



Study Abroad Handbook

Short-Term Programs:

A Guide for Faculty

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University of Missouri
Princeton University
NAFSA

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In closing, we greatly appreciate the contributions and assistance of those mentioned and beyond. We hope you find this guide useful from start to finish on the administration your short-term study abroad program.

Sincerely,

Dr. Debbie Lee-DiStefano
Professor
Department of Global Cultures and Languages

Julianne Mason, MA
Study Abroad Assistant
Office of the Provost

Please note that individuals on this page can be contacted should you have questions regarding their experiences with short-term study abroad trips.

Introduction

What is a faculty-led trip?

A faculty-led trip is a short-term study abroad program that allows a student to earn college credits. This experience, usually 2 to 4 weeks long for Southeast Missouri State University programs, includes cultural activities, organized excursions, and coursework.

Short term study abroad trips benefit students by exposing them to a new level of awareness about the world in which we live, through a very structured and controlled setting. This type of experiential learning helps students become excellent global citizens. It also creates a stronger bond between the faculty and students, as well as increases the globalization of our campus.

These trips also benefit you as a faculty member, as it will enhance your flexibility, adaptability, and cultural knowledge. If you consider yourself adventurous, dedicated, organized, and passionate about your field, you are perfect for leading a short-term program!

How will this guide help me?

As a new leader of a short-term study abroad program, you must have a number of questions, some of which may be:

What do I need to do to organize a study abroad trip?

What are my, and the students' responsibilities, on these trips?

Who can I contact in an emergency?

What do I include in a pre-departure orientation?

What have other faculty members done on their trips?

This guide will answer all of these questions and more! We recommend that you read it from start to finish before you begin to plan your program, and then keep it on hand for reference. Be sure to have a printed copy of this handbook with you when you are travelling – it should be able to help you every step of the way.

Thank you for deciding to lead a short-term study abroad program. Your contribution to the cultural awareness and globalization of our students is extremely significant and greatly appreciated.

Contact Information

Emergency Contacts

Department of Public Safety
Southeast Missouri State University
573-651-2215

Domestic Emergency
911

Student/Parent Domestic Contact

International Emergency

Host country emergency number may be found here: <http://chartsbin.com/view/1983>

Student/Parent International Contact

Campus Contacts

Dr. Randy Carter
Assistant Dean of Students
573-651-2264
lrcarter@semo.edu

Chair: _____
Phone/Cell #: _____

International Education and Services
573-986-6863
international@semo.edu

Dean: _____
Phone/Cell #: _____

Trip Contacts (Those you will need in the host country: hotel, transportation, etc.)

Name: _____
Phone #: _____
Address: _____

Roles and Responsibilities

There are roles and responsibilities for all parties involved in a study abroad program. Not only must each party think about the academic elements of the class but also the safety and organizational aspects as well. The following are items that faculty should bear in mind. It is advisable that these be copied and given to the parties involved in the short-term program.

Faculty

- To dedicate a significant amount of time to the trip – before, during, and after. During the trip, you should expect to be on duty for 24 hours per day.
- To maintain communication with students regarding program cost, itinerary, travel and accommodation arrangements, assignments, and pre-departure orientation. Students should be able to contact you with questions and receive a timely response.
- To keep track of students' locations throughout the trip. It is highly recommended that you do a head count each time you exit a train, meet up for outings, etc.
- To comply with government and university standards regarding travel, coursework, and all other aspect of the trip.
- To stay positive and upbeat throughout the trip. You will most likely be exhausted, but you are the leader of the trip and the students' attitudes are easily affected by yours. Smile and be happy!

NAFSA: The Association for International Educators* also recommends the following:

- Conduct periodic assessments of health and safety conditions for your programs, and develop and maintain emergency preparedness processes and a crisis response plan.
- Provide health and safety information for prospective participants so that they and their parents/guardians/families can make informed decisions concerning preparation, participation, and behavior while on the program.
- Provide information concerning aspects of home campus services and conditions that cannot be replicated at overseas locations.
- Provide orientation to participants prior to the program and as needed on site, which includes information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures.
- Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program.
- Determining criteria for an individual's removal from an overseas program taking into account participant behavior, health, and safety factors.
- Require that participants be insured. Either provide health and travel accident (emergency evacuation, repatriation) insurance to participants or provide information about how to obtain such coverage.

- Conduct inquiries regarding the potential health, safety, and security risks of the local environment of the program, including program-sponsored accommodation, events, excursions, and other activities, prior to the program. Monitor possible changes in country conditions. Provide information about changes and advise participants and their parents/guardians/families as needed.
- Hire vendors and contractors (e.g. travel and tour agents) that have provided reputable services in the country in which the program takes place. Advise such vendors and contractors of the faculty member's expectations with respect to their role in the health and safety of participants.
- Conduct appropriate inquiry regarding available medical and professional services. Provide information about these services for participants and their parents/guardians/families, and help participants obtain the services they may need.
- Develop and provide health and safety training for program directors and staff, including guidelines with respect to intervention and referral that take into account the nature and location of the study abroad program.
- Develop codes of conduct for their programs; communicate codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that participants are in violation.
- In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all trip leaders and others who need to know.
- In the participant screening process, consider factors such as disciplinary history that may impact on the safety of the individual or the group.
- Provide information for participants and their parents/guardians/families regarding when and where the faculty member's responsibility ends and the range of aspects of participants' overseas experiences that are beyond the faculty member's control.

In particular, trip leaders generally:

- Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.
- Cannot monitor or control all of the daily personal decisions, choices, and activities of participants.
- Cannot prevent participants from engaging in illegal, dangerous, or unwise activities.
- Cannot assure that U.S. standards of due process apply in overseas legal proceedings, or provide or pay for legal representation for participants.
- Cannot assume responsibility for actions or for events that are not part of the program, nor for those that are beyond the control of the trip leader and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.
- Cannot assure that home-country cultural values and norms will apply in the host country

Students

A study abroad trip is more than just a class. Your professors have made the effort and taken time away from family to organize a class that will most probably be one of the best experiences of your college career. You will be exposed to places, people and ideas that are new. Your behavior, attitude and cooperation are what will make this a success. You are also expected:

- To remember that there will be assignments, papers, quizzes, etc. and that a grade will be earned for this course.
- To refrain from any behavior that will endanger, imprison, or disrupt any of the participants. Failure to do so may result in dismissal from the trip, at the expense of the student. Students are expected to abide by the Student Code of Conduct.
- To research the culture of the location(s) beforehand and maintain an open mind during the trip. Manners and customs vary greatly from region to region, and you should be aware of this in order to avoid disrespecting citizens of the host country.
- To take care of your health, such as staying hydrated and getting enough sleep. If you experience any sickness or serious fatigue, you are responsible for notifying the trip leader immediately.
- To be respectful to faculty members, other students, tour guides, waiters, train conductors, hotel concierges, and everyone else you encounter! Your attitudes will leave an impression of our country and our university, and of course we would like it to be a good impression. You are representatives of both the university as well as the United States of America.
- To ensure that you have completed the appropriate paperwork and are legal to travel (visa, passport, etc)

NAFSA* also recommends:

- Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
- Read and carefully consider all materials issued by the trip leader that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).
- Conduct your own research on the country(ies) to be visited with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.
- Consider your physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the faculty member accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
- Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- Inform parents/guardians/families and any others who may need to know about your participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.
- Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.

- Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.
- Accept responsibility for your own decisions and actions.
- Obey host country laws.
- Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
- Avoid illegal drugs and excessive or irresponsible consumption of alcohol.
- Follow the program policies for keeping program staff informed of your whereabouts and well-being.
- Become familiar with the procedures for obtaining emergency health and legal system services in the host country.
- Ensure that a family member has a valid passport and could travel to the destination in the case of an emergency.

NAFSA* recommends that the student apprise the parents/guardians/families of the following:

- Be informed about and involved in the decision of the participant to enroll in a particular program.
- Obtain and carefully evaluate participant program materials, as well as related health, safety, and security information.
- Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.
- Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
- Be responsive to requests from the trip leader for information regarding the participant.
- Keep in touch with the participant.
- Be aware that the participant rather than the program may most appropriately provide some information.

http://www.nafsa.org/uploadedFiles/responsible_study_abroad.pdf

Program Administration Checklist

1. **Obtain approval from department chair**

Discuss with your department chair the details of the course, including activities that meet the time requirements for the credit hours to be earned. It is recommended in the case of new courses that you receive approval at least six months in advance and that the Course Approval Document (CAD) be used to ensure that all the necessary elements of an on-campus course are being addressed. In addition to the CAD information, the proposal must include:

- Course title
- Location(s)
- Benefits to the student
- Budget (see next step for details)

2. **Complete the budget**

Determine what the cost to students will be. Take into account:

- In-country fees (accommodation, transportation, etc.)
- Expenses of faculty and contingent faculty, including salary and benefits
- If a specific travel expense item for a particular trip is expected to exceed \$3,000 (e.g., airfare, in-country transportation or lodging for group travel), bidding of these services may be required. The individual or department should contact the Purchasing Department before procuring these services. One must submit three informal bids before a service can be secured. Bids can be attained via emails with vendors, internet searches that show the costs, or any other method. The organizer can request a choice that is not the low bid by explaining the reasons when the bids are submitted (such as safety issues, departure/arrival times, etc.). Regardless, if there are any questions, direct them to the Purchasing Department at purchasing@semo.edu. The Purchasing Department will not approve of any bid until the Travel Authorization has been approved by all respective parties. All travel policies can be found at: <http://www.semo.edu/pdf/FinAdm-07-02TravelProcedure.pdf>.

3. **Find a contingent faculty member/Prepare a contingency plan**

It is important to be prepared for unexpected emergencies that might prohibit the instructor of record from finishing the course or participating in certain activities. Remember that all plans must be approved by the chairperson, Dean, and Provost. The instructor of record should:

- **For groups \geq 20 students & for any multi-city trips regardless of group size :** Find a contingency faculty member who agrees to assist you on the trip. The faculty member should have the preparation necessary to teach the course if you are not able. (Make certain to budget in the costs of the contingent faculty member into the cost of the trip per student unless your department has other means of assuming the costs.)
- **For groups $<$ 20 students, remaining in one city:** Submit a contingency plan regarding how the course would be taught in your absence. This may include but is not limited to: use of a travel agency, hiring a qualified instructor/surrogate approved by the university and for whom a contract can be generated, taking a qualified graduate assistant, etc.

4. Submit travel authorization form

Fill out the form and submit for the appropriate signatures. Approval must be received at least 30 days in advance, although submitting it as early as possible is recommended. In the case of new trips, it is recommended that it be submitted and approved before you advertise the trip and before committing to any expenses. It must be approved before you can receive any monies related to the trip. The form is located in each academic department.

5. Complete Payment and Billing Information (See Appendix pages 33 & 37)

The following are the steps for billing students for the trip:

- a. Submit information to Student Financial Services via email (sfsagency@semo.edu) regarding financial obligations for the trip. It is recommended that you submit this information six months prior to the trip but must be submitted no later than 1 month prior to any informational meetings, advertisements, or registration.

The email must contain the following:

- Course name/number and term/session of the trip
 - Department (including Mail Stop, Building/Office, Fax, Phone/Email)
 - Faculty members' names
 - Destination and dates of the trip
 - Cost that should be billed to each student
 - Index where funds should be applied
 - Final date by which payment should be made
 - Any policies particular to your course and/or trip (i.e. whether or not payments will be reimbursed if student decides not to attend after signing the payment form, etc.)
- b. A form (one per trip) will be created for your course as well as a charge code (if not already set up) and sent to the point person (faculty member, administrative assistant, etc.) for the trip.
 - c. The finalized form should be given to students to sign and return to the department. This authorizes Southeast to bill the student for the cost of the trip. Keep the original documents for your/the department's records for up to five years.
 - d. The point person of the department should send the names and ID's (SO#'s) of the students who sign up to SFS (sfsagency@semo.edu), including trip name and charge code and the amount to be charged. Students will be billed* and obligated to pay for the cost of the trip according to guidelines. Contact SFS for information regarding trip balances of the participants.

**Accounts will not be billed any earlier than 4 months prior to departure date. Students should contact SFS if they wish to pre-pay prior to the charges being loaded to their account.*

6. Prepare letter to students/families briefly explaining the trip (see Appendix)

It is recommended that a brief letter explaining the details of trip should be prepared to send to students. This is a letter that they could share with their parents.

7. Prepare course syllabus/itinerary

Prepare your syllabus and Moodle pages as you would for any other class. Prepare the itinerary for the trip so that students will have information regarding the details. It's alright if not all the details have been determined; however, there should be a clear understanding of what students will be expected to do and what is/isn't included in the cost of the trip.

8. **Recruit students**

Methods of promotion:

- Announcement on Southeast Portal
- Classroom visits
- Informational meetings
- Flyers posted on campus
- Social Media: Ad on Southeast's Instagram page, posts on Southeast Facebook groups, etc.

To include in the advertisements:

- Course Name, Location, Dates
- Cost (and does it include airfare, food, etc.?)
- Accommodations (hostel, host family, etc.)
- Key points of interest (Big Ben! Panama Canal! Berlin Wall!)
- Registration deadline
- Contact name and email/phone number

9. **Pre-Payment**

If a pre-payment or deposit is required before the trip begins, make certain that all of your expenditures have been approved (bid processes, etc.).

- Contact Accounting Services if a wire transfer is needed. The process takes about two weeks, and you will need to collect the appropriate bank information in order to ensure that payment is made. You will also need to make certain that the funds are available.
- Submit a Cash Advance form to Accounts Payable in a timely manner in order to ensure that you receive all necessary monies prior to departure.

10. **Plan pre-departure orientation(s)**

Students are required to attend pre-departure orientation(s). To include in the orientation:

- Rules and expectations of the students, safety information, etc.
- Distribute the syllabus with expectations, including polices for the class and grading criteria, as well as any assignments/activities required that the students complete to prepare for the trip
- Fill out the necessary paperwork (See samples in the Appendix)*
 - Information sheet (See Appendix)
 - Copy of passport page showing face, number, and seal
 - Liability waiver (See Appendix)
 - Health insurance form (See Appendix)

*Please note that forms may change from department to department. Some form of this will be expected in all departments. While you can require more paperwork, this is the minimal required.

