offices on campus, and will also be made into digital boards seen around campus. Faculty Leaders should feel free to send postcards to colleagues at other institutions in the area. The OSA will additionally promote programs at a number of Study Abroad Fairs held at area institutions.

#### Web Page

Each short-term program has a designated webpage on the Fairfield University Study Abroad website. Prospective students should be directed to the website for program details, prices, program schedule, policies, and the application. Feedback from faculty members regarding the program webpage is encouraged including corrections, updates, or suggestions for additions. It is also helpful to add a link to the program webpage from faculty and departmental websites. All applications will be processed through the StudioAbroad resource.

#### Class Visits

In-class presentations play a key role in advertising faculty-led short-term study abroad programs. Faculty Leaders should announce the program in classes (repeatedly) and hand out program flyers. Also, they can share information with colleagues in their department and ask them to make announcements in their classes or allow visits to their classes, if possible. The OSA recommends targeting classes for students in specific majors relevant to the program or classes that focus on topics similar to the program.

#### Study Abroad Fair

The OSA holds a Study Abroad Fair on-campus in September. It is very important that Faculty Leaders attend the Study Abroad Fair to promote their program or send a representative in their place. Former student participants of repeat programs will be invited to help out.

#### Past Participants

Returned study abroad students are effective recruiters for Study abroad programs. Faculty Leaders that have offered the program before are encouraged to ask past participants from their own program to speak about the experience in classes and spread the word to other students.

## E-Mail

Emails promoting programs will be sent to Fairfield University students by the OSA based on their major or enrollment in specific courses. Announcements will also be made on the Fairfield University OrgSync resource. While the application and admission process (including acceptance emails) are sent out by the OSA, it is important that Faculty Leaders maintain regular contact with admitted students in order to keep their interest. To maintain students' interest and the necessary minimum number of participants, the OSA suggests that Faculty Leaders update them often via email.

## IV. APPLICATION AND ADMISSION PROCESS

### APPLICATIONS

- The OSA has a standard application form for all short-term faculty-led programs. Required supporting documents include a current transcript, and a personal statement of interest in the program. If Faculty Leaders wish to supplement this data (e.g. academic reference, pre-requisite requirements, eligibility requirements) they should notify the OSA.
- Applications are housed online on the Fairfield University Study Abroad website. A deposit of \$80 is due with the application. Experience has shown that this requirement reduces the likelihood of withdrawals. The deposit is non-refundable except in the case of program cancellation or extenuating (documented) circumstances as determined by the OSA and the program provider.

### ADMISSION PROCESS

- Applications are processed by the OSA.
- If a partial application is received by the OSA, they will contact the student regarding the missing items.
- Applications cannot be processed until all items are received. Spaces cannot be 'held' for students.
- Applications are date stamped when complete and admission is made on a rolling basis once there are at least 8 completed applications. If a waitlist becomes necessary, students will be admitted on a first come, first served basis.
- Complete applications will be reviewed by the OSA staff based on the acceptance criteria set by the Faculty Leader. Any eligibility requirements or preferences must be stated in the promotional materials.
- Student applications not meeting the stated eligibility criteria will be forwarded to the Faculty Leader for a final determination on acceptance. The OSA will send out acceptance decisions to students via email and copy the Faculty Leader.
- The OSA will maintain the applicant list and notify those on a waitlist of their status. The OSA will inform Faculty Leaders of program numbers and relevant student information following the program deadline or at any time upon request.

- Should the student wish to withdraw from the program for any reason after admission, only recoverable expenses may be refunded (see section IV.A. above).
- Fairfield University withdrawal/drop/add deadlines do not apply. The student must submit his/her intention to withdraw in writing to the OSA. The cancellation fee will be determined by the Fairfield University Office of Study Abroad after a review is conducted of the non-refundable expenses that have already been incurred on the students' behalf.

#### Disciplinary Record Disclaimer and Student Conduct Policy

It is part of the application procedure for students to complete both these forms stating that they do not have any major disciplinary issues at this time and are aware of the Student Conduct expectations while abroad. No student will be permitted to participate in the program that has not read and signed the form.

