

FRAMINGHAM STATE UNIVERSITY

FSU Faculty Led Programs Abroad

Handbook for Program Development
2014 Edition

2014

OFFICE OF INTERNATIONAL EDUCATION

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Developing a Faculty-led Program Abroad

1. Getting Started: What's Involved?

Faculty-led programs provide a variety of benefits for students: an overseas program directly linked to their coursework at FSU, the security of traveling with someone whom they know and respect, and a shorter program that opens up this opportunity to many students who otherwise would not go abroad. Programs may take many forms and the following are some common examples: a short trip (7-14 days) that is part of a regular semester course of study and may take place before, during or after the semester; a short trip (7-14 days) during a vacation period that is not offered for academic credit; a longer study tour (3-4 weeks) that offers a full course credit; or a full semester abroad.

Faculty-led programs are as rewarding as they are involved. The Faculty Coordinator is instructor, logistical coordinator, and at times, counselor (both academic and personal). Before going further, you should consider the following:

Is the position of Faculty Coordinator one you will be comfortable filling?

Faculty Coordinators need:

- First-hand, specifically relevant experiences in the country/ies involved OR plan to work with a customized program provider and have appropriate knowledge of the country/ies involved to achieve the goals of the program and ensure the health and safety of participants.
- Academic expertise in the content areas covered by courses for which credit will be awarded.
- Organizing and planning skills, and the ability to keep track of a number of details simultaneously.
- Recruitment techniques and enthusiasm - you must be willing to spend time speaking with students to promote the program.
- Good health, to handle the physical and emotional demands of the program overseas. While some program sites overseas present no more challenge than living in Massachusetts, some locations and multi-site programs may be much more rigorous.
- Leadership qualities and willingness to take charge in any situation where students need to be directed, rather than consulted.
- Appreciation for the increased contact with students that is inevitable in an overseas setting.

Running a faculty-led program is a full-time commitment for the duration of the program. It is very different from, and much more demanding than, teaching on campus. Faculty Coordinators are relatively isolated from FSU and often without many permanent facilities on-site. Consequently, a variety of talents and skills are necessary to cope with the diverse responsibilities the program demands. Faculty Coordinators are also expected to set a good example for participants and are required to follow the policies, procedures

and code of conduct of Framingham State University, host institution policy, U.S. law and host country law.

The first step toward coordinating a program is to familiarize yourself with the information provided here and make an appointment to meet with the Director of OIE to discuss the proposed program. When this is done early, it allows OIE to provide valuable feedback in the planning stages. Keep in mind that proposals should be submitted a minimum of one year prior to the departure date in order to successfully plan the program and recruit the required student minimum.

Principles and Characteristics of a Strong Program

While the program proposal contains a highly delineated set of criteria that must be addressed for any program proposal approval, the following four areas are basic to the underlying structure of any program.

Safety and Security: We consider the safety and security of our students and Faculty Coordinators while overseas to be of primary importance in developing and administering programs overseas. Therefore, OIE does not support programs in areas of the world listed on the State Department Travel Warning list. However, emergencies may arise while FSU students and the Faculty Coordinator are overseas. For this reason, Faculty Coordinators provide a list of emergency contacts in the host country to OIE prior to departure while OIE provides emergency numbers for staff in the U.S.

Academic Integrity: FSU courses delivered overseas must adhere to the same high standards of development, content, departmental approval, and delivery as courses taught on campus. Syllabi for courses offered as part of the program are submitted as part of the program proposal, and these materials are updated each time the course is taught abroad. The academic experience of student participants is the primary purpose of these programs.

Fiscal and Budgetary Responsibility: Most FSU students face considerable financial pressures in carrying out their studies at the college and OIE recognizes that study abroad may create additional financial burdens. All new programs need to provide the highest quality program at the most conservative cost. Program budgets are developed and submitted with your proposal.

Clientele: OIE seeks to increase the diversity of students studying overseas to the point that it reflects the diversity of the student body on campus. This includes under-represented groups of students and under-represented departments or colleges. Faculty-led programs provide a needed option for students in certain majors, with limited time or finances for study abroad, or who feel most comfortable traveling with a FSU faculty member.

While the primary recruitment pool is FSU students, additional students from other institutions in Massachusetts or from other states are also welcome to join our programs when space permits. FSU current and retired Faculty members may be interested in joining the study tours as participants.

Roles and Responsibilities

Many people are involved in the successful development and operation of faculty-led programs. Below are the key responsibilities of the Faculty Coordinator, Office of International Education, Chairs and Vice President, and student participants. The roles of Faculty Coordinators and OIE are explained in greater detail throughout these materials.

Faculty Coordinator

As a Faculty Coordinator, you will wear many different hats as you plan, run, and then return from your program. Preparation involves a combination of paperwork, legwork, and teamwork. While abroad, though your primary role will be that of instructor, you may also be responsible at times for administrative and counseling duties (academic and personal). Upon your return, you will be expected to submit a program summary report.

Following are key responsibilities of the Faculty Coordinator.

- Program development:
 - Develop program proposal, including academics and logistics. Locate providers to offer services (housing, transportation, instruction, guide/interpreter, etc.) necessary to the operation of a safe, successful program. (OIE can recommend study abroad providers if you choose not to organize the program independently)
 - Plan and implement excursions and other program activities.
 - Serve as the primary contact between FSU and any vendors while abroad (hotels, tour guide operators, academic institutions, etc.) whose services will be utilized for the program.
 - Develop a fiscally responsible program budget.
 - Develop a timetable for recruitment of students in order to ensure minimum numbers by various deposit/payment dates.
- Academics:
 - Create academic content for the program consistent with the standards for courses at FSU and including the same components that they would if taught on campus, with the equivalent workload and assessment.
 - Develop syllabi for program courses.
 - Choose textbooks and resource materials appropriate for the courses.
 - Commit to instruction abroad for a specified period of time.
- Recruitment:
 - Upon approval, actively promote the program and recruit students by holding information sessions and following up on student inquiries.
 - Share information with other faculty, at FSU or other institutions, who may assist in recruitment.
 - Provide OIE with any recruitment materials for further distribution.
- Pre-departure preparation:

- Develop and conduct the group-specific orientation and any on-site orientation sessions.
 - Provide OIE and participants with a detailed itinerary which includes emergency contact addresses and telephone numbers.
 - Advise OIE and participants of any changes in previously agreed upon travel, accommodation or other course-related arrangements.
 - Comply with all government regulations regarding travel, study and research in the host country.
- On-site:
 - While abroad, be available to students on a regular and emergency basis for consultation on individual and group problems, including those that are non-academic in nature.
 - Advise OIE or the University Police immediately of any emergency related to, or injury of, a course participant or third party. For liability reasons, all such reports must be followed by a detailed written account from the Faculty Coordinator.
- Post-program:
 - Submit final grades to the Registrar's Office using grading practices that conform to FSU policies. Attendance policy, as a factor in grading, must be clearly announced at the beginning of the course.
 - Within one month of the program's completion, submit a comprehensive program report to OIE.

Office of International Education

OIE supports Faculty Coordinators in all aspects of program development. Below are specific responsibilities of OIE in relation to faculty-led programs.

- Program development:
 - Assist faculty in developing a strong, thoroughly prepared proposal for review by the Department Chair and Vice President of Academic Affairs.
 - Provide guidance on program budget development if requested.
- Program promotion:
 - Help promote information sessions led by the Faculty Coordinator.
 - Promote the program to eligible students who seek general study abroad information from OIE and post information both on the OIE website and on My Framingham.
 - Host a campus-wide Study Abroad Fair each year, and promote programs at the Fair.
- Program administration:
 - Collect all application and post-acceptance materials.
 - Liaise with Registrar's Office, Financial Aid, and other divisions of the college to assist students and Faculty Coordinators.
 - Lead a general pre-departure orientation for all program participants.
 - Provide support in case of an emergency abroad.

- Financial matters:
 - Send budgets for financial aid recipients to the Financial Aid Office. Work with aid recipients and Financial Aid to resolve questions on aid eligibility and disbursements.
 - Assist faculty to reconcile program expenses against the budget.

Department Chairs

Chairs are responsible for reviewing the program proposal to ensure that it meets the academic standards of the department and college. Approval of the program proposal indicates support from the department and college for the program, and ideally departmental colleagues will assist the Faculty Coordinator with recruitment efforts.

Students

Students are responsible for entering into an overseas program with an open mind and a willingness to experience a new culture; for participating fully in the program and all organized activities; and for completing and submitting work as they would if they were on the FSU campus. They are expected to handle program costs responsibly, and ensure that all bills are settled prior to the program's departure. Students represent FSU while abroad and are responsible for abiding by the FSU Code of Conduct and for representing themselves, their college, and their country in the best possible light.

2. Evaluating the Program Concept

If you are comfortable with the responsibilities of the Faculty Coordinator and the general principles and characteristics expected of FSU faculty-led programs, then the next topic to consider is the viability of the proposed program. There are many potential faculty-led programs, but forethought and planning will greatly improve the likelihood of a successful program.

Below are some key questions to ask yourself as you start to plan; they are provided as a way to encourage you to think about creating a successful program, *not* to discourage you from your idea. Most programs evolve and change through the planning process and become stronger as a result.

Program rationale:

- Does it offer something that cannot be accomplished on campus?
- Will the program fill a curricular need for the department's majors, minors, and faculty?
- Will it enhance the department's major or minor offerings?
- Will the coursework apply towards major or minor requirements?
- Is there a program already available which will meet the need?

Clientele:

- How many majors and minors are in the appropriate department(s)?
- What are the enrollment figures in related courses?

- Will it attract interest outside the major or minor? (Programs that focus on a very specific topic can sometimes have difficulty achieving and maintaining sufficient enrollment.)
- What is the potential for participants from other colleges to attend? How will these potential participants be reached?

Safety and security:

- Is this location on the State Department Travel Warning list? (if so, it cannot be approved)
- Is this location considered safe by measures other than the U.S. State Department for travel/temporary residence by Americans or other foreigners?
- Do you feel comfortable that you can adequately ensure the safety and security of 15+ students in this location?

Fiscal responsibility:

- Will this program be within the financial means of FSU students?
- Does it provide the highest quality program at the most conservative cost?
- Does the program fee include essential items (e.g. housing, ground transportation, excursion costs, etc.) or will students be expected to pay numerous out-of-pocket costs?