- Cultural tips (or an assignment to research the culture)
- Packing advice and physical requirements (a lot of walking involved, climbing, high altitude, etc)
- "Get to know you" activities to create a bond before the trip

11. Expense Report

When you return you will be expected to file an expense report (for first time access, call the IT Help Desk x4357, and ask for Travel forms). The University Travel Policies and Procedures manual states: "Expense reports for international group travel must be filed with Accounts Payable no later than 45 days after the end of the month in which travel was completed" Submit as early as possible to allow for processing time through all the necessary channels. Make certain to keep track of the following:

- Exchange receipts showing what the exchange rate was.
- Per diem amounts should also be acquired from accountspayable@semo.edu. Make certain that the email from Accounts Payable is submitted with the expense report and that the per diems are no more than 90 days old.
- All receipts collected should be itemized receipts. In some instances, receipts may not be available. It is advised that you take a receipt book with you for these instances.

12. Evaluations/Grades

Determine how you will conduct student evaluations of the course and let students know what the process will be and how to submit evaluations. Make certain that grades are submitted by the deadline required by the Registrar.

Emergency Procedures

Student Emergencies

- As a faculty leader, you are responsible for helping students in any type of emergency. Emergencies that could arise include, but are not limited to, the following:
- Physical assault
- Disappearance, hostage taking, or kidnapping
- Robbery
- Sexual assault or rape
- Serious illness, physical or emotional
- Psychological crisis
- Significant accident and/or injury
- Arrest or questioning by the police or other security forces
- Death of a student

If a student is involved in these or any other emergencies, take the necessary action immediately. Have a plan in place as to what to do in such emergencies. Always have the appropriate phone numbers and information with you. According to Title IX, any physical assault must be reported to the appropriate university authorities. At Southeast, the Title IX Coordinator is located in the Office of Institutional Equity & Diversity and can be reached by phone: (573) 651-2524, or by email: equityissues@semo.edu.

Once the student is able, advise them to contact their parent/guardian to update them on the situation. Mention that it is not required, but it is strongly encouraged. In the case of assault you are obligated to report this to the university officials. All communications will be private and discreet.

You are required to contact your department chair to inform them of the emergency. Discuss the best method of contact before the trip. If your department chair is unavailable, decide whether an email will suffice or if another university employee should be contacted. Make certain to have this contact information included in the space provided at the beginning of this packet.

National Emergencies

In the event of a natural disaster, political uprising, or other national emergency in your host country, please contact both your chair as well as the American embassy/consulate as soon as you are able.

Use the link below to find a U.S. embassy in each location you will be travelling to:

<http://travel.state.gov/content/visas/english/general/find-a-u-s--embassy-or-consulate.html>

Best Practices

In this section, we will address a few of the best practices to ensure that your short-term study abroad program runs as smoothly as possible. Remember that these are not requirements, but they are encouraged by veteran study abroad leaders. It's your trip; we just want to help you make it the best it can be!

Travel

Airline tickets can be purchased individually or as a group. There are pros and cons to each method. Discuss the options with your chair to determine which method is better for your department.

It is recommended that faculty members travel separately if all the students are not on the same flight. This will help ensure that a faculty member will be at the airport when students arrive regardless of weather or mechanical issues.

You should discuss with your students how they will get to the airport. There are many options (Enterprise passenger van, carpooling, etc.); just be certain that you are aware of how they will get there and home upon return.

Communication

You should discuss with your students how you will communicate with one another while traveling. There are numerous options (messaging plans, apps, cell phone rental, etc.) that are excellent options.

Student Conduct

You should be very clear about the conduct that you expect from your students. Most faculty experience only minor issues regarding student behavior. Students are expected to abide by the Student Code of Conduct. If a student is consistently exhibiting behavior that is detrimental to the class, the student or others, you should take the following steps:

- First, include in the syllabus/class policies regarding the Student Code of Conduct and what the penalties for failure to adhere to the Code will be, whether lower grade for assignments, removal from activities, removal from the class, etc. Students should note that removal from the class means leaving and returning home at the student's expense.
- During the trip should a student's behavior become disruptive, contact Dr. Randy Carter, the Assistant Dean of Students, at lrcafter@semo.edu or (573)651-2264. Contact your chair also and discuss what would be the best action. The Office of Student Conduct can advise you as to how to proceed should removal of the student be necessary.

Insurance

Everyone on the trip should have health insurance. There are numerous companies that offer health and travel insurance at very affordable rates. Consult with others who have taken trips for suggestions. In addition, the faculty should ensure that their health will permit them to successfully lead a group of students.

It is also recommended that you take out professional insurance. Talk with your insurance agent to see what your options are.

During the trip...

- Pre-trip orientations are necessary to advise students of the policies and procedures of the course. Clear written instructions regarding assignments, trip activities safety and behavior should be distributed and discussed.
- Make every effort to be present at the airport when students arrive and depart
- Conduct an on-site orientation. This should be a review of the syllabus, rules, etc. that have already been covered in the pre-departure orientation. A reinforcement of the rules will help prevent any misunderstandings or disruptive students.
- Stay with students during course time, activities, excursions, etc. Free time is allowed; just ask that they give you an idea of where they are going.
- Accommodate students with disabilities by adhering to university policies. For questions, contact:
 - Office of Disability Services
Dearmont Hall, Wing B1
573-651-5927
ds@semo.edu
- Keep track of all receipts and expenditures. You will need to submit an expense report upon returning.

Sample Letters to Parents

Example 1

Source: University of Missouri

Dear Parents, Families and Friends:

Greetings from the Study Abroad staff at the University of Missouri (MU) International Center! We are delighted that your student has chosen to study abroad. While studying in another country, they will experience tremendous growth both personally and intellectually. In fact, the majority of study abroad students cite their overseas experiences as among the most memorable and enriching of their college educations. Because study abroad is such an important experience in your student's life, we want to provide you with an overview of the study abroad process and administrative procedures common to all MU education abroad programs. Due to the wide variety of study abroad programs offered by the University of Missouri, we encourage you to discuss specific program details with your student.

MU ONLINE RESOURCES:

We invite you watch our General Pre-Departure Online Orientation:
<http://www.youtube.com/playlist?list=PLF74F4153F6877289>

The purpose of our General Pre-Departure Online Orientation is to provide students with essential information that they will need to have a safe, healthy, and fulfilling academic experience abroad. We encourage students to refer back to this orientation, as well as to the MU General Study Abroad Orientation Manual as they encounter challenging situations abroad. Completion of this orientation is MANDATORY for students participating on University of Missouri study abroad programs because the information it contains is vital to their health, safety and success as a study abroad participant.

In order to learn more about the study abroad process from initial inquiry to re-entry, please also visit the "**Parents, Families, and Friends of MU Students**" section of the MU International Center's website: <http://international.missouri.edu/parents/>. This portion of our website provides access to much of the information that the MU International Center has distributed to your student, as well as information regarding the study abroad experience and your student's return to the U.S. As you will see from the website, the health and safety of MU students abroad is of paramount concern to the MU International Center Study Abroad staff.