#### REGISTRATION

Students accepted into Intersession or spring programs will normally be registered by November 15, and students accepted into summer or fall programs will normally be registered by March 1.

- Upon the receipt of final program payment, students will be enrolled into the course within 30 days. Final payment due dates range depending on the semester the course is being offered.

### V. FINANCIAL AID AND SCHOLARSHIPS FOR SHORT-TERM STUDY ABROAD PROGRAMS

Students participating in any short-term Study Abroad program are advised to consult a Financial Aid representative regarding eligibility. In general, students may be eligible for Financial Aid for a summer program if they complete a minimum of 6 credits while in the program.

Many departments on campus offer scholarship funds for students participating in short-term programs abroad. Faculty should encourage students to inquire about these opportunities. Information on additional scholarship sources is available on the OSA website.

### VI. PRE-DEPARTURE RESPONSIBILITIES

Program orientation begins when students first read the program promotion and continues throughout the pre-departure process. All distributed information about the program needs to be clear and accurate.

### Pre-Departure Orientation Meeting

A pre-departure orientation meeting will be held in conjunction with the OSA soon after the participants have committed to the program. The orientation date, time, and location will be determined in advance by the OSA. The meeting will address key issues of the programs. Faculty Leaders should be prepared to discuss with students the course outline; academic expectations; program itinerary; safety, health, legal, environmental, cultural, and religious conditions in the host country; potential health and safety risks; and appropriate emergency response measures. The OSA will discuss with students logistical and administrative matters such as billing, registration, health insurance, money, travel documentation, and travel arrangements.

Participants will also be required to complete several online study abroad forms. Faculty Leaders are encouraged to provide any additional materials that they might want to discuss during the orientation meeting.

Faculty Leaders may wish to hold additional group meetings with students prior to departure. This will allow for the students to get to know them and each other. It will also provide more time to discuss expectations and motivations for participating in the program.

### Setting Academic and Behavioral Expectations for the Group

On short-term study abroad programs, students are required to attend all classes and all excursions which are a part of the program itinerary. The only acceptable excuse for missing a class or an excursion is illness. Faculty Leaders should take attendance at all classes and excursions, and may reduce the grade of any student who is late or absent from a class or required excursion.

Participants in a study abroad program are also expected to serve as ambassadors for both Fairfield University and the United States. It is often difficult for students to understand what is expected of them in this regard, so it is important to stress these issues in the pre-departure orientation and again upon arrival. Students need to be aware that behaviors with minimal or no consequences at Fairfield University may have major implications for the study abroad program.

Topics to be included in these discussions include: appropriate dress, local laws, local mobility (which neighborhoods in the area are safe), gender dynamics, youth/elder relationships, food and meal etiquette, and how to recognize signs of displeasure on the part of host country nationals. This information should be presented repeatedly to students – not just at the pre-departure orientation.

### Health and Safety Issues

To support a healthy and safe experience, Fairfield University provides a health insurance and assistance plan to all students participating on Fairfield University Study Abroad Programs. This is not an optional benefit; every participant on a Fairfield University administered study abroad program will be covered by the CISI insurance plan and the cost will be included in the program fee. Students and parents are strongly advised to become familiar with the CISI Plan's benefits and features. All participants will be automatically enrolled and will receive an individual ID card that includes contact information for plan services.

Certain behaviors and activities cannot be condoned or implicitly supported by Fairfield University because they carry potential unacceptable risk both to the individual and to the university. Such activities include, but are not limited to: participating in political demonstrations bungee jumping; scuba diving; renting and operating motor vehicles of any type. Participants need to be alerted to the dangers of such activities during orientation and as necessary throughout the program.

### Program Finances

Faculty Leaders are responsible for completing and submitting the University Expense report within one week of returning from their program. The OSA will review to ensure that the expenses match the approved program budget and then facilitate next steps necessary for reimbursement.

### Program Expenses

All program budgets must be finalized with and approved by the Director of the Study Abroad Office. Once finalized, the budget cannot be changed except with the specific approval of the Director. Any expenses incurred by the Faculty Leader without prior approval will be subject to review and reimbursement is not guaranteed.