3. Liability

As a faculty member leading a FSU study abroad program, you are acting as an employee of the University. Leading a study abroad program involves a variety of risks, with a diverse range of legal issues that can arise from these risks. The likelihood that an individual will take legal action against the University or any of its representatives is not great enough to deter leading an overseas program. That said, you do want to make informed choices about the kind of risks you will incur with your actions. We have compiled a few points regarding your potential personal liability while leading a study abroad program that we hope will help you to plan your program in an informed way.

Disclaimer and Caveats: The intent of this Liability section is to provide general information and advice to faculty on the topic of state employee liability and indemnification; it is not a substitute for and should not be interpreted as professional legal advice. This section does not purport to be official University policy; nor a complete statement of state law, and any discrepancy between its contents and University policy or state law is not intentional. Finally, because there are so many open questions concerning the laws in the area of employee liability, this section cannot be a comprehensive description and interpretation of the state laws that govern the area.

Your Initial Program Design: As a faculty member leading a FSU study abroad program, the University acknowledges that the scope of your duties may be greater than if you were teaching on campus. As we have referenced in other sections of this guide, these additional duties may include marketing, recruiting and arranging transportation, lodging, meals, tours and field studies. Consequently, the University recommends that your program proposals include a descriptive summary of all activities occurring during the program. A carefully detailed itinerary approved by the University may help to reduce any personal liability for incidents that may arise. As a general proposition, a University employee performing his/her program duties in a reasonable manner will likely be able to avoid personal liability. By the same token, if an employee's actions appear to be independent of the University, he or she will likely be exposed to a higher level of personal liability. Thus, your personal liability may be reduced by virtue of the approval process for your study abroad programs.

To that end, you should be careful not to design your program in a manner that disassociates you and the program from the University. For example, if you permit students who are not enrolled at the University or other non-affiliated parties to participate in your program without paying tuition, you could possibly expose yourself to significant amount of personal liability. Likewise, if you lead a program with a spouse or other individual not affiliated with the University, you can expose yourself to a higher degree of personal liability.

If you have specific liability concerns about any aspect of your program, such as scuba diving, rock climbing, flying in private airplanes, parachuting or driving cars/motorcycles, and you would like the OIE to research and/or address, please include them on your proposal. If these concerns were not included in your Risk Assessment section, please indicate why.

Disclosure of Risks/Liability Waivers: A detailed and program-specific disclosure of risks can operate to reduce your and the University's exposure to liability. When individuals bring actions against universities and study abroad personnel, courts generally consider whether the university has provided any warnings, whether the warnings are obvious and direct, whether the warnings are specific to the risk, and whether the warnings are comprehensible to the student reader.

Many times a plaintiff will raise the issue of "failure to warn" in connection with a study abroad program. As a general proposition, the law provides that even if an activity is conducted in a reasonably prudent manner, there still may be liability predicated upon the failure to warn of the specific risks inherent in an activity. The requirement of full disclosure is predicated on the premise that all participants on your program need full information regarding the risks of an activity in order to make a truly informed decision about involvement.

Using a properly drafted liability waiver form can be one effective method of disclosing risks to students, thereby reducing potential liability. The Study Abroad Agreement and Release form utilized by the University addresses a wide range of issues common to all FSU study abroad programs. Because the timing of disclosure is also important, the waiver form should be included in information packets for students.

Another tool that may be effective in disclosing risks to students, thereby reducing potential liability, is to discuss responsibility and liability issues in your pre-departure orientation sessions. These orientation sessions are an optimal forum for disclosing and discussing risks. Some suggested topics for orientation discussion include: expectations of student behavior; cultural issues including awareness and sensitivity; security precautions and procedures; and health and safety issues associated with foreign study and travel. You can also take this opportunity to inform students that you have no responsibility for what they do during their free time.

The Statutory Indemnification Provisions Applicable to State Employees: The Commonwealth of Massachusetts anticipates that its employees, including faculty of public institutions, may be sued for discretionary actions they undertook, or failed to take, in the good faith performance of their job duties. For that reason, the legislature has enacted a statutory scheme at Mass. Gen. Laws. c. 258 that provides that the University may indemnify those of its employees who were doing the job that they were hired and paid to do (*i.e.*, acting within the course and scope of their employment) and performing the duties of that job in an objectively reasonable manner. In most cases, University employees acting reasonably while performing their duties during a study abroad program will be eligible for indemnification for money damages assessed against them (up to certain amounts) for negligence (*i.e.*, the failure to act as a reasonably prudent person would under same or similar circumstances).

Course and Scope of Employment: Faculty participating in study abroad programs are considered to be acting within the course and scope of their job duties even if leading the program over the summer and are not “on contract” at the time. In other words, if you are leading a program because of your position at FSU and the activity has been approved by FSU, you are doing so within the course and scope of your employment.

The precise scope of a faculty member’s official duties while leading a FSU sponsored study abroad program is defined by a number of variables that can include the following: the nature of the individual’s employment with the University, the purpose of a specific program; the location of the program; the representations made about the program in documents provided by the University (usually through the faculty member); the age and number of students participating in the program; and the understandings and agreements with the students concerning their duties and responsibilities and those of the program director.

Certain activities, however, may not fall within the course and scope of your duties. For example, if you engage or lead an activity that has been specifically prohibited by FSU, such as transporting students in your personally owned vehicle, drinking with students or engaging in physical relationships with students, you would not be acting within the course and scope of your duties. As another example, if you brought students along on your own, personal trip before the program has started or after it has concluded, you would not be acting within the course and scope of your duties.

Standard of Care: Faculty members who, in course and scope of their employment, conduct FSU sponsored field trips or study abroad programs are obligated to exercise

reasonable care in the performance of all their official duties. There is no bright line rule as to what “reasonable care” means in all situations; rather, faculty are expected to use their best judgment in deciding what is appropriate conduct in a given situation.

Additional Liability Insurance: The question of whether an employee should purchase insurance that protects against liability that might be incurred while on the job is one that each person must determine, based on his or her duties and individual needs. Given that there is a possibility of a “gap” in coverage under the state indemnification scheme, it is recommended that professional liability insurance or expanded general liability coverage be purchased if it is available at a reasonable cost. Should you elect to secure your own personal insurance policy, FSU is not able to pay for it. This would be a cost you would bear out of your own funds.

Questions/Concerns: If you are unsure about the liability implications of any part of your program, please get in touch with Academic Affairs and/or Risk Management.

If you are served with any form of legal process regarding a study abroad program, it is critical that you inform the President’s Office **immediately**.

4. Initial Planning: Academics and Logistics

Academics

If you are offering the program for academic credit, faculty applicants should propose courses in their academic fields that are specialized and make special use of locale. Courses should be site-specific. A course may be modeled closely after a course the faculty member normally teaches on campus, as long as the course has a regional, national, or comparative focus that makes it appropriate to be taught at the site. If the program is being offered as the culminating event of a semester course, you need to be specific regarding the academic requirements that students are expected to complete.

If the program will not be offered for academic credit, you will need to adequately address the academic nature of the program in detail.

Credit requirements can include guest lectures and documented, organized experiential activities that support the class work (e.g. excursions, field trips, museum visits, as well as organized language lab or computer lab activities), but these should not exceed 1/3 of the total contact hours required for each credit hour earned. Time traveling to and from experiential activities is not included in this calculation. The concept of learning by osmosis (living in the overseas location for a period of time) is not a sufficient basis for awarding credit.

When completing a new program proposal which includes an experiential learning component, you must indicate how these contact hours are utilized. You should be aware that the credit proposed versus the length/content hours of program courses will be carefully evaluated. An unrealistic number of credits granted for a short-term class could result in rejection of the proposal and/or course.

When language courses are taken overseas, students must be placed at an appropriate level. For programs requiring a specific level of proficiency for entry, FSU professors should evaluate students' language ability prior to student selection for participation. Programs focusing on language acquisition typically require some previous language study.

Accommodation

Accommodation varies widely among faculty-led programs, and certain types of accommodation lend themselves more to certain program models. If you are developing a spring break or multi-site program, accommodation will likely be in hostels or hotels. For lengthier programs, homestays, dormitories, or apartment-style housing will be more economical. Double-occupancy rooms are normal for faculty-led programs. The type of housing provided for the program depends in large part on cost and availability. Students are fairly tolerant of hostels for shorter programs and these keep costs down significantly, but this is not a good approach for a program of several weeks.

Faculty members are expected to stay in the same housing provided for participants.

Meals

Faculty-led programs may range from all meals included to virtually no meals provided to participants. Programs are not required to provide meals, but you will probably want to at least share a few group meals, such as a welcome and farewell dinner, to help build cohesiveness in your program. If you opt not to include a majority of meals, or are unable to arrange this, be sure you know how/where students will get their meals and describe this in the proposal. Accurate cost estimates for student expenses in this area will also be essential to help students plan.

Excursions

Excursions and field trips are an integral part of a faculty-led program and a description of those you wish to organize should be detailed in the program proposal. Costs for excursions will be budgeted into the program, so it will be important to do some research on transportation, lodging, and admissions costs related to excursions while you are working on the overall proposal. The excursions should be relevant to the purpose of the program, take advantage of the locale, and be realistic in terms of time, distance, and cost.

Insurance

Faculty-led programs are required to purchase student insurance coverage that includes medical, evacuation, and repatriation coverage while overseas. Currently we recommend iNext coverage for \$29/person and the coverage is good for 12 months, www.inext.com. Each participant will submit a check or money order to the Office of International Education, made payable to CIEE for the insurance coverage.

Working with program providers

Several organizations exist which specialize in developing faculty-led programs from the ground up. Such organizations allow you, the Faculty Coordinator, to focus on the academic components of the program while they organize housing, classroom space, and any excursions or activities you may request. Working with such providers simplifies the program development process immensely. This does come at a slightly higher cost, so be

aware of the specifics of working with such organizations if you choose to pursue this option. **If you plan to work with a program provider, you should already have a sizeable number of interested students for the program.** Providers will not be able to assist you unless you can reasonably assure them that the program is going to generate the minimum number of students. OIE staff can put you in touch with several program providers, if needed.

Permits and visas

Many countries now require visas for short-term stays, and some require special permits for field research or group activities. Any requirements of this nature should be investigated during the initial planning for the program and necessary costs for the Faculty Coordinator can be built into the program budget.

5. The Application and Approval Process

The application

Once you have fleshed out your program concept and how to accomplish it, the next step is developing the program proposal. Once you have decided to proceed with planning a program, please see the “REQUEST FOR APPROVAL OF A FACULTY-LED PROGRAM ABROAD” at the end of this guide for completion and submission of your proposal.