In addition, given that in the past, families of study abroad participants have had questions about payment for study abroad programs, we would like to draw your attention to the section on "**Cost:**" <http://international.missouri.edu/study-outside-the-us/getting-started/financing/cost.php> *If you have not done so already, we encourage you to talk with your student about payment for their study abroad program.*

The **University of Missouri General Study Abroad Orientation Manual**, which is distributed to every student participating on an MU study abroad program, is available on-line and contains detailed information about preparing to study abroad: We strongly encourage students to discuss information contained in this document with their families.

https://mystudyabroad.missouri.edu/customtags/ct_FileRetrieve.cfm?File_ID=575

In addition, we stress the importance of students calling home immediately upon their arrival overseas. We also instruct students to establish their primary means of communication with their families within 48 hours of arrival. The MU International Center Study Abroad staff uses e-mail as our principal means of communicating with students, and we emphasize that students must agree to check their "Mizzou" email accounts regularly for messages from our office. We send updates from the U.S. Department of State, as well as reminders about pre-registration for courses, and other important administrative deadlines at MU.

COMMUNICATION WITH FAMILIES:

Communication is key to our efforts to create successful study abroad programs. Our primary means of communicating with families of study abroad participants is through our "**Parents, Families, and Friends of MU Students**" website: <http://international.missouri.edu/parents/>.

Please be assured that the MU International Center Study Abroad staff would notify you immediately in the unlikely event of an emergency affecting the health, safety, or security of your student abroad. To ensure that relevant health, safety, and security information is communicated to MU students, the MU Director of Study Abroad and other members of the Study Abroad staff are in regular communication with our colleagues overseas and at other U.S. institutions, and the Study Abroad staff monitors several security resources.

ADDITIONAL RESOURCES:

We also encourage students and parents to consult several other websites containing important information about traveling overseas, especially if students are considering travel outside of their host countries:

- The U.S. State Department: <http://www.travel.state.gov/>
- U.S. Embassies Overseas: <http://usembassy.state.gov/>
- The Center for Disease Control: <http://www.cdc.gov/>

We look forward to working with your student throughout his/her education abroad experience. If you have questions or concerns, please do not hesitate to contact any member of the MU International Center Study Abroad Staff at (573) 882-6007 during our regular office hours (Monday-Friday 8:00am-5:00pm).

In the unlikely event of an emergency occurring outside of our regular office hours, please call the MU Police at (573) 882-7201, and they will contact a member of the MU Study Abroad staff at home.

Thank you for your support of your student's decision to study abroad!

Sincerely,

Barbara Lindeman- Director, Study Abroad
Brooke Baslee- Study Abroad Resource Room Assistant
Tiphani Dixon- Study Abroad Advisor
Emily Garner- Study Abroad & Exchange Student Advisor
Kelly Kesinger- Study Abroad Advisor
William Palmieri- Study Abroad Coordinator
Paulina Perkins- Associate Director of Study Abroad
Morgan Swartz- Assistant Director of Study Abroad for Faculty-led Programs
Rebecca Triatik- Study Abroad Coordinator, Faculty Led Programs

Example 2

Source: Princeton University

April 2007

Mr. and Mrs. _____

Address

Address

Dear _____,

We are very excited about the inaugural Princeton Global Summer Seminar in Hanoi for June 17 until July 28, 2007, and are very pleased that <student_name> will participate. This seminar, “America and Vietnam at War: Origins, Implications, and Consequences,” will be an extraordinary immersion in the exotic and historically fascinating culture and history of Vietnam. This letter will provide a brief itinerary and description of the program and inform you of the University's policies and expectations for overseas travel.

The fifteen Princeton students will travel from various parts of the United States, although groups may congregate in New York and possibly San Francisco to travel together. Each student is responsible for making his/her travel arrangements. Students should arrive in Hanoi by Friday, June 15, 2007. Students will be housed at the Bao Khanh Hotel, at 22 Bao Khanh Street, Hoan Kiem District, Hanoi, at the edge of the historic “Thirty-Six Streets,” the original center of Hanoi. Most classes and seminars will be conducted at the Social Sciences and Humanities Faculty, National University of Hanoi, at 336 Nguyen Trai Road, Thanh Xuan, District, Hanoi, Vietnam.

Students will study Vietnamese language for the first five weeks as part of their immersion in Vietnamese culture. From Monday through Thursday, I will conduct one seminar daily starting with the French colonial period, through the American period and, end with the highly promising reconciliation that has taken place in recent years between the U.S. and Vietnam. In parallel, Vietnamese historians, writers, experts, and former high administration officials will conduct seminars discussing roughly the same subject as we will discuss in my seminar to provide diverse perspectives.

There will regularly be field trips in and out of Hanoi on Fridays and occasionally on Saturday. We will travel to the imperial capital of Hue and the ancient, trading capital at Hoi An, and to the spectacularly beautiful Ha Long Bay. We also plan community service including joining a two-day service with the Vietnam Youth Union to work with rural farmers in repairing the dikes for rice paddy. In Hanoi we will visit museums, the Hoa Lo prison museum, the One Legged Pagoda, discuss Buddhism with a monk in a Buddhist Pagoda, hear a discussion by a famous historian at the Van Mieu Confucian Temple, visited by both President Clinton and President Bush during their state visits to Vietnam. We are also tailoring some community service in Hanoi to the interests of the students.

The seminar will end on July 28, allowing students to return home or travel in the region afterward.

We want to share with you information from U.S. Government agencies about political, cultural, and personal security issues relevant for travelers to Vietnam. (Please read the enclosed consular information sheet.) Although we have spent considerable time in planning this trip so that it will be as safe as possible, all travel abroad entails risks and even the most experienced leader cannot prevent all accidents. Please

read the enclosed information carefully so that that you too will be aware of the factors students have taken into account when considering whether to participate. All students have read this information, are aware that there may be other risks not mentioned in these materials and assumed any risk that may be involved in their participation. Additional health information has been provided to students the University Health Service's "international travel" nurse.

From my experience living in Hanoi from 1995-97, opening the U.S. Embassy, and in frequent visits since then, Vietnam is one of the safest, friendliest, most hospitable countries in the world. Americans are treated with warmth, respect, and sought after as friends.

Concerning its responsibilities for students, the University distinguishes between seminar-related and personal activity. We have organized the students' participation in the seminars, accommodations, and field trips, and have taken care to make this as safe and productive an experience as possible for the students. To this end, I will stay in the Trang An Hotel two minutes away from the Bao Khanh, and will be available around the clock for help. We are arranging rental of cell-phones for any student who wishes to have one, whereby they can keep in close touch with each other, me, and be able to contact their families at will. Each room in the Bao Khanh has an internet connection, so that contact can also be maintained through the student's laptop. The individual rooms also all have AC, TV, and mini-fridges.

But it is understood that the students will be on their own, and responsible for their own actions, when not involved in seminar-related activities, and this would involve, for example, evening and weekend activities and anything after the seminar ends July 28. Students have been informed that if a participant does not comply with the expectations set forth in *Rights, Rules, Responsibilities* -- choosing to taking part in seminar sessions, for example, or exhibiting behavior that is dangerous to the student or others -- appropriate disciplinary action will be taken, and the participant will be sent home immediately.