Faculty Leaders will receive a breakdown of allowable program expenses from the OSA prior to departure. Expense reimbursement will be facilitated for the Faculty Leader by the OSA following a review of the expense reimbursement form.

NOTE: If a Faculty Leader submits receipts totaling less than the amount of the travel advance check at the conclusion of the program, they will need to payback the difference to the Accounting Services office. All other program expenses which cannot be paid in advance by the OSA and must be paid for on-site must be processed through a University Travel Expense form.

These expenses include but are not limited to:

- Program group meals included in budget.
- Entrance fees to museums, sites etc. per the program schedule and included in the student program price.
- Equipment, materials, or samples unique to the program site and included in the budget.

### Expense Reconciliation

**IMPORTANT:** Receipts should be submitted to the OSA for ALL expenses (paid in cash or using a credit card) EXCEPT for the Faculty Leader's pre-approved per diem. Non-receipted expenses cannot be reimbursed. Faculty Leaders should submit receipts to the OSA within one week of the program end date.

### Guidelines for accompanying family members

The Faculty Leader of a short-term program abroad wears many hats: professor, chaperone, academic advisor, counselor, nurse/doctor, money manager, tour guide and even, at times, parent. The workload for programs abroad is thus much higher than that of teaching a similar course on the Fairfield campus. In addition to the day to day responsibilities for the students, in the event of an emergency the Faculty Leader needs to be able to focus on the management and safety of the group.

For this reason it is the IOC policy that Faculty Leaders are not permitted to have family members or other companions accompany them on a program.

Faculty Leaders must remember that their first priority is to be available to their students in any potential emergency (or perceived emergency) 24 hours a day for the duration of the program.

## VII. EMERGENCIES ABROAD

The safety and well-being of students and faculty participating in a Fairfield University study abroad program is of utmost concern. Faculty Leaders of a short-term program abroad may find themselves facing an emergency involving one or more of the students who are in their care, or an emergency of their own. Participants can and do become ill, suffer accidents, are the victims of muggings, thefts, and assaults, find themselves caught up in potentially violent political situations, or fail to return on time to programs after a weekend away.

While it is impossible to plan for all contingencies, the Faculty Leader and OSA need to follow procedures that will allow for reaction in a responsible and levelheaded way when emergencies do arise. We need to provide in a consistent and predictable way for the safety and well-being of our students. We also need to take reasonable and prudent measures to limit the University's legal liabilities. The OSA is responsible for coordinating the University's management of emergencies affecting participants in Fairfield University Study Abroad Programs.

It is the responsibility of Faculty Leaders of a Fairfield University program to follow the procedures outlined below and to be sure to inform students about these procedures upon arrival on-site.

## What Is An Emergency?

For study abroad purposes, an emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of the program participants. Emergencies include, though are not limited to, the following:

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

## How to Prepare For Emergencies

All participants on short-term programs will receive any emergency State Department information associated with the location through CISI insurance. It is advised that Faculty Leaders register themselves with the U.S, Department of State at <https://travelregistration.state.gov/ibrs/ui/>. Faculty Leaders should inform themselves of the exact location of the nearest U.S. Embassy or consulate for their program location.

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

The program's location is a major factor in health risks and available medical care. The International Health Insurer, CISI, is responsible for providing a list of reputable local doctors, medical clinics or hospitals. This information will be available to the Faculty Leader and participants prior to arriving in country.

## On-Site Briefing for Students

Faculty Leaders should explain to the students that they are required to inform them about any emergency, and they will in turn contact the OSA as soon as possible in order to report the emergency.

Faculty Leaders should assure students that this information will be treated with the strictest confidentiality, and that it will be shared only on a "need to know" basis. Participants should also be informed that if a crisis involving a student is grave enough to jeopardize his or her safety or well-being, the emergency contact given on the affected student's application will be informed.