We recommend that you complete the basic framework of the proposal, including a draft budget, more than one year before the intended start of the program so that you have time to meet with OIE and review the draft together. This meeting is an opportunity for you to ask any questions about the application process and allows OIE to provide feedback that may help to clarify or strengthen your proposal. The timeline will allow sufficient time for inclusion of the program in continuing education summer offerings, or other FSU publications.

Departmental support

A faculty-led program is a collaborative effort not only between the Faculty Coordinator and OIE, but also between the Faculty Coordinator and his or her academic department. Like all curricula at FSU, faculty-led programs should be viewed as offerings of both academic departments and individual professors. Early in the process, the Faculty Coordinator should find out if the faculty in his or her department are supportive of the program and willing to promote it as part of departmental offerings.

Your department chair will be asked to show his/her support officially during the application process by signing the Request for Approval of a Faculty-Led Overseas Program. Ideally they will be informed well in advance and this stage is merely the formalization of a prior understanding.

Program review

The finished application is reviewed by the Director of International Education, but all areas of the application should have been reviewed and discussed in detail prior to submission.

Program approval

The Vice President of Academic Affairs will have final approval authority and sole authority in the case of any question.

Continuing programs

Faculty who have proposed and coordinated successful programs in previous years may propose their program for another term. All materials should be updated to reflect current information and costs and resubmitted through the above channels.

Sample Timeline for Development of a Program

Adapted from the American Institute for Foreign Study's "Suggested timeline for planning a study abroad program"

Over one year before departure	<ul style="list-style-type: none">• Determine intended destination, timeframe, and curriculum of program.• Decide if you will directly arrange program logistics or use a customized program provider.• Read faculty-led programs information to become familiar with FSC requirements and expectations.• Meet with OIE Director to discuss the program, logistics, and timeline.• Begin the application process.• Develop program budget.
Ten months to one year before departure	<ul style="list-style-type: none">• Submit completed program application.
Eight to ten months before departure	<ul style="list-style-type: none">• Provide information/brochures to colleagues in your department.• Contact faculty in other departments whose students may be interested in your program.• Visit classes.• Hold first recruitment meeting.• Establish a list of interested students.• Follow up with interested students.
Three to six months before departure	<ul style="list-style-type: none">• Hold additional information meeting(s)• Continue to talk to enrolled and interested students to keep enthusiasm high.
Two to three months before departure	<ul style="list-style-type: none">• Application deadline.• OIE prepares acceptance packets, produces financial aid documentation• Ensure that participants have, or have applied for, passports, visas.• Begin orientation meetings if more than one.

	<ul style="list-style-type: none"> • Prepare travel and financial paperwork.
End of term prior to program	<ul style="list-style-type: none"> • Lead program orientation with assistance from OIE. • Program travel and finances finalized.

6. Financial Matters

The program budget is an indicator of the feasibility and affordability of the program. All overseas programs must be affordable for students, in compliance with State law and FSU policy, and financially self-supporting. When developing the program budget, there are two points to keep in mind:

1. identify all costs to participants and the college (even those outside the budget)
2. develop the highest quality program at the lowest reasonable expense to students

The program fee represents only part of the total program cost to students. International airfare, passport and visa costs, meals which aren't included in the program fee and spending money are additional items that may make up the total cost of a program. Most FSU students receive some form of financial aid, so the more economical the program fee, the more likely we are to recruit and retain applicants.

OIE can help develop conservative program budgets with Faculty Coordinators, which protects the program in case of unexpected currency fluctuations in the months between initial planning and the actual departure of the group. However, this does not provide for changes to the original budget once the group is on-site. Items cannot be added at that point, because there is no funding available to pay for them. OIE will assist new Faculty Coordinators with budget development to ensure that typical program expenses are included.

The final budget for the program is approved by OIE. You should not inform students about possible program cost until OIE has approved this final figure. If you have selected a program provider or vendor, you will provide the final costs from the vendor to OIE. If you do not have a provider, OIE can recommend providers to you. This protects both you and OIE from possible misunderstandings.

Minimum enrollment

Most programs are budgeted based on a minimum enrollment of between 12-15 students unless you are working with a program provider that requires higher enrollment. Faculty Coordinator expenses as well as those of the participants are typically covered in the program fee; a minimum enrollment ensures that the program is not a financial burden on participants. The covered expenses for Faculty Coordinator can vary from program to program, so be certain to learn the specifics.

Programs can run with more than the minimum, and are occasionally able to run with less. Once published, the program fee will not be adjusted to compensate for low enrollments.

Developing the budget

OIE will work with you to develop a viable budget for your program. The sample budget will help you to include all items which should be part of the program cost, including pre-departure expenses such as books & supplies. Not all items are included for all programs; the sample budget is merely intended to help you examine all options. We recommend that you include as many expenses as are necessary to the program in the budget so that students do not have to carry large amounts of cash with them. If you are working with an outside provider, be sure you know what expenses are covered in their charges and what is not, such as faculty airfare. A sample budget form can be found in the appendix.

Budget development is critical to the success of your program, and requires some time to finalize with OIE. Failure to include all items in the final budget could result in a program that won't run. Substantial unexpected costs could result in the cancellation of the program if alternative arrangements cannot be made (for example, if a domestic flight in the program country became necessary but was not anticipated). Flexibility in an itinerary can be key to having a successful program.

It is also critical to keep in mind what expenses can be paid for up front by FSC and what expenses have to be covered while in country. If your program will follow the typical routine of setting a program fee, collecting funds from the students on scheduled dates, depositing the funds into a FSU account, and then paying for services, please note that funds can only be dispersed upon an invoice. This means that group airline tickets, hotel packages and other large expenses can be paid for upfront. Funds for other types of budgeted group expenses, such as local bus/taxi transportation, walks through the rain forest, group meals, local lectures, entrance into national parks, cannot be dispersed to you as the group leader to be paid in country. According to the Massachusetts State auditor no funds paid to FSU by students can be given to faculty.

This means you must develop a very detailed program budget so it's clear as to what is covered under the program fee, what can be paid for before you travel and what expenses need to be covered in country. Expenses that can be paid for before you travel such as airline tickets and hotel packages will be collected by FSU and paid for against an invoice. Program expenses that are required once in country will be carried by the participants to the country and handed over to the program leader to cover costs. These expenses may include local transportation, group meals, guided tours in the rainforest, and local lecture fees. Participants need to be aware of and understand how this money will be used in country.

In some cases if you use a third party provider such as EF Tours, students and other program participants will pay the provider directly. Even though no money will pass through FSU, a detailed budget must be provided to participants.

Please keep in mind as you work with a vendor to develop a program that the only person who can sign a contract with an outside vendor is the Vice President of Academic Affairs.

Multiple Faculty Coordinators

It is fairly common for faculty-led programs to have more than one Coordinator, particularly for interdisciplinary programs or programs geared toward larger enrollments. In these cases, expenses for two Coordinators will be built into the program budget (e.g. housing, meals, etc.). Compensation for the faculty coordinators will still be based on the required number of registered students listed above. If you are using a provider/tour operator, be certain you know how many faculty are budgeted into your cost estimate and exactly what costs will be included vs. what you will be expected to pay out of pocket, such as airfare.

Budget adjustments

It's inevitable that your budget will change as you determine the actual number of participants in the program, work more closely with your provider, tour operator, or partner abroad, and monitor exchange rates. Though the budget submitted with your proposal should be thorough and accurate to the best of your knowledge, there will be room for modifications once the program is approved and before a price has been advertised to students. Once a price has been advertised, it will not be increased to cover enrollment shortfalls or other unanticipated costs. Your advertising is considered a legal contract offering and so care must be used in publicizing the costs.

7. Marketing and Recruitment

Marketing materials

Once the proposal has been approved, all publicity for programs must be carefully checked to be sure it conforms to the parameters of the program -- a brochure represents a written contract with the students, and the addition of new items by a Faculty Coordinator, or failure to include certain items may create problems. Similarly, please submit all web-related or e-mailed announcements to OIE in advance of posting them.

Recruitment

Once you are notified that your program proposal has been approved, your next step is to follow your recruitment plan. Recruiting on a sustained basis is what will make the difference between a successful program and one that may not manage to meet its minimum enrollment target. Some tips for recruitment:

- Set a date/time for an information session well ahead of the application deadline. You can then refer students/colleagues to this session as you do the remaining tips below. It is common to have a second session 2-3 weeks before the deadline.
- Announce the program in all classes that you teach in which students are eligible to participate.
- Discuss the program with students whom you advise if they are eligible to enroll.
- Describe the program to your colleagues and ask them to help you recruit. If your program may appeal to students in other disciplines, you'll want to make contact with those faculty members as well.
- Keep a running list of interested students and stay in touch to keep them aware of this opportunity.
- For previously run programs, ask past participants from your program to visit classes with you and attend information sessions.

Truth in advertising! When you speak with students or colleagues about your program, remember that they may have no idea about what the program site, the study facilities, the additional activities, and the living arrangements will be like. You need to describe these in positive, but accurate terms. It should also be noted that study abroad is voluntary and ethical standards for recruiting require that there should be no implied obligation for students to participate.

Common student questions

During this process, you'll become an expert on all aspects of your program. As you begin to recruit students, you'll want to be prepared for the more common issues of concern to prospective participants. These usually focus on housing, cost, credit, and activities. Here are some of the most common questions, along with some topics students want to know about but may not think to ask:

- What is the housing like?
- Do we share a room?
- Are the same amenities provided in (hotels, apartments, dorms) as I'm used to here?
- What happens if I don't like my housing/roommate/host family?
- Host families/dorms: Do they have a curfew? Do I have to follow rules?
- I don't speak the language. Is that a problem?
- What does the program fee include?
- What does the whole trip cost?
- What isn't included in the program fee?
- Will financial aid pay for this?
- What is the total budget to attend this program?
- Do you book my plane ticket?
- How many credits will I earn?
- Can I use this toward my major/minor/Core requirements? How do I do this?
- What will we do in (country)?
- Do we have time to travel on our own?

If you're not sure of the answer to these questions, talk to OIE and/or the provider, tour operator, or foreign country partner for clarification.

Keeping the interest alive

The initial marketing materials posted and distributed on campus will pique the curiosity of some students. As students contact you for information, it's important to keep track of who they are and how you can reach them. This will allow you to contact them directly and keep talking with them about the program as the application deadline approaches. Successfully running a faculty-led program often comes back to keeping student interest alive through the months preceding the program.

Recruiting non-FSC students

Non-FSU students are welcome to apply to FSU programs, although the primary intent of these programs is serving our own student population. In some cases, non-FSU students may make programs viable, particularly on specialized topics or programs in academic areas with few majors at FSU. Feel free to contact peers at other institutions to promote this opportunity or place free ads on listservs or in other locations. Please note that FSU

students, and others registering for course credit will take priority if there is a limited space for a study tour.