During the trip, I will contact the PIIRS office and the Office of International Programs regularly and you can leave messages for me or other course participants with PIIRS administrative assistants (609-XXX-XXXX). <student_name> has received a detailed list of addresses and phone numbers and we have enclosed a copy for of that for you as well. If you have any questions about the enclosed materials, please contact me by telephone at XXX-XXX-XXXX or e-mail me xxxxx@princeton.edu.

Sincerely,

Faculty Program Director

Enc. Princeton Global Summer Seminar in Hanoi Contact Information

Example 3

Source: Southeast Missouri State University

Dear _____,

Southeast Missouri State University is delighted that your student has chosen to participate in a short-term study abroad experience, an educational opportunity that we believe is important to understanding a global society. While studying in another country, the students will experience tremendous growth both personally and intellectually. In fact, the majority of study abroad students cite their international experiences as among the most memorable and enriching of their college educations. As your student prepares for this experience, we want to provide you with some helpful resources. Additionally, we encourage you to discuss specific program details with your student.

(Insert trip-specific information, e.g., Students will depart on XXXX, spend XXXX days studying the language, history, and culture of the host country, and return on XXXX.)

We also instruct students to establish their primary means of communication with their families and to contact them immediately upon their arrival overseas. The university uses email as our principal means of communicating with students, and we emphasize that students should check their Southeast email accounts regularly. Additionally, the university remains in contact with the faculty members leading the trip.

We encourage students and parents to consult the following websites containing important information about traveling overseas:

- The U.S. State Department: <http://www.travel.state.gov/>
- U.S. Embassies Overseas: <http://usembassy.state.gov/>

We look forward to working with your student throughout his/her international experience. If you have questions or concerns, please do not hesitate to contact the International Education and Services staff at 573-986-6863 or international@semo.edu during regular office hours (Monday-Friday 8:00am-5:00pm). If you are unable to reach your student during the trip, you may contact the faculty member facilitating the experience, XXXXXX at name@semo.edu. In the unlikely event of an emergency, please call Southeast's Department of Public Safety at 573-651-2215, and they will assist in the response.

Thank you for your support of your student's decision to study abroad!

Participant Forms

The remaining pages of this handbook contain samples of the necessary paperwork for students to complete before the trip. These include liability releases, medical information, applications, and more. Discuss with your chair whether or not these are appropriate* or if you should create your own.

**SFS forms regarding program costs, tuition & fees, collections, etc. are required with each trip.*

COVER SHEET
SOUTHEAST MISSOURI STATE UNIVERSITY
ACKNOWLEDGMENT OF OVERNIGHT GROUP TRAVEL GUIDELINES AND RESPONSIBILITIES

The University provides students with various opportunities designed to enhance their educational experience. Group travel, both domestic and international, is one means by which this goal may be accomplished. However, while the benefits of such travel are considerable and undeniable, it must be acknowledged that there is an element of risk to personal safety and health inherent in participation, as there is in any other activity. Whenever such group travel takes place under University auspices, the institution has a responsibility to: 1) plan and organize such travel in a manner that promotes high academic standards, protects the safety, and insures the well-being of participants; and 2) alert the traveler to the possibility of encountering said risks during the course of group travel. To better insure that the institution meets its responsibilities connected with group travel, guidelines for participation in such travel have been established by the University. These guidelines, outlined below, provide structure and appropriate guidance to those who sponsor and organize group travel activities for education and other purposes, and also to those participating in university group travel activities.

These guidelines have been designed to avoid elaborate rules and procedures, mandated requirements, and rigid standardization that might discourage group travel activities. The guidelines allow for flexibility, nimbleness and creativity in planning for and conducting group travel, while recognizing, avoiding and eliminating, insofar as possible, the risks involved. These guidelines acknowledge the University's responsibility for planning travel activities that are safe and educationally appropriate; at the same time, they also state that participants also share in the responsibility for a successful educational experience, and that they must acknowledge their awareness of these responsibilities and accept them.

I have read the attached Group Travel Guidelines. I understand and agree to comply with my responsibilities under these guidelines, including the responsibility to organize group travel experiences that promote high academic standards, protect safety, and insure the well-being of all those involved.

_____ DATE _____
(Signature of group leader – must be fulltime university employee or group advisor)

(Print or Type Name)

Department

Destination(s)

Date(s) of Travel

(Submit this document to your Dean or Vice President, for non-academic units)

OVERNIGHT GROUP TRAVEL GUIDELINES¹ (DOMESTIC AND INTERNATIONAL GROUP TRAVEL)

The University provides students with various opportunities designed to enhance their educational experience. Group travel, both domestic and international, is one means by which this goal may be accomplished. However, while the benefits of such travel are considerable and undeniable, it must be acknowledged that there is an element of risk to personal safety and health inherent in participation, as there is in any other activity. Whenever such group travel takes place under University auspices, the institution has a responsibility to: 1) plan and organize such travel in a manner that promotes high academic standards, protects the safety, and insures the well-being of participants; and 2) alert the traveler to the possibility of encountering said risks during the course of group travel. To better insure that the institution meets its responsibilities connected with group travel, guidelines for participation in such travel have been established by the University. These guidelines, outlined below, provide structure and appropriate guidance to those who sponsor and organize group travel activities for education and other purposes, and also to those participating in university group travel activities.

These guidelines apply only to overnight group travel. Employees supervising travel of shorter duration are encouraged to use components of these guidelines that are pertinent. These guidelines have been designed to avoid elaborate rules and procedures, mandated requirements, and rigid standardization that might discourage group travel activities. The guidelines allow for flexibility, nimbleness and creativity in planning for and conducting group travel, while recognizing, avoiding and eliminating, insofar as possible, the risks involved. These guidelines acknowledge the University's responsibility for planning travel activities that are safe and educationally appropriate; at the same time, they also state that participants also share in the responsibility for a successful educational experience, and that they must acknowledge their awareness of these responsibilities and accept them.

I. PRELIMINARY PLANNING AND ACTIONS

A. For all group travel:

1. A University Official has been designated for the group travel. Most often this is the faculty or staff member organizing the group travel.
2. The program is organized in a manner that protects the safety and ensures the well-being of participants.
3. A statement outlining policies, procedures, and expectations for the group travel, has been developed.
4. The trip itinerary has been fully identified, and availability of all transportation required (common carriers, chartered, rented) has been verified.
5. Emergency alternative carriers and providers have been identified.
6. Availability of all required lodging and other planned service providers has been verified.
7. American Disabilities ACT (ADA) requirements have been met, as applicable.
8. Lodging, transportation, and other arrangements (e.g. site visits) conform to acceptable safety standards and have been verified by knowledgeable person(s).
9. Contracts (or terms) of carriers and providers have been approved, secured, and implemented.

¹ Based on Guidelines for International Travel Management, Utah State University, www.suu.edu/riskmgmt/other/informational.cfm. Draft #2, March 11, 201, Daft #3, March 17, 2010. Endorsed by the Ad Hoc Group Travel Committee, March 22, 2010.