Faculty Leaders should discuss preventable accidents with participants, such as traffic patterns, pub and drinking culture, drug laws, unsafe swimming, and the type of things that can happen when walking down a street alone at night in a foreign city. It's helpful to get very specific about safe and unsafe behavior, such as certain types of sexual behavior and how to dress and behave to avoid unwanted attention.

Participants should be instructed where to go in case of a terrorist attack. Unless movement will jeopardize their safety, it is suggested that all students meet at their place of residence to be accounted for and to receive further instructions.

OSA must provide students with a list of names and phone numbers for:

1. 24-hour emergency contact
2. Nearest U.S. Embassy
3. Law enforcement/police department
4. Nearest hospital/emergency facility and English-speaking doctors and/or health care providers.

All participants are provided with a wallet sized "EMERGENCY CONTACT CARD" with space on the back to include local contact numbers.

### Responding To Emergencies

Emergencies range from the irritating but benign (a lost or stolen passport, for example) to the imminently dangerous (motor vehicle accidents; political coups). Each situation must be assessed in its own context. In all cases, Faculty Leaders must complete a Fairfield University Study Abroad Incident Report Form for each occurrence. Faculty Leaders must maintain daily contact with the OSA and with host country informants. Members of the host culture may be best able to assess the seriousness of any given situation and provide excellent advice.

In an emergency, the Faculty Leader's first responsibility is to safeguard the safety and well-being of the program participants. They should do whatever is necessary to ensure this, whether this means obtaining prompt and appropriate medical attention, U.S. Embassy intervention, or police protection. When all has been done to reasonably ensure the students' well-being, **the OSA should be notified as soon as possible to be fully informed about the situation** (an e-mail is sufficient if no further action is needed). Faculty should complete an incident report form as described in the Fairfield University International Travel Policy and Protocols.

Prior to paying expenses relating to the management of a reported emergency the Faculty Leader should contact the Director of OSA to discuss the proposed expenses. If the situation prevents immediate contact, the Faculty Leader should keep detailed description, receipts and all relevant paperwork for review with the OSA as soon as possible following the emergency.

Faculty Leaders can reach an OSA staff member through the Public Safety 24-hours a day, 7 days a week at 203-254-4090.

Public Safety has contact information for all OSA representatives and other appropriate individuals on campus. During an ongoing crisis, Faculty Leaders must keep the OSA informed on a regular basis through telephone or e-mail until the crisis has passed.

Faculty Leaders should notify the local U.S. Embassy or Consulate about the emergency, and follow whatever procedures they may require. If there is a continuing risk to the students (during a terrorist threat, for example), they should ask the appropriate Embassy or Consulate official to advise on a regular basis about the evolution of the crisis, and about how the Faculty Leader and the students should respond.

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

It is highly unlikely that participants will need to be evacuated from a site abroad. In many situations, it is much safer to lie low than to draw attention to the group through an evacuation process. The OSA will, however, bring students and Faculty Leaders home if a situation were to deteriorate to the point where the degree of potential risk to participants was deemed unacceptable. If this unlikely event were to happen, the Director of the OSA, in consultation with the insurance company, Faculty Leader, the U.S. Embassy and State Department, and the International Oversight Committee (IOC), would develop an evacuation plan in as much detail as possible. The plan would be transmitted to the Faculty Leader in confidence, and officials on the home campus would work closely with the Faculty Leader throughout the evacuation process.

In general, Faculty Leaders must follow these guidelines when communicating with the students during an emergency situation:

- **Share information:** Give students as much, and as accurate, information as possible. Document the situation and communicate with the OSA on an ongoing basis.
- **Assess the situation:** How long will it last? Is it an inconvenience or a threat?
- **Keep calm, and keep others calm:** Do not panic. Discourage students from gossiping and thus escalating the situation.
- **Give participants choices:** In an emergency, allow students when possible to make their own informed decisions about whether to leave the program or to stay. Remember that this option is only ethical when students have enough information to make a reasonable choice. In a serious emergency, the Fairfield

University IOC will determine whether the program will continue and possible evacuation procedures.