8. Applicants & Participants

Eligibility for study abroad

All FSU study abroad programs should have a minimum eligibility level. Faculty-led programs may use this standard, or establish higher or more specific requirements as needed.

Basic recommended requirements are:

- Minimum 2.5 GPA
- Good standing at FSU (both academic & disciplinary)
- Appropriate language background for programs taught in a foreign language

Applications and acceptance

A student application packet will contain:

- FSU study tour application
- Cancellation/Refund Policy
- Study Abroad Agreement and Release Form
- Comprehensive Cost Sheet and due dates for payments
- Itinerary of trip

A student acceptance packet will contain:

- Acceptance letter
- Emergency Contacts, Health, and Insurance Questionnaire
- Waiver for students who choose to stay abroad after study tour ends.
- Off-Campus Course Approval Form
- Pre-Departure Guide

OIE staff will check that applicants meet basic eligibility requirements for the program before forwarding applicant's application to the Faculty Coordinator for review and acceptance. OIE then sends acceptance materials to those students who are qualified for the program.

Late applicants

If a program is at minimum enrollment or less, it is always tempting to add students after the application deadline has passed. Please do not encourage students to apply after this date, and especially do not do this without first discussing the matter with OIE. Some programs have more flexibility than others, but in general late applications cause problems. Students may not have planned sufficiently ahead to meet their financial obligations and/or to properly apply for financial aid. There may be insufficient time to process the student application and enroll him or her in the program. There may be insufficient time to obtain a student visa. A late application may reflect a lack of serious interest in the program; traditionally, far more late applicants than early applicants withdraw from programs.

Wait-listing students

If your program fills before the application deadline, OIE can create a wait-list for you. At that point, we will notify students of their status and keep in touch with you and wait-

listed students should spaces become available. At the application deadline, students on the wait-list will be notified that the program is closed.

Withdrawal

If a student informs you that he or she needs to withdraw from the program, please remind the student that he/she needs to inform you in writing of the decision. Any possible refunds due the student are based on the day that written notice of withdrawal is received by OIE.

Financial aid

When working with students, please be careful that you do not guarantee that financial aid will "cover" program expenses. This is not always possible, and students who are concerned about this should be referred to the Office of International Education or Financial Aid for more information. Programs not offered for credit, or summer trips may not be eligible for any student financial aid.

9. Getting Ready for Departure

Orientation

A general orientation session will be held each semester for all students going abroad. OIE will cover information regarding travel, safety, health, and FSU policies. Faculty Coordinators are encouraged to have their students attend the general orientation and hold a program specific meeting of their own where other students may meet with past participants. OIE staff is willing to attend the student orientation for the program to assist with administrative, financial, and other topics.

Behavioral expectations of participants

All participants in a FSU overseas program must sign the Study Abroad Agreement and Release Form, in which they agree to abide by laws of the host country/countries in which they travel and the FSU Student Code of Conduct, as detailed in the Handbook, which governs student conduct. Program participants are ambassadors of FSU, and should be reminded of behavioral expectations this places on them, as well as the specific legal/social issues which they may encounter abroad and of which they may not be aware.

Travel to the overseas site

If the Faculty Coordinator travels with the group on the same flight, the group will then travel together to the program site by local transportation. If the Faculty Coordinator has preceded the group, he/she should be at the airport to meet the group. Faculty Coordinators may not arrive later than the group. The Faculty Coordinator must notify OIE immediately if any students scheduled for the group flight are not on that flight, or if any students scheduled to travel independently have not arrived by the first day of class for the program.

Supervision of the group

Coordinators are required to remain with the group for the duration of the program. This does not mean that a Faculty Coordinator cannot go to dinner with local friends or colleagues, or go out for the evening alone. It does mean that the Faculty Coordinator is not free to depart for a weekend to another city without the students, unless they are all

away on a program-sponsored field trip or unless another professional supervisor is in charge.

If the students are also enrolled in classes taught by local faculty, then the Faculty Coordinator will serve as liaison between the students and the host university/program to solve problems that may arise and to interpret local regulations and customs. Regardless of which program model is utilized, the Faculty Coordinator will be particularly busy the first week or so in making sure that housing assignments are satisfactory, that students are settling into their daily routine in the new country, and that things are running smoothly.

Coordinator responsibility

Due to the nature of the study abroad experience, Faculty Coordinators find that they have more day-to-day contact with their students while overseas than they do here at FSU. One of the roles of a Faculty Coordinator in an overseas program is serving *in loco parentis*. Issues such as homesickness, disputes with roommates, lost passports/money, physical sickness, and questions about coursework will all be laid at the Coordinator's door. In some programs, of course, there may be no problems to deal with. Others may encounter more. If a student wakes up in the middle of the night with what appears to be appendicitis, it is the Faculty Coordinator who will bundle the student into a taxi and accompany him/her to the nearest emergency room. If a student loses his/her passport, it is the Faculty Coordinator who will help the student get a new one through the nearest U.S. Embassy. The Faculty Coordinator will need to handle these problems quickly, at the time they arise, and then he/she needs to inform OIE about them immediately. Faculty Coordinators are given a list of telephone numbers for this purpose.

It should never be the case that the office is the last to know about problems, with the student having phoned home first and then the family phoning the campus.

Health & Travel Preparation

Pre-departure and on-site preparation can make all the difference when dealing with health and travel-related emergencies.

Travelers' health considerations and resources

When planning a program at a particular site, the Faculty Coordinator should consider questions such as the following:

- What kind of local health care is available and how can the Faculty Coordinator and participants access it should it become necessary?
- If a participant becomes ill at the beginning of a three or four week program and is unable to attend class for a week or two, how will credit be earned when so much time has been lost?
- If a participant has an accident while on a program which travels extensively, who stays behind to attend to the participant's medical needs while the group moves to the next site?
- Has the Faculty Coordinator warned participants of any aspects of the program which may carry a higher risk of injury or danger?

The Center for Disease Control is an excellent resource for learning about country-specific health issues of concern to travelers. Their travel health website <http://www.cdc.gov/travel/> gives information on common illnesses, recommended vaccinations, and more. If you believe that there is a health risk to your students, contact OIE to decide upon the appropriate action.

The Office of International Education is unable to provide any recommendations or advice regarding vaccinations or medications for going abroad, but please feel free to refer students to the CDC website. You can also check with the health officer or nurse at the U.S. Embassy or consulate in the host country to learn about any health concerns in your destination country. This may also be a way to identify local health care resources should they become necessary.

Prior to departure, all participants are required to fill out a Emergency Contacts, Health, and Insurance Questionnaire, provided by OIE in the acceptance packets. These are considered confidential documents, but are carried on the trip by the Faculty Coordinator in case of emergency. The Director of International Education and the Campus Police will maintain a set of copies for the duration of the trip also.

Accessibility is an important consideration for some participants, and extra planning by the Faculty Coordinator may be required to serve students who self-disclose and request special accommodations. FSU's Dean of Students and Disability Resources offices can be an excellent resource and can assist the Faculty Coordinator in providing for the specific needs of individual participants.

Calling cards/emergency communications

You and your students need to be familiar with use of calling cards for the public phones abroad and how to place international calls. As Faculty Coordinator, you should always have a means to contact OIE or an emergency services provider, either through change for payphones or a telephone card that can be used with payphones. Whichever option you choose, be sure you have enough funds available to call the U.S.

If you have a U.S. calling card, we recommend that you bring it with you overseas. While U.S. calling cards are generally more expensive than the local equivalents, there may be times when certain circuits are busy and you will be able to get through on the lines owned by a major U.S. carrier. In other words, be prepared by having as many options as possible for communication with OIE.

U.S. State Department Travel Updates and Advisories

OIE cannot approve a study abroad program of any sort in a country that has a current travel warning. Travel warnings are issued when the State Department decides to recommend that Americans avoid travel to a certain country. OIE monitors the U.S. State Department web site on a regular basis and will inform you of updates before your group departs. You should also check the web site:

http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html.

At this URL you'll also find Consular Information Sheets. Consular Information Sheets are available on every country in the world and include information such as the location of the U.S. embassy or consulate, unusual immigration practices, health concerns, minor

political disturbances, currency information, entry regulations, crime and security information, and drug penalties. If an unstable condition exists in a country that is not severe enough to warrant a warning, a description of the condition(s) may be included under an optional section entitled "Areas of Instability."

Discuss safety at orientation

During your pre-departure orientation, you should provide health and safety information so that students can make informed decisions concerning preparation, participation, and behavior while they are in the program. Both at this orientation and your in-country orientation, you will need to include information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. You should deal with health and safety issues and potential risks, and emergency response measures. FYI, the major causes of death abroad include injuries, primarily auto-related, and drowning. If you are directing a program where students will have the opportunity to swim other than at swimming pools, be sure to include information about safe and unsafe areas for swimming.

Programs which include physically strenuous or potentially high-risk activities require extra consideration in protecting students and the university. The risks for the group activity should be weighed against the necessity to the program, and special attention should be paid to safety issues in the pre-departure orientation.

Discuss with your students the concept of preventable accidents such as not driving abroad (automobiles, motorcycles, mopeds), pub and drinking culture, drug laws, and returning in the wee hours of the morning from a club. Also, note particularly dangerous environments, such as busy airports, train stations, subways and other areas known for pickpockets or muggings. Caution your students about the wise use of ATM machines and about keeping money and other valuable belongings out of sight.

On-site safety

Major safety issues have been rare in study abroad, but minor issues, such as ill students or muggings, happen more frequently. Part of successfully managing the on-site safety of your program is in preparing students, as mentioned above and acting quickly and calmly to address the situation. While U.S. students abroad are no more likely to be harmed while abroad than they are at home, dealing with an injury, illness, or traumatic incident while out of their cultural "element" significantly compounds the stress they experience.

If the program involves research in the field or physically rigorous activities, the Faculty Coordinator will want to check on local conditions and take necessary precautions before the program is undertaken. If the program has an unusual or high risk involved, the Faculty Coordinator should inform participants of the potential risk. This may include such things as sports or physical activities, political instability, high altitude, and health and environmental concerns. Environmental concerns may be anything from poisonous snakes and insects, to air or water pollution, to nuclear hazard. Many life-threatening diseases are transmitted through the bites of infected insects or animals, and can pose a major health threat to the unaware or unprotected.