10. Orientation sessions for participants have been organized and scheduled.
11. Deviations in final plans from advanced brochures and advertisements have been identified and communicated to participants.

B. For international group travel:

1. The need for Emergency Medical Evacuation insurance has been evaluated.
2. The most recent State Department Consular Information Sheets, Public Announcements and Travel Warnings have been reviewed. Usually, programs will not normally be approved to countries for which (1) the U.S. Department of State or (2) the U.S. Department of Treasury has issued a warning.
3. All necessary Visas have been identified and preparations made to obtain them.
4. Home-stays, when a component of the group travel experience, have been established for pairs of students whenever possible.
5. Names and contact information for sponsors of home-stays have been secured and delivered to campus officials and students.

II. PARTICIPANTS HAVE BEEN INFORMED OF

A. For all group travel:

1. The expectation that participants comply with the policies, procedures, expectations, and directions from the University Official responsible for the group travel. The University Official is usually the lead faculty or staff member.
2. The statement outlining policies procedures and expectations.
3. The expectation that students will comply with Southeast's student code of conduct. Violators of the student code of conduct or group travel policies, procedures, and expectations may be subject to disciplinary action upon their return to campus. In extreme situations, violators may be dismissed from the group travel program and escorted back to campus at the participant's expense.
4. The complete itinerary and anticipated costs.
5. All changes from advance brochures and advertisements.
6. The requirement that participants should always travel in groups of at least two individuals.
7. The possibilities for, and consequences of, trip cancellation or interruption.
8. The requirement to attend Orientation sessions.
9. The university's limited responsibilities and restricted liability.
10. General health safety and security tips, including the requirement that participants are required to travel in groups of at least two individuals.

B. For international group travel:

1. Health concerns per CDC information releases.
2. Immunizations required and recommended.
3. State Department's Consular Information concerning each destination and intended routes
 - a. Entry requirements
 - b. Crime and Security
 - c. State Departments Consular Information concerning each destination and intended routes for (i) currency regulations, (ii) political stability, (iii) other significant risk disclosures.
4. Current exchange rates (recent).
5. Cultural differences and health and safety tips specific to the itinerary locations, including food and drinking water warnings.
6. The names, addresses, and telephone numbers of contact persons in countries on itinerary at Southeast Missouri State University.

7. The address and phone numbers of U.S. Embassies for countries on itinerary.
8. Insurance coverage required and recommended:
 - a. Medical and evacuation insurance is required.
 - b. Trip interruption and baggage loss insurance is recommended.

III. PARTICIPANT DOCUMENTS

A. For all group travel:

The following information has been obtained from/for each participant as applicable:

1. Names of relatives or other persons to contact in case of an emergency.
2. Medical Insurance policy number and carrier name and address.
3. Signed Release of Liability and Parental Consent Forms (if minor).
4. Any medical conditions, allergies, medications, etc. that may need special attention in an emergency, with instructions for dealing with the condition.

B. For international group travel:

1. Names and contact information of sponsors of home-stays.
2. A copy of the participants' passport signature page.
3. A copy of the Certification of Immunizations (when immunizations required).

IV. MONITORING TRAVEL

For all group travel:

The following arrangements are in place:

1. 24-hour primary and backup campus contacts for each trip.
2. Names and addresses of contact persons for each planned destination on the itinerary.
3. Plans for interim communicative contact(s) when the duration of the trip or the itinerary warrants updates.
4. Agreement of criteria that may warrant termination of the trip.

V. EVALUATION

For all group travel:

Following completion of a trip, the group leader will conduct an evaluation of the trip with input from the participants to assess the value of the trip. Particular attention will be paid to:

- a. The assessment of student learning outcomes resulting from the activity, and
- b. Student safety, comfort, and satisfaction during the travel.

Results of the assessment activity will be distributed to appropriate campus constituencies.

SOUTHEAST MISSOURI STATE UNIVERSITY

UNIVERSITY STUDENT/GROUP TRAVEL

LIABILITY RELEASE MEDICAL INFORMATION STATEMENT OF RESPONSIBILITY

The University believes that the direct experience of travel is a valuable dimension of a liberal arts education. Your opportunity to travel is likely to be a unique and memorable highlight of your academic experience and the University hopes that you will acquire an understanding of different customs and perspectives. With international travel, it is important to develop a sensitivity to and appreciation of the differences that exist between countries and cultures.

During your travel, you are likely to encounter ideas and experiences that are quite different from your usual experiences and expectations. With international travel, you may encounter customs of dress, diet, or social behavior that may not be in accord with your personal experiences, values or tastes. This can be one of the most interesting and exciting parts of experiencing a different culture. Learning to develop appropriate responses to and interpretations of this intercultural experience is one of the most valuable parts of this educational opportunity.

Remember as you travel domestically or internationally in connection with a University sponsored program, you represent the University. Appropriate social behavior, appreciation of hospitality in all its forms, and tolerance of unfamiliar customs and behaviors is expected of you at all times during your travel, as is befitting from a guest to his/her host.

(Endorsed by Administrative Council on April 27, 2010)

**LIABILITY RELEASE
AND
LIMITED POWER OF ATTORNEY
For
Participation in University-Sponsored**

OFF CAMPUS ACTIVITIES AND FIELD TRIPS

**Southeast Missouri State University
Cape Girardeau, MO 63701**

I, _____, the undersigned, in order to participate in Southeast Missouri State University's course titled _____, do hereby state and agree as follows:

1. In consideration of being allowed to participate in the above described course or program offered by Southeast Missouri State University, I hereby agree to assume all risks and responsibilities surrounding my participation in this course or program and do hereby release and hold harmless Southeast Missouri State University, its Board members, agents, employees, volunteers, representatives, successors and assigns, both individually and in any capacity (hereinafter referred to as "Releasees"), from and against any and all liabilities to me, my dependents, assigns, personal representatives, heirs, and next of kin, for any and all damages, expenses (including attorneys fees), claims, judgments, actions, or causes of action as a result of any damage, loss, or injury to person or property, including death, personal injury, pain and suffering, property damage, or contract claims, which I may sustain or suffer during, resulting from, in connection with, or arising out of this course or program, or during transportation to and from such course or program. **THIS INCLUDES ANY DAMAGE, LOSS, OR INJURY THAT MAY BE CAUSED BY THE NEGLIGENCE OF THE RELEASEES.**

Student Initials as to #1: _____

2. I have voluntarily chosen to participate in the above course or program. I certify that I am in suitable health and capacity for enrollment or participation in this course or program.

Student Initials as to #2: _____

3. This includes any losses or damages connected with or arising out of instruction, training, emergency care, or operations incidental to such programs, whether caused by the negligence of releasees or otherwise.