If the host country emergency services are not readily available and participants feel there is a threat to their personal safety, they should follow these procedures:

1. Dial the Fairfield University Public Safety: 203-254-4090.
2. Identify themselves as a Fairfield University study abroad student and give the country where they are currently located
3. State their name
4. Tell the person what is wrong
5. Tell the person how to contact them
6. Respond to questions and listen carefully to any instructions

### Medical Emergencies

If case of a medical emergency, the Faculty Leader should call the CISI Emergency Response Center, as soon as a student seeks medical treatment. In addition to assisting with arrangements for treatment facilities, CISI may have billing arrangements or be able to arrange direct payment for services.

If the Faculty Leader is not available, Participants should be instructed to call the CISI Emergency Response Center, and follow instructions for obtaining medical treatment. In addition to calling CISI, students should be instructed to contact public safety.

### Emergency Assistance:

**CISI –ACE Team Assist** in a medical emergency

Toll-free in the U.S.: (855) 327-1411

Outside of the U.S. (Call Collect): (312) 935-1703

The following services are included in the program: referral to the nearest, most appropriate medical facility and/or provider; medical monitoring by board - certified emergency doctors in the home country; urgent message relay between family, friends, personal doctor, school, and insured; guarantee of payment to provider and assistance in coordinating insurance benefits; arranging and coordinating emergency medical evacuations, emergency reunions and repatriation of remains; emergency travel arrangements for disrupted travel as the consequence of a medical emergency; referral to legal assistance; assistance in locating lost or stolen items including lost tickets.

### Disciplinary Problems

If the Faculty Leader experiences disciplinary or behavior problems with students, they should be dealt with immediately. If allowed to continue, they may adversely affect the atmosphere and morale of the entire group. Depending on the circumstances, the

Faculty Leader may wish to discuss the problem individually with the student(s) concerned, or discuss it openly during a general non-academic meeting with the group.

If the behavior persists after discussion, put into writing the expected change and the consequences if the behavior does not change. Have the students sign this, and submit a copy to the OSA. Should the inappropriate behavior persist, the OSA will fully support a decision to dismiss the student(s) from the program. Code of Conduct

The OSA should be notified immediately about any serious disciplinary problems with any student on the program, whether or not arrest is involved. In less serious cases, mediation by the Dean of Students may be all that is required. In serious cases, the student may be dismissed from the program and sent home, with no credit awarded and no refund. Damage control will be necessary at the host site and within the local community. The Faculty Leader should make amends for inappropriate behavior in a culturally appropriate way.

In cases of arrest, Fairfield University assumes no financial responsibility for legal aid to students. However, it is appropriate for the Faculty Leader, with the OSA, to assist students in contacting their families and appropriate government offices.

Students using or selling illegal substances will be immediately dismissed from the program, with no credit awarded and no refund. In such instances students are fully subject to local laws.

### Alcohol Use

The subject of alcohol policies is frequently debated in international education. Contention usually centers around “whose laws are in effect,” given that laws concerning alcoholic beverages vary greatly from country to country and that in many countries abroad it is perfectly legal for university students to purchase and consume alcohol. The consideration of Fairfield University’s policy on alcohol is complicated both to interpret and enforce abroad. In general, it is wise to follow these guidelines:

- Students should be educated about legally and culturally appropriate behavior regarding alcohol, as well as the consequences of inappropriate behavior.
- Be aware that alcohol abuse is not tolerated anywhere in the world and will not be tolerated on Fairfield University study abroad programs. Violation of local laws and/or Fairfield University policy may result in immediate dismissal from the program. Such a violation will result in an intervention with the Dean of Students office. Responsible use of alcohol is required on the part of the Faculty Leader as well as each program participant. Faculty may not purchase alcohol for students at any time.

Responsible use of alcohol includes the following:

- Participants will abide by the laws of the country and/or territory visited.
- Participants will not miss scheduled events because of the effects of alcohol consumption.