If U.S. State Department public announcements, worldwide cautions, or travel warnings are issued, OIE will contact faculty abroad. In the event of a local or regional crisis, you should maintain contact with the U.S. Embassy or Consulate for updated security information. If a crisis should occur, review precautions with students so they can better assure their own safety.

Communicate the applicable codes of conduct and the consequences of failing to comply with them clearly to students. If you need clarification concerning FSU's general policies, including the drug and alcohol policies and the policies on sexual harassment, consult the FSU Dean of Students website at <http://www.framingham.edu/studentaffairs/>. These basic policies transfer well to overseas programs.

Lost or stolen documents

Because of the travel element of many short-term programs, time is essential in the replacement of lost or stolen documents. Participants and the Faculty Coordinator should carry a copy of their passport and airline tickets, and keep these separate from the originals. If a ticket or passport is stolen, the whole group may be required to wait with the victim until the consulate or embassy can provide the necessary replacement document. As an additional backup, the Faculty Coordinator will be provided with a copy of each participant's passport from the Office of International Education.

For lost passports: Contact the nearest US Embassy or Consulate (take the phone number with you) and ask to speak with the American Citizens Services Unit.

Early departure from a program by a participant

If a student needs to leave a program early because of serious illness or an accident or due to a family emergency at home, the Coordinator must notify OIE immediately. Students may not leave the group to pursue other interests, meet friends or family, or for reasons other than true emergencies; such an action will result in dismissal from the program and the forfeiture of monies paid and a loss of credits.

Early departure from a program by the Faculty Coordinator

If an emergency occurs in the life of a Faculty Coordinator (serious illness or accident while abroad, grave family emergency at home), it is possible that he/she will need to leave the program early. The first step is to contact OIE. If the program is affiliated with a host university, the university may be able to assign a faculty member or administrator to the remainder of the program. If this is not possible, OIE will work with the Faculty Coordinator to try and find a solution so that the program may continue.

Under no circumstances may a Faculty Coordinator abandon the students. The final option would be to cancel the program and bring the students home.

Contact with families

Each program participant lists a person for emergency contact at the time he/she fills out the basic program application. In the event of an emergency, OIE will contact the individual named on this form. Faculty Coordinators are asked to contact OIE first in an emergency; OIE may request that the Coordinator speak directly with a student's family after OIE or Dean of Students staff have made the initial contact.

10. Emergencies

In the case of situations requiring immediate attention, you may contact the Director at any time via cell phone at 001-860-680-2573, who will then contact the Framingham State University Police Department. If the Director is not reachable, you should contact the FSU Police Department directly at 001-508-626-4911. During emergency situations, the Framingham State University Police Department (FSUPD) will serve as the point of contact between off-campus parties and the University. FSUPD will notify the Dean of Students of incidents that occur on off-campus trips during normal business hours. FSUPD will notify the Administrator on Call (AOC) of such incidents that occur after hours. FSCPD will also notify the Resident Director on Duty, when appropriate. The AOC will notify other University Administrators as warranted.

If contact with the State Dept. is required, the worldwide number for emergencies is 001-202-501-4444. This number would be utilized for death or serious injury, arrest, crime victim, or missing person. Do not call the State Dept. without first calling FSU.

For **any** kind of incident involving a student on your program, you will need to complete an Incident Report Form, and fax it to the Office of International Education. Please plan to take at least one blank form with you on the trip. The form can be found in the appendix.

Is this an emergency?

An emergency in an overseas program is any event that poses a genuine risk to, or has already endangered, the safety and well being of program participants and/or the Coordinator. This includes (but is not limited to) the following types of incidents:

- Serious accident or injury
- Serious illness, whether physical or emotional
- Hospitalization for any reason
- Physical assault
- Sexual assault or rape
- Robbery or mugging
- Disappearance of a student
- Local or national political crisis that could threaten the students' safety/well-being
- Terrorist threat or attack
- Arrest or questioning by police or other local security force
- Any legal action (lawsuit, trial, etc.) involving a student
- Potential epidemic (e.g. SARS, Avian flu)

Preparing for an emergency

1. Be prepared yourself. Read this section carefully, and consider in your mind how you will handle any of the emergencies listed above if they occur in the country where you direct a program.
2. Whether students are housed in a college residential facility, with host families, or in hotels, inform the housing management personnel that they are required to notify you immediately if there is an emergency involving a student.

3. Explain to the students during your orientation program on site that they are required to inform you about any medical emergency. If for any reason you cannot be contacted, the students are to call OIE or the Campus Police. Provide students with the local telephone number for emergencies (the equivalent of our "911") and be certain that they know how to operate local payphones.
4. Inform your students where the U.S. embassy is located in the capital, and if there is a U.S. Consulate in the city where your program is located, be sure that students know the address and the telephone number. You as Faculty Coordinator need to register your group of students with the local US Embassy.

How to deal with an emergency

1. In the event of a crisis, it is important that you and the students not panic or over-react. Students will count on you to take charge and get them through the crisis, and they will take their behavioral cues from you. Remain calm, keep in contact with OIE, and handle the emergency using the guidelines below. OIE has experience dealing with crises in the past and is ready to help you during and after any event.
2. If an emergency occurs, your first responsibility is to safeguard the program participants. You must do whatever is necessary to assure this, whether it involves obtaining prompt medical attention, police protection, or seeking the intervention of the U.S. Embassy. You will be reimbursed by OIE for all expenses related to managing an emergency.
3. Once you have done all you can do to insure the students' well being, immediately contact OIE staff, using the phone numbers given to you by OIE, or the Framingham State College Campus Police.
4. In a non-medical emergency, notify the local police and then follow the procedures that may be required by local law.
5. Notify the U.S. Embassy or Consulate about any emergency and follow any procedures that they may require. If there is an on-going risk to students and yourself (for example, during a terrorist threat), ask to have an authorized Consular or Embassy officer advise you on a regular basis about the development of the crisis and how you and the students should respond.
6. During an on-going crisis, keep in steady and continued contact with OIE via phone, fax, and/or e-mail, until the crisis has passed.
7. As a general rule, it is wise to advise students to maintain a low profile. During a political crisis where foreigners or Americans may be targeted, this is especially important. Students should:
 - o avoid demonstrations or situations where they could put themselves at risk;
 - o avoid behavior that calls attention to themselves;
 - o avoid areas or sites where foreigners are known to congregate; and
 - o avoid wearing clothes and hats that identify them immediately as Americans.
8. It is highly unlikely that we would need to evacuate program participants from a site abroad. However, if a deteriorating situation were to make this necessary, OIE would bring students and faculty home. The Director of OIE would consult with

you as Faculty Coordinator, with the U.S. Embassy, with the Vice President of Academic Affairs and with other appropriate members of the administration at FSU, and would develop a detailed evacuation plan.

9. In the event of a significant crisis, individual students have the option of returning to the U.S. Every reasonable effort will be made to allow them to finish their academic program on campus, and to be housed on campus as well if needed.

Emergency response: Who to contact at FSC

Office of International Education

Jane Decatur

001-508-626-4585 (w)

001-860-680-2573 (c)

FSU Campus Police

001-508-626-4911

Terrorism Issues/Resources

The NAFSA: Association of International Educators SECUSSA web site presents helpful safety information for study abroad program participants and organizers, and is a good resource for preparing for the possibility of terrorism. Their site "Promoting Health and Safety Abroad" has links to sites that cover various questions of safety abroad, including those raised after September 11, 2001.

<http://www.secuussa.nafsa.org/safetyabroad/default.html>

The general advice for Americans abroad is to keep a low profile. Since you will be leading a group of American students, you can ask them to control their volume when in public, to be respectful of the places they visit, and to remain conscience of the fact that they are guests in a country where the people may be annoyed, confused, frightened, or shocked by their behavior.

It is also advisable that you stay in touch with FSU and students stay in touch with their families. Give family members your itinerary for the program and touch base often.

HOW TO HANDLE VARIOUS TYPES OF EMERGENCIES

In the case of situations requiring immediate attention, you may contact the Director at any time via cell phone at 001- 860-680-2573, who will then contact the Framingham State University Police Department. If the Director is not reachable, you should contact the FSU Police Department directly at 001-508-626-4911.

1. Crime against a student

Determine the urgency of the situation.

While the program director is responsible for the local coordination and trouble shooting, the leader may expect US-based support from FSC's OIE and other resources.

- Ensure that the physical and emotional needs of the student(s) are attended to.
- Contact the host country's local police.
- Keep track of all facts obtained.
- Talk to the person who reported the crime and acquire his or her contact information; identify as many of the key persons involved and facts as possible. Determine the identity and present location of the victim(s) and perpetrator(s).
- You should brief OIE until the crisis has subsided.

2. Arrest of a student

Determine the urgency of the situation.

While the faculty leader is responsible for the local coordination and trouble shooting, the leader may expect US-based support from FSU's OIE and other resources.

- Quickly assess the situation by obtaining as many details as possible (i.e., determine who, what, when, where, how and why).
- Begin writing a log of the crisis situation that you add to as the case develops.
- Contact the US Embassy Consular Officer immediately. Ask the Consular Officer for the names of lawyers who can give the student the legal help he or she requires and provide this information to the student. The Consular Officer will also work to ensure that the student's human rights are not violated. The Consular Officer will also notify the imprisoned student's family and/or friends, if authorized by the imprisoned student.
- Visit the student as soon as possible. In some countries, you may have to assist in bringing basic necessities to the student – including food.
- Provide regular updates.

3. Missing student

Determine the urgency of the situation.

While the faculty leader is responsible for the local coordination and trouble shooting, the leader may expect US-based support from FSU's IPO and other resources.

- Notify the local police authorities. Ask them to check hospital and city records for possible police information. Find out how long a person must be missing before a report can be filed and what the procedure is in the host country for filling out a missing persons report.
- Begin a log of information that you have been given and actions that you have taken.
- Contact the local university psychiatric services (if applicable) and the local university student health services (if applicable) on the chance that the student was admitted to their facilities.
- Contact OIE, who will contact the University Police and determine, in conjunction with the Administrator on call, whether to contact the student's "Emergency Contact."
- Talk with the student's roommate, or host family, and neighbors. Ask them to contact you immediately if the student returns. Check the student's residence so that you can look for information that may indicate where the student is. Gather information on any unusual behavior that may have been exhibited.
- File the missing person report with the local police when the required amount of time has passed.