Student Initials as to #3: _____

4. This release agreement shall be construed to be as comprehensive as is allowed by law.

Student Initials as to #4: _____

5. In the event of injury or illness, I hereby authorize Southeast Missouri State University or any of its agents or representatives to authorize emergency medical treatment or to admit me to a facility for emergency medical treatment as may be deemed necessary to my health and welfare. I hereby consent to whatever medical treatment is deemed necessary. I, on my behalf, and on behalf of my heirs, successors, assigns, and personal representatives, hereby release the Releasees, both individually and in any capacity, from any and all claims resulting from, in connection with, or arising out of the rendering of such emergency medical treatment or my admission to a facility for emergency medical treatment. I agree to be liable for any and all expenses incurred related to or arising from the acquisition of such medical treatment and for the treatment received.

Student Initials as to #5: _____

6. In the event of injury or illness, I hereby authorize the release of my complete health record (including records relating to mental health care, communicable diseases, HIV or AIDS, and treatment of alcohol/drug abuse) to Southeast Missouri State University or any of its agents or representatives to assist in helping me obtain treatment as may be deemed necessary to my health and welfare.

Student Initials as to #6: _____

Southeast Missouri State University
TRAVEL COURSE/STUDY ABROAD MEDICAL INFORMATION FORM

Southeast Missouri State University requires that any student participating in a university-sponsored travel course or study abroad program must have medical insurance coverage. Please indicate below the details of your insurance coverage.

Additionally, students are advised to obtain supplemental coverage that will provide medical evacuation and repatriation coverage.

NAME: _____ AGE: _____
ADDRESS: _____
CITY OR TOWN: _____ STATE: _____ ZIP: _____
HEIGHT: _____ WEIGHT: _____ EYES: _____ HAIR: _____
DATE OF BIRTH: _____
INSURANCE PROVIDER: _____
POLICY NUMBER: _____
PASSPORT NUMBER: _____
DATE AND PLACE OF ISSUE: _____

IN CASE OF EMERGENCY, NOTIFY:

NAME: _____ RELATIONSHIP: _____
ADDRESS: _____
CITY OR TOWN: _____ STATE: _____ ZIP: _____
HOME PHONE: _____ WORK PHONE: _____

PHYSICIAN

NAME: _____
ADDRESS: _____
CITY OR TOWN: _____ STATE: _____ ZIP: _____
OFFICE PHONE: _____ HOME PHONE: _____

HEALTH HISTORY (Please attach separate documentation as needed)

Are there any health problems which might impair your full participation in this program or which should be brought to the attention of the program representatives in order to ensure your safety and health?

If you are using any medications, please name them, state your reasons for using them, and indicate dosage and frequency of use.

Are you allergic to any of the following: (please list)

Medications: _____ Foods: _____

Insect bites/stings: _____

Other: _____

Immunizations taken for this trip:

Please check with your physician to make sure that all basic immunizations are up to date!

By initialing below, I confirm that I have medical insurance coverage and that all of the information contained herein is true and accurate to the best of my knowledge.

_____ Student Initials

Student Statement

In choosing to participate in this program, I understand, acknowledge and agree to the following:

While the group leader(s) will do everything reasonably possible before and during the trip to enrich my experience and to ensure my safety, ultimately I must accept responsibility for my own safety, welfare, and behavior.

Student Initials: _____

I agree to follow the policies, procedures, directions, instructions, and/or standards established for the conduct of the participants in this course or program or provided by any University staff member or representative for this course or program.

Student Initials: _____

I agree to comply at all times with Southeast’s student code of conduct. I understand that violations of the student code of conduct or the policies, procedures, directions, instructions, and/or standards referenced above may subject me to University disciplinary action upon my return to campus, or dismissal from this program and responsibility for all expenses related to my escorted return to campus.

Student Initials: _____

I understand that I am not allowed to rent any motorized vehicle while abroad.

Student Initials: _____

I understand that, as a participant, I should always travel in groups of at least two individuals.

Student Initials: _____

I understand that I am required to attend Orientation sessions as a condition of participating in this program.

Student Initials: _____

I have completed the above information fully, completely, and truthfully. In case of emergency, I give my permission for the group leader(s) or a representative at a host institution to assist me, or if necessary to act on my behalf, either to seek medical care or to ensure my safety. I have read and understand this Release and voluntarily sign it. If I am under the age of 18, I understand that the signature of a parent or legal guardian is required.

Student Signature: _____

Witness: _____ Date: _____

COMPLETE THIS SECTION IF STUDENT IS UNDER 18 YEARS OF AGE. IF STUDENT IS UNDER 18, PARENT SIGNATURE IS REQUIRED!

Father’s Name: _____

Mother’s Name: _____

Signature of either parent: _____

Date of Signature: _____

(Endorsed by Administrative Council on April 27, 2010)

ENROLLMENT & FEES

I understand and agree to the following (please read CAREFULLY):

1. I must be enrolled in the appropriate course(s) in order to participate in this study abroad experience.
2. The department will enroll me in the appropriate study abroad course(s) after the priority registration dates have passed for the appropriate semester.
3. If I desire to Audit the course or take it Pass/Fail, I must indicate this to the Registrar by the session deadline.
4. The costs of the trip will be billed to my Southeast account upon registration, but no earlier than 4 months prior to departure date of trip. All payments must be made through Student Financial Services.
 - a. NOTE: my student account will be billed for the tuition and fees tied to the enrollment of my study abroad courses. This is in addition to the costs of the trip and must be paid according to the University deadlines for the appropriate semester of enrollment.
5. Refunds for tuition and fees will follow the University policy on withdrawals/dropped courses. This policy can be found at <http://semo.edu/sfs/refunds.html>.
6. I am responsible for tuition and fees according to the above mentioned policy even if I am dropped from this course by the University or if I am otherwise Academically or Financially Suspended.. If I am placed on Academic Suspension for the semester when this course is scheduled, the suspension will continue to be in effect and I will receive no academic credit for the course(s).
7. The costs for the trip are non-refundable. Once your application for study abroad has been committed, it will be up to the department to determine what amount, if any, may be refunded to me. This will be determined on a case-by-case basis and depending on the time of withdrawal from the program and the costs incurred up to that point. Refer to #5 regarding refund of tuition and fees.

I acknowledge that I have read and understood the policies regarding enrollment into the above program and course(s) and it is my responsibility to meet all deadlines and requirements. I further understand that my account is considered by Southeast Missouri State University (University), a non-profit institution of higher learning, to be an educational loan made to me to assist in the financing of my education and, therefore, not dischargeable under the United States Bankruptcy Code. Since the University is extending credit to me for the purpose of financing my education at the University, I acknowledge responsibility for my debts owed and realize that if payments are not met, any outstanding balance due is subject to late fees being charged according to University Policy. By signing this agreement, I agree that the University has the right to charge me for any collection fees, not to exceed 40% of the total account balance, plus any reasonable attorney fees, including anything incurred at trial and/or appeal.

NAME

DATE

*** Billing Questions?? Call Student Financial Services at 573-651-2253 or email sfs@semo.edu ***

Payments: Cash, check, credit/debit card payments can be made at the Cashier's Office in Academic Hall. Check or credit/debit card* payments can also be made online, through the Southeast Portal.*

**MasterCard, Visa, or Discover (2.5% service fee, up to a maximum of \$50 per transaction, will apply to any debit/credit card payments.)*

(Continued on next page)

SAFETY & STUDENT CONDUCT

8. I will attend all planned excursions or events unless excused by the program director.

9. I may not go anywhere alone but must always be in a group of two or more people.

10. Anytime I leave the group or the hostel, for any reason, I will sign in and out, indicating departure and planned return time and with whom I am going.