- Participants will not become ill due to the effects of alcohol consumption.
- Participants will be respectful of others sharing the same housing, and avoid congregating in loud groups for social purposes.
- Participants will not engage in inappropriate behavior towards others as a result of alcohol consumption.
- Participants will not engage in behavior that is destructive of property as a result of alcohol consumption.
- Participants will not engage in behavior that causes embarrassment to the other members of the group and the in-country hosts as a result of alcohol consumption.
- Participants will not facilitate, encourage, or ignore a fellow participant who is abusing alcohol.
- Transporting quantities of alcohol to program sites with the intent of sharing it with the other members of the group is considered to be irresponsible.

### Sending Students Home

Severely problematic students (threatening the safety of themselves or other participants, or causing general disruption to the group) may need to return to the U.S. early. Faculty Leader in consultation with the OSA and IOC may decide to send individual students home in response to:

- Criminal activity on the part of the individual: arrest, drug use, physical or sexual assault, etc.
- Inappropriate behavior on the part of the individual: a continuing pattern of culturally inappropriate behavior which does not improve with advising and which endangers the program's relationship with the host institution and/or community; or behavior which is insensitive to other group members and/or damaging to the program group's morale.
- An emotional crisis which greatly affects the individual: death of a program participant, death or serious illness in the family.
- Serious illness, either physical or psychological.

The Faculty Leader, in consultation with the OSA and the IOC, may decide to cancel the program in response to:

- Death of a program participant.
- Kidnapping of a program participant.
- An outbreak of highly infectious disease at the host site.
- A natural disaster.
- A political or civic emergency.
- Serious illness or injury suffered by the Faculty Leader.

The decision to send students home, even when made for the best reasons, may result in negative responses, including lawsuits instigated by the students or their families and difficulty in re-establishing the program in future. It is therefore essential when contemplating an expulsion or an evacuation to consult immediately with the OSA who will, in turn, consult with other appropriate offices on the Fairfield University campus.

## Family Educational Rights and Privacy Act

The Family Rights and Privacy Act of 1974 (FERPA) provides for the confidentiality of student educational records at Fairfield University. Fairfield University may not disclose information in a student's educational records to anyone without the permission of the student, unless disclosure is permitted by an exception set forth in FERPA, 20 U.S.C.A., Sec. 1232 et seq. By completing and signing the attached form, you the student are granting permission to Fairfield University officials to disclose and/or discuss the information authorized by the student on their FERPA Release form. Students are not required to submit a FERPA form; it is the student's discretion to decide whether or not they want to provide Fairfield University with this information.

### FERPA Release Form

Students who choose to complete the FERPA Release Form, must complete the FERPA Release questionnaire in their StudioAbroad application following approval to study abroad. For students who elect *not* to complete the FERPA Release Form, Fairfield University and the Office of Study Abroad will be unable to relay certain information to parents or guardians. In cases of emergency abroad, including hospitalization and student status during national emergencies, Fairfield University and the Office of Study Abroad may release necessary information to parents or guardians.

Questions regarding FERPA and the procedures followed by Fairfield University to comply with FERPA may be referred to the Office of the Dean of Students. Information about FERPA can be found online at [www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco).

## VIII. POST-PROGRAM ACTIVITIES

The Faculty Leader should submit grades within four weeks of the program's conclusion. The OSA will facilitate the posting of Non-Fairfield students' grades and credits with the Fairfield University Registrar's Office.

The Faculty Leader should contact the study abroad staff member who has administered the program to schedule an appointment to settle their travel expenses and submit necessary receipts within one week after the program return date. Faculty Leaders must also submit a program report to the OSA within 30 days after the program ends (see Appendix for report guidelines).

This Faculty Leader report is critical to the program process, as insights, suggestions and lessons learned are incorporated into the planning for future programs.

Finally, the Faculty Leader is encouraged to organize a meeting with program participants after returning to campus to discuss the program in hindsight. This meeting can include representatives from the OSA. Collecting student comments and responses

is very helpful for planning future study abroad programs, as well as provides closure for program participants.

Many Faculty Leaders maintain contact with their students following the program. This can help to assist them with their readjustment and possible reverse culture shock. Reassure them that it can be just as difficult to adjust to returning home as it was adapting to a new culture. Remind them to take time to re-acclimatize. They can also be asked to help recruit for future study abroad programs – remember they can be the best advocates!