- Contact the OIE to alert the University that an official report has been filed. It is possible to request a “welfare/whereabouts check” from the Department of State, Overseas Citizens Services. The OIE can coordinate this in the US if it becomes necessary. OIE will coordinate appropriate actions with the Dean of Students, which may include contacting the student’s designated “Emergency Contact” person. Appropriate follow-up will be planned.
- Once the student has been located, inform all appropriate persons on-site and the OIE at FSC. OIE, or their designate, will inform the appropriate persons in the US. If necessary, activate other protocol, such as “Serious Injury/illness/hospitalization of a student” or “Crimes against a student.”

4. Psychiatric/mental health emergency

Determine the urgency of the situation.

While the faculty leader is responsible for the local coordination and trouble shooting, the leader may expect US-based support from FSU’s OIE and other resources.

Occasionally students are predisposed to certain psychiatric conditions that manifest unexpectedly with the stress of overseas travel. The following cursory list identifies observable symptoms and traits that may warrant intervention:

- Expression of wish/intent to harm self or others
- Precipitous decline in functioning, e.g., academic, social, hygienic
- Unusual conduct: oddly disruptive or antagonistic acts, self-injury, talking to self
- Excessive energy, agitation, extremely elevated moods
- Extreme anxiety in the form of worry or panic
- Odd thought patterns, e.g., delusions, paranoia, disorientation, rambling or nonsensical speech
- Extreme weight loss
- attending class or field trips under the influence of drugs or alcohol

5. Serious injury, illness, or hospitalization of a student

Determine the urgency of the situation.

While the faculty leader is responsible for the local coordination and trouble shooting, the leader may expect US-based support from FSU’s OIE and other resources.

- Get the student to the appropriate care facility, either by calling the country’s equivalent to 911 (if it has one) or arranging for transportation (such as a taxi).
- Contact student’s insurance as soon as possible (within 24 hours of hospitalization) in case emergency medical evacuation may be necessary.
- Contact the OIE, who will contact the University Police and the appropriate administrator is responsible for notifying the student’s family and answering their non-medical questions about the situation. The program coordinator should not contact the student’s parents. OIE may coordinate with the appropriate staff to provide relevant information to the student’s family, and other individuals.
- Visit the student in the hospital and/or organize visits from program participants. These visits should take place when circumstances permit and at your discretion. A hospitalized student’s parents might want to visit. Should the parents have

needs, such as lodging, you should assist with needed arrangements. The OIE will assist as necessary.

6. Death of a student

While the faculty leader is responsible for the local coordination and trouble shooting, the leader may expect US-based support from FSU's OIE and other resources.

- Verify the identity of the student. Gather as much information as you can about the circumstances surrounding the student's death.
- Contact the OIE, or the College Police to speak with the appropriate administrator.
- Keep a written log of information and update it as the crisis progresses
- The Dean of Students, or her designate, is responsible for notifying the next of kin, responding to non-medical questions and referring medical questions to the host country medical authorities, and coordinating other actions.
- Notify the OIE before notifying the US Embassy. According to the US State Department:
"When an American dies abroad, a consular officer notifies the American family and informs them about options and costs for disposition of remains. Costs for preparing and returning a body to the US may be high and must be paid by the family. Often, laws and procedures make returning a body to the US for burial a lengthy process. A consul prepares a Report of Death based on the local death certificate; this is forwarded to the next of kin for use in estate and insurance matters."
- The Dean of Students will coordinate a plan for dealing with the aftermath of the situation, including grief counseling and support to friends, program participants, host family, and the person who discovered the body.

7. Sexual assault

While the faculty leader is responsible for the local coordination and trouble shooting, the leader may expect US-based support from FSU's OIE and other resources.

- Talk to the person reporting the crime and determine the location and identity of the victim. If there is physical injury, you should arrange for the student to be taken to a hospital/clinic for emergency care. If you ascertain that the student's injuries need attention, but you are not in an emergency situation, contact the US Embassy or Consulate for a referral to a hospital/clinic that will be sensitive to an American's needs in a sexual assault case. Do not ask the student why he or she did or did not do something. Assure the student that you believe his or her story; that it is not his or her fault; and that you want to help.
- Clarify with the student the degree to which s/he wishes to inform local authorities. Inform the student of the laws and procedures for dealing with sexual assault in the host country, as these may be different from in the US. For example, in the US it is important to preserve evidence of an assault as it may be used in a court of law as evidence. When a student has been a victim of sexual assault, control has been taken away. It is vital to the healing process that he or she regains control. For this reason, it is important to resist the temptation to take over. Instead, offer assistance and allow the victim to make the decisions.
- Respect the student's confidentiality: Do not inform other students about the incident, nor should you inform the student's parents without permission. There

are many resources available to the student and to you, the program; do not attempt to handle the situation alone. The Dean of Students will work with you directly.

8. Infectious disease or outbreak of an epidemic among program participants

Determine the urgency of the situation.

While the faculty leader is responsible for the local coordination and trouble shooting, the leader may expect US-based support from FSU's OIE and other resources.

- Obtain information from the local US Embassy or Consulate regarding the potential health threat, existence of local medical facilities, local resources and medical advice as to how to deal with symptoms until medical help is obtained.
- Consult the Center for Disease Control information for your host country. This information can be found on the Web at www.cdc.gov.

9. Political emergencies and natural disasters

Determine the urgency of the situation.

While the faculty leader is responsible for the local coordination and trouble shooting, the leader may expect US-based support from FSU's OIE and other resources

- Make sure all participants are accounted for and safe. If a student has been injured, his or her physical injuries must be attended to. (See "*Serious injury/illness, or hospitalization of a student*" above.)
- Contact the US Embassy or other official government agency and ask for advice and assistance. If the US Embassy is closed, determine the location from which the embassy is operating (i.e., another embassy within the country, or US Embassy in another country). Gather information regarding the target of unrest and possible danger to US citizens, advice on minimizing danger to students, and the probable impact of the event on the availability of food, water, and medical supplies, the intensity of the emergency or political unrest, the presence of emergency or military personnel, the feasibility of continuing the program, etc.
- Write information in a log that you will continue to update as the situation progresses.
- Contact the OIE or the University Police. The university will determine whether to contact the students' "Emergency Contacts."
- Depending on the circumstances, the college, or a designate, will stay in regular contact with the US Department of State's Citizen Emergency Center or contact the US Embassy abroad.

--The preceding handbook has been adapted from materials from Central Washington University, University of South Florida, Bridgewater State College and Worcester State College.

Appendix of Forms

Request for Approval of a Faculty-Led Program Abroad

Guidelines for Proposals

Program Cost Worksheet

Student Application Form

Cancellation/Refund Form

Emergency Contact, Health & Insurance Form

Agreement & Release Form

Incident Form

REQUEST FOR APPROVAL OF A FACULTY-LED PROGRAM ABROAD

Proposed Program Title: _____

Proposed Program Dates: _____

Program Coordinator: _____

This will be _____ for credit, & if so, amount of credit ___no credit

Study Abroad Faculty Coordinators are required to submit a program proposal for review for each year that a program will be offered. Proposals should be developed according to the Handbook for Program Development. Completed program proposals should be submitted to the appropriate Department Chair who will review proposals and submit them to the Director of International Education, who will then submit the proposal to the Vice President for Academic Affairs for final approval. Financial commitments for a program may be made only after the proposal has been approved by the Vice-President.

Deadline for submission of completed program proposals for January or Spring Break:

May 1st of prior year

Deadline for submission of completed program proposals for Summer:

October 1st of prior year

Deadline for submission of repeat programs for January:

August 1st of prior year

Deadline for submission of repeat programs for Summer

January 1st of same year

Department/School Chair of unit sponsoring program

Director of International Education

V-P of Academic Affairs

GUIDELINES FOR PROPOSALS TO ESTABLISH FACULTY-LED PROGRAMS ABROAD

Framingham State University requires that a formal proposal be submitted for all faculty-led study abroad programs. In order to receive approval, the proposal must address each of the following items as thoroughly as possible:

1. Educational Objectives and Outcomes

Nature and purpose of the program: Describe how this program supports/enhances the academic experience of the students and the curriculum of the academic unit. Faculty Coordinator and other faculty teaching as part of study abroad programs should work with their academic department to outline the educational objectives and outcomes of the course(s) offered abroad to assure compliance with the department's assessment procedures.

2. Course information

Please provide a complete description of the course that would be offered and the proposed amount of credit. Please be sure to demonstrate that the amount of contact hours offered in this course would be comparable to what would occur if the course were offered on campus. You will need to make arrangements to get courses approved through the curriculum committee and listed in the appropriate area. (E.g. continuing education's summer offerings) Attach a copy of the course syllabus.

3. Course-related activities/excursions

Describe these activities and mention where they would occur and how long they would last. In addition, you may also want to include opportunities for reflection as part of the program either as part of the course content or as an activity that will occur regularly throughout the program.

4. Activities designed for cross-cultural experiences

Describe activities or facets of the program's structure that will give participants the opportunity to interact with people from the host country and learn about the history/culture of the host country/city. This could include home stays, students from host country taking part in the FSU classes, events planned for local and FSU students. These experiences are not necessarily connected to the academic offerings of the program, but can be experiences designed to help students take advantage of their surroundings outside of the classroom.

5. Language preparation

If the program will take place in a non-English-speaking country, please indicate how students will be prepared with basic language skills prior to their departure and/or onsite. Students should receive some sort of an orientation to basic vocabulary in the language of the host country/city in order to meet and greet people, purchase food and other essentials, utilize transportation and handle emergencies. This can be included in in-class sessions on-campus or in on-going mandatory orientation meetings prior to departure.

6. Projected number of students, faculty, and staff

Include the names of all faculty and FSU staff affiliated with the program who will be accompanying the group.

7. Amount and source of faculty compensation

Please describe arrangements made for compensation of the faculty leading the program. If this is a course for credit, arrangements must be made with continuing education to list the class in an upcoming brochure.

8. Program Budget

This budget should reflect all of the expenses to be incurred and income to be generated by the program, in order to assure that the program is financially viable. Include all program leader costs such as airfare, local transportation, accommodations, meals, gratuities, tickets, admissions, etc., in the "faculty overhead" portion of the budget worksheet. Additional student expenses of: passport fee, visa fee, some meals, etc., must be included in promotional literature. Also included in the worksheet, and necessary to add into the total is the cost of tuition. The per student cost will be determined from this worksheet.

9. Promotional materials/Information Sessions/ Application materials

A marketing plan for the program must be included. Each faculty leader should plan on conducting an information session in collaboration with the Office of International Education.

10. Program Affiliations

Provide a brief description of the institution/agency with which the program may be affiliated including its history, accreditation status, and academic programs. Mention should be made of the faculty counterpart associated with the affiliated institution who would be assisting with the program, if applicable.