11. I am not allowed to rent a car while abroad.

12. I will attend all pre-departure meetings in order to become familiarized with safety issues, program objectives, travel advisories, etc.

13. I will immediately report any incidents/accidents to the program director to allow him/her to inform the University of such occurrences without delay.

14. I must adhere to the Southeast Student Code of Conduct.

15. I may be sent home at my own expense if I fail to comply with the above safety and conduct rules (points 9-15).

16. If, for any reason, I am allowed to withdraw from the course while it is taking place, I agree to return to the U.S. immediately.

Student Signature

Date

If student is under 18, parent must also sign below

Parent Signature

Date

CONTRACT FOR UNIVERSITY STUDIES CREDIT FOR STUDY ABROAD
SCHOOL OF UNIVERSITY STUDIES

I. *To be completed by the student. All signatures must be received 30 days prior to the beginning of the semester abroad. Please print all information clearly.*

Name:

Southeast ID Number: S0 _____

Southeast e-mail: _____@semo.edu

Course title(s) and course number(s) at the host institution:

Instructor:

Semester/Year:

University Studies requirement for which this (these) course(s) may be substituted:

UI 300 level: _____

UI 400 level: _____

II. *To be completed by the instructor*

Due Date:

Please attach a description of the work that must be satisfactorily completed to earn University Studies credit. Please demonstrate which University Studies objectives will be addressed and how. Please note that Objectives 1, 2, 3 and 6 must be addressed.

Signatures

Student:

Date:

Instructor:

Date:

Director, University Studies:

Date:

For University Studies use only: _____

Instructors:

(a) Save electronic copies, or print paper copies, for your records and for the student. Print a paper copy for signatures and forward for the remaining signatures.

(b) E-mail the Director of University Studies at univstudies@semo.edu when the study abroad has been satisfactorily completed. Retain a copy of all products that result from the study abroad experience.

SUPPLEMENTAL STUDY ABROAD ACTIVITIES

University Studies credit (3-6 hours of 300-level and 3 hours of 400-level credit) may be awarded if the study abroad experience is supplemented with additional academic work that integrates two or more University Studies categories and integrates two or more University Studies perspectives. This can be accomplished by selecting an appropriate mix of academic activities to be completed before, during and/or after the study abroad experience. Possible academic activities include, but are not limited to, those writing assignments and other activities noted below¹:

PRE-STUDY ABROAD

- What are the historic, economic and/or social roles and/or significance of the city and/or region in which you will be residing?
- Compose a composition in which you define culture and explain how culture affects human behavior. Make sure to cite your sources. In what ways do you think culture and behaviors will differ from those of the United States?
- What three historic sites or institutions would you like to visit in the country in which you will be residing? What are the social, cultural, economic or political significances of these sites/institutions?

DURING STUDY ABROAD

- Over your study abroad experience, construct a weekly journal that serves as a descriptive piece (e.g., describing a location or experience) and reflective (e.g., a summary of the impact on you as a person and/or student of an event or activity). This should be organized chronologically.
- Taking advantage of your time abroad, have individual conversations with (at least) ten adults who are residing in your study-abroad country. From these conversations, what did you learn about the culture, politics, and national values they may have about world events?

POST STUDY ABROAD

- Describe three differences in culture and behavior that you observed or experienced during your study abroad experience. Describe how what you observed or experienced is different from what you would expect in the United States.
- Working with the Office of International Education and Services, make two public presentations about your study abroad experience. This would need to be completed within one year of the study abroad experience.
- Reflecting back on your study abroad experience, describe the impact the experience had on you as individual, as a student and as a citizen of the United States
- What is a transnational issue (definition)? Select a transnational issue and compare what you believe would be the general United States perspective on this issue and what you believe would be the general perspective of the citizens of the county where you studied?
What three historic sites or institutions you visited during your study abroad experience had the greatest impact on you as an individual and/or student. Explain how or why.

¹ The magnitude of the supplemental assignments in large part is determined by the total number of University Studies credit hours sought.

AA000-01 CRN: 99999

Summer in Paris (name of Program)

Class Title

August 1 – 11, 20xx

RETURN THIS FORM

By mail to:

Southeast Missouri State University

Dept of XX

One University Plaza, MS XX

Cape Girardeau, MO 63701

On campus at:

Building Name - Room xx

By fax to:

(573) 651-xxxx

Trip Questions?

(573) 651-xxxx or [deptadmin]@semo.edu

STUDENT INFORMATION		
SOUTHEAST ID		
NAME	FIRST	MIDDLE INITIAL LAST
E-MAIL ADDRESS		

You are signing up for AA000 - Summer in Paris (Dates of trip). Please read the following information and sign below indicating that you understand the policies for payment of this course.

- A \$x,xxx.xx program fee will be billed to your Southeast student account upon completion of this form, but no earlier than 4 months prior to departure date of the trip. This fee **must be paid in full before MM/DD/YY**.
- A signed agreement is required prior to being allowed to enroll in AA000.
- AA000 is a three (3) credit hour course. Your Southeast student account will be billed for three (3) credit hours in addition to the \$x,xxx.
- You may not receive a paper billing statement for this charge. It is your responsibility to check your student account to ensure that you are making your payments as scheduled. (<https://portal.semo.edu>)

NOTE: The \$x,xxx program fee is charged **in addition to** the Tuition and General Fees and is used to cover the administrative costs for the course (transportation, some food, equipment, rental fees, guide services, etc). The program fee for the trip is non-refundable. Once your application for study abroad has been committed, it will be up to the Department to determine what amount, if any, may be refunded to me. This will be determined on a case-to-case basis and depending on the time of withdrawal from the program and the costs incurred up to that point. Refunds for the Tuition and General Fees would follow the University policy on withdrawals/dropped course: <http://www.semo.edu/sfs/refunds.htm>

I acknowledge that I have read and understood the policies regarding enrollment into the above program and course(s) and understand it is my responsibility to meet all deadlines and requirements. I further understand that my account is considered by Southeast Missouri State University (University), a non-profit institution of higher learning, to be an educational loan made to me to assist in the financing of my education, and therefore is not dischargeable under the United States Bankruptcy Code. Since the University is extending credit to me for the purpose of financing my education at the University, I hereby acknowledge my debt and realize that any outstanding balance due is subject to late fees being charged according to University policy. By signing this agreement form, I agree that the University has the right to charge me for any collection fees, not to exceed 40% of the total account balance, plus any reasonable attorney fees, including anything incurred at trial and/or an appeal.

STUDENT SIGNATURE	
SIGNATURE	DATE

**** Billing Questions?? Call Student Financial Services at 573-651-2253 or email sfs@semo.edu ****

Payments: Cash, check, credit/debit card* payments can be made at the Cashier's Office in Academic Hall.
Check or credit/debit card* payments can also be made online, through the Southeast Portal.

*MasterCard, Visa, or Discover (2.5% service fee, up to a maximum of \$50 per transaction, will apply to any debit/credit card payments.)