11. Cities/countries to be visited

Include a proposed itinerary with dates.

12. Security and travel arrangements

The safety and security of our students is of utmost importance. As such, we require that information be provided regarding steps that will be taken to protect students in the event of civil unrest. Speak to the safety measures that are in place where they will reside. Travel as part of a study abroad program is not permitted to countries for which the U.S. State Department has issued Travel Warnings.

13. Medical and psychiatric facilities

Provide information on the resources to which you would turn for assistance if a participant were in need of medical or psychiatric care during the program. Speak

to the steps that will be taken to secure medical treatment for sick students and/or possible evacuation.

14. Insurance and risk management information

Faculty-led programs are required to purchase student insurance coverage that includes medical and evacuation coverage while overseas through a broker that works with Framingham State University. If the program will take place in a country with known risk factors, explain how those risks will be managed (e.g. special orientation meeting for students and/or faculty before departure, contingency plan). Currently we recommend iNext coverage for \$25/person, www.inext.com.

15. Pre-departure Orientation

Faculty should conduct several or at minimum one pre-departure meeting for participants. This meeting should cover the expectations of the course, required readings and assessment methods, logistics of the programs, information on the country/region, visa procedures (if any), as well as discuss FSU policies and procedures that are expected for all participants of faculty-led programs. The pre-departure orientation will be conducted in conjunction with the Office of International Education.

16. Assessment

Recognizing that individual courses will be assessed by the academic units offering the courses according to the units' assessment procedures, explain how you measure whether the overall program objectives in Item # 1 "Educational Objectives and Outcomes / Nature and purpose of the program" were met. All programs are required to administer the standard student evaluation available from the Office of International Education.

Please address all of these issues as thoroughly, yet as succinctly, as possible. For further clarification on any of the items mentioned in the guidelines, please contact the Office of International Education.

Estimated Program

Estimated Number of Students:

Currency exchange Rate (1US\$=):

Description	US\$		Foreign Currency	
	Per Student	Total	Per Student	Total
Round-trip Airfare	0.00	0.00	0	0
Domestic Ground Transportation to and From Airport	0.00	0.00	0	0
Faculty/Program Director's Overhead and Expenses	0.00	0.00	0	0
Foreign Ground Transportation to and From Airport	0.00	0.00	0	0
Foreign Country Travel	0.00	0.00	0	0
Housing	0.00	0.00	0	0
Meals	0.00	0.00	0	0
Excursions	0.00	0.00	0	0
Recreational/Social Expenses	0.00	0.00	0	0
Cultural Event/Admission Fees	0.00	0.00	0	0
Guide/Speaker Fees	0.00	0.00	0	0
Facility/Equipment Rental Fees	0.00	0.00	0	0
Administrative Costs (Cell Phone, Copying Costs, Supplies, etc.)	0.00	0.00	0	0
Books	0.00	0.00	0	0
Insurance	0.00	0.00	0	0
International Student Identification Card	0.00	0.00	0	0
Airport Departure Taxes	0.00	0.00	0	0
Contingency Fund & Misc.	0.00	0.00	0	0
TUITION Charges	0.00	0.00	0	0
Total:	0.00	0.00		



Faculty-led Study Abroad Program Application - please print all information

Name of program: _____

Winter Break 20____

Summer 20____

Spring Break 20____

Other, please indicate dates _____

Attach Copy of Passport Photo Page

Name(as it appears on your passport): _____

Last

First

Middle

Student ID _____

Male

Female

Date of birth: ____/____/____ Place of birth: _____ Citizenship: _____
month / day / year city, state, country

If you are not a U.S. citizen, what is your residency status or what type of visa do you have? _____

FSU student Non-FSU student: _____

Institution where you are currently enrolled

Status: Undergrad Grad Other: _____

Credit hours completed by start of program: _____

Field(s) of study: _____
major / college secondary major / minor /

Academic advisor: _____ GPA: _____ as of ____/____

Expected Graduation date: ____/____

Language(s) studied and number of semesters at college level:

Have you ever been involved in any legal or disciplinary action while attending FSU? If yes, please explain.

Yes No _____

Current Address (Valid until ____/____/____) _____

Telephone (with area code): _____ Cell Phone (with area code): _____

Permanent address (Where mail always reaches you) _____

Permanent Telephone (with area code): _____

E-mail (for program information): _____

In addition, I agree to abide by the policies and procedures outlined in the Guidelines for Study Away and the FSC Handbook. Your signature also indicates permission for your disciplinary and academic records to be reviewed as part of the application process.

Signature

Date



Cancellation/Refund Policy

Because commitments for flights, hotels, cooperating agencies and organizations are frequently done months in advance of the trip, it is essential that participants be aware of the financial commitments when signing up for a program.

If a student/participant wishes to cancel their involvement in any FSU faculty-led study abroad program, she or he must submit a formal signed notification of their intent to the Office of International Education. Submitting a notification of cancellation to the Office of International Education does not guarantee that the student will receive a refund of their initial investment.

Faculty led study abroad programs are not subsidized in any manner by Framingham State University. Given this, the University may **not** have the ability to guarantee any refund of monies provided toward a student's participation in the intended trip. Any ability to provide a refund will be directly tied into the University's ability to locate another person interested in participating in the advertised program or the willingness of the program partners in country to return the funds originally provided to them.

Any monies remaining at the conclusion of the trip will be refunded to the participants. I understand that a certain percentage of my program fees go to cover the program director's costs.

I agree to abide by the Payment Schedule published for the program and the above stated Program Policies.

Signature Date _____

Name

Student ID Number

Phone Number



**EMERGENCY CONTACT,
HEALTH and INSURANCE QUESTIONNAIRE**

It is essential for Framingham State University to have your current health information in case of an emergency. Please inform your program director and the Office of International Education of any changes in your health prior to and during participation in the program, including any prescription and non-prescription medications you may be taking. Please read these forms and follow all instructions for completion. Full disclosure is required. The information on these forms will assist health care providers in the event of a medical emergency. It is very important that all sections are completed fully and accurately.

This information will not affect your eligibility to participate in the program, but will help to facilitate any necessary accommodations for your participation. All information provided is private and confidential, only to be reviewed by FSU employees or representatives with a legitimate educational or safety need to know.

This information will travel with your program director in case a medical or psychological emergency arises and the information is required. The information will also be kept in the FSU Office of International Education for the duration of the program in case it needs to be used in the event of a health issue. These forms will be destroyed upon completion of your program.

Name: _____
Student ID #: _____
Date of Birth: _____
Program: _____

EMERGENCY CONTACT

Name: _____
Relationship: _____
Address: _____
City: _____ State _____ Zip _____
Home phone: _____ Work: _____ Cell: _____
EMAIL: _____

HEALTH QUESTIONNAIRE

Age: _____ Height: _____ Weight: _____

Please list any dietary restrictions: _____

Please list any allergies (insects, food, medications, etc.): _____

Please list any medications you are currently taking (this includes non-prescription medications, such as aspirin, allergy pills, etc.): _____

Please list any recent injuries or illnesses: _____

Are you currently being treated for any physical or psychological problems that you think might impact your ability to fully participate in this program? _____

Please list any other concerns that might require accommodation or would be helpful for the program staff to be aware of during your study abroad experience: _____

Name of personal physician: _____ Phone: _____

If a medical emergency occurs in route to or from or during my participation in the FSU Program and I am rendered unconscious or incoherent, and my emergency contact cannot readily be reached, FSU may select any licensed physician to secure and administer emergency medical treatment, including hospitalization and surgery for me if and as needed.

I understand any medical expense so incurred will be my financial responsibility. I further release FSU and its trustees, officers, employees and agents, the Massachusetts Board of Higher Education and its trustees, officers, employees and agents, and the Commonwealth of Massachusetts from any liability in case of accident or injury.

I have carefully read and completed this questionnaire. I have listed above all the information concerning allergies, unusual medical history or conditions, dietary restrictions and regular medication that I may take.

Signature of Participant

Printed Name of Participant

Date

STUDY ABROAD INSURANCE

FSU requires that any person participating on a faculty-led short term program abroad purchase emergency medical evacuation insurance. The cost of this insurance is in ADDITION to your Program fee. FSU currently utilizes iNEXT through CIEE for the individual insurance and it provides some health insurance coverage in addition to the medical evacuation insurance.

Please be sure that your regular health policy in the United State covers international travel. Check the process for filing an international claim and your financial obligations for payments that might be due at the time of service abroad.

Name of your health insurance company: _____

Policy number: _____

Do you have major medical coverage through the policy above that is valid abroad? Yes ___ No ___

Are there restrictions/limitations on procedures or providers that may be used abroad? Yes ___ No ___

Are there any other restrictions on coverage abroad, such as high-risk sports injuries, pre-existing conditions or additional deductibles or co-pays? Yes _____ No _____ If Yes, please identify:

If you do not have coverage, or there are restrictions/limitations/co-pays on coverage, you should consult with the Office of International Education regarding adequate coverage.

I have carefully read and completed this questionnaire. I will have adequate insurance coverage for my studies and travels abroad through the Program. And I will purchase the required iNEXT policy, available at a nominal fee through the Office of International Education.

Signature of Student

Printed Name

DATE

SIGNATURE OF PARENT(S) OR LEGAL GUARDIANS(S) REQUIRED IF STUDENT IS UNDER EIGHTEEN (18).

Signature of Parent(s)/Guardian(s)

Printed Name

Date



STUDY ABROAD AGREEMENT AND RELEASE FORM

NOTE: This Form contains a release of legal rights. Please read carefully before signing.

Name _____
 Student ID # _____
 Date of Birth _____
 Program _____

1. RISKS OF VOLUNTARY STUDY ABROAD: I understand that my participation in the Study Abroad Program is entirely voluntary. I further understand that my participation in the Study Abroad Program specified above involves inherent risks not found during study at the Framingham State University (FSU) campus. These include risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions, and the possibility of emergency evacuation as a result of these various conditions.

I have made my own investigation of these risks and I agree to accept these risks. Further, I have taken into account and assume all the risk of health, safety, and travel abroad considerations, including those set forth by the United States Department of State at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html, http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html, and <http://travel.state.gov/>, and the United States Centers for Disease Control and Prevention at <http://www.cdc.gov/travel/default.aspx>, as they apply to me as a participant in the Program. I further acknowledge and represent that these conditions are dynamic and may change and worsen, that I assume full and complete responsibility for any decision of mine to remain in the Program despite increased risks to my health, safety, and security, including, but not limited to, risks that result in the issuance of a Travel Warning by the United States Department of State.

2. INSTITUTIONAL ARRANGEMENTS: I understand that FSU does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the Program. I understand that FSU is not responsible for matters that are beyond its control. In consideration of being permitted to participate in the Program, I hereby agree to release and forever discharge FSU and its trustees, officers, employees and agents, the Massachusetts Board of Higher Education and its trustees, officers, employees and agents, and the Commonwealth of Massachusetts from any injury, loss, damage, accident, delay or expense arising out of any such matters.

3. INDEPENDENT TRAVEL OR ACTIVITY: I acknowledge and agree that FSU and its trustees, officers and employees are not responsible for any injury or loss I may suffer during periods of independent travel (which I understand are unsupervised), including travel to and from the United States to the Program site, travel beyond the end-date of the Program, and when I am otherwise separated or absent from any FSU-supervised activities. I hereby agree to release and forever discharge FSU and its trustees, officers, employees and agents, the Massachusetts Board of Higher Education and its trustees, officers, employees and agents, and the Commonwealth of Massachusetts that arise at a time when I am not under the direct supervision of FSU or that are caused by my failure to remain under such supervision or to comply with such rules and instructions.

4. HEALTH AND SAFETY:

- a. I am aware of all applicable personal medical needs. I acknowledge and agree that FSU is not obligated to attend to any of my medical or medication needs, and I, therefore, assume all risk and responsibility. If I require medical treatment or hospital care in a foreign country during the Program, FSC, the Massachusetts Board of Higher Education and the Commonwealth of Massachusetts are not responsible for the cost or quality of such treatment or care.

- b. I hereby confirm that I have verified with my health insurer that my health insurance plan will cover me during my participation in the Program. Further, I will be responsible for the cost of short term coverage for a supplemental policy which covers emergency evacuation and repatriation of remains, the cost of which will be included in the total program cost.
- c. I understand that any medical requirements and/or restrictions placed on my participation in the Program are determined by the country in which the Program is held, rather than by FSU. I do not hold FSC responsible for these requirements and/or restrictions and agree to pay all expenses for any immunizations, services, etc., required by said country in order to participate in the Program.
- d. I have consulted with a doctor and/or any health care provider to understand the necessary precautions to take to avoid illness and stay healthy during my participation in the Program. There are no health-related reasons or problems that preclude or restrict my participation in the Program.
- e. FSU may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. During my participation in the Program, I therefore grant FSU, its employees and agents, full authority to take whatever actions they may consider to be warranted under the circumstances regarding the protection of my health and safety, and I hereby release each of them from any liability for any such decisions or actions as may be taken by them in connection therewith, notwithstanding information requested by FSU in connection with my participation in the Program. The full authority granted in the preceding sentence shall include the right to place me, at my own expense, and without any further consent, in a hospital for medical services and treatment, or, if no hospital is readily accessible, to place me in the care of a local medical doctor for treatment. If FSC, its employees or agents deem it necessary or desirable, I authorize them to transport me back to the United States, by commercial airline or otherwise, at my own expense, for medical treatment.

5. STANDARDS OF CONDUCT:

- a. I agree to comply with all rules, standards and instructions for student behavior promulgated by FSU as found in the Code of Conduct, along withal University policies and procedures. I agree that FSU has a right to enforce the standards of conduct described above, in its sole judgment, and that it will impose sanctions, up to and including expulsion from the Program, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of FSU, the Program, other participants, and local populations. I recognize that due to the circumstances of foreign study programs, procedures for notice, hearing, and appeal applicable to student disciplinary proceedings at FSU do not apply. If I am asked to leave the Program, I consent to being sent home at my own expense with no refund of fees or Program charges.
- b. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that some behavior violates local laws and cultural morals and can affect my own health and safety. I also understand that FSU is not responsible for providing any assistance, legal or otherwise, in dealing with the laws of foreign countries. I will become informed of, and abide by, all such laws and standards for each country to or through which I will travel during the Program, and accept any consequences of violations thereof.
- c. I understand that if I develop legal problems with any foreign nationals or with the government of the host country, I shall be required to attend to the matter personally, and with my own personal funds. I agree that FSU is not responsible for providing any assistance under such circumstances.
- d. In the event that FSU, its employees or agents shall advance or loan any monies to me or shall incur any expenses on my behalf while I am a participant in the Program, I hereby agree to repay such advances, loans or expenses immediately upon my return to the United States.

6. PROGRAM CHANGES: FSU has the right to make cancellations, substitutions, or changes in case of emergency or change conditions in the interest of the Program. I understand that FSU's fees and Program

charges are based on current airfares, lodging rates, travel costs, and in-country activity fees which are subject to change.

If I become separated from the Program group, fail to meet a departure bus, airplane, or train, or become sick or injured, I will at my own expense seek out, contact, and reach the Program group at its next available destination.

If I leave or am expelled from the Program for any reason, there will be no refund of fees already paid. I accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation and other services, or sickness, weather, strikes, or other unforeseen causes.

7. ASSUMPTION OF RISK AND RELEASE OF CLAIMS: Knowing the risks described above, and in consideration of being permitted to participate in the Program, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the Program. I acknowledge and agree that FSC and its trustees, officers, employees and agents, the Massachusetts Board of Higher Education and its trustees, officers, employees and agents, and the Commonwealth of Massachusetts cannot be held responsible for any injuries, loss or damage to me or to my property suffered during, as a result of, or in any way associated with my participation in the Program (including periods in transit to or from any country where the Program is being conducted).

To the maximum extent permitted by law, I hereby release and forever discharge FSU and its trustees, officers, employees and agents, the Massachusetts Board of Higher Education and its trustees, officers, employees and agents, and the Commonwealth of Massachusetts from any and liability for any loss, damage, injury, including death, or expense, that I or my next of kin may suffer during, as a result of, or in any way associated with my participation in the Program (including periods in transit to or from any country where the Program is being conducted) due to any cause whatsoever, including, but not limited to, negligence, breach of contract or breach of any statutory duty of care, delay, expense, and/or act of nature.

I further agree to exonerate, indemnify and hold FSU and its trustees, officers, employees and agents, the Massachusetts Board of Higher Education and its trustees, officers, employees and agents, and the Commonwealth of Massachusetts harmless from and against any and all liabilities and obligations for which I may become liable while I am a participant in the Program.

All references in this Agreement and Release to FSU, its trustees, officers, employees and agents shall include the trustees, officers, directors, deans, department chairs, faculty, staff members, chaperones, group leaders, employees, agents, affiliates, successors and assigns of FSU, as the case may be.

8. POLICIES AND RULES.

- a. Students must observe and follow local norms of conduct and heed the advice of the Program Director in any interaction with the local population. Students must dress modestly out of respect for local norms.
- b. Violent behavior will result in automatic dismissal.
- c. Student will refrain from acting as an agent or representative of FSU during the duration of the trip, without authorization.
- d. Illegal drugs in any form are not tolerated and any student dependent upon their use should not apply. Students found to be using illegal drugs in any form are subject to immediate expulsion.
- e. Abuse of alcohol or other legal substances is not tolerated and students whose abuse of legal drugs poses a threat to him/herself, other participants, the Program or the local populations are subject to immediate expulsion.
- f. Breaches of the law of the land are referred to the requisite law enforcement authority. Drug laws in many foreign countries are severely enforced. This provision is applicable to all countries visited by the Program participant.

9. **EFFECTIVE DATE:** This Agreement and Release shall become effective only upon receipt of the executed form by Framingham State University at its Office of International Education in Framingham, Massachusetts.

10. **GOVERNING LAW AND CHOICE OF FORUM:** This Agreement and Release shall be governed by the laws of the Commonwealth of Massachusetts, which shall be the forum for any lawsuits filed under or incident to this agreement or to the Program.

I have carefully read and understand the terms and conditions set forth in this Agreement and Release Form, including specifically the Policies and Rules contained in Paragraph 8, before signing it. I understand that this Agreement and Release Form constitutes the entire agreement between FSU and me. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made to me by FSU, its trustees, officers or employees.

Signature of Student

Witness

Printed Name:

Date:

SIGNATURE OF PARENT(S) OR LEGAL GUARDIANS(S) REQUIRED IF STUDENT IS UNDER EIGHTEEN (18).

I am the parent or legal guardian of the above student. I have read the foregoing Study Abroad Agreement and Release Form. I am and will be legally responsible for the obligations and acts of the student as described in this Agreement and Release Form, and I agree, for myself and for the student, to be bound by its terms.

Signature of Parent(s)/Guardian(s)

Witness

Printed Name:

Date:



Incident Report Form
OFFICE OF INTERNATIONAL EDUCATION

Please complete this form as accurately and fully as possible; you may use the same form to provide follow-up information for the same situation. This form will serve as the official Framingham State University record of the incident and may be used for federal reporting purposes. Attach all documentary evidence to this report, and keep a photocopy. Your report should be sent via fax as soon as possible to the Office of International Education (+508 626-4030); originals should be sent to the OIE upon return to the United States and filed with University Police.

Name of Program: _____

Date of incident: _____ Time: _____ Incident Location: _____

Were you present during incident? Yes No Did you witness the incident? Yes No

Name(s) of student(s) involved:

Describe the incident (*attach additional sheet(s) as necessary*):

If you were not present during the incident, when were you informed, and by whom? _____

What action(s) did you take? (*attach additional sheet(s) as necessary*) _____

If student was taken to hospital or clinic, provide the complete name of the facility, its address, phone and fax numbers:

Names and phone numbers of the attending medical personnel who examined and treated the student (if available):

Provide the exact names (both brand name and chemical name) of any medications prescribed (*please keep all packaging and inserts of all prescribed medication*):

Rx:

Rx:

Was the student conscious and capable of making informed judgments about her or his medical treatment?
Yes No

If not, who made the decisions?

What, if any, follow-up care was recommended? _____

Were the police or other legal authorities involved in and/or notified of the incident? Yes No

Was a report filed with the police or other authorities on this incident? Yes No

Name(s) and ID of official(s) in charge of the case (include name of police station, address and tel. no., if known):

If the student was arrested, what is(are) the charge(s)?

Has legal counsel been obtained for the student? Yes No If yes, provide the name, address, and phone number of the lawyer:

Please attach a copy, along with a translation into English, of any reports filed with the local authorities.

Was the U.S. or other relevant embassy or consulate notified? Yes No

If so, provide the name and title of the responsible official.

Signature

Date

Time _____

Name (printed)

Title

**Please return to the Office of International Education as soon as possible
Fax 001-508-626-4030/Tel.:001-508-626-4585
FSU Office of International Education - MC 516
100 State Street, Framingham, MA 01701**